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| CCC BOARD OF EDUCATION – TOPIC SUMMARY | |
| Topic: | Minutes of the Work and Regular Sessions from June 28, 2017 |
| Date: | July 19, 2017 |
| Division/Department: | President’s Office |
| RECOMMENDATION: | Approval of the Minutes for June 28, 2017 |



**BOARD OF EDUCATION MEETING
MINUTES
June 28, 2017**

WORK SESSION

Board Chair Richard Oathes called the work session of the Clackamas Community College Board of Education to order at 5:30 p.m. on Wednesday, June 28, 2017, in Room CC127 of the Bill Brod Community Center at Clackamas Community College.

Website Redesign Update

Executive Director Jack Hardy gave a brief introduction of the redesign project and introduced Web Content Lead/Digital Marketing Specialist Jessie Kirk. The project has been underway for a couple years and the new site is being developed based on research from:

- Google analytics
- Student focus groups
- Surveys
- Institutional research data
- Common questions asked of the Welcome Center and Call Center
- Industry best practices

The site's target audience is prospective students.

Jack pointed out that this work was not a make-over, but a complete redesign from the ground up. Content has been rewritten, new, professional photographs were taken, site navigation has been improved and is consistent with that of other colleges. The website will be optimized for use with mobile devices.

Board Member Dave Hunt inquired about the speed of the website. Jessie said the site's load time is currently being tested on all types of browsers and devices. Efforts have been made to optimize load times, though this is somewhat dependent upon the device, wi-fi availability, etc.

Jack noted the college's Art & Soul publication won the Silver Paragon Award from the National Council of Marketing and Public Relations. He acknowledged Public Information Officer Lori Hall, Creative Lead/Brand Manager Kevin Anspach, Senior Marketing and Communications Specialist Justin Montgomery, and Jessie Kirk for their work on the publication.

President Joanne Truesdell mentioned website overhauls are typically required every six or seven years in order to keep up with technology.

Foundation Annual Report

Foundation Executive Director Paul Moredock presented the Foundation's Annual Report. The report:

- Showed how donors designated their gifts be used. Forty-three percent of all gifts were earmarked for scholarships and student support.
- Noted \$659,182 in scholarships was awarded to 252 students in 2016. The Foundation would like to increase the dollar amount of scholarships awarded in the future.
- Reviewed the Foundation's 2017 annual plan milestones.

A handout with a sampling of thank you letters from Foundation scholarship recipients was included in the Board packet.

In lieu of an annual campaign, the Foundation will focus on seeking support from previous donors. The Foundation retains donors at a rate higher than the national average.

Board Member Ron Adams asked how CCC's Foundation compares to that of other colleges. Paul responded CCC probably ranks second among community colleges in Oregon.

Board Member Jean Bidstrup noted the positive changes that have occurred since she started serving on the Foundation. Paul thanked Jean and acknowledged her service on the Foundation. With Jean's departure, Paul mentioned he was looking forward to working with the next board member who would serve.

President Joanne Truesdell acknowledged Chair Richard Oathes who recruits participants in his district for the Foundation's Party on the Green event.

The Work Session recessed at 6:16 p.m.

BUDGET HEARING

At 6:30 p.m., Chair Richard Oathes opened the hearing for public comment on the 2017/18 budget adoption.

As there were no comments, the hearing was closed at 6:33 p.m.

REGULAR SESSION

CALL TO ORDER

Chair Richard Oathes called the regular meeting of the Clackamas Community College Board of Education to order at 6:35 p.m. on Wednesday, June 28, 2017, in the Bill Brod Community Center at Clackamas Community College, Room 127.

ROLL CALL

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

College Representatives in attendance: President Joanne Truesdell, Vice President Alissa Mahar, Part-time Faculty President Leslie Ormandy, ASG President Jairo Rodriguez and Recorder Greer Gaston.

Others in attendance: Dean Sue Goff, Executive Director Lisa Davidson, Associate Dean Donna Larson, Foundation Executive Director Paul Moredock, Director BJ Nicoletti, Dean Patricia Anderson Wieck, Associate Dean Darlene Geiger, Dean Bill Waters, Executive Director Jack Hardy, Dean Jeff Shaffer, Director Chris Robuck, Public Information Officer Lori Hall, Dean Dion Baird, other CCC faculty and staff, and Principal at inici group Karl Schulz.

