

BOARD OF EDUCATION MEETING
Bill Brod Community Center, Room 127
Wednesday, February 10, 2016

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

Dinner with Budget Committee applicant Walt Fitch

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

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|---|------|
| 1. Bond Projects Design Information – Vice President Jim Huckestein | p 5 |
| • RSS Architects Randall locker room upgrades | |
| • Opsis Elevator design services | |
| 2. Alternative Construction Delivery Method for Elevator Renovation - Jim Huckestein | p 7 |
| 3. Harmony Phase II Project Status – Vice President Jim Huckestein | p 13 |
| 4. Bond Projects Workforce Goals – Vice President Jim Huckestein | p 15 |
| 5. Cooperative Work Experience: CCC Internships – Coordinator Kara Leonard/Director Dustin Bare | p 23 |

RECESS

7:00pm 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.

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|---|------------|------|
| 1. Approval of: | | |
| a. Minutes (Work and Regular Sessions) 01.13.16 | R15/16-34a | p 25 |
| b. Monthly Financial Report – Director Robuck | R15/16-34b | p 33 |
| c. Capital Projects (Bond) Financial Report – Director Robuck | R15/16-34c | p 35 |

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|----|---|------------|------|
| d. | Policy Approval – President Truesdell | R15/16-34d | p 37 |
| e. | New Program: First-Line Supervisor Career Pathway – Dean Waters | R15/16-34e | p 57 |
| f. | New Program: AAS Degree Option: Arboriculture – Dean Waters | R15/16-34f | p 61 |
| g. | New Program: AS with Emphasis on English with OSU – Dean Waters | R15/16-34g | p 65 |

V COLLEGE REPORTS

- | | | | |
|----|--|--|------|
| 2. | President’s Business Report – President Joanne Truesdell | | |
| 3. | Summer & Fall Enrollment Report – Director BJ Nicoletti | | p 71 |

VI NEW BUSINESS – FIRST READ

- | | | | |
|----|--|--|------|
| 4. | Academic Calendar – Vice President David Plotkin | | p 75 |
| 5. | 2016/17 Tuition and Fees – Vice President Jim Huckestein | | p 79 |
| 6. | Policy Revisions – President Joanne Truesdell | | p 81 |

VII NEW BUSINESS – ACTION

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|----|---|-----------|------|
| 7. | Budget Committee Appointment – Chair Jean Bidstrup | R15/16-35 | p117 |
| 8. | Contract Approval: Henneberry-Eddy Architects– Jim Huckestein | R15/16-36 | p119 |
| 9. | Contract Award: inici group Phase III – Jim Huckestein | R15/16-37 | p121 |

VIII BOARD OPERATIONS

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|-----|--|--|------|
| 10. | Personnel Report – Dean Patricia Anderson Wieck
-Introduction of new hires | | p127 |
| 11. | Future Board Agenda Items – Board Chair (Refer to Board Planning Calendar)
<u>Operations Reports:</u> | | |
| 12. | Board Chair Business Report | | |
| 13. | Clackamas Community College Education Foundation – Jean Bidstrup, Board Liaison | | |
| 14. | Oregon Community College Association – Ron Adams, Board Liaison | | |
| 15. | Bond Project Citizen Oversight Committee – Jane Reid, Co-Chair | | |
| 16. | Board of Education Community Reports | | |

IX EX OFFICIO REPORTS AND COMMENTS

- | | |
|-----|---|
| 17. | Associated Student Government (ASG) – Brent Finkbeiner, President |
| 18. | Full-Time Faculty – Bruce Nelson, President |
| 19. | Part-Time Faculty – Lauren Zavrel, President |
| 20. | 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

Thursday, February 4	Life After War, 5:00 p.m., Camp Withycomb
Friday, February 5	Military Family Scholarship Endowment event, Camp Withycombe
Monday-Thursday, February 8-11	ACCT National Legislative Summit, Washington D.C.
Tuesday, February 9	Winter Inservice, 3:00 p.m.
Wednesday, February 10	Board of Education Meeting, 5:00 p.m., CC 127
Monday, February 15	Presidents' Day, College Closed
Thursday, February 25	Skills Contest
Wednesday, March 9	Board of Education Meeting, 5:00 p.m., CC 127
Sunday, March 13	Scholarship Reception, 2:00 pm, Randall Gym
Monday-Friday, March 21-25	Spring Break
Wednesday, April 13	Board of Education Meeting, 5:00 p.m., CC 127
Mon-Wed, May 2-4	NWCCU Accreditation Visit
Wednesday, May 4	Budget Committee Meeting, 5:00 p.m., Gregory Forum
Wednesday, May 11	Spring Retiree Event, 2:00, Gregory Forum
Wednesday, May 11	Budget Committee / Board of Education Meeting, 5:00 p.m., CC 127
Saturday, May 21	50th Anniversary Birthday Party (details TBA)
Monday, May 30	Memorial Day, College closed
Thursday, June 9	GED & Adult High School Diploma Graduation Ceremony, 7:00 p.m.
Friday, June 10	College Certificate & Degree Graduation Ceremony, 7:00 p.m.
Wednesday, June 22	Board of Education Meeting, 5:00 p.m., CC 127

CCC Board of Education – Topic Summary	
Topic:	Information on Bond Projects Design <ul style="list-style-type: none"> • RSS Architects – Randall Hall Locker Room Upgrades • Opsis Architects Elevator Design Services
Date:	February 10, 2016
Presenter:	Jim Huckestein, Vice President
Division/Department:	College Services
RECOMMENDATION:	Informational Only

REASON FOR BOARD CONSIDERATION:

This report is provided for information only. Purchasing Rules require Board approval of contracts over \$100,000.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Information only

BACKGROUND:

As part of the major maintenance projects on the campus, elevator upgrades and locker room renovations will be completed during the summer of 2016. Staff has solicited services from design firms to assist with these projects.

Randall Locker Rooms Renovations:

The Randall Hall Locker Rooms are original with the building’s construction in 1972. Not only are these facilities outdated, but during a civil rights review in 2012, were deemed non-compliant. Specifically the report stated:

Clackamas Community College has a men’s locker room, a men’s team room, and a combination women’s locker/team room. The facilities are not comparable in size or amenities. The men’s locker room and team room are allotted twice the amount of space as the women’s locker/team room.

To remedy these problems (aging facilities and non-comparable facilities) the college has retained RSS Architects from Woodburn, Oregon, to complete the design of the locker room renovation. The scope of services for RSS Architects includes Tenant Improvements of approximately 8,500 SF of men’s and women’s locker rooms, ADA accessible gender neutral shower/toilet/changing room, team rooms, staff locker rooms, and public toilet rooms to meet Title IX gender equity requirements and current ADA accessibility codes. The fee for this design work is \$59,560.

Elevator Upgrades

The elevators in the college’s older buildings (Randall Hall, Barlow, and McLoughlin) were installed with the original construction (circa 1970) and are long past their useful life. Minor upgrades have been completed to keep them operable. These three elevators are identified in the Facility Condition Assessment as needing replacement. To assist with the replacement of the elevator systems, the

college is retaining OPSIS Architects to provide Basis of Design services. The scope of services includes the installation of (3) new elevators in (3) different campus buildings and all associated ADA interior renovations. Scope of work includes data collection, surveying, operator & controls, cars, interior finishes, communication, electrical, miscellaneous components (drives, motors and machines), safety features, fire protection systems, and signage. The fee for this work is \$42,434.

BUDGET IMPACT/SOURCE OF FUNDS:

Bond proceeds will be used for the design and construction of these projects.

ATTACHMENTS

None

FUTURE REPORT:

The status of these projects will be included in the Board's monthly project update.

CCC Board of Education – Topic Summary	
Topic:	Alternative Construction Delivery Method for the Renovation of Elevators– Design/Build
Date:	February 10, 2016
Presenter:	Jim Huckestein/Karl Schultz, inici group.
Division/Department:	College Services
RECOMMENDATION:	Information on a future proposed resolution allowing the use of the Design/Build methodology as an alternative construction delivery method for the College’s Elevator/ADA upgrades.

REASON FOR BOARD CONSIDERATION:

The college and the inici group have determined that it is in the college’s best interest to use the Design/Build method of construction delivery for the College’s Elevator/ADA Upgrade project.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Direction from the Board of Education on utilizing an alternative delivery method (Design/Build) for the College’s Elevator Upgrade Project.

BACKGROUND:

State rules ORS 279C.335 requires all public contracts to be based on competitive bids with limited exceptions. The Clackamas Community College Board of Education acting as the Local Contract Review Board may determine if is in the best interest of the college and approve alternative delivery methods.

Karl Schultz will provide a presentation on the benefits of this alternative delivery method for this project.

BUDGET IMPACT/SOURCE OF FUNDS:

None for this item. The Elevator Upgrade/ADA project will be paid for with Bond Proceeds

ATTACHMENTS:

White Paper –CCC Bond Project FCU: Elevator/ADA Upgrades, Alternative Contracting Method: Design/Build.

