

**BOARD OF EDUCATION MEETING**  
**Bill Brod Community Center, Room 127**  
**Wednesday, May 11, 2016**

**5:00 pm** **BUFFET DINNER** (Community Center, Room 126)

**5:30 pm** **WORK SESSION** (Community Center, Room 127)

1. Budget Committee Meeting (See separate agenda)

**RECESS**

**7:00 pm** **LOCAL CONTRACTS REVIEW BOARD** (Community Center, Room 127)

1. Hearing - Local Contracts Review Board
  - Comments from Citizens on CM/GC for Industrial Technical Center  
*This time is designated for comments on the Construction Manager/General Contractor delivery model for the construction of the Industrial Technical Center project only. All speakers must sign-in on the "Comments from the Audience, Speaker Sign-In Sheet" provided on the table at the entry-way to CC 127. Everyone signing in is asked to print legibly, note their address, and whether they are a student, staff, or community member. Comments are limited to three minutes. This is an opportunity for testimony. Respectful consideration is expected for all comments.*

**7:10 pm** **REGULAR SESSION** (Community Center, Room 127)

**I** **CALL TO ORDER – Chair Jean Bidstrup**

**II** **ROLL CALL**

**III** **COMMENTS FROM CITIZENS**

*All speakers must sign-in on the "Comments from the Audience, Speaker Sign-In Sheet" provided on the table at the entry-way to CC 127. Everyone signing in is asked to print legibly, note their address so informational material can be mailed to them, note whether they are a student, staff, or community member, and briefly describe the topic of testimony. Comments are limited to three minutes. This is an opportunity for testimony. Respectful consideration is expected for all comments. Individual personnel issues/concerns must not be discussed in a general public meeting.*

**IV** **CONSENT AGENDA**

*The Consent Agenda is designed to expedite the handling of routine and miscellaneous business of the Clackamas Community College Board of Education. By request of any Board member, an item may be removed from the Consent Agenda for discussion.*

1. Approval of:
  - a. Minutes (Work, Regular, and Executive Sessions) 04.11.16 and 04.13.16 R15/16-47a p 5
  - b. Monthly Financial Report – Director Robuck R15/16-47b p 17

- c. Capital Projects (Bond) Financial Report – Director Robuck R15/16-47c p 19
- d. 2016/17 Board Meeting Schedule – President Truesdell R15/16-47d p 21
- e. Policy Approval – President Truesdell R15/16-47e p 25

**V COLLEGE REPORTS**

- 2. President’s Report – President Joanne Truesdell
  - Emergency Preparedness and Response Report
- 3. Accreditation Report – Vice President David Plotkin p 33
- 4. Sabbatical Report – Instructor James Dickinson p 35
- 5. Winter Enrollment Report – BJ Nicoletti p 37
- 6. Energy Savings Company (ESCO) – Dean Bob Cochran p 41

**VI NEW BUSINESS – FIRST READ**

- 7. Construction Manager/General Contractor for the Industrial Technical Center – Dean Bob Cochran p 43

**VII NEW BUSINESS – ACTION**

- 8. City of Milwaukie Consent to Annexation – Vice President Jim Huckestein R15/16-48 p 49

**VIII BOARD OPERATIONS**

- 9. Personnel Report – Dean Patricia Anderson Wieck p 57
- 10. Future Board Agenda Items – Board Chair (Refer to Board Planning Calendar)
- Operations Reports:
- 11. Board Chair Business Report
  - President’s Evaluation
- 12. Clackamas Community College Education Foundation – Jean Bidstrup, Board Liaison
- 13. Oregon Community College Association – Ron Adams, Board Liaison
- 14. Bond Project Citizen Oversight Committee – Jane Reid, Co-Chair
- 15. Board of Education Community Reports

**IX ASSOCIATION REPRESENTATIVE REPORTS AND COMMENTS**

- 16. Associated Student Government (ASG) – Brent Finkbeiner, President
- 17. Full-Time Faculty – Bruce Nelson, President
- 18. Part-Time Faculty – Lauren Zavrel, President
- 19. Classified – Enrique Farrera, President

**RECESS**

**EXECUTIVE SESSION (Community Center, Room 126)**

The Clackamas Community College Board of Education will meet in Executive Session under ORS 192.660(2)(d):  
To conduct deliberations by the governing body with those designated to carry on labor negotiations.

**X ADJOURNMENT**

*Note: CCC Board of Education meetings are held in accordance with open meeting laws and accessibility requirements. Individuals requiring assistance or accommodations due to a disability should contact the Disability Resource Center at 503-594-3181 at least 48 hours in advance of this meeting.*

## DATES TO REMEMBER

### 2015-16

Wednesday, May 11

**Wednesday, May 11**

Saturday, May 14

Saturday, May 21

Spring Retiree Event, 2:00, Gregory Forum

**Budget Committee / Board of Education Meeting, 5:00 p.m., CC 127**

Compose Creative Writing Conference, 10:00 a.m.-8:00 p.m., Rook Hall

50th Anniversary Birthday Party

- Newell Creek Groundbreaking, 10:00 a.m., ELC

- ELC Open House, 11:00-3:00, ELC

- Family and community Festival, 11:00-3:00, Gregory Forum

- Outdoor Sculpture Campus Walk, 11:00-3:00

- College and Alumni Showcase, 11:00-3:00, Niemeyer Center

- Geocache Challenge Kickoff, 11:00-3:00,

- Time Capsule Opening, 3:00-3:30, OC Campus quad

- Reception and Student Art Show Awards, 3:30-5:00, Niemeyer Center

Memorial Day, College closed

Festival Latino, Noon - 4:00 p.m., Gregory Forum

Monday, May 30

Saturday, June 4

Thursday, June 9

Friday, June 10

**Wednesday, June 22**

GED & Adult High School Diploma Graduation Ceremony, 7:00 p.m.

College Certificate & Degree Graduation Ceremony, 7:00 p.m.

**Board of Education Meeting, 5:00 p.m., CC 127**

### **Save the Date for these Foundation events:**

Monday, July 18

Monday, August 22

Thursday, September 15

Friday, October 28

Golf Invitational, Arrowhead Golf Course

Corporate Challenge, Willamette Valley Country Club

End of Campaign Celebration, 5:00 p.m.

Gold Rush, Camp Withycombe, 6:00 p.m.



<b>CCC BOARD OF EDUCATION – TOPIC SUMMARY</b>	
Topic:	Minutes of the Work Session/Retreat from April 11, 2016
Date:	May 11, 2016
Division/Department:	President’s Office
<b>RECOMMENDATION:</b>	Approval of the Minutes for April 11, 2016



**BOARD OF EDUCATION MEETING  
MINUTES  
April 11, 2016**

**WORK SESSION**

Chair Jean Bidstrup called the work session of the Clackamas Community College Board of Education to order at 1:10 p.m. on Monday, April 11, 2016, in room 220, Roger Rook Hall, at Clackamas Community College with the following people present: Chair Jean Bidstrup; Vice Chair Richard Oathes; Board members Greg Chaimov, Jane Reid, Ron Adams, Chris Groener, and Dave Hunt; President Joanne Truesdell; Vice Presidents Jim Huckestein and David Plotkin; facilitator Paul Moredock; and recorder Denice Bailey.

**Board Goals Status Report**

President Joanne Truesdell led a discussion of the status of the Board’s 2015/16 goals.

Vice Presidents Jim Huckestein and David Plotkin left the meeting.

**Board Self-Evaluation**

Board Chair Jean Bidstrup distributed a draft policy on Board Member responsibilities for the president’s hire, evaluation and compensation. She would also like a similar policy is for the Board self-evaluation. This will be referred to the Policy Review Committee. Jean said it is a state requirement to participate in presidents’ evaluation, and stressed how important this responsibility is.

Facilitator Paul Moredock said the conversation on the Board’s self-evaluation is about going from good to great because this was a very positive evaluation. Paul led a discussion on the self-evaluation results.

**2016/17 Board Goals**

Paul Moredock facilitated a discussion on potential Board goals for 2016/17. The goals need to align with the 2016-19 college strategic priorities.

Ideas:

- Communication on construction cost escalation
- Legislative safety and capital request
- Continue FYFE cohort, include PTF in some way
- College readiness – deepen conversations with local school boards
- Innovation and relevance

President Joanne Truesdell said College Assessment for Planning (CAP) is this week and she may have some better suggestions for goals after that.

Paul Moredock left the meeting.

Vice Presidents Jim Huckestein and David Plotkin rejoined the meeting.

Succession Planning

President Joanne Truesdell shared and reviewed the organizational chart for the CCC administrative staff, which she color coded by years of experience. Only 16 administrators have more than three years of experience. She provided more information on the new positions for 2016/17 and discussed the framework for succession planning.

**The Work Session was recessed at 4:11 p.m. Board Chair Jean Bidstrup announced the Board will reconvene in Executive Session under ORS 192.660(2)(d) and 192.660(2)(a).**

Executive Session was convened in Room RR220 at 4:12 p.m. with the following people present: Board Chair Jean Bidstrup; Board Members Richard Oathes, Dave Hunt, Greg Chaimov, Jane Reid, Ron Adams, and Chris Groener; Vice Presidents Jim Huckestein and David Plotkin; President Joanne Truesdell; and Recorder Denice Bailey.

Labor Negotiations

Staff discussed labor negotiations with the Board.

Jim Huckestein and David Plotkin left the meeting.

Employment Discussion

The Board discussed a personnel issue.

