

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Work and Regular Sessions from February 10, 2016
Date:	March 9, 2016
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for February 10, 2016



**BOARD OF EDUCATION MEETING
MINUTES
February 10, 2016**

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, February 10, 2016, in the Bill Brod Community Center at Clackamas Community College.

Bond Projects Design Information

Vice President Jim Huckestein reported the Randall Hall locker room renovation is in the design phase. Renovations are being done to update the facility, and to comply with Title IX gender equity requirements and ADA accessibility codes. We will use the conventional contracting method for the construction and that contract will be brought to the Board next month.

Alternative Construction Delivery Method for Elevator Renovation

Vice President Jim Huckestein reported that the college has options as to what contracting method to use on the bond construction projects and reviewed what considerations determine what method to use. For the renovation of elevators in Barlow Hall, Randall Hall, and McLoughlin Hall, the schedule is the priority. The Design/Build model is the best delivery model for projects that have a simple design and tight schedule, such as the elevator renovation.

Board Member Richard Oathes asked what specifically is being done. Jim said we are replacing the elevators as they are beyond their useful life. This item was at the top of the maintenance list. The intent is for construction to be complete prior to fall term.

Harmony Phase II Project Status

Vice President Jim Huckestein reported architects from Hennebery-Eddy met with Harmony user groups on the building design several times and have recently completed the design development. It is slightly

different than what has been presented before. He reviewed the external, landscape, and interior layouts and drawings. We have now begun the construction phase. Full Time Faculty President-Elect Nora Brodnicki and Classified President Enrique Farrera asked about faculty offices. Jim said there are spaces where people can meet or work but not permanent offices. There is enough office space in Harmony I for offices for faculty from both buildings. There won't be private offices in Harmony II. Enrique mentioned a community member at the recent open house expressed concerns about storm water runoff and how it would impact the natural area. Associate Vice President Shelly Parini responded that new construction will improve the conditions over the current status. The Board discussed the community room and the multiple possible layouts. Board Member Dave Hunt said the community room will be an asset for the college and the entire northern part of Clackamas County. President Joanne Truesdell said it will be great for professional development for CCC and our partners. She appreciates the spaces in the building are very flexible for changing needs in the future.

Bond Projects Workforce Goals

Vice President Jim Huckestein and Karl Schulz from the inici group reported on potential goals for utilizing the local workforce, businesses, and students for bond related capital construction projects. Karl introduced CCC student Angela Douglas, who is working as an intern for inici. She presented the Student Applied Integrated Learning (SAIL) program. The goal of the program is to have a minimum of 1000 workforce hours from CCC students on design or engineering. Karl clarified that these are goals, not contract requirements. He said we can offer incentives to contractors to comply. Classified President Enrique Farrera asked how outreach will be done to target populations in Molalla and Oregon City. Karl replied they will advertise on the district website and social media. Contractors have a broader reach into the workforce and will help get the community involved. They can do amazing things if they are incentivized. FT Faculty President-Elect Nora Brodnicki asked Angela to share what they are doing with art students. Angela reported they will take pieces from the OIT building and students will transform them into artwork. She has been in conversations with Oregon Tradeswomen and they are interested in being part of the program. Once we have a timeline, they could do the deconstruction for us. Board Chair Jean Bidstrup said the historian in the Citizens Oversight Committee said there are items in the OIT building that they will want.

Angela then shared information on the Business Opportunities Achievement Target (BOAT) program. The goal of this program is to encourage employment opportunities for Clackamas County residents and specifically minority, women, emerging small businesses, and veterans (MWESB/V). The workforce equity and diversity goal is 10%. She reviewed methods to achieve the goals and possible incentives for contractor participation in program. Karl said the program does not allow economic incentives, but incentives to do the right thing. This will help students, businesses, and veterans be a part of the bond work.

Board Member Dave Hunt asked if we can make any of this a requirement. Karl said other organizations do that, but it is hard to enforce. We would have to check with legal counsel on how to enforce it if contractors do not fulfil the requirements. Board Member Chris Groener said even without the consequences, just having those goals will cause some companies to not bid on the projects. Board Member Greg Chaimov requested a future report on what process works best to get the result we want – a carrot or stick or both. The Board discussed the 10% goal. Angela said this fits better for Clackamas County. 15% is standard in some parts of the region. Project Manager Patty Miles said she has worked on projects with these types of goals and contractors come back saying they cannot find a qualified woman, veteran, or minority to do the work. It will take more effort and outreach to reach a 15% goal. Greg believes we should challenge ourselves. President Joanne Truesdell said we want our local firms to bid, but if we increase our goals, we could have to go outside of the local area to meet that goal. The

first priority is to utilize district businesses. Enrique said outreach to diverse groups will need diverse staff members to accomplish. Joanne said our SBDC faculty are very cross-cultural and will be helpful in recruiting. Once we determine our goals, we can determine who is on point with this program. It may not be a staff member. We cannot afford delays as construction costs increase every month. While we want to meet these goals, speed is of the essence and we need to go with the expertise. Joanne asked for a future report on the carrot vs stick philosophy, and numbers reflective of what is possible within our district. Karl clarified that the carrot is what was detailed in the presentation today, and he will focus on the stick (consequences).