FUTURE REPORT:

If this alternative delivery method is approved by the Board of Education, staff will return in March with a formal resolution.

White Paper

CCC Bond Project FCU: Elevator/ADA Upgrades Alternative Contracting Method: Design/Build

January 2016

Prepared by: inici group, Inc.

Executive Summary

Design and Construction delivery of the Elevator/ADA upgrades project should be executed using the most cost effective process at Clackamas Community College (CCC). After consideration of a number of methods to complete the projects, the team is recommending the use of the design/build delivery method to meet tight project schedule constraints, reduce costs, and lower risk for CCC in the completion of the elevator replacement projects.

Introduction

Owners constructing a project can consider various processes to deliver their project. There is no one design and construction project delivery method that meets all Owner project priorities. For all projects, the management criteria for project delivery are defined by three objectives:

- **Schedule** or duration to complete the project,
- **Quality** of the design and construction of the project, and
- **Costs** paid by the Owner to meet the other objectives.

Each criterion is interrelated based on how the project is managed and the Owner's driver for their project. Owners decide what the priority is for their project based on project goals for the operation of the building. If the Owner prioritizes one of the three objectives, the other objectives will be compromised or less efficient. For example, if the Owner desires a project completed in the **shortest duration**, this will increase costs to deliver the project, to pay for overtime, and rushing the delivery of materials. If **quality** is a priority, costs will increase for the project to pay for the value of the materials provided.

Regional economic factors influence project delivery regarding costs and schedule:

- Construction is booming in the region.
- Many contractors and subcontractors have reached capacity and are not able to bid on future projects.
- Contractors may not be able to provide the materials or labor to meet the construction schedule.

A delivery method may have to be selected that **responds to the market conditions** that limits the number of potential bidders, thus requiring a customized delivery model. To meet Owners' needs, there are project delivery methods which focus on one of the priorities of schedule, quality, or costs. For the elevator/ADA upgrade projects, the following delivery model is recommended.

Design/Build Delivery Model:

The design/build model is a method to deliver a project in which the design and construction services are contracted by a single entity known as the **design/builder** or **design/build contractor**. In contrast to "design/bid/build"; design/build (DB) relies on a single point of responsibility contract and is used to minimize risks for the project Owner and to reduce the delivery schedule by overlapping the design phase and construction phase of a project. Possibly the greatest advantage offered by the design/build process to many Owners is that at some point early in the design process, the Owner negotiates a guaranteed maximum price for the finished project.

A significant advantage of design/build over the "traditional" design/bid/build delivery method is that the **Owner has a single contract and point of contact for the design and construction of the project**. The contract is fully inclusive of all services and products to be delivered by the team. The Owner typically does not have to resolve or even become involved with the difficulties and disagreements between the team members that can complicate the low-bid delivery method. With the contractor and designer working collaboratively through the design process, the contractor gains a thorough and detailed knowledge of the design intent and the architect can design in the details and systems that the contractor can provide most efficiently. Another significant advantage of design/build is the compressed time schedule that is possible through phased permitting approvals.

Design/Build Advantages:

- Single point of liability/responsibility for both design and construction
- Project delivery time is reduced
- Design/build contractors add construction practicality to design imagination
- Owners get an enforceable price for construction early in the project
- The contractor can negotiate subcontracts so the owner can benefit from reliable subcontractors
- Faster delivery schedule
- Enables construction to begin before design is complete

Design/Build Disadvantages:

- Unless the scope is well-defined, Owner is at risk for quality and Owner has less control over design
- Without clear direction, Owner-initiated changes could cause change orders
- The architect works for the contractor, not the Owner
- Delivery method must be decided early in planning
- Ability to change program and/or scope needs is restricted
- Loss of checks and balances between designer and contractor

Elevator/ADA Upgrades Delivery Model Findings and Recommendation:

The recommended delivery model for the Elevator/ADA upgrades project is **design/build**. The design/build delivery method procures services from a vendor who provides both design and construction services through one entity, typically a contractor that has both construction and design service capabilities.

This is the best delivery model for projects that have a **simple design and tight schedule**. It provides a fixed price for the project and **reduces contractor change orders**. Under this delivery model, quality of equipment and finishes are selected by the design/build contractor, not the Owner.

Since project schedule is the priority for this project, design/build is the best fit since it provides the fastest delivery solution. It also has low risk for schedule, construction costs, and estimate accuracy.

Conclusion

Although there are various design and construction project delivery methods to be considered for a project, and since schedule is the main objective of the Elevator/ADA upgrades project, the design/build delivery method will provide the highest level of benefit to CCC. It is inici group's recommendation to use the Clackamas Community College rules of procurement for alternative contracting method of design/build for implementation of this project.

CCC Board of Education – Topic Summary	
Topic:	Harmony Phase II Project Status
Date:	February 10 th , 2016
Presenter:	Jim Huckestein, Vice President Hennebery-Eddy Architects
Division/Department:	College Services
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

Informational presentation on the status of the Harmony Phase II project.

BACKGROUND:

College staff and staff from Hennebery Eddy Architects have been working on the design phases of the Harmony Phase II project. The project has moved from the Detailed Design to Construction Documents Phase. Very simplistically, that means the majority of the design decisions have been made and agreed upon and now the design team is moving forward with developing the drawings and specifications for the construction contract.

The design team will present the outcome of the Detailed Design to the Board of Education.

BUDGET IMPACT/SOURCE OF FUNDS:

Bond proceeds are paying for the design and construction services associated with this project.

ATTACHMENTS

Presentation of external and internal plans and renderings.

FUTURE REPORT:

Staff will return to the Board of Education requesting approval of the contractor selected to construct Harmony Phase II in the late spring 2016.

CCC Board of Education – Topic Summary	
Topic:	Bond Projects Workforce Goals
Date:	February 10, 2016
Presenter:	Jim Huckestein/Karl Schultz
Division/Department:	Campus Services/inici group
RECOMMENDATION:	Informational Only

REASON FOR BOARD CONSIDERATION:

To discuss goals for utilizing local businesses and students for bond related capital construction projects.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Informational only

BACKGROUND:

During the bond campaign, the college committed to ensuring both students and Clackamas County businesses received opportunities to benefit from the passage of the bond. At the October 2016 Board of Education meeting, staff and members of the inici group discussed options for setting goals to meet this commitment. From that meeting inici group staff developed the SAIL BOAT white paper (attached).

The SAIL being Student and Applied & Intergraded Learning and BOAT being Business Opportunities Achievement Target.

Karl Schultz (inici group) and Jim Huckestein will discuss the progress made on determining those goals and potential methods for achieving success by the contracting community.

BUDGET IMPACT/SOURCE OF FUNDS:

This is not directly tied to a direct budget expenditure but will be included in all major bond capital contracts.

ATTACHMENTS

White Paper – Bond Workforce Goals, January 2016 – inici group

FUTURE REPORT:

Staff will periodically update the Board of Education on the progress of the Bond Projects Workforce Goals.



White Paper Bond Projects Workforce Goals

January 2016

Prepared by: inici group, Inc.

Executive Summary

In November 2014, voters in the Clackamas Community College District approved a \$90 million bond measure to fund updates and expansions across the college campuses. The focus is on modernizing classrooms and labs and upgrading equipment to meet current standards. After a two-year community engagement process, Career Technical and Transfer degrees were identified as the top two areas for strategic investment. CCC's goal for the bond projects is to fuel and share economic prosperity within Clackamas County by creating opportunities for CCC students, area businesses, and local workforce. There are two main components of the goal for the bond projects. The main focus will be on student involvement and engagement, with a secondary focus on Clackamas County businesses, including minority, women, emerging small business, and veteran-owned (MWESB/V). To achieve these goals, the **Student Applied & Integrated Learning (SAIL)** and **Business Opportunities Achievement Target (BOAT)** programs will be implemented.

The **SAIL** program will be implemented to encourage architects, contractors, subcontractors, and other members of the project team to involve CCC students in their project work, with a **minimum student workforce participation goal of 1000 hours**. The goal of this program is for students to gain hands-on experience to develop their skillsets and improve their employability. The **BOAT** program will be implemented to encourage employment opportunities equally across Clackamas County residents and to encourage minority and veteran participation in the bond projects, with an **MWESB/V Clackamas County workforce equity and diversity goal of 10%**.

In order to maximize and share the opportunities the bond projects afford, the goals of these programs will be achieved through marketing, incentive packages, outreach, and communications.

Introduction

Clackamas Community College (CCC) district voters approved a \$90 million bond measure in November 2014 to fund updates to the college and expand learning opportunities for students, training students for high-demand careers who will be adequately prepared to succeed in allied health and high-tech industries.

The bond measure was developed after a two-year community engagement process identified as *"Imagine Clackamas."* Through Imagine Clackamas, the college asked community members, business owners, staff, and students what they most valued and needed from the college today and in the future. The bond will fund projects to address the requests identified by the community during the Imagine Clackamas process, facilities assessment, and other surveys and

public forums. Career Technical and Transfer degrees were identified as the top two areas for strategic investment.