**Adjourned 5:05 p.m.**

\_\_\_\_\_  
**May 11, 2016**  
**Date**

\_\_\_\_\_  
**Denice Bailey, Recorder**

\_\_\_\_\_  
**Jean Bidstrup, Board Chair**

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**Joanne Truesdell, Clerk**

<b>CCC BOARD OF EDUCATION – TOPIC SUMMARY</b>	
Topic:	Minutes of the Work, Regular, and Executive Sessions from April 13, 2016
Date:	May 11, 2016
Division/Department:	President’s Office
<b>RECOMMENDATION:</b>	Approval of the Minutes for April 13, 2016



**BOARD OF EDUCATION MEETING  
MINUTES  
April 13, 2016**

**EXECUTIVE SESSION**

Executive Session was convened under ORS 192.660(2)(i) in Room CC126 at 4:30 p.m. with the following Board Members present: Jean Bidstrup, Richard Oathes, Greg Chaimov, Chris Groener, Jane Reid, Ron Adams, Dave Hunt, and President Joanne Truesdell.

President’s Evaluation

The Board provided President Truesdell with her annual evaluation.

Executive Session adjourned at 5:00 p.m.

**WORK SESSION**

Chair Jean Bidstrup called the work session of the Clackamas Community College Board of Education to order at 5:30 p.m. on Wednesday, April 13, 2016, in the Bill Brod Community Center at Clackamas Community College. She announced that there are a few changes to tonight’s agenda, the first of which will be the anniversary report moving to the work session.

Winter Athletics

Director Jim Martineau reported on the outcome of winter sports: men’s basketball, women’s basketball, and wrestling. He then introduced three sophomore captains from the three sports: Joey Baldwin, men’s basketball; John Morin, wrestling; and Jo Paine, women’s basketball. The students provided some background information and their future plans.

Anniversary Update

Associate Vice President Shelly Parini thanked the Board for moving her item up on the agenda. She showed the video created for the anniversary and briefly reviewed the 50<sup>th</sup> anniversary website, including the list of events that will be part of the anniversary celebration. She asked the Board to let

Board Secretary Denice Bailey know what events they will be attending, and specifically what events they will attend during the anniversary party on May 21. Shelly thanked Public Affairs Specialist Max Wedding for his work on the anniversary projects. President Joanne Truesdell said there will be a president's coin made for the anniversary and a medallion with the history of the college's presidents on the back that can be worn at graduation and other events.

#### Environmental Learning Center (ELC)/Newell Creek Headwaters Presentation

Dean Bob Cochran reported construction drawings are 75% complete and a lot of time has been spent on the design. They have received some cost estimates of around \$2.1 million, including margin and adjustments. We can now move ahead and determine which projects we can do in-house and which we need to contract out. He shared artist drawings of the pavilion, amphitheater, and discovery gardens. He reviewed where volunteers could be used and where in-kind work can be done by CCC staff. President Joanne Truesdell said the next steps are: enter into an IGA with Metro, finish fundraising, and begin project staging. This will unfold in the next 2.5 years.

#### Bond Projects Report: Industrial Technical Center Update

Dean Bob Cochran introduced John Shorb and Alec Holzer from Opsis Architects, who presented the work so far on the Industrial Technical Center (ITC). The budget for the ITC is \$14 million, out of which \$6 million is for the Barlow parking lot. There was discussion of the relocation of the tennis courts. Alec provided information about the committee, which includes classified staff and students, and how they came up with the design and placement of equipment. This is a flexible space that can be expanded in the future. Full-time Faculty President Bruce Nelson asked about safety feature. They responded that there are limited entries and clear sight lines in and outside of the building. It is very early in the interior design process but safety features are being included. The project will be in design for the rest of the year and construction will occur in 2017-18 with a spring or summer 2018 move in.

#### Bond Projects Report: Title IX Upgrades for Randall Locker Room

Project Coordinator Mickey Yeager reported that our Title IX visit found deficiencies in our locker rooms. Since we passed the bond, we are now able to correct those deficiencies. We have been working with a team including the Disability Resource Center and the state civil rights representatives. Mickey reviewed the work that will be done. This project will also be addressing the gender neutrality issue by providing a gender neutral locker and shower space. She hopes to begin construction right after graduation and have it finishes in time for fall term.

The Work Session recessed at 6:44 p.m. Chair Jean Bidstrup announced Regular Session will convene at 6:50 p.m.

### **REGULAR SESSION**

#### **CALL TO ORDER**

Chair Jean Bidstrup called the regular meeting of the Clackamas Community College Board of Education to order at 6:52 p.m. on Wednesday, April 13, 2016, in the Bill Brod Community Center at Clackamas Community College, Room 127.

#### **ROLL CALL**

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

College Representatives in attendance: President Joanne Truesdell, Vice President Jim Huckestein, Vice President David Plotkin, ASG President Brent Finkbeiner, Full-time Faculty Association President Bruce

Nelson, Part-time Faculty President Lauren Zavrel, and Classified President Enrique Farrera.

Others in attendance: Dean Phillip King, Director Chris Robuck, Director BJ Nicoletti, Dean Sue Goff, Dean Bill Waters, Dean Patricia Anderson Wieck, Dean Cynthia Risan, Dean Dion Baird, Associate Dean Tara Sprehe, Associate Dean Larry Cheyne, Dean Bob Cochran, Board Secretary Denice Bailey (Recorder), classified staff members, and business representatives.

### **COMMENTS FROM CITIZENS**

Board Chair Jean Bidstrup read the guidelines for public comment at the Board meeting, and invited those who signed up to come forward.

CCC Department Secretary Kelly White spoke to the Board about public safety. She related a personal experience on campus and encouraged the Board to allow the current campus safety staff to continue to be armed.

### **CONSENT AGENDA**

The Board considered the approval of the following:

- a. Minutes (Work, Regular, and Executive Sessions) 3.9.16
- b. Monthly Financial Report – Director Robuck
- c. Capital Projects (Bond) Report – Director Robuck
- d. Policy Approval – President Truesdell
  - i. Policy BDD: Board Meeting Procedure
  - ii. Policy BDDC: Board Meeting Agenda
  - iii. Policy BDDG: Minutes of the Meetings
  - iv. Policy BDDH: Public Comment in Board Meeting
  - v. Policy BF: Policy Development and Review
  - vi. Policy BFCA: Administrative Regulations
  - vii. Policy BG: Board-Staff Communications
  - viii. Policy BHB: Board Member Development
  - ix. Policy BHD: Expenses of Board Members
  - x. Policy BHE: Board Member Liability Insurance

**R15/16-41** Greg Chaimov moved, Chris Groener seconded the motion, to approve consent agenda items a through d. Motion passed unanimously.

### **NEW BUSINESS – ACTION**

#### College Safety Framework after Decommissioning

President Joanne Truesdell said, at the Board's request, staff created three options for action at tonight's meeting. The three resolutions were included in the agenda materials. The Board clarified the differences between the three options:

- 43X adds two armed contracted School Resource Officers (SROs), a campus safety manager, and retains our current safety staff as unarmed security professionals.
- 43Y adds two armed contracted (SROs), a campus safety manager, and retains our current full-time safety staff as armed security professionals and our part-time safety staff as unarmed security professional.
- 43Z adds a campus safety manager, and retains our current full-time safety staff as armed security professionals and our part-time safety staff as unarmed security professional.

Classified Association President Enrique Farrera commented this is a very important issue to the association and the college. He said SROs are typically associated with K-12 facilities and the cost of the SROs is significant. He recommended allowing our current safety staff to remain armed and suggested the Board postpone this decision and request further research on insurance coverage with armed staff. He asked that the current staff also remain at the current pay level and that their salaries not be frozen.

ASG President Brent Finkbeiner said he is torn on having armed security guards. He said there is no concern about the four current safety officers, but if there is turnover in the position, he would not have the same confidence about new hires. While general consensus from student is they prefer armed security guards, he is personally concerned about the liability for the college, the potential of losing our insurance coverage, and arming new security officers with whom we are not familiar.

Vice President Jim Huckestein said in order to have training completed before the decommissioning takes effect on July 1, we need to have a decision now. It takes approximately six months to initiate having SROs on campus. We should have the Director of Campus Safety hired by that time, and that person will hire the Campus Safety Manager.

Full-time Faculty President Bruce Nelson suggested the cost of the SROs could be allocated to keep the current safety officers armed and trained. It is a lot of money and he asked if it could be invested in our current staff instead.

Board Chair Jean Bidstrup said the entire Board wants to provide a safe environment for everyone on campus. Clackamas Community College is the only community college in the state that is an armed educational facility.

Joanne confirmed that there is no plan to change the salary or job level of current staff. There would be no decrease in pay or level whether they are armed or not. She expressed her appreciation for the current safety officers.

**R15/16-43** Ron Adams moved, Chris Groener seconded the motion, to adopt resolution R15/16-43X which authorizes the College to provide for public safety utilizing existing full-time and part-time staff who are certified as DPSST unarmed security professionals, authorizes the addition of a DPSST certified unarmed security professional manager, and is augmented by up to two full-time equivalent armed School Resource Officers from local law enforcement jurisdictions.

The Board discussed the motion. They wish we were not in this position and feel there is no perfect option. They all expressed their respect and appreciation for our current safety officers, but there is no guarantee they will stay in their positions. Approving this motion does not commit the college to a long period of time - the model can be reviewed and adjusted in the future. At this time, the campus and community want there to be an armed presence on campus and they feel it should be police officers contracted through local law enforcement agencies.

Motion passed unanimously.

Joanne said the Incident Command Structure task force will be expanded to a committee and will provide a report on how we are doing with the command structure and these changes so the Board can monitor the investment. She committed to providing a monthly status report.

Board Member Greg Chaimov left the meeting.

### Bond Projects Workforce Goals

Vice President Jim Huckestein said this topic has been in front of the Board for a few months now and asked them to approve the recommendation.