COMMENTS FROM CITIZENS

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

There were none.

CONSENT AGENDA

The Board considered the approval of the following:

- a. Minutes (Work, Regular, and Executive Sessions) 5.10.17
- b. Minutes (Retreat/Work Session) 05.19.17
- c. Monthly Financial Report
- d. Capital Projects (Bond) Report
- e. Revision to 2017/18 Board Meeting Schedule
- f. Contract Award: 2017/18 Schedule Printing and Mailing

Regarding item *f.*, Board Member Ron Adams asked about the cost of the college's previous printing contract. Director Chris Robuck said she thought it was about \$120,000 last year; the current contract is for \$131,912.

R16/17-50 Ron Adams moved, Chris Groener seconded the motion, to approve Consent Agenda items a through f. Motion passed unanimously.

COLLEGE REPORTS

President's Report

President Joanne Truesdell:

- Summarized a handout in the Board's packet regarding an OCCA legislative update call on the college's operating budget.
 - The budget bill passed out of the Ways and Means Subcommittee this morning. The Community College Support Fund is funded at \$570 million, a 1.1-percent increase over the current service

level. Joanne estimates the increase to CCC will be about \$370,000 to 400,000 per year, or about \$700,000 over the next two years.

- Legislative discussions on whether the colleges will receive a portion of the marijuana tax proceeds are ongoing.
- Universities are funded at six-percent above their current service level. This money goes toward a tuition buy-down. Community colleges are doing a "soft press" to advocate for a more significant increase.
- The Oregon Promise amounts to \$35 to 40 million; this is less than was anticipated.
- There is an option under consideration where the Higher Education Coordinating Committee (HECC) would determine Estimated Family Contributions for the Oregon Promise. It may difficult to predict whether students qualify for the program unless HECC's determination is made well in advance of fall term. A later determination could necessitate a re-work for the college and could lead to uncertainty for students trying to enroll under the Oregon Promise.
- There are some different key performance measures in the bill. The most notable measure is the impact of a certificate or degree on salary.
- There is another call scheduled for Friday morning. Joanne will share information with the Board as it is available.
- The vote on what capital construction projects get funded should occur sometime between Friday and Tuesday. Joanne will be there when the committee convenes to advocate for CCC's Student Services and Community Commons project in relation to the college's bond. The college is seeking \$15 million from the legislature for capital projects.
- Acknowledged Director Chris Robuck's retirement and her 12 years of service to the college. Joanne noted Chris was instrumental furthering several Board goals and thanked her for the work she's accomplished.
- Noted there were no new hires to be introduced.
- Said Nora Brodnicki was the only outgoing association president, and she was unable to attend the meeting. Nora will attend the July meeting.
- Recognized outgoing Board Members Jean Bidstrup and Richard Oathes for their mentorship and community connections. The official recognition ceremony will be on Friday, June 30.

The Board revisited the first bullet point and briefly discussed Senator Monroe's belief that community colleges didn't require as much funding as universities because they were receiving money via the Oregon Promise. Contrary to this belief, Joanne asserted most students who received Oregon Promise dollars were already planning to attend community college; only a small percentage of these students would have attended universities. Furthermore, the Oregon Promise offered students an additional funding mechanism, but it did not significantly increase enrollment and does not necessarily result in more money for the college. Board Member Dave Hunt confirmed Oregon Promise students also need other types of funding. The more Oregon Promise students the college attracts, the more students who require additional funding.

Oregon Local Government Intermediate Fund Report

Director Chris Robuck reported on the Oregon Local Government Intermediate Fund (OLGIF). In comparison to the Local Government Investment Pool (LGIP), she noted the OLGIF:

- Was more volatile.
- Produced higher monthly returns.
- Has an intermediate time horizon of three to five years; funds are less liquid.

Chris expressed confidence in the OLGIF, saying the fund seems safe and solid.

Board Member Dave Hunt asked if Chris had compared the OLGIF to the Foundation's 2017 returns. Chris said the Foundation's portfolio is riskier and she did not have 2017 data with her.

