

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Work, Regular, and Executive Sessions from November 9, 2016
Date:	December 20, 2016
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for November 9, 2016



**BOARD OF EDUCATION MEETING
MINUTES
November 9, 2016**

EXECUTIVE SESSION

Board Chair Richard Oathes Convened Executive Session under ORS 192.660(2)(d) and 192.660(2)(e) on Wednesday, November 9, 2016, in the Bill Brod Community Center Room CC126 at 5:15 p.m. with the following people present: Board Chair Richard Oathes and Members Jean Bidstrup, Jane Reid, Greg Chaimov, 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.

Real Property

Staff discussed a real estate issue with the Board.

Executive Session adjourned at 6:13 p.m.

WORK SESSION

Board Chair Richard Oathes called the work session of the Clackamas Community College Board of Education to order at 6:20 p.m. on Wednesday, November 9, 2016, in Room CC127 of the Bill Brod Community Center at Clackamas Community College.

Student Research Poster

Vice President David Plotkin introduced instructor Ida Flippo and student Teresa McCook, who shared a poster that Teresa and student Chelsea Vincenzi created on implicit bias in students pursuing a law enforcement career. The poster recently won second place in a competition held by the Western Association of Criminal Justice. There were no other community colleges in the competition, so they

competed against Masters and PhD level entries. Teresa shared details about her experience at the competition and said it was a great learning experience.

Employee Onboarding

Dean Patricia Anderson Wieck and the HR staff introduced themselves, and presented information on a new employee onboarding program, which includes a time-specific checklist, peer mentoring, and engagement activities. Patricia said this process is for new hires. They are also looking into an onboarding process for transfers of current employees.

The Work Session recessed at 7:05 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 7:05 p.m. on Wednesday, November 9, 2016, 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, Jane Reid, and Greg Chaimov. Dave Hunt and Ron Adams were excused.

College Representatives in attendance: President Joanne Truesdell, Vice President Jim Huckestein, Vice President David Plotkin, ASG President Jairo Rodriguez, Full-time Faculty President Nora Brodnicki, Part-time Faculty President Leslie Ormandy, Classified President Enrique Farrera, and Board Secretary Denice Bailey (Recorder).

Others in attendance: Director Chris Robuck, Director BJ Nicoletti, Dean Sue Goff, Dean Bill Waters, Dean Patricia Anderson Wieck, Dean Cynthia Risan, Interim Dean Tara Sprehe, Associate Dean Darlene Geiger, Executive Director Paul Moredock, Executive Director Jack Hardy, Dean Dion Baird, and other CCC faculty and staff.

COMMENTS FROM CITIZENS

Board 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) 10.12.16
- b. Monthly Financial Report
- c. Capital Projects (Bond) Report
- d. Revise Investment Policy

R16/17-10 Greg Chaimov moved, Chris Groener seconded the motion, to approve consent agenda items a through d. Motion passed unanimously.

COLLEGE REPORTS

President's Report

President Joanne Truesdell:

- Invited everyone to the classified appreciation day and evening activities on Thursday.
- Provided an update on accreditation activities and expressed appreciation for everyone leading and participating in this work.
- Introduced Executive Director Jack Hardy, who introduced Marketing team members Kevin Anspach and Justin Montgomery and reported on the national College Marketing & Public Relations awards. CCC won six medals:
 - Special Event Promotion (gold)
 - Poster (gold)
 - President's Coin (gold)
 - Sports Program (gold)
 - Special Event Promotion (silver)
 - Logo (bronze)
- As this is his last board meeting, she thanked Vice President Jim Huckestein for his work over the last three years and presented him with a retirement gift.

Audit Report

Director Chris Robuck introduced auditor Kenneth Kuhns and reviewed items of particular interest in the audit report. Ken reported on the audit process and findings and said the college records were clean and in great shape. CCC was given a clean and unmodified opinion by the auditors. CCC was found in compliance with one exception. There was more money invested in the Local Government Investment Pool (LGIP) than state law permits. Chris said this happened due to depositing the bond funds. This situation has been corrected by Board approval to invest in the Oregon Local Government Intermediate Fund (OLGIF). Ken said no material weaknesses were found in the audit, federal money internal controls had no weaknesses and CCC is in compliance with terms of the major programs that were audited, including financial aid.

Board Member Jean Bidstrup asked if withdrawals and deposits are reviewed to meet federal guidelines and are appropriate, for both the college and the Foundation. Ken said auditors confirm Foundation investments comply with Foundation policy and review compliance with the donor's intent, such as in endowments. Much of that money is restricted, and the wishes of the donor are considered during an audit.

Financial Forecast

Vice President Jim Huckestein presented the updated five year forecast and reviewed the changes from last year's forecast. CCC received additional revenue due to a smaller decline in enrollment than other community colleges in the state. Our Fall 2016 enrollment is up 8%, and is trending better than the statewide average.

Jim reviewed changes to the budget development process this year and the forecast assumptions. He also reviewed the general fund projection through 2020/21. President Joanne Truesdell said we will determine what we need in the 2017/19 biennium and make the necessary changes in the 2017/18 year. We will involve the Budget Advisory Group and will start on November 29. In December, we will bring forward proposed budget principles for Board approval.

SAIL BOAT Status Report

Vice President Jim Huckestein introduced Angela Douglas and Patti Miles from the inici group. Patti reported there has been a great response to the Student Applied and Integrated Learning (SAIL) and Business Opportunity Achievement Target (BOAT) programs. Angela added the programs are in full swing and shared information about the progress toward the goals of each program.