**R15/16-42** Jane Reid moved, Chris Groener seconded the motion, to approve the workforce goals for equity and diversity of 10%, to include professional services in the diversity goal, and to encourage participation in the Business Opportunities Achievement Target (BOAT) program instead of making it a requirement. Motion passed unanimously.

### Budget Committee Appointment

Board Chair Jean Bidstrup reported the Board had a dinner meeting with Wade Byer, who has agreed to apply for appointment to the Budget Committee.

**R15/16-44** Ron Adams moved, Richard Oathes seconded the motion, to appoint Wade Byers to the Budget Committee for a three year term in Position/Zone 3, with a term expiration date of June 30, 2019. Motion passed unanimously.

## **COLLEGE REPORTS**

### Accreditation Report

Vice President David Plotkin reviewed the information the Board may need to know for the upcoming NWCCU accreditation visit. The accreditation committee will make commendations and recommendations for improvement. Then the seven-year accreditation cycle starts over again.

### Sabbatical Report

Dean Sue Goff introduced Sharon Parker, who presented her sabbatical report which was a market study on business and computer science (BACS) program. She reviewed the program details and shared key findings from the market study, including possible future program offerings. The SWOT analysis shows we have a very strong BACS program. The Board members expressed their appreciation for the report information and format.

### Anniversary Update

This item was presented during the work session.

## **NEW BUSINESS – FIRST READ**

### Policy Revisions – Section C

President Joanne Truesdell reported the following policies are presented for the first read:

- Policy CB: Chief Executive Officer
- Policy CBA: Qualifications and Duties of the President
- Policy CBB: Recruitment and Appointment of the President
- Policy CHCA: Approval of Handbooks and Directives
- Policy CI: Temporary Administrative Arrangements

Board member and Policy Review Committee member Chris Groener reported that based on feedback from Presidents' Council, the title of Policy CBA will be changed to Responsibilities and Duties of the President. These policies will come to the May Board meeting for approval in the Consent Agenda.

### 2016/17 Board Meeting Schedule

President Joanne Truesdell reviewed the proposed calendar. This will come back in the May consent agenda. Meeting dates can be changed with appropriate public notice.

### **BOARD OPERATIONS**

#### Personnel Report

The Board reviewed the list of employment changes. President Joanne Truesdell reported former Classified Association President Mary Collins took a position as registrar at Willamette University and the college is sorry to see her go.

#### Future Board Agenda Items

The Board reviewed the planning calendar. The 2016/17 planning calendar will be available at next meeting.

#### Board Chair Business Report

Chair Jean Bidstrup asked Board members to review the report on student retention and persistence included in their agenda materials. President Joanne Truesdell said this covers a five- to six-year process and pointed out staff members in the audience who have directly contributed to the successes outlined in the report. Board Member Dave Hunt said this information could be included in future bond presentations or could be part of an editorial piece. The Board was pleased with the positive changes.

Jean announced the Board has completed the annual evaluation for President Joanne Truesdell and read the following letter into the record:

*Dear Joanne,*

*The Clackamas Community College Board of Directors thanks you for another exemplary year as our president. Your performance as the head of this institution continues to be excellent and consistently exceeds expectations in all areas.*

*As in previous years, 2015 was filled with unique challenges requiring strong leadership skills that you demonstrated once again. The Board recognizes and highly values your excellent interpersonal skills, commitment, dedication and high standards, as well as the significant results your leadership and efforts to communicate have brought about.*

*As a Board, we have identified the following areas as strengths of yours, and we commend you for your work in these areas:*

- *Promotes and protects the welfare and safety of students and staff, while making relevant changes that reflect our changing environment*
- *Develops and maintains a climate of accountability, upward evaluation and continuous improvement throughout every level of the College community*  
*“A Hallmark of her work and potentially a legacy that she will leave”*
- *Represents the needs of the College to appropriate Federal, State, and local officials and agencies. “A leader for all community colleges in the state”*
- *Maintains the highest standards for ethics, honesty, and integrity in all personal and professional matters*
- *Establishes a vision and strategic priorities so our College is at the forefront of change*

To ensure progress in the coming year, the Board has identified the following areas of new or continued focus:

- Succession, leadership development, and transition planning
- Student success and retention initiatives while measuring results
- Transparent bond implementation and accountability for bond funds
- Fiscal health of the college now and a plan for sustainable funding for the future
- Strong relationships with our community, industry, state entities, and our donors

The Board of Education wants to recognize and express our appreciation for the immense amount of time you commit to this institution.

We congratulate you on a job well done, Joanne. Your leadership has been instrumental in leading the challenge to raise \$10 million in scholarship endowments to celebrate the 50<sup>th</sup> Birthday of the College. The College is indeed fortunate to have a leader guiding us in these challenging times who is so dedicated, respected, and tenacious.

Sincerely,

Jean M. Bidstrup, Board Chair  
Clackamas Community College  
Board of Education

Jean reported the Board retreat was held on Monday. They discussed the status of board goals, the board self-evaluation, and looked at possible goals for next year that align with the college strategic priorities.

STRATEGIC PRIORITY	POSSIBLE BOARD GOALS
College readiness	<ul style="list-style-type: none"> <li>• Deepen K-12 district Board/Administration with CCC Board/Administration.</li> <li>• Focus 2016-17 Community Engagement conversations regarding CCC partnerships with their district.</li> </ul>
Academic innovation and relevance	<ul style="list-style-type: none"> <li>• Continue to support First year Faculty Experience and expand to a continued 2<sup>nd</sup> year for the cohort.</li> <li>• Request assessment on leadership development for all staff.</li> <li>• Create an onboarding experience relevant for all new employees.</li> </ul>
Financial sustainability	<ul style="list-style-type: none"> <li>• Advocate for capital and safety legislative requests.</li> <li>• Assist CCC Foundation in capital and scholarship fund efforts.</li> <li>• Communicate capital cost escalation and its impact on Bond 2014 projects.</li> </ul>
Guided pathways	<ul style="list-style-type: none"> <li>• Track key measures of retention and completion.</li> </ul>

Jean said she attended the Foundation scholarship reception, the Oregon City Chamber State of the Schools, The Harmony Campus open house, and the Clackamas Repertory Theatre gala and auction.

Clackamas Community College Education Foundation Report

Chair Jean Bidstrup reported the Foundation has raised more than \$9.6 of the \$10M goal. The Foundation offices have relocated to the first floor in Barlow Hall. The first Foundation Board planning session is scheduled for April 18.

#### OCCA Report

Board Member Ron Adams said new titles have been assigned to OCCA staff. They are all directors. He has asked for the job descriptions for the new positions. The All Academic Team luncheon is May 3 but conflicts with our accreditation visit. Ron is curious about a council the governor created with no community college representatives on it at all. President Joanne Truesdell said Vice President Jim Huckestein will attend the OCCA/OPC meeting this month. OPC will advocate for community colleges to have representation on the council.

#### Bond Project Citizen Oversight Committee (COC) Report

Board Member Jane Reid reported the next committee meeting is May 17.

#### Board of Education Community Reports

Dave Hunt reported he made a bond presentation at the Gladstone City Council. The Oregon City Chamber State of the Schools presentation with CCC and OCSD was great and wishes it could be replicated at every school district.

Jane Reid reported she enjoyed the Board retreat, she attended Clackamas County commissioner candidate forum, and has two presentations coming up: one in and one in Estacada.

Chris Groener reported he attended the Foundation's scholarship banquet.

Richard Oathes reported he attended the Harmony open house and the Foundation's scholarship reception

Ron Adams reported he participated in two of the ELC clean-up parties and said real progress is being made but it will require constant maintenance. He encouraged everyone to go to the ELC open house on April 20. He also attended the Clackamas County commissioner candidate forum, and made a bond presentation to the West Linn Lions.

Jean Bidstrup reported she went to the Foundation Executive Board meeting. While on campus, she saw the food distribution by ASG with help from the gleaners. She was amazed that we were distributing that amount of food.

### **REPRESENTATIVE REPORTS AND COMMENTS**

#### Associated Student Government President Brent Finkbeiner reported:

- There were many activities for spring term's Welcome Week.
- The grants department has awarded 50 students grants. In child care grants alone, they have awarded \$1300.
- There is an upcoming initiative about how student identify themselves.
- Free food Wednesdays are very successful, serving more than 300 individuals every Wednesday.
- The rummage sale fundraiser raised \$1,000 to put back into the Cougar Cave.
- Voter vote campaign is partnering with Oregon Student Association. They are more than halfway to goal.
- May 18 is the Cougar Run, which will benefit mental health services. It will be an amazing event.

- The finals power cart is another new initiative. Healthy foods, calculators, and other items will be on a cart that will be rolled around campus during finals week.
- He is putting together a certification binder, working on recommendations for improvement from last year. He is very proud of it and it should be a big improvement.
- The Community Fair was today and it was a great success.
- Coming up on April 19 is the election of ASG Officers. Also an ice cream social, volleyball in the quad, and the job fair.
- He and Joe Ballard had the privilege of serving on a student veteran panel in Salem and spoke about what was helpful with their transition to school and how to help veterans be successful in school. Brent had the opportunity to brag about CCC and the many veterans services that are offered
- OCCSA was in Eugene. They did a service project at a retirement home, with NAACP on voter registration, and at an elementary school community garden.

Full-Time Faculty Association President Bruce Nelson reported:

- The Art Department organized the sculpture show which placed a number of sculptures around the Oregon City Campus.
- Kathleen Hollingsworth is celebrating the new degree program in music performance with jazz festival.
- Bev Forney in BACS is celebrating revisions to the two-year administrative office professional certificate with a social this spring. The revisions allowed CWE students to work with administrative assistants on campus.
- Paul Wanner received the President's Citation from Oregon Education Association for his many years of exemplary service.