Implementation of the bond projects will afford many opportunities for architects, engineers, contractors, subcontractors, and vendors to provide products and services to the college. CCC’s goal for the bond projects, beyond the much anticipated expansion and upgrades to CCC’s campuses, is to fuel and share economic prosperity within Clackamas County by creating opportunities for CCC students, area businesses, and local workforce.

CCC will fulfill this goal by creating and promoting programs to develop and expand student learning opportunities, promote local workforce equity and diversity (including minority, women, emerging small business, and veteran-owned – MWESB/V), and by seeking qualified Clackamas County businesses.

Clackamas County Demographics

Based on 2014 census information, Clackamas County residents make up roughly 10% of Oregon’s population, slightly more than in 2010. The demographics of this population include a predominately white population (approximately 90%). Percentages of population and business ownership, based on these broad ethnic groups, are summarized below.

	<u>of population:</u>	<u>of owned firms:</u>
Black or African American	1.5%	0.6%
American Indian & Alaskan Native	1.9%	0.6%
Asian	5.2%	3.6%
Native Hawaiian & other Pacific Islander	0.5%	none noted
Hispanic (considered part of “White”)	8.0%	2.7%
Women	50.8%	28.9%

Additionally, census data for Clackamas County for the period of 2009-2013 indicates:

- 8.3% of Clackamas County residents are foreign born
- 11.9% speak a language other than English at home
- 92.4% are high school graduates
- 31.8% have a Bachelor’s degree or higher
- 9.8% live below poverty level (notably less than neighboring counties)
- 30,645 are Veterans

Economic characteristics of Clackamas County Industries:

- Agriculture/ forestry/ fishing/ hunting/ mining 1.7%
- Construction 7.3%
- Manufacturing 12.0%
- Wholesale trade 4.2%
- Retail trade 13.1%
- Transportation/ warehousing/ utilities 4.9%
- Information 1.6%
- Finance and insurance/ real estate/ rental and leasing 7.9%
- Professional/ scientific/ management/ administrative 10.8%
- Educational services/ healthcare/ social assistance 20.0%

- Arts/ entertainment/ recreation/ accommodation/ food service 7.8%
- Other, except public administration 5.0%
- Public administration 3.8%

Sources: U.S. Census Bureau, 2010-2014 American Community Survey 5-year estimates (population) and Clackamas County, Oregon Quick Facts from U.S. Census Bureau, from 2007 (business Quick Facts).

Bond Project Opportunity and Diversity Programs

The two main components of the goal for the bond projects are students and MWESB/V businesses workforce. The main focus will be on student involvement and engagement, with a secondary focus on Clackamas County businesses. To achieve these goals, the **Student Applied & Integrated Learning (SAIL)** and **Business Opportunities Achievement Target (BOAT)** programs will be implemented.

A requirement of CCC's bond projects goals is meeting Oregon's Bureau of Labor and Industries (BOLI) participation and documentation requirements. inici will work in tandem with CCC procurement in meeting the State's BOLI requirements, which will record the demographics of the people who are paid to work on CCC projects. It is CCC's desire to create a diversity program that inspires participation (for businesses, students and members of the local workforce), builds community, and is straightforward to manage and maintain.

A. *Student Applied and Integrated Learning (SAIL) Program:*

CCC Applied Science programs encourage student mentorships, internships, and work-study opportunities through their Cooperative Work Experience (CWE) requirement. For the bond projects, CCC would like to expand this student learning process by creating and implementing the **SAIL** program to encourage architects, contractors, subcontractors, and other members of the project team to involve CCC students in their project work, with a **1000 hours workforce participation goal**.

1. CCC's goals for student involvement in the bond projects:
 - a. For students to gain hands-on experience and knowledge, to develop their skillsets, and to improve their employability; and
 - b. To foster and build connections with business and industry.

2. **Inform and encourage students to participate in bond project work opportunities** to provide hands-on experience.
 - a. Foster educational experiences and applied learning opportunities by establishing the following:
 - Internships
 - Mentorships
 - Informal student apprenticeships
 - Job shadowing
 - Cooperative Work Experience (CWE)
 - Classroom presentations by project team
 - Student field trips and site walks

- b. Provide easy access to bond-related job opportunities via job fairs and CCC postings.
 - c. Educate and inform about BOLI programs.
 - d. Seek opportunities for trade-specific project tours (i.e. welding, wastewater management).
 - e. Seek opportunities for presentations/ independent study projects (i.e. demolition project research) that ties into current and/or upcoming bond projects.
 - f. Seek mentors for students pursuing these projects/educational inquiries.
 - g. Help students with required documentation (timecards, programs, CWE requirements, etc.).
 - h. Involve career coaches, workforce development department, and instructional deans.
3. **Establish incentives** for contractors to participate in **SAIL** program.
- a. Be explicit in requesting student involvement in the Requests for Proposals (RFP).
 - b. Offer sponsorship package opportunities:
 - Business highlights on bond website, newsletter, ads, milestones
 - Thank you's in Foundation's Annual Report
 - Scholarship deposit from school foundation as stipend to provide student compensation for work (free labor for contractor)
 - Press releases
 - Social media
 - c. Define non-quantifiable value of the benefit businesses get for complying with request for student involvement:
 - "Integrated but innocuous"
 - Place emphasis on students: feature the student, which in turn features the business
 - Provide "CCC Contractor Seal of Approval," recognize companies that meet CCC student workforce goal
 - d. Workforce goal for **SAIL** program:
 - **1000 hours of labor filled by students through the SAIL** program (minimum).
 - Those who reach provide largest number of student workforce hours get more publicity, nominated for Star Award, etc.
4. General student population:
- a. Provide jobsite observation opportunities and access to regular "dashboard" and Newsletter updates (via CCC website, signage, handouts, etc.).
 - b. Provide quarterly presentations of various topics related to projects on campus to broaden exposure to more students.
 - c. Publicize available general employment opportunities on CCC's website.

B. *Business Opportunities Achievement Target (BOAT) Program:*

Within the greater Portland area, the industry standard goal for MWESB/V business participation is averaging about 15%. Given CCC's desire to encourage employment opportunities equally across Clackamas County residents and to encourage minority and veteran participation in the bond projects, CCC would like to implement the **BOAT** program to target a **MWESB/V/Clackamas County workforce equity and diversity goal of 10%**, which is commensurate with Clackamas County's ethnic diversity and construction-related women-owned businesses.

1. CCC's goals for business involvement in the bond projects are to:
 - a. Ensure that bond project contracts provide workforce equity, employment opportunities, and diversity by contracting with MWESB, Veterans, and Clackamas County businesses;
 - b. Serve businesses and residents of Clackamas County well;
 - c. Develop veteran and MWESB entrepreneurs; and
 - d. Manage for constituents.

2. **Inform and inspire** area businesses of upcoming projects, student experience/ employment opportunities, MWESB/V/Clackamas County goals, upcoming workshops, incentives, and the CCC's union/non-union agreement with BOLI via:
 - a. Updates on the bond projects via CCC's website;
 - b. Direct mailings and blind copied/no response emails to Clackamas County businesses/providers;
 - c. Utilization of unions and community organizations for recruitment;
 - d. Advertisements in local newspapers; and
 - e. CCC's Workforce Services.

3. Provide **resources and training** for local businesses and workforce interested in participating in the bond projects via bond project-related workshops and/or through CCC's Small Business Development Center to:
 - a. Help businesses understand and complete the pre-approval and public bidding process;
 - b. Explain opportunities and processes around CCC's goals of student participation, including CCC's trade-related programs, subsidy opportunities, mentorship opportunities, and how to connect to potential students for internships and/or the general workforce positions;
 - c. Explain opportunities and processes around CCC's goals of MWESB/V/Clackamas County participation and to provide a database of pre-vetted/ pre-approved MWESB/Veteran/Clackamas County service providers;
 - d. Help businesses with recruiting, hiring, training and retention programs;
 - e. Explain opportunities available from Government Contract Assistance Program (GCAP) to provide education on how to qualify and perform prevailing wage projects.
 - f. Explain opportunities available Oregon Procurement Information Network (OPRIN) which provide access to procurement and contracting information issued by the State of Oregon, local governments, and political subdivisions.
 - g. Provide information about continuing education and training opportunities;
 - h. Link to BOLI services and tools that help Clackamas County businesses, including link to register as an Apprentice Training Agent (a program that provides on-the-job training and supervision according to industry standards, including evaluations and recommendations regarding advancement in the program); and
 - i. Provide help needed to understand and complete BOLI documentation.

