CCC BOARD OF EDUCATION – TOPIC SUMMARY
Topic: Minutes of the Work and Regular Sessions
Date: December 11, 2013
Division/Department: President's Office
ISSUE BEFORE THE BOARD: Approval of Minutes for November 13, 2013 **AMENDED AND APPROVED 12.11.13**

BOARD OF EDUCATION MEETING
MINUTES of the REGULAR SESSION
Wednesday, November 13, 2013

WORK SESSION

CALL TO ORDER

Chair Judith Ervin called the work session of the Clackamas Community College Board of Education to order at 5:30 PM on Wednesday, November 13, 2013 in the Bill Brod Community Center at Clackamas Community College, Room 127.

Presentation of Annual Audit by Kenneth Kuhns & Co, and Chris Robuck

Chris Robuck, director of business services, along with Darren Born and Kenneth Kuhns of Kenneth Kuhns & Co. presented the college's comprehensive annual financial report. The audit of the college's reported financial conditions was completed over a period of several months from summer through September of 2013. The report was made by Chris Robuck and her staff, and the audit completed by Kuhns & Co. Kuhns and company reports that the college's statement of assets and liabilities is accurate. The college had a good year for revenue, virtually breaking even. Kuhns and Company give the college a "clean, unmodified opinion" indicating that they are confident in the veracity of the figures and information reported to them by college staff. Kuhns also noted that they audited whether the college is following federal regulations in its receipt and disbursement of financial aid, finding compliance. The college is also observing state debt limits and state financial policies.

The college also followed up on several recommendations made as part of last year's audit:

- the college completed an inventory of all capital assets and updated existing records;
- a change was made in calculations for students who have to return part of their financial aid;
- the college moved a large amount of uncollectable receivables off the books. This process continues, and its completion will make the college more attractive for bond underwriting.

Board member Bidstrup asked if the college is keeping adequate reserves. Mr. Kuhns replied that the amount is between $9M and $10M, but the required amount is determined by policy. Vice President Mike Holland requested a letter addressing the adequacy of the general fund ending fund balance. The Board offered its thanks to the auditors and congratulations to Robuck and her team.

Andrea Henderson, Oregon Community Colleges Association (OCCA)

Executive Director Andrea Henderson addressed the Board of Education on OCCA's assessment of the biggest challenges facing community colleges in the state. Of greatest concern to OCCA and its member colleges is the impending transition of coordinating authority from the state Board of Education and the office of Community Colleges and Workforce Development (CCWD) to the newly empaneled Higher Education Coordinating Commission (HECC). HECC will assume many of the responsibilities of both CCWD and the State Board of Education beginning July 1, 2014.

The most pressing need is to create a strong partnership with the HECC, as we had with CCWD and SBE to create a shared vision for community colleges.

In the 2015 Legislative session OCCA will be advancing a strong funding restoration agenda. They are considering a joint legislative funding proposal with the universities to advance the 40/40/20 agenda. Community colleges must be active in these conversations.

Vice President Mike Holland asked whether HECC really wants to do workforce training. Ms. Henderson replied that was what the law envisioned. President Truesdell noted that workforce training is what community colleges do better than anyone else; it is what makes students successful when they leave here.

Board member Ron Adams noted that OCCA should use its bully pulpit to influence public opinion as well, by writing op-ed pieces and other media outlets. The universities get the most media attention, but the community colleges do the real work of preparing people for jobs and careers.

The conversation shifted to the future role of OCCA and the current levels of its services to member colleges. Should OCCA continue its current level of service? Should it offer new services? Are there services needed by large schools, but not by smaller schools, or vice versa? OCCA showed the levels of services offered by other similar state level organizations of community colleges around the country.

Board member Bidstrup asked about the role of community colleges in "remediation" or developmental education. Several participants noted that community colleges, with their open admissions policies, have always taken on this responsibility, though best practices and new thinking about developmental education are emerging and evolving nationwide. OCCA might act as a convener of conversations between K-12 schools and the community colleges to align our mutual efforts at preparing all students for success beyond high school.

Board members, the president, and other ex-officio representatives offered their thanks to Ms. Henderson and to OCCA for its continuing work and advocacy.

The Board was declared in recess at 6:50 p.m.