Part-Time Faculty Association representative Leslie Ormandy reported:

She is sitting in for President Lauren Zavrel, who provided her with the following report:

- There has been no published progress on Senate Bill 1556 (loan forgiveness for adjuncts).
- The PTFA elections are coming up and Lauren will not be returning as president.
- Lauren is working on legislation to provide PTF with health insurance when working at different institutions.

Leslie reported:

- Bargaining is going on and they hope to finish by the anniversary party.
- They are working with HR and the law changes to the Affordable Care Act (ACA).
- She said she appreciates the work ASG is doing to provide free food to students because the PTFA have concerns about food as well. She reported more than 50% are on food stamps.

Classified Association President Enrique Farrera reported:

- The Association has been very active. Many members wore blue today to support our current security personnel.
- All the reports about the CCC's success involve classified staff. He asked the Board to remember the Classified Association works with the other associations for student success.
- OEA has appointed him to represent community colleges at the state level.
- The election for officers is coming up.

**Open Session was recessed at 9:20 p.m. Board Chair Jean Bidstrup announced the Board will reconvene in Executive Session under ORS 192.660(2)(d).**

Executive Session was convened in Room CC126 at 9:24 p.m. with the following people present: Board Chair Jean Bidstrup; Board Members Richard Oathes, Dave Hunt, Jane Reid, Ron Adams, and Chris Groener; HR Dean Patricia Anderson Wieck; Vice Presidents Jim Huckestein and David Plotkin; President Joanne Truesdell; and Recorder Denice Bailey.

Labor Negotiations

Staff discussed labor negotiations with the Board.

**Adjourned 10:13 p.m.**

**May 11, 2016**  
\_\_\_\_\_

Date

\_\_\_\_\_  
**Denice Bailey, Recorder**

\_\_\_\_\_  
**Jean Bidstrup, Board Chair**

\_\_\_\_\_  
**Joanne Truesdell, Clerk**

Topic:	Monthly financial report -- All funds
Date:	May 11, 2016
Presenter	Jim Huckestein, Vice President of College Services Chris Robuck, Director of Fiscal Services
Division/Department:	College Services/Business Services
<b>Recommendation:</b>	<b>Approval of monthly financial report- All Funds</b>

**ALL FUNDS**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**  
2015-16 at March 31, 2016

	<u>Fund Balance at Start of Year</u>	<u>Revenue and Other Sources</u>	<u>Expenditures and Other Uses</u>	<u>Net Revenue (Expenditures)</u>	<u>Fund Balance at Report Date</u>
General	\$ 15,710,997	\$ 42,755,083	\$ 31,308,816	\$ 11,446,267	\$ 27,157,264
Fee	1,352,895	3,509,229	2,527,380	981,849	2,334,744
Innovation	205,202	470,000	541,138	(71,138)	134,064
Debt Service	2,602,461	8,024,513	1,596,737	6,427,776	9,030,237
Capital Projects (Bond)	33,581,430	75,255	6,578,891	(6,503,636)	27,077,794
Equipment Replacement	1,538,129	250,000	162,890	87,110	1,625,239
Lottery Bond Improvemts	44,691	56,346	101,037	(44,691)	-
Major Maintenance	3,181,598	521,510	479,141	42,369	3,223,967
Student Technology	270,833	753,331	225,723	527,608	798,441
Internal Service	564,706	204,189	236,104	(31,915)	532,791
Bookstore	1,277,494	1,737,283	1,712,142	25,141	1,302,635
Customized Training	417,442	477,347	360,809	116,538	533,980
Intramurals and Athletics	10,580	313,022	230,961	82,061	92,641
Student Life & Leadership	169,251	141,774	140,855	920	170,171
Computer Lab	115,874	49,353	35,816	13,537	129,411
Retirement	1,676,869	1,000,000	642,886	357,114	2,033,982
Student Financial Aid	18,210	14,538,119	19,260,404	(4,722,285)	(4,704,074)
CASE Grant	-	178,003	178,003	-	-
Grants and Contracts	604,091	1,712,522	1,876,160	(163,637)	440,453
WIA Grant	(1)	1,246,234	1,443,682	(197,448)	(197,449)
Insurance Reserve	215,042	100,000	3,625	96,375	311,417
PERS Reserve	1,000,000	-	-	-	1,000,000
<b>Total</b>	<u><u>\$ 64,557,795</u></u>	<u><u>\$ 78,113,112</u></u>	<u><u>\$ 69,643,199</u></u>	<u><u>\$ 8,469,913</u></u>	<u><u>\$ 73,027,708</u></u>

**Notes**

Lottery Bond Improvements, Student Financial Aid, and grant funds (CASE, Grants & Contracts, and WIA): Expenditures for these funds normally occur prior to billing or drawdown of funds. Revenue for reimbursements from grantors are normally billed and recorded in the month subsequent to when the expenditures were incurred, causing a negative fund balance at month end. Final billings and draws at year end will offset any expenditures for the year.

**CONSENT AGENDA**

**AGENDA ITEM 1b  
R15/16-47b**

Topic:	Monthly financial report -- General Fund
Date:	May 11, 2016
Prepared by:	Jim Huckestein - VP of College Services Chris Robuck - Director of Fiscal Services
Division/Department:	College Services/Business Services
Recommendation:	<b>Approval of monthly financial report - General Fund</b>

GENERAL FUND	March 2016		Year to Date 2015-16		Year to Date 2014-15		Fiscal Year 2015-16		Projected is Better (Worse) than Budget
	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Budget	Projected	
<b>REVENUE</b>									
State comm college support	\$ -	0%	\$10,797,316	84%	\$10,070,636	76%	\$12,844,886	\$14,787,185	\$ 1,942,299
Property taxes	545,163	3%	16,274,648	97%	15,466,026	100%	16,795,698	17,009,988	214,290
Tuition, net of waivers	1,423,259	10%	14,034,214	99%	14,315,656	101%	14,162,536	13,752,512	(410,024)
Other revenue	152,458	9%	1,578,905	89%	1,502,207	86%	1,768,241	1,717,618	(50,623)
Transfers in	-	0%	70,000	100%	436,200	98%	70,000	70,000	-
Total revenue	<u>2,120,879</u>	<u>5%</u>	<u>42,755,083</u>	<u>94%</u>	<u>41,790,725</u>	<u>93%</u>	<u>45,641,361</u>	<u>47,337,303</u>	<u>1,695,942</u>
<b>EXPENDITURES</b>									
Personnel services	2,935,876	8%	24,070,822	66%	23,052,981	65%	36,717,121	35,916,837	800,284
Materials and services	476,155	8%	4,620,596	73%	4,359,568	72%	6,306,467	6,113,727	192,740
Capital outlay	114,465	39%	255,565	86%	151,278	60%	295,500	147,725	147,775
Transfers out	-	0%	2,361,833	96%	1,721,427	100%	2,461,833	2,461,833	-
Total expenditures	<u>3,526,496</u>	<u>8%</u>	<u>31,308,816</u>	<u>68%</u>	<u>29,285,254</u>	<u>68%</u>	<u>45,780,921</u>	<u>44,640,122</u>	<u>1,140,799</u>
Net revenue (expenditures)	<u>\$ (1,405,617)</u>		11,446,267		12,505,472		(139,560)	2,697,181	2,836,741
Fund balance at start of year			15,710,997		12,180,027		15,117,000	15,710,997	593,997
Fund balance at report date			<u>\$27,157,264</u>		<u>\$24,685,498</u>		<u>\$14,977,440</u>	<u>\$18,408,178</u>	<u>\$ 3,430,738</u>
								9,080,828	

*Fund balance in excess of minimum 10% of revenue, excluding July state appropriation payment*

**AMOUNTS USED FOR BUDGET AND PROJECTIONS**

State comm college support: CCSF for 2015-17 (in millions)	\$ 500	\$ 550
Property taxes: Increase over prior year	4.5%	4.5%
Tuition, net of waivers: Change in revenue from prior year	-2.0%	-5.0%
Personnel services: Projected wages are 2% less than budget to account for turnover and vacancies		
PERS rate as % of actual General Fund wages	19.6%	19.6%
Materials and services: Except where actual is known, projected is 5% less than budget for underutilization		
Fund balance in excess of minimum 10% of revenue, excluding July state appropriation payment		

In odd numbered years the last quarterly payment for the biennium from the Community College Support Fund is delayed until July of the subsequent biennium. The college records the payment as accrued revenue for budget purposes, but for planning purposes subtracts the accrued payment in the calculation of fund balance in excess of minimum.