Cooperative Work Experience: CCC Internships

President Joanne Truesdell introduced Student Support Director Dustin Bare and Coordinator Kara Leonard. Kara reviewed the role of Career Services and details of Cooperative Work experiences (CWE) and how they can incorporate the SAIL program into CWE. She said there are potential SAIL opportunities in the Project Management, Horticulture, Welding, and Water & Environmental Technology departments

Board Member Ron Adams asked if the CWE credits are transferable if students are going on for a degree. Kara said there is an option for transfer students to participate. It would transfer as an elective credit in most cases. Dustin added some universities only accept a certain number of credits from CWE.

The Work Session recessed at 6:56 p.m. Chair Jean Bidstrup announced Regular Session will convene at 7:03 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 7:05 p.m. on Wednesday, February 10, 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.

Ex-Officios in attendance: President Joanne Truesdell, Vice President Jim Huckestein, Vice President David Plotkin, ASG President Brent Finkbeiner, Full-time Faculty Association President-Elect Nora Brodnicki, Part-time Faculty President Lauren Zavrel, and Classified President Enrique Farrera.

Others in attendance: Associate Vice President Shelly Parini, Dean Phillip King, Associate Dean Matthew Altman, Director Chris Robuck, Director BJ Nicoletti, Public Information Officer Lori Hall, Dean Sue Goff, Dean Bill Waters, Dean Patricia Anderson Wieck, Associate Dean Larry Cheyne, Associate Dean Tara Sprehe, Dean Cynthia Risan, Associate Dean Darlene Geiger, Board Secretary Denice Bailey (Recorder), and other staff members.

COMMENTS FROM CITIZENS

There were none.

CONSENT AGENDA

The Board considered the approval of the following:

- a. Minutes (Work and Regular Sessions) 1.13.16
- b. Monthly Financial Report – Director Robuck
- c. Capital Projects (Bond) Report – Director Robuck
- d. Policy Approval – President Truesdell
 - i. AC: Nondiscrimination
 - ii. ACA: Americans with Disabilities Act
 - iii. BB: Organization and Authority of the Board
 - iv. BBAA: Individual Board Member Authority
 - v. BBB: Board Elections
 - vi. BBD: Board Member Removal from Office
 - vii. BBE: Board Vacancies
 - viii. BBFA: Board Member Ethics and Conflicts of Interest
- e. New Program: First-Line Supervisor Career Pathway – Dean Waters
- f. New Program: AAS Degree Option: Arboriculture – Dean Waters
- g. New Program: AS with Emphasis on English with OSU – Dean Waters

R15/16-34 Greg Chaimov moved, Richard Oathes seconded the motion, to approve consent agenda items a through g. Motion passed unanimously.

COLLEGE REPORTS

President's Business Report

President Joanne Truesdell reported that the Clackamas County Sheriff's Office (CCSO) informed us that they will not renew our current Inter-Government Agreement (IGA) for our commissioned campus safety officers. Our current IGA expires on June 30, 2016. She called an emergency Presidents' Council meeting this morning to inform the group of the situation. PIO Lori Hall received a call from talk show host Lars Larson, stating he received a tip that our officers would be immediately decommissioned and the campus would be left unarmed. This is blatantly false. We are currently developing a plan to keep the level of service we have provided historically with what we understand our community wants, which is to continue to have an armed presence on campus. There is a shared interest among staff, students, and the Board that the campus remain as safe as we can make it.

ASG President Brent Finkbeiner and Board Member Dave Hunt are going to Salem with Joanne to testify on the importance of the legislative request for funding for safety upgrades and infrastructure to community colleges across the state. She has discussed the students' concerns with Brent, and the highest concern is the ability to have physical systems to communicate with students in emergency situations. We have an emergency training plan and timeline in place. College administrators went to a campus safety training in January and developed capital request list based on that information. In response to a question from Board Member Jane Reid, Joanne said the request includes funding for access and control, lighting near pathways, vehicle-moving equipment, remodeling door openings, ID card systems, surveillance systems, speaker phones, alarms, infrastructure improvement, and emergency lighting and systems. Our total request was \$3.2M. If the ask is reduced, we would receive \$1.2M and will be looking into grants to supplement the funding.