4. Provide **incentives** for businesses to offer student education, mentorship and apprenticeships and to have a workforce that is inclusive of women and people of different ethnicities to:
 - a. Feature student apprentices and their training agent (business) in CCC newsletters and on CCC's website;
 - b. Feature companies that meet CCC's diversity workforce goal in the quarterly public newsletter;

- c. Provide news releases to metro area newspapers and quarterly announcements in the Daily Journal of Commerce featuring companies that are meeting CCC's goals in tandem with building the bond projects, student skills, and the community; and
 - d. Feature companies that are modeling inclusive, non-adversarial on-site practices during construction via public announcements and signage.
5. **Encourage** contractors to recruit MWESB/V/Clackamas County subcontractors.
 - a. Use same exposure benefits and incentives as SAIL program.
 - b. Workforce goal of **10% of labor through the BOAT program**.
 6. Provide a straightforward way to **track and report results** that meet CCC and BOLI requirements for documenting composition of workforce, including submission of "good faith efforts" in attracting, recruiting, sub-contracting, internships, and apprenticeships.
 7. Union/non-union workforce
 - a. Set an inclusive tone on CCC's website, on campuses, and on the jobsites.
 - b. Provide provisions to welcome both workforces on site.
 - c. Reward positive examples with public acknowledgement.

Outreach and Communications

Leverage existing opportunities for community and student outreach.

- CCC website
- CCC Student Services
- Job fairs
- Local newspapers
- Direct mail and/or blind copy email secondary invitations
- Neighborhood associations
- Trade associations
- Direct mail and/or blind copy email secondary invitations to a targeted list
- Outreach to community partners

Conclusion

The **Imagine Clackamas** process identified what the community most values from CCC: affordable education that leads to careers and four-year degrees. Employers in the community want graduates who have work-based experience, good interpersonal skills, and an aptitude for new technology, who can compete in what is becoming a fast-paced, highly specialized job market and be successful.

CCC would like to maximize and share the opportunities the bond projects afford, not only in expanding and upgrading CCC's campuses to better serve current and future students, but to also share economic opportunity and workforce experience across Clackamas County's constituents.

The college's overarching goal is to find opportunities that help develop a highly skilled workforce and create economic prosperity in Clackamas County through development and education of its students.

CCC Board of Education – Topic Summary	
Topic:	Cooperative Work Experience (CWE) – CCC Internships
Date:	2-10-2016
Presenter:	Kara Leonard, Coordinator Dustin Bare, Director
Division/Department:	Student and Academic Support Services
RECOMMENDATION:	Information only

REASON FOR BOARD CONSIDERATION:

This is an informational presentation on how CCC students access and apply for Cooperative Work Experience (internships).

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The Cooperative Work Experience program directly aligns with Strategic Priority 2 by increasing credential completions, transfers and job placements. Every student who earns a certificate or associates degree in one of our many career technical programs must complete a cooperative work experience.

BACKGROUND:

The emphasis of this presentation will be about the work of Career Services and Cooperative Work Experience at CCC. The presenter (Kara Leonard) has been in the position of Student Support and Career Coordinator for 1 ½ years. The position has only been in place at CCC for 2 ½ years. Career Services are provided in a central system and coordinated through the center – and also through the academic and career coaches. Additionally, a major emphasis of this area and position is for Cooperative Work Experience or CWE (internships). The college has approximately 200 students per year participating in this program.

BUDGET IMPACT/SOURCE OF FUNDS:

Career Services and CWE program are funded 100% by general fund and by student course fees.

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Work and Regular Sessions from January 13, 2016
Date:	February 10, 2016
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for January 13, 2016



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

WORK SESSION

Chair Jean Bidstrup called the work session of the Clackamas Community College Board of Education to order at 5:39 p.m. on Wednesday, January 13, 2016, in the Bill Brod Community Center at Clackamas Community College.

Oregon Community College Association (OCCA) Update

Andrea Henderson, Executive Director of OCCA, provided a report on the upcoming legislative session. During the February session they will deal with many issues that affect community colleges.

Financial issues:

- OCCA’s top priority is to take care of the needs of Umpqua Community College (UCC). There is a commitment from the legislature to address recovery costs and building refurbishment. OCCA is also bringing forward a request for funding for campus safety and security for all community colleges in the \$10 to \$15M range.
- Student associations want a funding request around student success and completion. OCCA will partner with the student associations on this request.
- There was \$7M put aside for the Oregon Promise last year. OCCA has a proposal on how to spend that money. The HECC and legislators both have ideas on how it should be spent. Representative Johnson will bring forward a proposal for \$2M of that money to be spent on a contract with Advancement VIA Individual Determination (AVID). OCCA recommends use of AVID not be a mandate and initiatives need to dovetail with what community colleges are already doing. OCCA will advocate that money dedicated to student success be available to all students, not just Oregon Promise students.

Policy issues:

- They will advocate for local boards having flexibility and control.

- They will continue the conversation about the fifth year program, in which high school students stay at the high school a fifth year and use state school funds to take college classes. Underrepresented, first generation students who don't qualify for Oregon Promise are the target of this proposal.

Andrea reported on the work being done in preparation for the 2017 session:

- We did not get capital construction funds in the last session. Andrea said to anticipate receiving parameters around the funds in the next 2-4 weeks and community colleges can then submit their items for consideration. OCCA will create a list from the submissions. They will rank the list, but intend to ask for the complete list. Oregon Presidents' Council will request the cap be raised from \$8M to \$10M.
- OCCA is talking about the impact to community colleges of a minimum wage increase. She will be having a conversation with the OCCA board for direction on this issue.
- The biggest question for the 2017 Community College Support Fund (CCSF) is around new revenue for the state. The proposed tax increase will generate a significant amount of revenue. OCCA wants to make sure if the ballot measures passes, we have a thoughtful and specific ask planned for the 2017 legislative session. The current CCSF is \$550M, OCCA will propose a hefty increase, somewhere around \$750M.
- The Oregon Promise was funded at \$10M but because it is a 2 year program, all the funds are not available. The roll-up costs are \$40M, which doesn't include funds for increased student capacity. There will be conversation about expanding the Oregon Promise, and we need to think about where the best investment is.

Andrea responded to questions from the Board, and reminded them that the Monday legislative calls are back on the schedule starting February 1. Chair Jean Bidstrup thanked her for her report.

Fall Athletics

Athletic Director Jim Martineau presented the men's and women's cross country teams. The athletes introduced themselves and shared their future education plans.

Jim reported this fall Clackamas Community College was awarded Northwest Athletic Conference (NWAC) President's Cup. It is the third year this award has been given and CCC was 2nd the first year, 4th the second year, and won it this year. There are 40 community colleges in the conference, 11 of which are in Oregon. The award is given on the basis of academic progress with number of credits, grade point averages, and completions. It doesn't include wrestling team, but our scores would have been higher if they had been. Jim reported winter sports are in mid-swing and championships are coming up soon.

Learning Center Report

Dean Phillip King introduced instructors Rhonda Hall and Carol Burnell, who reported on tutoring in the Learning Center. They shared comments from students and tutors. Faculty involvement is the number factor to a successful learning center. They also shared information on peer mentoring.

Board member Chris Groener asked about the capacity. Rhonda replied they are at capacity and are starting to hear about some students finding a quieter spot. The math labs are the busiest tutoring centers.

President Joanne Truesdell asked if assistance is available over Skype, email, or the phone. Rhonda responded online support is available through SmartThinking and writing students can get email

assistance. Most students prefer face to face interactions. They are getting a new data collection tool, which will help them better use their resources.

The Learning Center's hours mirror the library's hours, with some Saturday hours. Tutoring is not available at all times.

The work session recessed at 6:52 p.m. Chair Jean Bidstrup announced regular session will convene at 7:00 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 7:00 p.m. on Wednesday, January 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, and Chris Groener. Members excused were 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 Bruce Nelson, Part-time Faculty President Lauren Zavrel, and Classified Representative Klaudia Esquivel.

Others in attendance: Associate Vice President Shelly Parini, Dean Bob Cochran, Dean Phillip King, Associate Dean Matthew Altman, Director Chris Robuck, Dean Dion Baird, 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 and community members.

COMMENTS FROM CITIZENS

There were none.

CONSENT AGENDA

The Board considered the approval of the following:

- a. Minutes (Work and Regular Sessions) 12.09.15
- b. Monthly Financial Report – Director Robuck
- c. Capital Projects (Bond) Report – Director Robuck
- d. Budget Amendment/Appropriation Transfer – Director Robuck

R15/16-31 Chris Groener moved, Dave Hunt seconded the motion, to approve consent agenda items a, b, c, and d. Motion passed unanimously.

COLLEGE REPORTS

President's Business Report

President Joanne Truesdell invited Associate Vice President Shelly Parini to give a report on the Citizen Oversight Committee (COC). Shelly said the last meeting had an excellent turnout. Jamie Damon filled in for Board Member and Committee Chair Jane Reid. They changed the language in the charter that

stated the committee would meet four times per year to “up to” four times. The committee believes three times per year will be sufficient. Vice President Jim Huckestein did a bond financial report at the COC meeting and said the needs outweigh the available funds, as expected. He addressed escalation in construction costs. Dean Bob Cochran gave an update on the Harmony Campus construction and timeline, and reported on the Industrial Technical Center and ELC. Shelly reminded the Board there is an Open Forum this Saturday at Harmony and another is scheduled for March 16.