REGULAR SESSION

CALL TO ORDER

Chair Ervin called the regular meeting of the Clackamas Community College Board of Education to order at 7:05 PM on Wednesday, November 11, 2013 in the Bill Brod Community Center at Clackamas Community College, Room 127.

ROLL CALL

Declaration of a quorum: Board members present were: Ron Adams, Chair Judy Ervin, Jane Reid, Chris Groener, Jean Bidstrup, and Richard Oathes. Excused: Greg Chaimov.

lso in attendance: President Joanne Truesdell, Vice President Mike Holland, and Vice President Elizabeth Lundy; Ex Officio in attendance: CCC Full-time Faculty Association President Paul Wanner, Part Time Association President Jennifer Rueda, Classified President Mary Collins, and ASG President Erick Breton. Staff in attendance: Dean of College Advancement Shelly Parini; Dean of Curriculum, Planning, and Research Steffen Moller; Dean of Campus Service Bob Cochran; Director of Institutional Research BJ Nicoletti, Head of Business Services Chris Robuck, and Sean Pollack (recorder). There were many members of the college's Association of Classified Staff (ACE) also in attendance.

COMMENTS FROM CITIZENS

There was one comment from a citizen, Lizz Norrander. Speaking as both a private citizen and member of the college's Classified Staff, she informed the Board that the Association wishes to have a fair contract with the administration and college. Chair Ervin thanked the speaker.

CONSENT AGENDA

Items for Consideration:

A. Minutes (Work and Regular Sessions) 10.09.13	[11.11.13-A]
B. Monthly Financial Report - Robuck	[11.11.13-B]
C. Personnel Action Report - Godfrey	[11.11.13-C]

There were minor changes noted to the minutes: Member Reid noted a correction on her attendance at an Oregon Arts Council conference.

M/S— Approval of Consent Agenda items A-C. Items A, B, C passed with corrections, unanimously.

COLLEGE REPORTS

President Truesdell reported on a memo circulated by OEIB director Nancy Golden about the creation of achievement compact advisory groups in compliance with HB 3120. We are already in compliance with this requirement.

Dean Bob Cochran reported that a memorial procession of emergency vehicles for slain OC PD officer Robert Libke will stage and begin at the college.

The president gave thanks to all who are helping with the VP search.

Chair Ervin reported on the successful OCCA conference in Welches, Oregon.

The Imagine Clackamas Celebration will take place on November 12, 2013.

State Budget and Forecast Review - Chris Robuck

Tuition has not gone up; there has been additional money from the state to offset tuition increase, and enrollment is projected to go down slightly. By not increasing tuition, we lose about $800K per year from here on. The mandate from the Board was not to increase tuition if at all possible; we have the means to make it so.

Our built in assumption about property taxes is +1.2%; they may increase more than this.

PERS increases and Harmony debt service will account for much of the expense increase projected out to 2018-19. Our Harmony debt reserve will be exhausted by 2018-19, and the debt continues to 2026. President Truesdell noted that we have three November elections to pass a bond and allow us to refinance the Harmony debt with bond proceeds.

Projection Overview:

The current biennium looks good; the next is a slight deficit; in 2018-19 we begin running deficits. These projections all assume our model holds and PERS reforms survive the courts; they do not assume bond passage. If PERS reforms are unconstitutional, they can be refunded retroactively -- this not only affects us, but the entire state.

Member Adams asked about the insurance reserve fund, for future catastrophic claims. Member Jane Reid asked about the capital maintenance fund; it is far below the college's need.

NEW BUSINESS - ACTION

Adult High School Education Policy – IKFF

The Board reviewed a proposed Board policy on Adult High School Education standards. This policy is required by statute.

M/S Adams, Bidstrup. Passed and adopted unanimously.

Adult High School Education Plan - Darlene Geiger and Lisa Nielsen

The college, led by Associate Dean Darlene Geiger and Lisa Nielsen of skills development, has created an Adult High School Diploma (ADHSD) plan. The plan has been developed in conjunction with CCWD so that it conforms to the law. New OAR changes no longer allow us to issue AHSD to a student whose cohort is currently in high school.