Joanne said yesterday was Winter Inservice and Director Jil Freeman and Dean Bill Waters coordinated a great program around the growth mindset. It is about being open to learning new things and not being stuck in our patterns and view of the world. There was about 100 attending the inservice. She said it was well done and fun.

Summer and Fall Enrollment Report

Director BJ Nicoletti said our year-to-date (summer and fall terms) reimbursable FTE is down 3.3%, but CCC looks pretty good in comparison with other colleges. She reviewed details of summer and fall enrollment statistics and responded to questions from the Board.

NEW BUSINESS – FIRST READ

Academic Calendar

Vice President David Plotkin said starting this year, we are asking the Board to set the academic calendar three years in advance. The calendar has been vetted across campus and compared to the schedules at other Oregon colleges and universities. This will come back for approval in the consent agenda at the March Board meeting.

2016/17 Tuition and Fees

Vice President Jim Huckestein reported the college does regular multi-year projections of revenue and expenditures. We know there is an increase in PERS costs in the coming years, and we need to plan and make an adjustment for those future costs. We would prefer to make slow, gradual adjustments now rather than a large, sharp increase in tuition later on, which is why staff are recommending a \$3 per credit increase as has been shown in our financial projections.

This will not address the entire problem of PERS. That would require an \$8-\$9 increase each year. We could postpone a tuition increase but that would result in a large increase in future years. CCC already has the lowest tuition and fees in the state and the recommended increase would still keep us near the lowest.

Board Member Ron Adams asked if there was an expectation from the legislature that community colleges would freeze tuition if they received increased funding last year. ASG President Brent Finkbeiner said it was implied from the students' side. They lobbied very hard to get that \$550M and it was under the impression that colleges would freeze tuition.

Jim said last year our biggest issue was that the courts had not decided the PERS situation and freezing tuition for a third year would create a great problem for our students if the court overturned the decision, which they ended up doing. We are trying to insure a smooth and stable rate for our students rather than freezing one year and implementing a large increase the next. We are currently going through the budget development process and there are items that may impact this decision. We have areas of concern, particularly around campus safety, that were not present last year. We will be reviewing the list with our Budget Advisory Group and will include students in that review this year.

Ron asked if the proposed tuition increase was discussed at the ASG meeting. Brent said he has informed students about this. The student body doesn't realize that CCC has the lowest tuition and fees in the state and doesn't understand the PERS system. Having a conversation about why there may be a tuition increase help will them accept it and understand that the college wants to provide a meaningful and affordable experience.

Board Member Dave Hunt said his lens is on our students. Most of them did not received a wage increase last year and there are large increases in the cost of housing. The third issue is the revenue measure on the fall ballot. We will not know the outcome of that until November. Dave believes the measure will pass and it will enable us to keep tuition down. He is not persuaded that we should increase tuition next year.

Board Chair Jean Bidstrup asked Jim if PERS reserves would be increased using the additional tuition dollars. Jim said no, we are moving money from the fund balance into PERS reserves in anticipation of that bill. Joanne said college staff are working to provide assistance that students, particularly part-time students, need to succeed. The catalyst for an increase is PERS. Once we deal with PERS, there are significant things we need to provide for students. We have to make sure we are improving our students' success rate. We do five-year financial projections so the Board can make informed decisions. Joanne's advice is to move forward with the proposed increase, and if the measure passes in the fall and we are able to get additional revenue, then we can refund the tuition increase or apply the credit to a future term. But we need to be clear when looking at the budget that we are providing what students need to get through their program.

Ron asked Jim what a \$1 tuition increase would mean in revenue. Jim responded approximately \$180,000. Ron suggesting taking that number and comparing it to our PERS liability, then asking to have it published in the student newspaper. Joanne said if there are more questions or suggestions, please let Jim know directly.

Policy Revisions – Section A-B

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

- AC-AR: Discrimination Complaint Procedure
- BBF: Board Member Standards of Conduct
- BBFB: Board Member Ethics and Nepotism
- BC/BCA: Board Organization/Organizational Meeting
- BCB: Board Officers
- BCBA: Representatives to the Board
- BCD: Board /President Relationship
- BCF: Advisory Committees to the Board
- BCG: Legal Counsel
- BD/BDA: Board Meetings/Regular Board Meetings
- BDB: Special and Emergency Board Meetings'
- BDC: Executive Sessions

Board Member Jane Reid made a suggestion on Policy BBF. That change will be incorporated into the policy. These policies are moving through Presidents' Council and College Council, and if no substantive changes are recommended by those groups, the policies will be brought back for approval in the consent agenda at the March Board meeting. Joanne asked the Board to provide any feedback directly to Board Secretary Denice Bailey.