Dave asked if the college should move more money into the OLGIF and if such a move would require Board action. Chris recommended moving another \$4 to 5 million to the fund. Board action would not be required; the Board already approved investing in the OLGIF.

NEW BUSINESS – ACTION

President Profile and Timeline

Vice Chair Jane Reid summarized timeline.

R16/17-51 Greg Chaimov moved, Jean Bidstrup seconded the motion to approve the president profile and timeline. Motion passed unanimously.

Board Member Ron Adams noted the upcoming ad in *The Chronicle of Higher Education*. This ad affirms the college is serious about conducting a national search.

2016/17 Budget Amendment

Vice President Alissa Mahar summarized the proposed amendments to the 2016-17 budget. The amendments are necessary to true-up the budget at the close of the fiscal year.

R16/17-52 Greg Chaimov moved, Chris Groener seconded the motion to adopt the amendment of the 2016-17 budget appropriation transfers as set forth in agenda item #5. Motion passed unanimously.

2017-18 Budget Adoption

Vice President Alissa Mahar noted the Board is responsible for adopting the budget approved by the Budget Committee.

Board Member Dave Hunt asked if staff had considered how the additional funds from the state—approximately \$350,000 per year over the next two years—might be spent. President Joanne Truesdell said possible uses for the additional money might include funding for technical equipment and/or positions such as a career coach, and an Oregon Promise high school coach. Once the college's actual distribution is known, staff will return to the Board with a budget amendment in September or October.

Board Member Ron Adams confirmed the current budget is based on \$556 million in state funding and the tax rate includes payments on all general obligation bonds.

R16/17-53 Greg Chaimov moved, Jane Reid seconded the motion to adopt the budget for the fiscal year 2017-18 in the total amount of \$191,907,961 now on file at the Business Office, and impose the taxes provided for in the adopted budget at the rate of \$.5582 per \$1,000 of assessed value for permanent tax rate and in the amount of \$6,566,368 for debt service on general obligation bonds. These taxes are hereby imposed for tax year 2017-18 upon the assessed value of all taxable property within the district and categorized as follows: Permanent tax rate of \$.5582 per \$1,000 categorized as Education; and general obligation bond amount of \$6,556,368 categorized as Excluded from Limitation. Motion passed unanimously.

2017-18 Budget Appropriations

Vice President Alissa Mahar explained the Board is responsible for making appropriations.

R16/17-54 Ron Adams moved, Chris Groener seconded the motion to appropriate the amounts for the fiscal year beginning July 1, 2017, and for the purposes shown in the agenda materials. Motion passed unanimously.

President Joanne Truesdell said staff did really well managing within appropriations during the past year. Only 1.5 percent of the overall budget needed to be adjusted to settle up at the close of fiscal year.

Contract Award: DeJardin Expansion/Transit Center Renovation

Vice President Alissa Mahar summarized the agenda item which awards a contract for project design and construction administration of the DeJardin Expansion and the Transit Center Renovation. Several grants are tied to these projects.

Vice Chair Jane Reid asked if the Pauling Science Complex was included in this contract. Principal Karl Schulz from the inici group said the Pauling remodel was not covered in this contract.

R16/17-55 Jane Reid moved, Chris Groener seconded the motion to approve resolution R16/17-55, awarding a contract to Mahlum Architects in an amount not to exceed \$1,197,190 for the design and construction administration of the DeJardin Hall Expansion and \$433,247 for the design and construction administration of the Transit Center Renovation. Motion passed unanimously.

Bond Project Coordination and Construction Management Services – Phase V

Vice President Alissa Mahar summarized the contract in which inici group continues to provide project coordination and construction management services for bond-related projects. The college is at the peak of construction; multiple bond projects are underway. The college has paid inici about \$800,000 for phases one through four.

Board Member Dave Hunt noted the Phase V contract was retroactive, going back six months. Alissa acknowledged the contract should have come to the Board earlier and apologized for the oversight.

R16/17-56 Dave Hunt moved, Chris Groener seconded the motion to approve resolution R16/17-56 for the Phase V contract with the inici group to continue to provide project coordination and construction manager services to the college for bond related projects through June 30, 2018. Motion passed unanimously.