Joanne reported January is Board Appreciation Month. She presented padfolios with the new brand to the Board members and expressed her appreciation for them.

2013-16 Strategic Priority Report

Vice President Jim Huckestein and Director BJ Nicoletti reviewed the performance on the 2014-15 progress toward the 2013-16 Strategic Priority indicators:

- Strategic Priority 1 - Overall results show we are doing better with first year students in terms of persistence from fall to winter and fall to spring. However, other indicators have not improved as much as we would like.
- Strategic Priority 2 - We are 64% in the green, and the other indicators have nice stability if not progress. As enrollment declines, it is difficult to have all the classes at all the requested times. Now that unemployment is down, more people leave school to take jobs.
- Strategic Priority 3 - Most items are green. Yellow items have corrective plans in place and investments have been made. We expect progress, which will be reported next year in the 2015-16 report, in all indicators except the PERS liability indicator, which will still be yellow after the 2015/16 investment.
- Strategic Priority 4 - Community Education was down in 2014/15, but participants were satisfied with class selection and instructors. BJ will provide further information at the February Board meeting. SENSE results will be presented at the April meeting.

Vice President David Plotkin and Deans Bill Waters, Sue Goff, Cynthia Risan, and Phillip King shared examples and anecdotes to flesh out the hard data, specifically on Strategic Priorities 1 and 2. Although some deans are leading specific parts of this work, there is a great deal of overlap and it is a team effort.

Cynthia reported on wrap-around services. Many of those services were offered a few years ago with the CASE and ACTON grants. She reviewed details of the grants. Both focused on career pathways, credit for prior learning, and career coaches. We incorporated those strategies into CCC after the grants ended. We focused on high wage, high income jobs and placed an emphasis on employer engagement. We are implementing collaborative advising for 15/16, which integrates career coaches with faculty advisors.

Sue reported on student engagement. CCC keeps a good eye on this through SENSE and CCSSE surveys. First year persistence has been improved by the student orientation and the First Year Student Experience course. The STEM club has been very successful. ASG has done a fantastic job engaging students. The First Year Faculty Experience has also created ways for faculty to engage with each other and students.

Phillip reported on student intent and program of study. We now ask for students to declare their intent prior to registering and then again every four months. This helps the student know what courses they need to complete to achieve their goal. The new student planning software will allow students to see how a change in program would affect their classes and time to completion.

Bill reported that students are presented with so many choices, it can be overwhelming. The student planning software helps the students know what courses should be taken to help them achieve the stated intent. For successful implementation of the software, we need to enforce our course prerequisites. We also need to standardize the timing of when classes are offered. We are currently looking at our curriculum processes, supports, and pathways to remove barriers to success and to help students understand their goals, particularly high school students.

President Joanne Truesdell said in the future, we will be able to adapt our class schedule to the students' needs as entered in the student planning software.

Brand Update

Associate Vice President Shelly Parini showed a video of the new campus entrance logo installation. She reviewed the purpose of rebranding, and thanked the Board for their leadership in bringing CCC to its 50th anniversary.

She introduced Creative Lead and Brand Manager Kevin Anspach, who said he is excited to be here helping CCC launch the new brand as the leader of the creative services team. Kevin said his role is to educate, encourage, and get people to embrace the new brand. There has been a large increase in the number of creative services work orders compared to last year. Some of the department's accomplishments include a brand toolbox, strong internal partnerships (duplication, bookstore, ASG), face to face outreach, existing college platforms, FYI, and all staff emails. Kevin shared a portfolio of work done: new shuttle wrapper, campus fleet branding, new ID cards, new banners and podiums, samples of print ads, the bond update newsletter, book store items, inservice accreditation passport, and t-shirts.

President Joanne Truesdell expressed her appreciation for the new brand and how well staff has championed it.

NEW BUSINESS – FIRST READ

Policy Revisions – Section A-B

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

- Policy AC: Nondiscrimination
- Policy ACA: Americans with Disabilities Act
- Policy BB: Organization and Authority of the Board
- Policy BBAA: Individual Board Member Authority
- Policy BBB: Board Elections
- Policy BBD: Board Member Removal from Office
- Policy BBE: Board Vacancies
- Policy BBFA: Board Member Ethics and Conflicts of Interest

The policies are moving through Presidents' Council and College Council, and if no substantive changes are recommended, they will be brought back in the consent agenda at the February Board meeting. Board Member Chris Groener reported on the process the committee followed to review the policies. Joanne asked the Board to provide any feedback directly to Denice Bailey.

NEW BUSINESS – ACTION

2016-19 Draft Strategic Priorities

Vice President Jim Huckestein reported there was only one small change made to the document from the first reading in December. The outcomes and indicators were included in the first reading, but those will be developed later. The Board is only being asked to approve the Strategic Priorities.

Vice President David Plotkin said he incorporated changes from presentations at Presidents' Council and College Council. He will be working on the language for the indicators and outcomes over the next two months. This will be included in May budget presentations.

R15/16-32 Chris Groener moved, Richard Oathes seconded the motion, to approve the 2016-19 Strategic Priorities. Motion passed unanimously.

2016-17 Budget Principles

President Joanne Truesdell reported the blue sheet included in the agenda folders is the budget principles without the background information provided in the agenda packet. She clarified that the Board is not adopting a tuition change or any other specific change, just the principles that guide the discussion. Board Member Dave Hunt said the principles are concise and clear and appreciates the order in which they are listed.

R15/16-33 Dave Hunt moved, Chris Groener seconded the motion, to approve the budget principals and assumptions for 2016-17. Motion passed unanimously.

BOARD OPERATIONS

Future Board Agenda Items

Refer to the Board planning calendar. Board Chair Jean Bidstrup reported the Board's January 22 retreat has been postponed. She also mentioned the need to schedule a Board evaluation.

Board Chair Business Report

Board Chair Jean Bidstrup attended the Oregon Leadership Summit and said it was an interesting day.

Clackamas Community College Education Foundation Report

Chair Jean Bidstrup reported VIVA Clackamas netted \$723,000. The Gold Rush event has been rescheduled until fall and will be the premiere Foundation event for 2016. The scholarship reception is scheduled for March 13 in the Randall gymnasium.

OCCA Report

No report, due to Board Member Ron Adams' absence.

Bond Project Citizen Oversight Committee Report

Associate Vice President Shelly Parini reported earlier on behalf of COC Committee Chair Jane Reid.

Board of Education Community Reports

Richard Oathes reported he gave a bond update at the Canby City Council and it was well received. The meeting was televised, so it probably had a large audience. President Joanne Truesdell said the Canby City Council recognized Richard for his long standing service to the city and community.

Dave Hunt reported he attended the Oregon Leadership Summit, which included a lot of talk about education. There was a lot of focus on results, but no talk about increasing revenue. It was a significant disconnect. He informed the Board he has had conversations with other community college folks

statewide about resuscitating the community college PAC, which has been dormant the last few years. He had lunch with ASG President Brent Finkbeiner and learned a lot about ASG and OCCSA.

Chris Groener had no report.

EX OFFICIO REPORTS AND COMMENTS

Associated Student Government President Brent Finkbeiner reported:

Last week was welcome week. It was a big success. This is the first time ASG has had it in winter term. There are now 16 student clubs. ASG awarded \$1800 in textbook grants, \$300 in veteran grants, and \$6200 in childcare grants. They have 79 grant applications that they are currently reviewing. Brent thanked Dean Bob Cochran and Campus Services for hosting ASG today. They are trying to bolster multicultural services and now have an ASG officer dedicated to the office, which will be open 11:00 to 2:00. Brent is working with DMC to shoot a video for Military Family Scholarship Endowment. The Student Resource Fair coming up, as is the Health Fair and blood drive, which will be provided by Bloodworks NW.

OCCSA's first winter term meeting is this weekend. They will be talking about legislative priorities. The students' biggest concern is campus safety. They are drafting a letter for governor and want to align their request with OCCA.

Part-Time Faculty President Lauren Zavrel requested Brent email her the students concerns and ideas around safety and security. President Joanne Truesdell suggested putting it on a Presidents' Council agenda.

Full-Time Faculty Association President Bruce Nelson reported:

- Teachers are back from winter break.
- A Wildland Fire instructor has been hired and will be presented to Board in February.
- AFAC is hiring a skills development instructor.
- The annual POR process is underway and it is a very detailed process.

Part-Time Faculty Association President Lauren Zavrel reported:

- The PTF board met and donated \$250 to the Larry Levin Scholarship, in memory of the PTF killed during the UCC shooting. They are hoping to raise \$10,000.
- She has no new information on the student loan forgiveness bill.
- She has passed the torch on PTF professional development opportunities to Klamath Community College, which is where the most interest is. They are going to offer two workshops in May.