NEW BUSINESS – ACTION

Budget Committee Appointment

This item was pulled from the agenda due to a misunderstanding about eligibility for the position. Board Chair Jean said we will re-open and advertise the vacancy. Board Member Dave Hunt recommended advertising in the Gladstone community newsletter.

Contract Approval: Hennebery-Eddy Architects (HEA)

Vice President Jim Huckestein said HEA was selected for the schematic design phase for Harmony, but have been working without a formal contract. College staff, along with the inici group, the college's attorney, and HEA, are now ready to enter into a contract. Jim reviewed the fee structure.

Board Member Ron Adams asked about the dollar amount. Jim responded it will be \$1,098,755 and we generally include 10% for optional services. We are happy with this contract. It was negotiated very firmly and is well within market rates.

Board Member Dave Hunt disclosed his employer is a tenant of this building.

R15/16-36 Greg Chaimov moved, Chris Groener seconded the motion, to approve the contract with Hennebery-Eddy Architects for design services associated with the Harmony Phase II project.

Board Member Ron Adams requested to amend the motion to include the amount of the contract. Board Member Greg Chaimov accepted the amendment. Board Chair Jean Bidstrup called for the vote. The amended motion to approve contract with Hennebery-Eddy Architects for design services associated with the Harmony Phase II project in an amount not to exceed \$1.2 million passed unanimously.

Contract Award: inici group Phase III

Vice President Jim Huckestein asked the Board to approve a contract for the next phase of project coordination and management services for the bond projects. He referred to page 123 of the agenda packet for an explanation of the fees. He reported that staff are very happy with inici as our representative, but we continue to look for future ways to reduce costs. This is why the contract is only for six months.

R15/16-37 Greg Chaimov moved, Dave Hunt seconded the motion, to award a contract to inici group for the Phase III program coordination and project management services in the amount of \$267,051.90. Motion passed unanimously.

BOARD OPERATIONS

Personnel Report

Dean Cynthia Risan introduced Jeff Ennenga, Instructor for Wildland Fire, and Jarett Gilbert, Director of Health Sciences, and provided a brief summary of their experience. Board Chair Jean Bidstrup and President Joanne Truesdell welcomed them to CCC.

Future Board Agenda Items

The Board reviewed the planning calendar. The Board Secretary will poll the Board to find a date for a Board Retreat.

Board Chair Business Report

Board Chair Jean Bidstrup attended State of the Cities address at the North Clackamas Chamber with Board Member Greg Chaimov. It was interesting to hear what is planned and where growth will happen. She attended the Sunnyside Citizens group and presented a bond update and attended the Voices of the Guard event. It was a very nice activity and was well received. Tomorrow, she, Greg, and Board Member Dave Hunt are presenting a bond update to North Clackamas School District.

Clackamas Community College Education Foundation Report

Chair Jean Bidstrup reported the Foundation is at \$9,291,602 towards their goal of \$10M. The Foundation has been very active in submitting grants in the last month. President Joanne Truesdell reported they are identifying grant opportunities and cultivating relationships. She appreciates the help from everyone to help meet the goal.

OCCA Report

Board Member Ron Adams has not been able to attend the meetings, so asked Board Member Dave Hunt to report. Dave said at the last OCCA meeting, they reviewed the bills from the legislative session to determine impact on community colleges. There was discussion around the critical importance of the two safety related requests – one for UCC and then one for the rest of the colleges. The total requests from the colleges came to more than \$60M but was narrowed down. There has been a lot of talk about range of \$10 to \$15 million. The funds for UCC will not be part of that. There was discussion of the impact of the changes to minimum wage and paid sick leave. President Joanne Truesdell said the Oregon Promise monies will be directed to support student success and intervention. The dollars were appropriated last session and OCCA tried to direct them into one program. The language was amended to provide more flexibility to colleges. There is a sense that student groups are aligning with OCCA priorities. The group discussed details for the visit on Friday to Salem to meet with legislators.

Bond Project Citizen Oversight Committee (COC) Report

Board Member Jane Reid reported she missed the last COC meeting, and thanked Associate VP Shelly Parini for reporting on it. Jane will be meeting with Shelly, Administrative Assistant Max Wedding, and PIO Lori Hall to plan for the next meeting.