**CONSENT AGENDA**

**AGENDA ITEM 1c  
R15/16-1c**

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	May 11, 2016
Prepared by:	Jim Huckestein - VP of College Services Chris Robuck - Director of Fiscal Services
Division/Department:	College Services/Business Services
<b>Recommendation:</b>	<b>Approval of monthly financial report - Capital Projects (Bond) Fund</b>

		<b>REVENUE AND EXPENDITURES, inception to March 31, 2016</b>						
<u>Expected Completion</u>	<u>Budget</u>	<u>All Projects</u>	<u>Harmony Phase II</u>	<u>Industrial Tech Ctr</u>	<u>DeJardin Addition</u>	<u>Major Maintenance</u>	<u>Project Related</u>	<u>Total</u>
<b>NET REVENUE</b>								
Proceeds/premium of debt issue		46,948,269						
Bond sale costs		(386,747)						
Refunding of long-term debt	14,000,000	(14,717,927)						
Net bond proceeds		31,843,594						31,843,594
Interest earned on bond proceeds		88,675						88,675
State grants for construction			-	-				-
Foundation contributions								-
Unrestricted General Fund transfer							2,000,000	2,000,000
Net revenue		<u>31,932,269</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000,000</u>	<u>33,932,269</u>

**EXPENDITURES**

**Planning**

Project management (inici)		76,539
OR City land use application		4,411
Oregon City master planning		101,938

**Harmony phase II**

	fall 2017	20,000,000	
Purchase land & OIT building		4,200,000	4,208,741
Project management			40,993
OIT building demo			7,914
Legal, set up modulars, etc.			143,415
Architect and engineering			638,309
Construction			-

**Industrial Technical Center**

	fall 2018	18,000,000
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		<b>REVENUE AND EXPENDITURES, inception to March 31, 2016</b>							
<b>Expected Completion</b>	<b>Budget</b>	<b>All Projects</b>	<b>Harmony Phase II</b>	<b>Industrial Tech Ctr</b>	<b>DeJardin Addition</b>	<b>Major Maintenance</b>	<b>Project Related</b>	<b>Total</b>	
Project management				11,666					
Architect and engineering				34,756					
<b>DeJardin addition</b>	10,000,000								
Project management					654				
<b>Major maintenance</b>	26,000,000								
IT network infrastructure & wireless	2,000,000					1,471,386			
Meyers Road extension	4,000,000					25,540			
Project management						60,323			
Elevator and ADA upgrades						2,170			
Title IX						8,688			
Barlow Automotive remodel	10,000,000								
North tunnel remodel (Randall)						768			
<b>Costs paid from unrestricted \$</b>							80,865		
Total expenditures	<u>108,200,000</u>	<u>182,889</u>	<u>5,039,372</u>	<u>46,422</u>	<u>654</u>	<u>1,568,874</u>	<u>80,865</u>	6,919,076	
<b>COMMITTED: contracts minus expenditures to date</b>								<u>3,617,582</u>	
<b>AVAILABLE: not yet spent or committed</b>								<u>23,395,611</u>	

CCC Board of Education – Topic Summary	
Topic:	2016-17 Board Meeting Schedule
Date:	May 11, 2016
Prepared By:	Joanne Truesdell, President
Division/Department:	Executive Offices
Issue Before the Board:	Approval of the schedule for the Board of Education meetings for the 2016/17 fiscal year

**REASON FOR BOARD CONSIDERATION:**

As stated in Policy BD/BDA: Board Meetings/Regular Board Meetings, the Board of Education is responsible for setting the schedule of board meetings each year.

**BACKGROUND:**

The proposed calendar of meetings follows the past practice of holding meetings on the second Wednesday of the month, with the following exceptions:

- The July 2016 meeting will be held on the last Wednesday of the month (July 27)
- There is no meeting in August 2016
- The June 2017 meeting will be held on the third Wednesday of the month (June 21)

This calendar also sets May 3 as a meeting date for the Budget Committee, and xx as the date for the Board Retreat.

**BUDGET IMPACT/SOURCE OF FUNDS:**

There is no cost associated with setting the Board meeting calendar.

**ATTACHMENTS:**

Tentative 2016/17 Board meeting schedule

**FUTURE REPORT:**

The proposed 2017/18 Board meeting schedule will be in April of 2017.



# 2016-2017

## Board Meeting Schedule

July '16						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '16						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '16						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '16						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '17						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '17						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '17						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Board Meeting
- Budget Committee Meeting
- Board Retreat

- ACCT Leadership Congress
- OCCA Annual Conference



<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Policy Revisions/Adoptions
<b>Date:</b>	May 11, 2016
<b>Presenter:</b>	Joanne Truesdell, President
<b>Division/Department:</b>	Executive Offices
<b>RECOMMENDATION:</b>	Adoption of Board Policies as listed

**REASON FOR BOARD CONSIDERATION:**

One of the Board’s 2015-16 goals was to review and update Board policies on a three-year rotation, or as needed by changes in legal, community, or accreditation requirements.

**BACKGROUND:**

Board policies were most recently reviewed in 2011.

This set of policies was presented for first reading at the March 9 Board meeting.

**BUDGET IMPACT/SOURCE OF FUNDS:**

No fiscal impact is associated with the adoption of policies

**ATTACHMENTS:**

- Policy CB: Chief Executive Officer
- Policy CBA: Responsibilities and Duties of the President
- Policy CBB: Recruitment and Appointment of the President
- Policy CHCA: Approval of Handbooks and Directives
- Policy CI: Temporary Administrative Arrangements

**FUTURE REPORT:**

As other policies are approved, they will be brought to the Board for a first reading, then adoption.



## Chief Executive Office

The President is the College's chief executive officer and has, under the Board's direction, general supervision of all programs, personnel and activities of the College. The President is responsible for managing the College under the Board's policies and is accountable to the Board for that management.

The President may delegate to other personnel the exercise of any powers and the discharge of any duties imposed upon the President by these policies. Delegation of power or duty, however, will not relieve the President of responsibility for action taken under such delegation.

END OF POLICY

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**Legal Reference(s):**

[ORS 341.290\(1\)](#)

**Cross Reference(s):**

CBG - Evaluation of the President

## Responsibilities and Duties of the President

### General Responsibility

The President shall serve as the executive officer for the Board. The administration of the College shall be delegated to the President, who shall carry out these administrative responsibilities and functions in accordance with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the College shall be delegated to the President who shall also perform such other chief executive administrative duties as may be assigned by the Board.

### Responsibilities and Duties

1. The President will assist the Board by:
  - a. Being responsible for carrying out the general policies of the College as approved by the Board, the rules and regulations of the Higher Education Coordinating Commission (HECC) and Oregon Revised Statutes;
  - b. Initiating policies for Board consideration and developing administrative regulations to implement those policies, evaluating the effectiveness of all College regulations and rules;
  - c. Administering the planning, development and maintenance of a positive educational program which conforms with the adopted policies of the Board;
  - d. Recommending for the Board's consideration policies on organization, finance, instruction, physical plant and other functions of the College program;
  - e. Studying the requirements of the College for new construction and recommending needs to the Board;
  - f. Keeping the Board continuously informed of the progress and needs of the College.
  
2. The President is responsible for:
  - a. Preparing all agendas for meetings of the Board or delegating this responsibility in the event of absence;
  - b. Having the minutes of Board meetings recorded;
  - c. Signing the minutes of all special and regular meetings and transmitting a copy of the minutes of the previous meeting(s) to each member of the Board before each regular meeting;
  - d. Custodial responsibility for all records, proceedings and documents of the Board;
  - e. Attending all meetings of the Board and participating in all its deliberations;
  - f. Developing and putting into action administrative regulations consistent with Board policy;
  - g. Recommending to the Board the appointment of all professional personnel, defining the duties and assigning of work to all personnel;
  - h. Hiring all other College personnel;
  - i. Discipline, up to and including termination, of employees;
  - j. Conducting continuous studies of the development and needs of the College and keeping the Board and the public informed;

- k. Supervising the preparation and administration of the annual budget with recommendations for adoption.
3. The President serves as:
- a. The representative to meetings and conferences with federal, state and local accrediting associations and other agencies requiring College participation (This responsibility may be delegated if necessary.);
  - b. The representative to meetings, conferences and public events deemed to be of value to the College. These may, and should, be delegated to other College officials in accordance with the best interests of the College;
  - c. A nonvoting ex-officio member or guest of all committees, meetings, organizations or gatherings held by the public, students or College employees on the College campus.

END OF POLICY

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**Legal Reference(s):**

[ORS 341.290\(1\)](#)

[OAR 589-002-0100](#)

**Cross Reference(s):**

CBG - Evaluation of the President

## **Recruitment and Appointment of the President**

The Board considers foremost among its responsibilities the selection and appointment of a President who can effectively translate into action the Board's policies and the community's aspirations for its College.

To provide the most capable leadership available for the College, the Board may engage in a nationwide search for applicants for the position of President whenever a vacancy in that position occurs.

The Board shall develop and adopt the standards (candidate qualities and work experience), criteria (application, screening and hiring process) and policy directives (promote from within, state and/or national search) to be used in hiring the President or interim President at a meeting open to the public and at which the public has had an opportunity to comment.

The Board may seek the advice and counsel of interested individuals and/or of an advisory committee and/or it may hire consultants to assist in screening candidates and to encourage the filing of applications by professional educators who meet the qualifications. Final selection, however, will rest with the Board after a thorough consideration of qualified applicants.

The Board will appoint the President by a majority vote of the Board members at a meeting for which notice has been given of the intended action.

At the time of his/her appointment, the President will be issued an initial contract with the length of the contract, salary and benefits as mutually negotiated and determined. The Board may, thereafter, fix the President's salary, benefits, and term annually, prior to the beginning of the new fiscal year.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.660\(7\)\(d\)](#)  
[ORS 341.283](#)

[ORS 341.290\(1\), \(2\)](#)

## **Approval of Handbooks and Directives**

In order that pertinent Board policies, administrative regulations, College rules and procedures may be known by all staff members, patrons and students affected, College administrators are granted authority to issue staff and student handbooks.

It is essential that the contents of all handbooks conform with Board policies and regulations. It is also important that all handbooks bearing the name of the College be of a quality that reflects favorably on the College.

The President or designee will review and approve handbooks. All handbooks published are to be made available to the Board for informational purposes.

END OF POLICY

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**Legal Reference(s):**

[ORS 341.290\(2\)](#)

## **Temporary Administrative Arrangements**

In the absence of the President, the President shall designate the person who has administrative responsibility and notify the Board chair as necessary.

In the event the President is disabled or otherwise unavailable to serve, the Board will assign the President's duties as appropriate.