Classified Association Representative Klaudia Esquivel reported:

- She is an admissions counselor here at CCC.
- The association currently has 148 active members.
- They are working on campus safety concerns.
- She thanked HR for allowing them to hold a meeting at the Harmony campus and are looking forward to the Wilsonville campus visit.
- A hockey night is planned on January 24 to develop association camaraderie.
- They will soon have a new website and are participating in the Adopt-A-Road program.

Open Session was recessed at 8:55 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 8:56 p.m. with the following people present: Board Chair Jean Bidstrup; Board Members Richard Oathes, Dave Hunt, 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 upcoming labor negotiations with the Board.

Adjourned at 9:12

February 10, 2016
Date

Denice Bailey, Recorder

Jean Bidstrup, Board Chair

Joanne Truesdell, Clerk

Topic:	Monthly financial report -- All funds
Date:	February 10, 2016
Presenter	Jim Huckestein, Vice President of College Services Chris Robuck, Director of Fiscal Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report- All Funds

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

	<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	\$ 29,743,755	\$ 21,076,102	\$ 8,667,653	\$ 24,378,650
Fee	1,352,895	2,128,881	1,485,209	643,672	1,996,567
Innovation	205,202	470,000	343,980	126,020	331,222
Debt Service	2,602,461	5,832,711	1,596,737	4,235,974	6,838,435
Capital Projects (Bond)	33,581,430	39,060	6,016,841	(5,977,781)	27,603,649
Equipment Replacement	1,538,129	250,000	116,100	133,900	1,672,029
Lottery Bond Improvemts	44,691	-	44,691	(44,691)	-
Major Maintenance	3,181,598	521,511	362,518	158,993	3,340,591
Student Technology	270,833	534,005	145,054	388,952	659,785
Internal Service	564,706	127,707	138,876	(11,169)	553,537
Bookstore	1,277,494	932,032	1,029,596	(97,564)	1,179,931
Customized Training	417,442	263,815	247,909	15,906	433,348
Intramurals and Athletics	10,580	236,183	160,737	75,445	86,025
Student Life & Leadership	169,251	72,508	81,284	(8,776)	160,476
Computer Lab	115,874	34,984	20,427	14,557	130,432
Retirement	1,676,869	1,000,000	435,833	564,167	2,241,036
Student Financial Aid	18,210	7,786,441	8,157,309	(370,869)	(352,658)
CASE Grant	-	178,003	178,003	-	-
Grants and Contracts	604,091	761,013	1,222,512	(461,499)	142,592
WIA Grant	(1)	767,152	917,002	(149,850)	(149,851)
Insurance Reserve	215,042	100,000	-	100,000	315,042
PERS Reserve	1,000,000	-	-	-	1,000,000
Total	<u>\$ 64,557,795</u>	<u>\$ 51,779,762</u>	<u>\$ 43,776,719</u>	<u>\$ 8,003,042</u>	<u>\$ 72,560,837</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

R15/16-34b

Topic:	Monthly financial report -- General Fund
Date:	February 10, 2016
Prepared by:	Jim Huckestein - VP of College Services Chris Robuck - Director of Fiscal Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report - General Fund

GENERAL FUND	Fiscal Year 2015-16								
	December 2016		Year to Date 2015-16		Year to Date 2014-15		Budget	Projected	Projected is Better (Worse) than Budget
	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget			
REVENUE									
State comm college support	\$ -	0%	\$ 7,134,997	56%	\$ 6,776,637	51%	\$ 12,844,886	\$ 14,787,185	\$ 1,942,299
Property taxes	-	0%	11,280,249	67%	14,629,490	95%	16,795,698	17,009,988	214,290
Tuition, net of waivers	1,121,753	8%	10,184,299	72%	10,350,806	73%	14,162,536	13,752,512	(410,024)
Other revenue	309,351	17%	1,074,211	61%	1,065,450	61%	1,768,241	1,717,618	(50,623)
Transfers in	-	0%	70,000	100%	436,200	98%	70,000	70,000	-
Total revenue	<u>1,431,105</u>	<u>3%</u>	<u>29,743,755</u>	<u>65%</u>	<u>33,258,582</u>	<u>74%</u>	<u>45,641,361</u>	<u>47,337,303</u>	<u>1,695,942</u>
EXPENDITURES									
Personnel services	3,200,542	9%	15,229,045	41%	14,397,355	41%	36,717,121	35,916,837	800,284
Materials and services	348,328	6%	3,365,934	53%	3,154,908	52%	6,306,467	6,113,727	192,740
Capital outlay	27,075	9%	119,290	40%	121,045	48%	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>3,575,945</u>	<u>8%</u>	<u>21,076,102</u>	<u>46%</u>	<u>19,394,735</u>	<u>45%</u>	<u>45,780,921</u>	<u>44,640,122</u>	<u>1,140,799</u>
Net revenue (expenditures)	<u>\$ (2,144,841)</u>		8,667,653		13,863,846		(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>\$24,378,650</u>		<u>\$26,043,873</u>		<u>\$14,977,440</u>	<u>\$18,408,178</u>	<u>\$ 3,430,738</u>

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

9,080,828

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

R15/16-34c

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	February 10, 2016
Prepared by:	Jim Huckestein - VP of College Services Chris Robuck - Director of Fiscal Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report - Capital Projects (Bond) Fund

	Expected Completion	Budget	REVENUE AND EXPENDITURES, inception to December 31, 2015					Project Related	Total
			All Projects	Harmony Phase II	Industrial Tech Ctr	DeJardin Addition	Major Maintenance		
NET REVENUE									
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			52,480						52,480
State grants for construction				-	-				-
Foundation contributions									-
Unrestricted General Fund transfer							2,000,000		2,000,000
Net revenue			31,896,074	-	-	-	-	2,000,000	33,896,074

EXPENDITURES

Planning

Project management (inici)			72,998						
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				25,193					
Architect and engineering				380,481					
Land use and permit fees				36,835					
Construction				-					

Industrial Technical Center

	fall 2018	18,000,000							
Project management									9,506

		REVENUE AND EXPENDITURES, inception to December 31, 2015							
<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>	
DeJardin addition	10,000,000								
Project management					654				
Major maintenance	26,000,000								
IT network infrastructure	2,000,000					1,471,386			
Meyers Road extension	4,000,000					25,540			
Project management						39,907			
Elevator and ADA upgrades						2,042			
Title IX						5,872			
Barlow Automotive remodel	10,000,000								
North tunnel remodel (Randall)									
Costs paid from unrestricted \$							13,192		
Total expenditures	<u>108,200,000</u>	<u>179,347</u>	<u>4,651,249</u>	<u>9,506</u>	<u>654</u>	<u>1,544,747</u>	<u>13,192</u>	6,398,695	
COMMITTED: contracts minus expenditures to date								<u>1,228,095</u>	
AVAILABLE: not yet spent or committed								<u>26,269,284</u>	

CCC Board of Education – Topic Summary	
Topic:	Policy Adoption
Date:	February 10, 2016
Presenter:	Joanne Truesdell, President
Division/Department:	Executive Offices
RECOMMENDATION:	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 group of policies were reviewed by the Board Policy Review Committee on December 9, 2015, and went through the following process:

- First read at Presidents’ Council on January 5, 2016
- First read by the Board of Education on January 13, 2016
- First read at College Council on January 15, 2016
- Second read at Presidents’ Council on February 2, 2016
- Second read at College Council on February 5, 2016

BUDGET IMPACT/SOURCE OF FUNDS:

No fiscal impact is associated with the adoption of policies

ATTACHMENTS:

- Policy AC: Nondiscrimination
- Policy ACA: Americans with Disabilities Act
- Policy BB: Organization and Authority of the Board
- Policy BBAA: Individual Board Member Authority
- Policy BBB: Board Elections
- Policy BBD: Board Member Removal from Office
- Policy BBE: Board Vacancies
- Policy BBFA: Board Member Ethics and Conflicts of Interest

FUTURE REPORT:

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

Nondiscrimination

The Board prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, national or ethnic origin, religion, sex, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, sexual orientation¹ or marital status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status of any other persons with whom the individual associates. This policy prevails in matters concerning staff, students, the public, educational programs and services and individuals with whom the Board does business.

The College prohibits discrimination and harassment, including but not limited to, in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

The Board directs the President and designees to develop policies and procedures to accomplish these purposes, and to do so by involving staff in their development, to announce them generally to staff and public, and to provide for their implementation.

The President shall appoint and make known the individuals to contact on issues concerning the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX and other civil rights or discrimination issues.²

The College will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public.

The College prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; ~~or~~ because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under state and federal law.