Students need to complete some essential skills requirements, and we are required to document these. We must submit changes to the state once a year if there are any changes. This new policy requires students to either be high school students or community college students, not something in between. Credit for Prior Learning credits may now count toward Adult High School Diplomas.

M/S Bidstrup/Groener; unanimously passed.

Confidential Salaries

The memorandum on salary increases for Confidential staff for 2013-16 was presented to the Board. The cost of living increases are comparable to the increases that the Board approved for full time faculty.

M/S Adams/Groener; passed unanimously

The president noted that we want to level out the step increases so that they look like steps for faculty. The COLA is lower first year to account for a higher step increase; COLAs are higher in subsequent years.

Presidential Evaluation Forms

Minor corrections were noted to the forms.

M/S Bidstrup/Adams

Unanimous approval. The forms will be forwarded to OSBA as corrected.

Metro nature in neighborhoods grant – Shelly Parini and Alison Heimowitz

Alison Heimowitz informed the Board of a redesign and redevelopment plan for the college's Environmental Learning Center (ELC) – it includes an environmental learning lab and sustainable living features.

The project has four long term objectives:

- Improve Newell creek watershed;
- Enhance educational capacity for the ELC;
- Create recreation opportunities for the region; and
- Enhance and create community partnerships.

The Board was asked to approve an application for a Metro grant to cover one third of the projected cost. The college foundation will acquire the remaining two thirds. If we are approved for the grant, we have 2 years to secure matching funds.

Foundation Director Greg Fitzgerald noted that this was one of three projects the Foundation endorsed as part of its legacy campaign. We are currently looking at finding those income sources. Donors will

want to help when Metro is on board. Eighteen months after the money is on hand the project will be completed. May of 2016 we will begin the project in earnest.

Dean Bob Cochran noted that the storm water from our parking lot picks up pollution that ends up in Newell Creek; this design improves water quality through swales and filtration. Newell is a critical habitat for salmon.

Adams/Groener M/S; approved unanimously

REPORTS

Full Time Faculty Association President Paul Wanner

Wanner appreciates the recent FT faculty agreement with the administration and Board. We want to express our support for classified staff. They are our first line of contact with students; academic units cannot operate without them. Faculty will be participating in the Classified Staff appreciation event on November 21.

Wanner attended the uniserv faculty council for OEA. OEA is moving in the same direction as OCCA – tracking appropriations and distribution funding model, and ensuring the retention of locally elected boards, discretionary funding and state funding for capital expenditures. OEA can help with bonds. We as a faculty have a common mission with the administration and board.

Part Time Faculty Association President Jennifer Rueda

Rueda on behalf of the part time faculty asks that the administration please recognize the classified staff and their contribution. They have taken the largest burden of budget cuts.

The Part time faculty association membership drive was a "feel good event." All appreciate the good work of the college on behalf of part time faculty. Rueda wants to grow the organization; there are currently 246 part timers teaching and not all are members, but people do appreciate the association.

Classified Staff Association President Mary Collins

Collins thanked Paul and Jennifer for their kind words. Faculty showed up to show support for classified at bargaining. We are proud of the support of the many sectors of the college.

ASG President Erick Breton

Erick Breton added his thanks to classified staff who make a world of difference to students. ASG is currently planning community engagement events and volunteer service efforts.

Foundation, Jean Bidstrup Board Liaison

The staff fund drive is at 75% participation; there is an increase in total dollars pledged. The summer golf event ("Partee on the Green") netted over $76,000 for scholarships.

OCCA, Judy Ervin, past president

There will be a HECC strategic planning session on November 18-19; OCCA has five minutes on the opening HECC agenda.

President Joanne Truesdell

The President spoke at a League of Women Voters event on the role of community colleges in achieving 40/40/20, and on how the new university institutional boards structures: how are they like or unlike community college boards? The president will speak at the Oregon City Chamber of Commerce State of the Schools Event, November 26.

Meeting adjourned at 9:05 p.m.

The Board met in Executive Session pursuant to ORS 192.660 (2)(d): to consult with those charged with carrying on labor negotiations;
and
ORS 192.660(2)(a): To consider the employment of a public officer, employee, staff member or individual agent.

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Date	**Sean Pollack, Recorder**
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Judith Ervin, Board Chair	**Joanne Truesdell, Clerk**