NEW BUSINESS – ACTION

Classified Employee Contract

Vice President Jim Huckestein said the proposed Classified agreement satisfied both parties' needs and recommends Board approval. President Joanne Truesdell expressed appreciation for both the administrative and the classified bargaining teams.

R16/17-11 Greg Chaimov moved, Chris Groener seconded the motion to approve the contract between the CCC Association of Classified Employees and the CCC Board of Education, effective July 1, 2016, through June 30, 2019. Motion passed unanimously.

Administrative/Confidential Employee Compensation

Vice President Jim Huckestein said as the college's bargaining units are finalizing their agreements, we to look at the Administrative/Confidential group of employees. This group is not a union. The college provides an annual adjustment to their salary. The health insurance benefit adjustment is same as full-time faculty received.

We are going to be looking at this group's salary schedule and modifying it, likely reducing the number of steps. The new salary schedule will come back to the Board in spring for approval.

R16/17-12 Jean Bidstrup moved, Greg Chaimov seconded the motion to approve salary, benefits, and employment-related changes for Administrative/Confidential employees, effective July 1, 2016, through June 30, 2017. Motion passed unanimously.

President's Compensation

Chair Richard Oathes asked for a motion for modification to the President's contract.

R16/17-13 Greg Chaimov moved, Jane Reid seconded the motion to approve modification to the employment contract between the President and the Board of Education of Clackamas Community College, effective July 1, 2016, through June 30, 2018. Motion passed unanimously.

BOARD OPERATIONS

Oregon School Board Association Election

Chair Richard Oathes asked the Board to review the information provided and determine whether to participate in the OSBA election. The Board discussed.

R16/17-14 Greg Chaimov moved, Chris Groener seconded the motion to elect Carlos Castaneda to the OSBA Board of Directors in Position 7. Motion passed unanimously.

The Board chose not to take action on the legislative priorities and policies. Board Secretary Denice Bailey will complete the online ballot and make it part of the official meeting minutes.

Personnel Report

The Board reviewed the list of employment changes on the personnel report.

Future Board Agenda Items

The Board reviewed the planning calendar. Board Member Jean Bidstrup would like to see a summary of sabbaticals over the last five years with information on how sabbaticals increase student success. Full-time Faculty President Nora Brodnicki said abstracts of all sabbaticals are provided to the Board each year. After discussion, Nora agreed to bring the idea to the sabbatical committee.

Board Chair Business Report

Chair Richard Oathes invited those who attended the recent OCCA conference to report on their experience:

- Board Member Jane Reid attended seven sessions and particularly appreciated the one on Growth Mindset by CCC faculty member Jil Freeman. She asked if this could be scheduled as a future work session. Jane also appreciated the opportunity to see fellow board members from across the state.
- Board Member Jean Bidstrup agreed Jil's presentation was engaging and effective. She also attended the Pipeline to Jobs presentation by Linn-Benton Community College. It was a really interesting concept and they earned a lot of money for the program.

Clackamas Community College Education Foundation Report

Board Member Jean Bidstrup reported:

- The Foundation's \$10 million campaign is up to \$11,305,780. The campaign runs through December.
- The Gold Rush event was held October 28 and netted \$225,000 for the Military Families Scholarship Endowment.
- An ELC Sustainability Endowment has been established to provide funding to maintain the ELC grounds. A tree sculpture will be commissioned and placed at the entrance to the ELC. Staff and community members are invited to purchase a leaf for \$250 and have their name appear on a plaque on or near the sculpture. This is the College's gift to the community for its 50th birthday.

OCCA Report

No report due to Board Member Ron Adams' absence.

OSBA Legislative Policy Committee Report

No report due to Board Member Ron Adams' absence.

Bond Project Citizen Oversight Committee (COC) Report

Board Member and COC Co-Chair Jane Reid reported she was unable to attend the last meeting, so Jamie Damon chaired the meeting. She reviewed the topics discussed at the meeting. The next meeting will discuss legislative action and naming opportunities.

Board of Education Community Reports

Chris Groener reported he attended the OCCA conference.

Greg Chaimov reported he attended the Gold Rush event and the OCCA conference.

Jane Reid reported she attended the ACCT Conference and the OCCA conference. She said the Estacada School District bond did not pass which will be hard for the school district.

REPRESENTATIVE REPORTS AND COMMENTS

Associated Student Government President Jairo Rodriguez:

- He visited Southern Oregon Community College over the weekend for the first official meeting with OCCSA, still interim chair.
- He expressed appreciation for a generous donation to the Cougar Cave from Board Member Ron Adams.
- The election party had a nice turnout. He thanked Megan for her work to make it happen. Board Member Jane Reid asked what kind of support we can provide for students in the aftermath of the presidential election. Jairo said students just want a safe environment where they can study and get an education. He is optimistic that the country will unite.

Full-Time Faculty Association President Nora Brodnicki:

- The production of The Glass Menagerie opens on Thursday and runs through next week.
- A group, including the association presidents, met to talk about civility on campus with Jil Freeman. Nora has been sending links to FTF on how to talk about civility.

Part-Time Faculty Association President Leslie Ormandy:

- Provided a cd for Board members on confidence, focus, and concentration.

Classified Association President Enrique Farrera reported:

- He is happy that the Board supported the classified contract. He thanked the bargaining team.
- He is working on the association bylaws.

President Joanne Truesdell thanked Enrique for his role at HECC and for bringing important questions to the table around capital requests.

As there was no other business to come before the Board, the meeting was adjourned at 8:49 p.m.

December 20, 2016

Date



Richard Oathes, Board Chair



Denice Bailey, Recorder



Joanne Truesdell, Clerk