President Joanne Truesdell said the inici group has done a stellar job in helping the college manage its costs. She appreciates their diligence and said the money they saved the college has more than paid for their services.

Contract Award: Environmental Learning Center/Newell Creek Headwaters Project

Vice President Alissa Mahar said the Environmental Learning Center, when complete, will augment current programs of study. The area will be used for education and recreation, as well as a meeting space. The college was awarded an \$868,342 Nature in Neighborhoods grant to complete the project.

R16/17-57 Greg Chaimov moved, Chris Groener seconded the motion to approve resolution R16/17-57, awarding a contract to Lease Crutcher Lewis in the amount of \$1,349,472 to provide construction manager/general contractor services for the ELC/NCHW project and includes a 10-percent contingency of \$134,947, for a total not to exceed price of \$1,484,419. Motion passed unanimously.

High School Pathway Easement

Vice President Alissa Mahar explained this pathway connects CCC and Oregon City High School. It's used by the high school students and the public. Most of the trail is on high school property, but a short portion—about 25 feet—is on college property. Oregon City is requiring the pathway be improved as part its trails master plan and is also requiring an easement for the college's section of the path.

R16/17-58 Greg Chaimov moved, Chris Groener seconded the motion to adopt resolution R16/17-58, conveying a public pedestrian and bicycle easement to the City of Oregon City. Motion passed unanimously.

Professional Roster

Vice President Alissa Mahar said the college developed a list of contractors and consultants who can provide professional services for smaller capital and bond-related projects. Development of the roster complies with the college's purchasing rules and enables the college to expedite the process of hiring a contractor for small projects.

R16/17-59 Jean Bidstrup moved, Chris Groener seconded the motion to approve the college's roster for professional and construction-related services. Motion passed unanimously.

Administrative and Confidential Employee Compensation

President Joanne Truesdell said the college held back 1.5 percent of a salary increase last year in order to allow time for a classification and compensation study to be conducted. Since the study is not complete, the recommendation is to increase the salary schedule for Administrative and Confidential employees by the amount that was held back last year—1.5 percent. This is consistent with increases received by faculty; this is the traditional benchmark for this employee group.

Recommendations from the classification and compensation study will likely come to the Board this fall for separate action.

R16/17-60 Greg Chaimov moved, Ron Adams seconded the motion to approve salary, benefits, and employment-related changes for administrative/confidential employees, effective July 1, 2017, through June 30, 2018. Motion passed unanimously.

BOARD OPERATIONS

Personnel Report

The Board reviewed the list of employment changes on the personnel report; there was no discussion.

Future Board Agenda Items

The Board reviewed the planning calendar. Based on the earlier discussion in which Joanne estimated the college would receive an additional \$370,000 to 400,000 per year from the state, Board Member Dave Hunt said recommendations on how the additional money might be spent should be added to the planning calendar for the September or October Board meeting.

Board Chair Business Report

The Board Chair had nothing to report.

President Search Update

Vice Chair Jane Reid noted the profile and timeline approved earlier in the meeting. Preston Pulliams of Gold Hill Associates will actively begin recruiting candidates. A President Search brochure was distributed. The brochure is linked to the president search web page and the job posting, which will be live in the next few days.

Clackamas Community College Education Foundation Report

Board Member Jean Bidstrup had nothing to report.

OCCA Report

Board Member Ron Adams referred to the report President Joanne Truesdell gave earlier regarding the OCCA legislative update call. Ron said the legislature is winding down and it was not a very successful session.

OSBA Legislative Policy Committee Report

Board Member Ron Adams said the OSBA sent a note out saying the legislative session had been “depressing.” The legislature failed to pursue its opportunity to work with business to come up with additional money. The resulting budget shortfall will result in teacher cuts and increased class sizes.

Bond Project Citizen Oversight Committee (COC) Report

Vice Chair Jane Reid reported on the committee’s June 14 meeting at the Harmony Community campus. Jane thanked Public Information Officer Lori Hall for chairing the meeting. Highlights from the meeting include:

- Vice President Alissa Mahar gave a report about the bond rating and bond sale. Jane noted there was information in the Board’s packet. The college’s bond rating was upgraded resulting in cost savings of \$7.92 million.
- Dean Bob Cochran gave an update on the Harmony, Industrial Technology Center, Barlow parking lot, DeJardin, and transit center projects.
- Inici group Project Coordinator Angela Douglass gave an update on the on SAIL and BOAT statistics.
- Lori provided a legislative update.
- The committee toured Harmony West.