Board of Education Community Reports

Dave Hunt reported he did a bond presentation to the Johnson City City Council. He also met with the ASG Board and it was really interesting to hear from the students, specifically on issues around security, the cost of child care, and the cost of housing.

Jane Reid reported she did a bond presentation at the Estacada City Council and they appreciated the information. Their only concern was where students will be taking classes during the construction at Harmony.

Chris Groener gave a bond presentation at the Oregon City City Council and said it was well received. He attended the Oregon City State of the City address.

Richard Oathes and President Joanne Truesdell visited the Canby Rotary with RB Green. The Rotary did not want to hear a bond report, so Richard presented information about scholarships and how many students went to community college, and RB gave a report on veteran's services. Richard said folks from the Rotary were very impressed.

Ron Adams said he would like to have a future Board presentation on women and minority businesses. He reminded the Board he was nominated and elected to be on the OSBA legislative policy committee, but right after that he started having issues with his sight. He is still unable to drive, but is committed to continue on the Board at least through the 50th anniversary and the ELC remodel.

Greg Chaimov presented the bond information to the Milwaukie City Council with Dean Bob Cochran. He attended the open house at the Harmony Campus and was pleased with interest shown by the community. He visited several neighborhood associations and they are happy about the new community room. He asked Associate Vice President Shelly Parini about the proposed signalized crosswalk. Shelly responded the crosswalk is not required, but part of a transportation study that says there is an existing issue there, whether CCC builds there or not. The county is leading the effort for the crosswalk.

EX OFFICIO REPORTS AND COMMENTS

Associated Student Government President Brent Finkbeiner reported:

- Public Affairs is hosting a blood drive today and tomorrow.
- They are trying to bolster the resources at the Cougar Cave - food and clothing. They have partnered with The Gleaners for free food items on Wednesdays. 150 students got free food today.
- They will host a rummage sale on March 3. He asked for donations. Proceeds from the sale will go to the Cougar Cave for Easter meals. Brent will take donations at the ASG office any time.
- There are now 17 clubs –the newest is the Mind, Body and Spirit club.
- The Clackamas Cougar Run will be run by the clubs this year. Last year it was a benefit for veteran students; this year it will benefit mental health services for students.
- The Multicultural Department put on the student resource fair, hosted the Ebony Embers event and the health fair today.
- He went to a poverty simulation at MHCC and would like to bring something like that to CCC next year.
- ASG Administration is establishing strategic priorities with indicators.
- Concessions had at least one event each of the past four weeks.
- They are preparing for welcome week for spring.
- There have been challenges with the book exchange and lending library. They are constantly falling behind because textbooks change so frequently. They are having to be creative to bring those resources to students.
- Grants Department made awards to 79 students and are putting together a storyboard of some of the recipients to present at a CCC Foundation meeting.
- Five ASG members attended a panel on what was learned at UCC and came away with two main things: emergency communications and procedures. People were not trained and did not know where to go or what to do.
- Life after War was a week-long event about the effect of war on our community. He was honored to read some of Frances Richey's poetry.
- He is going to Salem on Friday to speak to legislators.
- On Friday the 19th, OCCSA will meet with the public safety policy advisor.

Full-Time Faculty Association President-elect Nora Brodnicki reported:

- President Bruce Nelson is in Wisconsin researching arboriculture.
- She will present the sabbatical report next month.
- She encouraged everyone to see the Theatre Department's production of instructor Sue Mach's play "The Shadow Testament," which begins on February 25.

Part-Time Faculty Association President Lauren Zavrel reported:

- She is getting ready for bargaining and is impressed with how well the team is getting along.
- She had a good response on the recent survey of PTF.
- Two students earned their GEDs in jail. There was a little ceremony and it was very special.

Classified Association President Enrique Farrera reported:

- He was in San Francisco to attend the national OEA conference on leadership. At the conference, he learned many organizations have a group focused on diversity and said he knows CCC is interested in more diversity.
- He has a solid bargaining team.

- He was invited to OEA headquarters in Salem to speak on safety issues at community colleges this Friday.
- This month, he developed a temporary position, BERT liaison for safety communications. This helps him understand the safety needs of the association.

Open Session was recessed at 9:09 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 9:13 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; HR Dean Patricia Anderson Wieck; Vice Presidents Jim Huckestein and David Plotkin; President Joanne Truesdell; Dean of Campus Services; Associate Vice President Shelly Parini; and Recorder Denice Bailey.

Labor Negotiations

Staff discussed labor negotiations with the Board.

Adjourned 10:01 p.m.

March 9, 2016

Date



Denice Bailey, Recorder



Jean Bidstrup, Board Chair



Joanne Truesdell, Clerk