¹Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

²The College is required to notify students and employees of the name, office address and telephone number of the employee or employees appointed.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 659.815](#)
[ORS 659.850](#)
[ORS 659.855](#)
[ORS 659.860](#)
[ORS 659.865](#)
[ORS 659.870](#)
[ORS 659A.003](#)
[ORS 659A.006](#)
[ORS 659A.009](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.040](#)
[ORS 659A.100 to -145](#)
[ORS 659A.233](#)
[ORS 659A.236](#)
[ORS 659A.300](#)
[ORS 659A.409](#)

[OAR 839-003-0000](#)
[OAR 589-006-0050](#)
[OAR 589-008-0100](#)
[OAR 589-010-0100](#)

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2006).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2006); 29 C.F.R Part 1626 (2006).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2006).
Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2006).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2006).
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2006).
Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2006).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
Americans with Disabilities Act Amendments Act of 2008.
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.
Title II of the Genetic Information Nondiscrimination Act of 2008.

Cross Reference(s):

ACA - Americans with Disabilities Act
GBA - Equal Employment Opportunity
JB - Nondiscrimination: Equal Education Opportunities and Freedom of Access

Americans with Disabilities Act

The College, in compliance with the Americans with Disabilities Act of 1990 and the American with Disabilities Act Amendments Act of 2008 (ADA) is committed to maintaining employment practices, services, programs and activities that provide equity to qualified individuals with disabilities.

The College will provide reasonable accommodations for the known disabilities of all applicants and current employees in all employment application procedures; hiring, advancement or discharge; employee compensation; job training; other terms, conditions and privileges of employment upon request and advance notice.

A reasonable accommodation must not present an undue hardship for the College, be unduly costly, extensive or disruptive; nor present a direct threat to the health or safety of the individual or others in the workplace.

College services, programs and activities will be accessible and usable by qualified individuals with disabilities, consistent with Section 504 of the Rehabilitation Act of 1973 and the ADA. Accessibility may be achieved through nonstructural as well as structural methods.

In order to achieve equal access, the College will make available appropriate auxiliary aids and services that promote effective communications. Primary consideration will be given to the request of individuals with disabilities in the selection of appropriate aids and services. Final determination will be made by the President at the direction of the Board. Auxiliary aids and services determinations will be based on availability, effectiveness and financial or administrative burden to the College.

The Board directs the President to develop and implement an appropriate plan that provides for College compliance with the ADA, including the appointment of an ADA compliance officer and the establishment of a process for the investigation and prompt and equitable resolution of any complaint regarding noncompliance.

Retaliation is prohibited against anyone who files a complaint of discrimination, participates in an Office of Federal Contract Compliance Program proceeding or otherwise opposes discrimination under federal or state laws.

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[OAR 589-010-0100](#)

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794.

Americans with Disabilities Act of 1990; Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630; 28 C.F.R. Part 35.

Chevron U.S.A. Inc. v. Echazabal, 536 U.S. 73 (2002).

Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

AC - Nondiscrimination

BD/BDA - Board Meetings/Regular Board Meetings

GAB - Job Description

GBA - Equal Employment Opportunity

GBL - Personnel Records

JB - Nondiscrimination: Equal Education Opportunities and Freedom of Access

Clackamas Community College

Code: **BB**
Adopted: 5/11/05
Readopted: 9/14/11
Orig. Code(s): 201

Organization and Authority of the Board

The College was established and operates under authority granted by the Oregon State Legislature as contained in Chapter 341 of the Oregon Revised Statutes.

The Board is subject to the provisions of the Constitution of the state of Oregon, the Oregon Revised Statutes, the rules and regulations of the Northwest Commission on Colleges and Universities and State Board of Education, its own policies and procedures, and the expressed will of the electorate.

END OF POLICY

Legal Reference(s):

[ORS 341 009](#)
[ORS 341 275](#)
[ORS 341.287](#)

OR. CONST., art. XI-G, § 1.

Individual Board Member's Authority and Responsibilities

Any duty imposed upon the Board as a body shall be performed at a regular or special meeting and shall be made a matter of record. The consent to any particular measure obtained from individual Board members when the Board is not in session shall not be an act of the Board and shall not be binding upon the College.

A Board member has the authority to act in the name of the Board when authorized by a specific Board action. When authorized to act as the designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through Board action, supplied by the President, gained through attendance at College activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the Board chair and President. A copy of the material will be distributed to each member of the Board. Requests for the generation of reports or information which require additional expense must be submitted to the Board for consideration.

2. Requests for Legal Opinions

A Board member may request a legal opinion. Such request, however, shall be made through the Board chair to the President. If a legal opinion is requested only the Board chair or President may contact counsel on behalf of the Board. If the legal opinion sought involves the President's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, such information is to be conveyed to the President for action.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the College's educational program, may visit classes or other facilities to gain information and may request information from the President. Board members will coordinate all visits to the College through the President's office. Board members will not intervene in the administration of the College.

5. Contracts or Agreements Made By Individual Board Members

Contracts or agreements made by individual Board members without the Board's authority are invalid.

END OF POLICY

Legal Reference(s):

[ORS 341.283](#)

[ORS 341.290](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

Cross Reference(s):

BHD - Expenses of Board Members

Organization and Authority of Board of Education

The Board, will consist of seven members elected by zones for four-year terms in accordance with ORS 341.327 and be known as the Board of Directors.

A person is eligible to serve as a Board member if he/she is an elector of the community college district. An elector means an individual qualified to vote under Section 2, Article II of the Oregon Constitution. The individual must be 18 years of age or older, registered to vote at least 20 calendar days immediately preceding any election in the manner provided by law and must have been a resident within the community college district for one year immediately preceding the election or appointment. He/She must also reside in the zone from which he/she is nominated, elected, or appointed.

No person who is an employee of the community college district is eligible to serve as a Board member while so employed.

The zones from which Board members are to be elected, according to ORS 341.175, and as adopted by the Board, are as follows:

- Zone 1: Precincts 51, 53, 54, 56, 57, 58, 60, 62, 63, 64, 92, 95, 451 (north part), 452, 453, 475 (northwest part), 478, 481, 506 (north part), 597 (north part), 521, 522, 523
- Zone 2: 34 (east part), 93, 94, 96, 97, 362 (north part), 366 (north part), 394, 411, 412, 413, 414, 422, 441, 442, 443, 444, 445, 451 (south part), 454, 475 (northeast part), 480, 490, 491, 492, 550 (north part)
- Zone 3: 31, 32, 33, 34 (west part), 38, 39, 475 (southwest part), 503, 505, 506 (south part), 507 (south part), 525, 526, 530, 531, 532, 533, 538, 549, 550 (south part), 551, 552, 553, 555
- Zone 4: 1, 2, 3, 5, 6, 7, 8, 9, 131 (east part), 132 (east part), 134, 138 (southeast part), 139, 140 (south part), 560, 561, 563 (north part), 565 (west part), 568 (west part), 575 (west part), 578 (west part)
- Zone 5: 130, 131 (all except east part), 132, (west part), 135, 136, 137, 138 (north part), 140 (north part), 155, 165 (all except south part), 171, 201, 202, 205, 252, 305, 306, 326, 327, 328, 336, 337
- Zone 6: 106, 107, 353, 354, 355, 356, 357, 361, 362 (south part), 363, 364, 365, 366 (south part), 368, 369, 372, 373, 377, 561, 563 (south part), 565 (east part), 568 (east part), 575 (east part), 576, 577, 578 (east part), 582, 583, 585, 586, 587, 589

Zone 7: 10, 111, 112, 116, 117, 122, 123, 124, 125, 126, 203, 204, 343, 344, 345, 346, 349, 350, 351, 562, 581

END OF POLICY

Legal Reference(s):

[ORS 249.013](#)
[ORS 255.005](#)
[ORS 255.075](#)
[ORS 255.235](#)
[ORS 255.245](#)

[ORS 255.335](#)
[ORS 341.287](#)
[ORS 341.327](#)
[ORS 341.331](#)

[ORS 341.339](#)
[ORS 341.356](#)

Board Member Removal from Office

The Board shall declare the office of a Board member vacant if it finds any of the following:

1. The death or resignation of an incumbent;
2. When an incumbent is removed or recalled from office or the election of the incumbent is declared void by the judgment of a court;
3. When an incumbent ceases to be a resident of the district from which nominated or elected;
4. When an incumbent has not discharged the duties of office for two consecutive regular monthly meetings unless prevented therefrom by sickness or other unavoidable cause or unless granted an excuse by the Board chair.
5. When an incumbent is nominated or elected by zone and who changes permanent residence from one zone of a district to another zone, or who by a change in zone boundaries no longer resides in the zone of nomination or election, is entitled to continue to serve as a Board member until June 30 following the next regular district election at which a successor shall be elected to serve for the remainder of the unexpired term, if any.

Vacancies will be filled through appointment by the Board unless a majority of the positions are vacant at the same time. In that case, vacancies will be filled by the Clackamas County Board of Commissioners.