END OF POLICY

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**Legal Reference(s):**

[ORS 341.290\(2\)](#)

CCC Board of Education – Topic Summary	
Topic:	Accreditation Visit Recap
Date:	May 11, 2016
Presenter:	David Plotkin, Vice President
Division/Department:	Instruction and Student Services
<b>RECOMMENDATION:</b>	Information-only item

**REASON FOR BOARD CONSIDERATION:**

At the April Board meeting, the Board heard a presentation about what to expect during the accreditation visit. Tonight's report is to review the results of the visit.

**EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:**

The Board will hear of any commendations or recommendations for improvement from the visit.

**BACKGROUND:**

The Northwest Commission on Colleges and Universities, the regional accreditor for Clackamas Community College, will visit the campus for a regular comprehensive evaluation visit on May 2-4, 2016. They will refer to CCC's 7 Year Self-Study, appendices and exhibits to determine if the institution is fulfilling its mission according to the core themes and objectives adopted by the board.



CCC Board of Education – Topic Summary	
Topic:	Sabbatical Report
Date:	May 11, 2016
Prepared By:	James Dickinson
Division/Department:	Science
Issue Before the Board:	Informational report on sabbatical activities

**REASON FOR BOARD CONSIDERATION:**

The Board annually reviews the Sabbatical Abstracts and hears reports from instructors on their sabbatical activities.

**BACKGROUND:**

James Dickinson will give a report on her sabbatical activities:

During my sabbatical I contributed to a computer simulation of the supernovae seen by ancient astronomers. I started by reviewing articles and books documenting supernovae throughout human history. My research found five historical and one modern supernovae with sufficient conclusive observations to create simulations. By combining historical data with current theoretical supernova models I created simple mathematical formulas for these six supernovae. Dave Whipps at Simulation Curriculum used these formulas to create “Historical Supernovae” in the commercially available planetarium program Starry Night 7. Starting in Winter 2016 CCC students will have access to this simulation to investigate historical supernovae.

**FUTURE REPORT:**

Sabbatical reports will be presented at the April and May Board meetings. The Board will hear a report on the 2015-16 Sabbaticals in March of 2017.



<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Winter 2016 FTE and Enrollment Brief
<b>Date:</b>	May 11, 2016
<b>Presenter:</b>	BJ Nicoletti, Director of Institutional Research
<b>Division/Department:</b>	Division of Curriculum, Planning and Research (CPR)
<b>RECOMMENDATION:</b>	Information item only

**REASON FOR BOARD CONSIDERATION:**

Routine FTE and enrollment briefing.

**BUDGET IMPACT/SOURCE OF FUNDS:**

Since community colleges receive funding from the state based on student FTE, a drop in enrollment means a drop in state revenue, unless other community college enrollments have dropped at a greater percentage than CCC's.

**ATTACHMENTS:**

Winter Enrollment Brief

**FUTURE REPORT:**

Enrollment, FTE, and other data highlights will be provided each term.



# Winter 2016 FTE and Enrollment Brief

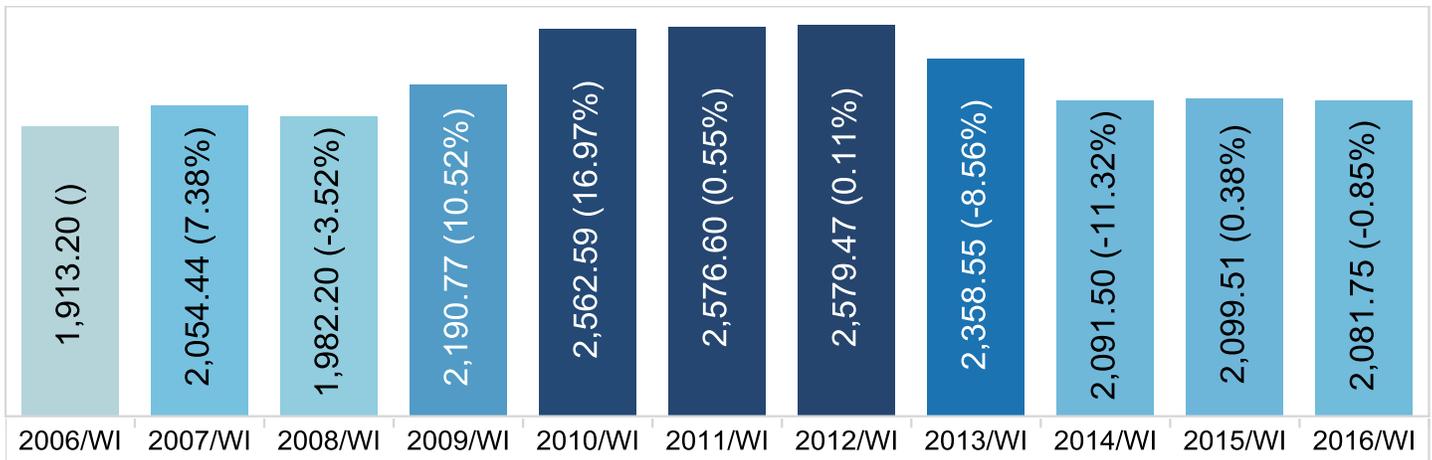
## Summary Observations:

- Winter reimbursable FTE was nearly even to last winter, down .7% (2051.24 from 2067.47).
- Headcount was up .85%.
- CTE Prep holds steady compared to last winter term and apprenticeship continues to increase.
- Lower Division Collegiate offering is continuing to increase from the 13-14 drop.
- Developmental Education is notably lower. This decrease is partially explained by changed placement and progression of students. Student “placement” into college level versus developmental education is in transition as is student progression patterns to college level from developmental. Institutional Research will conduct a formal analysis of placement and progression variables at the end of this academic year.

**Next Term Preview:** Spring reimbursable FTE is nearly even to last spring through week 4 (1648.88 from 1658.10). Headcount is up 1.9%.

**Year-to-Date:** Through Spring Week 4, reimbursable FTE is down 3% (6183.09 from 6371.89).

## Total FTE and % Change from Prior - Winter Term



## Unduplicated Headcount and % Change from Prior - Winter Term

2006/WI	2007/WI	2008/WI	2009/WI	2010/WI	2011/WI	2012/WI	2013/WI	2014/WI	2015/WI	2016/WI
11,047 ( )	14,854 (34.46%)	15,529 (4.54%)	17,533 (12.90%)	18,028 (2.82%)	18,028 (0.00%)	17,541 (-2.70%)	14,826 (-15.48%)	13,036 (-12.07%)	12,833 (-1.56%)	13,149 (2.46%)

### FTE by Course Groupings

		2011-12	2012-13	2013-14	2014-15	2015-16
<b>Summer</b>	Lower Division Collegiate	326.53 ( )	349.33 (7.0%)	268.80 (-23.1%)	278.14 (3.5%)	248.83 (-10.5%)
	CTE Prep	193.53 ( )	170.85 (-11.7%)	108.30 (-36.6%)	95.34 (-12.0%)	80.85 (-15.2%)
	CTE Supplemental	80.35 ( )	57.39 (-28.6%)	49.29 (-14.1%)	42.16 (-14.5%)	44.10 (4.6%)
	CTE Apprenticeship	3.82 ( )	4.88 (27.7%)	2.07 (-57.6%)	3.91 (88.9%)	3.88 (-0.8%)
	Developmental Education	143.70 ( )	117.57 (-18.2%)	138.13 (17.5%)	128.75 (-6.8%)	100.01 (-22.3%)
	Adult Continuing Ed	109.58 ( )	86.87 (-20.7%)	97.10 (11.8%)	84.66 (-12.8%)	68.06 (-19.6%)
	Self-Improvement - Non-Reimbursable	14.38 ( )	9.20 (-36.0%)	4.00 (-56.5%)	4.20 (5.0%)	8.53 (103.1%)
<b>Fall</b>	Lower Division Collegiate	1,278.87 ( )	1,257.16 (-1.7%)	1,183.64 (-5.8%)	1,154.19 (-2.5%)	1,157.88 (0.3%)
	CTE Prep	574.36 ( )	426.29 (-25.8%)	338.11 (-20.7%)	309.63 (-8.4%)	289.32 (-6.6%)
	CTE Supplemental	191.79 ( )	124.48 (-35.1%)	90.38 (-27.4%)	139.00 (53.8%)	97.99 (-29.5%)
	CTE Apprenticeship	44.17 ( )	48.37 (9.5%)	59.04 (22.1%)	74.05 (25.4%)	85.58 (15.6%)
	Developmental Education	248.67 ( )	307.75 (23.8%)	307.99 (0.1%)	288.94 (-6.2%)	269.71 (-6.7%)
	Adult Continuing Ed	113.96 ( )	107.38 (-5.8%)	115.72 (7.8%)	85.60 (-26.0%)	71.25 (-16.8%)
	Self-Improvement - Non-Reimbursable	51.19 ( )	13.96 (-72.7%)	11.11 (-20.4%)	9.93 (-10.6%)	13.06 (31.5%)
<b>Winter</b>	Lower Division Collegiate	1,400.53 ( )	1,368.51 (-2.3%)	1,236.49 (-9.6%)	1,276.77 (3.3%)	1,297.85 (1.7%)
	CTE Prep	541.28 ( )	436.40 (-19.4%)	343.24 (-21.3%)	343.24 (0.0%)	345.90 (0.8%)
	CTE Supplemental	147.08 ( )	118.03 (-19.8%)	80.36 (-31.9%)	59.59 (-25.8%)	60.56 (1.6%)
	CTE Apprenticeship	52.90 ( )	46.60 (-11.9%)	53.82 (15.5%)	69.58 (29.3%)	76.61 (10.1%)
	Developmental Education	252.12 ( )	278.32 (10.4%)	274.31 (-1.4%)	263.03 (-4.1%)	209.83 (-20.2%)
	Adult Continuing Ed	103.94 ( )	99.02 (-4.7%)	92.30 (-6.8%)	78.81 (-14.6%)	79.72 (1.2%)
	Self-Improvement - Non-Reimbursable	86.97 ( )	10.89 (-87.5%)	10.69 (-1.8%)	8.49 (-20.6%)	11.28 (32.9%)

<b>CCC Board of Education – Topic Summary</b>	
Topic:	ESCO – Energy Services Company
Date:	May 11, 2016
Prepared By:	Bob Cochran – Dean
Division/Department:	Campus Services
<b>ISSUE BEFORE THE BOARD:</b>	Seeking Direction on ESCO/Performance Based Contracting

**REASON FOR BOARD CONSIDERATION**

At the February 2015 Board of Education meeting, staff presented a short workshop on the Energy Services Company (ESCO) opportunities. Staff and Karl Schultz from the inici group will continue that discussion as the college considers moving ahead with this method of project delivery and financing.