Jane suggested the committee’s talking points should be shared with the Board.

Board Member Ron Adams said some people wondered why the college did not go for a higher bond amount if more dollars were needed to complete the projects. He said there was a sincere desire to keep the assessment within the existing parameters; the college used research polls to determine what would be acceptable and supported by voters. The bond probably wouldn’t have passed if it did not stay within the existing fiscal percentages.

Board of Education Community Reports

Ron Adams said he:

- Was delighted with graduation.
- Intends to get more involved in the Wilsonville community by attending chamber of commerce meetings. The college will be hosting a meeting at the Wilsonville campus.
- Will meet the new vice president at the Oregon Institute of Technology to try and expand the lower division presence for CCC in Wilsonville.

- Attended the Environmental Learning Center (ELC) open house.
- Appreciates all the work Chris Robuck has done in her role as Director of Business Services.

Jean Bidstrup mentioned she had visited several hospitals recently and had asked many of the nurses where they studied. Several nurses had studied at CCC and said the college's nursing program is superior to what is offered at other schools. Jean said of CCC, "Job well done." She appreciated the level of care her family received.

Chris Groener noted he attended the ELC event and both graduations. Chris had the opportunity to give a degree to someone he hadn't seen in 30 years. He has now reconnected with that individual.

Richard Oathes attended both graduations; he loves these events.

Jane Reid:

- Attended the ELC event and graduations; these were wonderful events.
- Attended an event where she gave Foundation scholarships to three students from Colton High School.
- Gave a quick bond update and a presentation on advance credit with the Director of Education Partnerships, Jaime Clarke, at Estacada High School. Approximately 35 students from Estacada's graduating class will attend CCC.
- Was asked for advice on how to pass a bond measure by one of the Estacada High School board members.

Greg Chaimov:

- Attended both graduations.
- Attended the Bond Project Citizen Oversight Committee meeting.
- Along with Jean Bidstrup and Bill Waters, the Director of Curriculum, Planning and Research, gave a bond update and talked about the college's high school programs during a visit to the North Clackamas School District.

Dave Hunt:

- Attended four president search forums; the strongest take away was that people feel positively about the college.
- Attended the college's play, "The Good Doctor." It was well done.
- Attended scholarship presentations at Putnam, Milwaukie, Gladstone; students were excited and enthusiastic.
- Gave a presentation with Bill Waters on the college's high school programs to the Gladstone School Board.
- Participated in his daughter's graduation by giving his daughter her diploma. His daughter will be attending University of Oregon on a scholarship. She'll be starting off with 65 college credits.

REPRESENTATIVE REPORTS AND COMMENTS

Associated Student Government President Jairo Rodriguez reported:

Jairo reported:

- The immigration toolbox event was not well attended.
- Free 15-minute weekday massages were offered at the Oregon City and Harmony campuses.
- The finals power cart was offered during finals week at all campuses. ASG has a goal to offer one event on each campus.

- He is working with the new ASG Vice President, Daniel Romero, to prepare for the upcoming year and define ASG goals.

Full-Time Faculty Association President Nora Brodnicki reported:
Nora was unable to attend the meeting; no report was provided.

Part-Time Faculty Association President Leslie Ormandy
Leslie:

- Said the president search brochure was an incredible design.
- Said part-time faculty are back to work for the summer term. Leslie has yet to hear how many part-time faculty are on unemployment for the term.
- Noted many part-time faculty, including Leslie, have employer-provided health insurance for the first time ever due to the generosity of the Board and the collective bargaining team. She expressed her appreciation and thanked the Board for this benefit.

Classified Association President Enrique Farrera reported:
Enrique was unable to attend the meeting; no report was provided.

As there was no other business to come before the Board, the meeting was adjourned at 7:55 p.m.

July 19, 2017
Date


Greer Gaston, Recorder


Richard Oathes, Board Chair


Joanne Truesdell, Clerk