**BACKGROUND**

According to the 2013 Facility Condition Assessment, the college has nearly \$19.5 million in deferred maintenance associated with the aging heating, ventilation, cooling, and water systems. During bond planning, Campus Services included this number under deferred maintenance dollars. The total “need” from the bond list (including refinancing of Harmony Phase I, four new buildings, deferred maintenance and college upgrades) totaled \$155 million. Including bond sales of \$90 million, state match of \$16 million, and foundation contribution of \$5 million, the total currently available is estimated at \$111 million.

With that in mind, the college is looking at strategies that will reduce costs, raise additional funds, or seek alternatives that will enable us to meet as many needs as possible during this bond cycle. One strategy to consider is to use an Energy Services Company (ESCO) to complete performance based contracting for the replacement of utility based items (HVAC, lighting, water use, etc.) on campus.

ESCO contracting is an alternative contracting method. The State of Oregon has pre-qualified firms with which the college can enter into a contract. A brief summary of this method of contracting follows: a selected ESCO company, under contract with the college, audits the college’s energy consuming and water consumption elements, identifies energy/water saving projects on campus, and calculates the savings to utility bills over a period of time. After projects are defined and agreed upon, funds are borrowed to finance these projects and the savings are used to repay the loan. The contract with the ESCO guarantees the savings in that if the utility savings are not realized, then the ESCO pays the difference.



<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Construction Manager/General Contractor (CMGC) for the Construction of the Industrial Technical Center project.
<b>Date:</b>	May 11, 2016
<b>Prepared By:</b>	Bob Cochran, Dean of Campus Services
<b>Division/Department:</b>	Campus Services
<b>RECOMMENDATION</b>	Review of draft findings for the exemption from the standard Design, Bid, Build delivery method of procurement of construction services to the Construction Manager/General Contractor delivery model for the construction of the Industrial Technical Center project.

**BACKGROUND**

In November of 2014, the voters within the College district passed Ballot Measure 3-447 resulting in \$90 million of funds to be spent on new facilities and major maintenance items at the college. Since that time college staff has been working on several capital and major maintenance projects including Harmony Phase II, Randall Locker room upgrades, and elevator upgrades. This topic addresses the construction delivery method requested to be used for Industrial Technical Center project.

In late 2015, the college awarded the design of the Industrial Technical Center to OPSIS Architects. Since that time the architect, staff and stakeholders have completed programming and are now developing the schematic design drawings. These drawings will be followed by the Development Drawing phase then the development of Construction Drawings along with contract plans and specifications.

Staff, the college’s program manager, and the architect agree that since this project is complex in nature, requires detail construction phasing for the site work, work being completed adjacent to on-going College student and public activity, and somewhat uncertain in scope, it lends itself to an alternative method of contractor selection; specifically the Construction Manager/General Contractor (CMGC) procurement method. The CMGC is a modified Design Build process in which Clackamas Community College would hold the contract for both the design consultant and the contractor during the design and construction services. This arrangement contractually places the College in charge of project decisions and keeps any cost savings with the College. The benefits of this type of alternative construction method are control costs, speed of delivery, flexibility, and reduction of risk to the College.

The CMGC procurement method allows the owner (Clackamas Community College) to select a qualified contractor early on in the project to assist with design, provide value engineering and in the end save the project time and expense. To change from the standard design, bid, build construction model, the Board of Education, acting as the Local Contract Review Board (LCRB), must pass a Resolution allowing the change from the standard procurement method. This agenda item follows Oregon Administrative Rule, Division 49 – General Provisions Related to Public Contracts for Construction Services. In these rules an alternative method (specifically) CMGC can be used if found applicable by the LCRB. The rules require fourteen findings (ORS279.335 (2)(B)) to be addressed and a public hearing held prior to approval of the CMGC procurement method by the LCRB.

The findings are draft until after the public hearing and modifications made by the LCRB. The findings are necessary to facilitate discussion and are not intended to be yes/no decision making tools.

The *draft* thirteen findings and CCC's responses are as follows.

**1. How many persons are available to bid:**

This project is somewhat technical in nature, but not specialized. Considering the Portland Metro market, it could be assumed that 5 – 10 firms would bid on this project. This delivery method appeals to more construction firms who are qualified to complete this type of project construction.

**2. Construction budget and projected operating costs for the completed public improvement.**

The estimated construction budget for the ITC is \$12 million and the \$6 million for the Barlow Parking Lot. The operating cost of the building is roughly estimated at \$100,000 per year and includes utilities and maintenance/custodial personnel. The parking lot is estimated at \$10,000 per year for maintenance and upkeep.

**3. Public benefits that may result from granting the exemption.**

Public benefits resulting from the CMGC method may include reduced cost from the selected contractor's value engineering and added flexibility of the currently very tight project schedule to complete the project. The target completion date is early summer 2018 which would allow transfer of equipment from the existing space in Barlow Hall to the new ITC during the summer in preparation for a fall 2018 opening. The CMGC method will help staff and consultants to better determine and manage project scope and costs estimates early in the project ensuring that the overall project schedule is met for 2018 opening.

**4. Whether value engineering techniques may decrease the cost**

CMGC will add a value engineering component to the project. Bringing an experienced contractor on board early in the design phase to identify cost saving opportunities and design modifications will certainly reduce costs. The CMGC selection will focus on the proposing firms' skill in providing cost management and cost reduction solutions.

**5. The cost and availability of specialized expertise that is necessary for the public improvement.**

Designing for and constructing an advanced manufacturing facility such as the ITC, can be a specialized field requiring expertise in structures of varying components, solar arrays, manufacturing and classroom spaces. The current cost estimate for construction appears high based on preliminary review by staff and CCC program manager. A CMGC can address costs early on in the design process and the design and/or scope can be modified to meet financial constraints. In addition, they can advise on material selection and provide recommendations on materials that are cost effective and steer the team away from expensive of material or material shortages. This will save project costs and reduce schedule risk for the construction of this project.

**6. Likely increases in public safety.**

Utilization of the CMGC method with an experienced contractor should result in safety issues being addressed both during design and construction and long term use of the completed facility. In addition, this facility will be constructed during the school year when staff, students and visitors are present. Using the CMGC model for the ITC will allow a very detailed safety plan not only for the construction materials and workers, but the circulation of students, staff and visitors who must park and travel adjacent to the construction zones.

**7. Whether the exemption may reduce risk to the contracting agency or the public.**

CMGC method will reduce risk to the college by providing accurate cost estimating and allow the College flexibility to modify the project scope and budget as deemed necessary prior to construction. Also, the CMGC will advise on issues that impact schedule and manage the construction and material selection which reduces the schedule risk.

**8. Whether the exemption will affect the sources of funding for the public improvement.**

The exemption will not affect the source of the funding for the ITC. The ITC is funded from the 2014 Bond funds and the \$8 million state match.

**9. Whether granting the exemption will “better enable” the contracting agency to control the impact of market conditions on the costs and time necessary to complete the improvements.**

The CMGC process will allow the contractor to procure/order items with long lead times such as difficult to obtain materials and finishes and obtain competitive pricing on other project related materials. In addition, having the contractor on board early in the project will allow them to better prepare for the construction and maximize scheduling, thereby meeting the desired time limits.

**10. Whether granting the exemption will “better enable” the contracting agency to address the “size and technical complexity” of the project.**

An experienced CMGC contractor will have the opportunity to coordinate with design professionals regarding the technical aspects of the project throughout the designing phases. This will be critical for the phasing of the parking lot construction.

**11. Whether the public improvement involves new construction or renovates or remodels an existing structure.**

The ITC project is considered new construction. The Barlow Parking lot will be a complete renovation of the existing facility, including site utilities and campus roadway that needs to be kept open during construction for public use and use by emergency response teams to respond to campus incidents.

**12. Whether the public improvement will be occupied or unoccupied during construction.**

The ITC will be unoccupied during construction. Occupancy is estimated for summer 2018. The Barlow parking capacity is needed by the students. The lot construction requires complex phasing with approximately ½ of the lot occupied at a time. This method will allow for phasing of parking and utility construction that has the least impact to students.

**13. Whether the public improvement will require a single phase or multiple phases of construction work.**

While the ITC is being designed for future expansion to the east, this project is considered one phase of work. To accommodate the parking needs of the staff and students the Barlow Parking lot will be completed in two phases at a minimum. More phases may be required once the project work is started to provide the least impact to public and emergency responders.

**14. Whether the contracting agency has, or has retained under contract, and will use, personnel, staff and lawyers that have expertise in the alternative contracting matters to assist in developing the alternative contracting method and to negotiate administer and enforce the public improvement contract.**

The college will utilize staff, our program managers (the inici Group who has managed over \$1B dollar of GMGC projects), and the college attorney (Berry, Elsner, and Hammond) each with expertise in the CMGC model of construction delivery to ensure a complete and comprehensive CMGC contract.

Following approval by the LCRB of this resolution for the CMGC procurement method for preconstruction and construction services, staff and the design team will develop a Request for Qualifications for CMGC services. Responses will be reviewed, scored and interviews will be held. Staff will return to the LCRB for approval of the contract with the selected CMGC.

Upon the completion of this project, staff will return to the Board of Education and discuss the post evaluation of the project and determine if the CMGC method was appropriate for this project.

**RECOMMENDATION**

Exemption from the College's standard design-bid-build contract model to allow for the Construction Manager/General Contractor procurement process in the construction of the Industrial Technical Center project.

## RESOLUTION

R15/16-XX

**A RESOLUTION OF THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION, ACTING AS THE LOCAL CONTRACT REVIEW BOARD, AUTHORIZING THE APPROVAL FOR AN ALTERNATIVE CONTRACTING METHOD, SPECIFICALLY THE CONSTRUCTION MANAGEMENT GENERAL CONTRACTOR MODEL, FOR THE CONSTRUCTION OF THE INDUSTRIAL TECHNICAL CENTER PROJECT.**

**WHEREAS**, Clackamas Community College has received funds from the 2014 Bond passage and \$8 million dollars from the State of Oregon to be applied to the Industrial Technical Center, and

**WHEREAS**, staff, stakeholders, and consultants agree that this project is complex in nature and uncertain in scope, and a tight schedule and the project lends itself to an alternative procurement method; specifically the Construction Manager/General Contractor delivery method, and

**WHEREAS**, staff have prepared draft findings aligning with OAR Division 49 - General Provision Related to Public Contracts for Construction Services, and

**WHEREAS**, a notice was advertised in the Daily Journal of Commerce giving two weeks notice of the public hearing and a link to the college's findings, and

**WHEREAS**, a public hearing was held where the public had opportunity to provide input on those findings and the Board of Education acting as the Local Contract Review Board had opportunities to make modification to the finding following the public hearing.

**NOW, THEREFORE, BE IT RESOLVED BY THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION AS FOLLOWS:**

**SECTION 1:** The Board of Education authorizes the college to pursue a Construction Manager/General Contractor delivery method by creating a Request for Proposals, advertising, interviewing and scoring responders and bringing before the board the most qualified, cost effective firm for the Board's approval.

**SECTION 2:** This resolution is and shall be effective from the day of its passage.

Resolution adopted by the Clackamas Community College Board of Education, this 8<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
Jean Bidstrup, Board Chair

ATTEST

\_\_\_\_\_  
Joanne Truesdell, President/Clerk



<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	City of Milwaukie Consent to annexation and agreement not to contest annexation
<b>Date:</b>	May 11, 2016
<b>Presenter:</b>	Jim Huckestein
<b>Division/Department:</b>	College Services
<b>RECOMMENDATION:</b>	Authorize the College to provide notice to the City of Milwaukie through the <i>Consent to Annexation &amp; Agreement Not to Contest Annexation</i> form of its intent to annex the Harmony Community Campus property into the City of Milwaukie

**REASON FOR BOARD CONSIDERATION:**

As a condition for the Harmony Phase II construction project to connect to the sanitary sewer system of the City of Milwaukie the property must be annexed to the city of Milwaukie. As a condition for obtaining a building permit for the project the College must provide formal intent to begin the annexation process. In order to start the annexation process the Consent to Annexation and Agreement not to contest Annexation form must be submitted to the City of Milwaukie.

**EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:**

By authorizing the College to provide formal notice to the City of Milwaukie to annex the Harmony properties, the annexation process can proceed and the building permit conditions can be satisfied.

**BACKGROUND:**

The City of Milwaukie requires that in order to use city services, including sanitary sewer, a property must be in the City, or pursue annexation to become part of the City. The construction of Harmony Phase II triggers the need to annex to the City in order to connect to the sanitary sewer system.

**BUDGET IMPACT/SOURCE OF FUNDS:**

As a local government, the College does not pay property taxes to its current jurisdiction, Clackamas County, and will remain in a tax free status under the jurisdiction of the City of Milwaukie.



**AFTER RECORDING RETURN TO:**  
**Planning Director**  
**City of Milwaukie**  
**6101 SE Johnson Creek Blvd.**  
**Milwaukie, OR 97206**

*This Space For County Recording Use Only*

<p><b><u>FOR OFFICE USE ONLY</u></b></p> <p><b>Annexation File No.</b> _____</p> <p><b>Date Received</b> _____</p>
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**CITY OF MILWAUKIE**  
**CONSENT TO ANNEXATION &**  
**AGREEMENT NOT TO CONTEST ANNEXATION**

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In consideration for the City of Milwaukie for the property described below:

All owners of the property listed below, and their successors and assigns, consent to annex the following described real property into the City of Milwaukie by preparing and signing all relevant annexation documents that the City of Milwaukie desires, including but not limited to a "Petition" for annexation and/or a "Covenant of Waiver of Rights and Remedies," so that the following described real property located in Clackamas County, Oregon, and within the Urban Growth Management Area of the City of Milwaukie, can be annexed into the City of Milwaukie.

All owners of the property listed below further agree that they, their successors and assigns, will not oppose, in any manner, requests or attempts to annex the following described real property into the City of Milwaukie:

**PROPERTY DESCRIPTION**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tax Map ID: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

\*\*\*\*\*

**I/WE, THE UNDERSIGNED PROPERTY OWNER(S), AFFIRM BY MY/OUR SIGNATURE(S) THAT THE INFORMATION CONTAINED IN THIS DOCUMENT AND ASSOCIATED SUBMISSIONS IS TRUE AND CORRECT.**

Property Owner \_\_\_\_\_ Date: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name

Property Owner \_\_\_\_\_ Date: \_\_\_\_\_  
Signature  
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Printed Name

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Printed Name

Property Owner \_\_\_\_\_ Date: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name



**RESOLUTION NO. R15/16-48**

**CLACKAMAS COMMUNITY COLLEGE**

**A RESOLUTION APPROVING THE CONSENT TO ANNEX AUTHORIZATION FOR  
REAL PROPERTY IN MILWAUKIE, OREGON**

**WHEREAS**, Clackamas Community College owns an undivided 100% interest in real property and improvements located at 7738 S.E. Harmony Road and 7726 S.E. Harmony Road in the city of Milwaukie, legally described as Lot 7 and 8 of Partition Plat 2007-104 in the County of Clackamas and the State of Oregon; and

**WHEREAS**, Clackamas Community College owns an undivided 100% interest in real property and improvements located along S.E. Harmony Road in the city of Milwaukie, legally described as Lot 1 of Partition Plat 1992-41 in the County of Clackamas and the State of Oregon; and

**WHEREAS**, these contiguous lots make up the Clackamas Community College Harmony Campus;  
and

**WHEREAS**, the Phase II development of the Harmony Campus is in the permitting stage; and

**WHEREAS**, as a condition of the Harmony Phase II construction project building to connect to the City of Milwaukie sewer system, the property must be annexed into the City of Milwaukie; and

**WHEREAS**, as a condition of obtaining the building permit for the Harmony Phase II construction project, the College must demonstrate its intent to annex these properties to the City of Milwaukie; and

**WHEREAS**, the CITY OF MILWAUKIE CONSENT TO ANNEXATION & AGREEMENT NOT TO CONTEST ANNEXATION form is required to document the College's intent to the City of Milwaukie and begin the annexation process;

**Now, therefore**, the Board of Education resolves as follows:

Clackamas Community College is authorized to provide the City of Milwaukie the CITY OF MILWAUKIE CONSENT TO ANNEXATION & AGREEMENT NOT TO CONTEST ANNEXATION form indicating the College's intent to annex the real property and improvements located 7738 S.E. Harmony Road and 7726 S.E. Harmony Road in the city of Milwaukie, legally described as Lot 7 and 8 of Partition Plat 2007-104, and Lot 1 of Partition Plat 1992-41 in the County of Clackamas and the State of Oregon (the "Property"), to the City of Milwaukie.

Any and all actions taken by the President or her designees to cause Clackamas Community College to enter into an ANNEXATION & AGREEMENT NOT TO CONTEST ANNEXATION with City of Milwaukie, or otherwise in furtherance of these resolutions is hereby ratified and approved.

Joanne Truesdell, as the President of Clackamas Community College, or her designee, for and on behalf of and in the name of the Clackamas Community College, is authorized to do and perform such acts and deeds and execute, acknowledge, and deliver all documents, agreements, instruments, and certificates as may be necessary, desirable or appropriate in connection with the annexation consent, and upon such terms and conditions as determined by the President or her designee, in their reasonable discretion.

ADOPTED by the Board of Education of the Clackamas Community College District, Clackamas County, Oregon this 11th day of May, 2016.

**CLACKAMAS COMMUNITY COLLEGE DISTRICT,  
CLACKAMAS COUNTY, OREGON**

By: \_\_\_\_\_  
Chair

**ATTEST:**

By: \_\_\_\_\_  
President





## Personnel Report

From 03/20/2016 - 04/19/2016

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
<b>NEW HIRES</b>			
Justin Montgomery	Senior Marketing & Communications Specialist	Classified	4/18/2016
<b>SEPARATIONS</b>			
Theodore Knochenhauer IV	Custodian	Classified	4/19/2016
<b>RETIRED</b>			