END OF POLICY

Legal Reference(s):

[ORS 341.335](#)
[ORS 408.240](#)

Cross Reference(s):

BBE - Board Vacancies

Clackamas Community College

Code: **BBE**
Adopted: 9/14/05
Readopted: 9/14/11
Orig. Code(s): 208

Board Vacancies

Vacancies will be filled through Board appointment. The Board appointee must be an elector of the district if the position is one filled by nomination and election at-large, and otherwise from any of the electors of the zone from which the vacancy occurs.

Board elections are held every odd-numbered year which for the purposes of this policy are termed “election” years. The appointee:

1. Will serve until June 30 following the next “election,” at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. Will serve until June 30 of a subsequent “election” year if the vacancy occurs after the filing date in an “election” year.

A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.

In the event of multiple vacancies, the position vacated first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of Board members are vacant at the same time, the Clackamas County Board of Commissioners shall appoint persons to fill the vacancies from qualified district voters.

END OF POLICY

Legal Reference(s):

[ORS 249.865 - 249.877](#)
[ORS 255.245](#)
[ORS 255.335](#)
[ORS 341.335](#)

Cross Reference(s):

BBD - Board Member Removal from Office

Board Member Ethics and Conflicts of Interest

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or herself, relatives, household members or for any business with which the Board member, household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. College-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

I. Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” is defined as a Board member’s spouse¹; any children of the Board member or of the Board member’s spouse, brothers, sisters, half-brothers, half-sisters, spouses of siblings, parents of a Board member or of spouse, aunts, uncles, nieces, nephews and step-parents.

“Member of the household” means any person who resides with the public official.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member’s vote, official action or judgment would be thereby influenced.

¹The term spouse includes domestic partners.

No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the College. A Board member will respect individuals' privacy rights when dealing with confidential information gained through association with the College.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the Code of Ethics for public officials as stated in Oregon law.

Potential Conflict of Interest

“Potential conflict of interest” means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

Actual Conflict of Interest

“Actual conflict of interest” means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board

member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for the employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

II. Gifts

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions apply to the Board member, their relatives, and members of their household. The \$50 gift limit applies separately to the Board member, and to the Board member's relatives or members of household, meaning that the Board member and each member of their household and relative can accept up to \$50 each from the same source/gift giver. "Gift" means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

1. "Relative" *in the gift context* means the spouse of the Board member; any children of the Board member or of the Board member's spouse; siblings, spouses of siblings or parents of the Board member or of the Board member's spouse; any individual for whom the Board member has a legal support obligation; or any individual for whom the Board member provides benefits arising from the Board member's public employment or from whom the Board member receives benefits arising from that individual's employment.
2. "Member of the household" means any person who resides with the Board member.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative/administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

“Fair market value” is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the Board member’s admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member’s meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale value

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Board members may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts.

1. Campaign contributions are not considered gifts under the ethics rules.
2. Gifts from “relatives” and “members of the household” are permitted in an unlimited amount; they are not considered gifts under the ethics rules.
3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties.
4. Contributions made to a legal expense trust fund if certain requirements are met.
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:
 - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e. food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the College; AND

- i) The giver is a unit of a:
 - a) Federal, state, or local government;
 - b) An Oregon or federally recognized Native American Tribe; OR
 - c) Non-profit corporation.

(b) The Board member is representing the College:

- i) On an officially sanctioned trade-promotion or fact-finding mission; OR
- ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*

(2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

- 6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the College. Again, this exception does not authorize private meals where the participants engage in discussion.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal.

- 7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i).
- 8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement.
- 9. A gift received by the Board member as part of the usual or customary practice of the Board member’s private business, employment or position as a volunteer that bears no relationship to the Board member’s holding of public office.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

Legal Reference(s):

[ORS 162.015](#) to-162.035

[OAR 199-005-0003](#) to-199-020-0020

[ORS 162.405](#) to-162.425

[ORS 244.010](#) to-244.400

[ORS 332.055](#)

[ORS 659A.006](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

Cross Reference(s):

BBF - Board Member Standards of Conduct

BBFB - Board Member Ethics and Nepotism

DJ - Purchasing

CCC Board of Education – Topic Summary	
Topic:	New Program: First-Line Supervisor Fundamentals Career Pathway Certificate
Date:	February 10, 2016
Presenter:	Bill Waters, Dean
Division/Department:	Curriculum, Planning, and Research
RECOMMENDATION:	Approval of the First-Line Supervisor Fundamentals Career Pathway Certificate

REASON FOR BOARD CONSIDERATION:

The Curriculum Committee recommends approval of the First-Line Supervisor Fundamentals Career Pathway Certificate.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

This Career Technical Education program will add a meaningful option for students working in, or desiring retail management positions. The program is recognized by area retailers, and students can transfer to other Oregon Community Colleges offering this degree or the statewide AAS degree program.

BACKGROUND:

The state recently approved this new statewide First-Line Supervisor Fundamentals Career Pathway certificate, and we are opting into this existing program.

BUDGET IMPACT/SOURCE OF FUNDS:

This program consists of existing business and management coursework, and there are no new courses or sections required as a result of this approval. No additional faculty will be required.

ATTACHMENTS:

Description: First-Line Supervisor Fundamentals Career Pathway Certificate

Career Pathway Certificate First-line Supervisor Fundamentals

a. Program Description

1. This Career Pathway Certificate program prepares a student for first-line supervisor positions in retail and food services. Linked as an opt-in the state-wide Career Pathway Certificate submitted by Klamath Community College.

b. Program Curriculum

Course	Title	Credits
BA-285	Human Relations in Business	4
BA-131	Introduction to Business Computing	4
BA-214 or BA-205	Business Communication Business Communication with Technology	3-4
BA-206	Management Fundamentals	4
	Total Required Credits	15-16

CCC Board of Education – Topic Summary	
Topic:	New Program: Associate of Applied Science Degree Option: Arboriculture
Date:	February 10, 2016
Presenter:	Bill Waters, Dean
Division/Department:	Curriculum, Planning, and Research
RECOMMENDATION:	Approval of New Option for Existing Landscaping AAS Degree

REASON FOR BOARD CONSIDERATION:

The Curriculum Committee recommends approval of the Arboriculture Option for the existing Landscaping Associate of Applied Science degree.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

This new Career Technical Education program option will provide our landscaping students with a new option. Until now we have not had an Arboriculture degree option.

BACKGROUND:

This program is the first of its kind on the west coast and has significant support from the arboriculture industry. Industry partners are excited to partner with CCC, and they have promised needed resources.

BUDGET IMPACT/SOURCE OF FUNDS:

This program adds five new courses, and it will require additional faculty development and course-load expense. The Horticulture Department has projected \$45,000 in equipment needs and \$92,500 in part time faculty and development expense over the next three years. The funds to cover these expenses are being donated to CCC by the Arborist Training Trust.

ATTACHMENTS:

Description: AAS in Landscaping - Arboriculture

Associate of Applied Science

Landscape Management- Arboriculture Option

a. Program Summary

1. This degree prepares students for entry-level positions in commercial arboriculture and urban forestry, while enhancing their ability to move into management positions. Students will gain practical expertise in the establishment and caring for landscape trees, including planting, pruning, pest management, tree diagnostics, and operating industry standard equipment. Additionally, students will learn skills in communicating with customers, both orally and through report writing.

b. Program Curriculum

Course	Title	Credits
HE-252	First Aid/CPR	3
HOR-115	Horticulture Safety	1
HOR-226	Plant Identification/Fall	3
HOR-236	Insect Identification	2
MTH-050 or MTH-065	Technical Mathematics I Algebra II (or higher level of math)	3-5
HOR-131	Tree & Shrub Pruning/Winter	3
HOR-216	Integrated Pest Management	3
HOR-225	Arboriculture I	3
HOR-230	Equipment Operation & Maintenance	2
HOR-237	Disease Identification	2
HOR-239	Tree Climbers Training	1
BA-285 or COMM-100	Human Relations in Business Basic Speech Communication	3-4
HOR-120	Pesticides Laws & Safety	1
HOR-228	Plant Identification/Spring	3
HOR-261	Tree Diagnostics	2
WR-121 or BA-214	English Composition Business Communication	3-4
HOR-211	Native Plant Identification	1
SPN-101	First Year Spanish 1	4

HOR-123	Landscape Maintenance	3
HOR-223	Applied Plant Science	3
HOR-260	Arboriculture II	3
HOR-262	Aerial Treework Practicum I	2
BA-119	Project Management Practices	2
HOR-222	Horticultural Computer Applications	2
HOR-227	Plant Identification/Winter	3
HOR-229 or HOR-244	Introduction to Landscape Design Environmental Landscape Design	3
- - - -	Arboriculture program electives	5
HOR-215	Herbaceous Perennials	3
HOR-140	Soils	3
HOR-263	Plant Health Care Practicum	2
HOR-280	Horticulture/CWE	3
- - - -	Arboriculture program electives	4
HOR-281	Horticulture/CWE	6
HOR-282	Horticulture/CWE	3
	Total Required Credits	93-97

CCC Board of Education – Topic Summary	
Topic:	New Program: Associate of Science with an emphasis in English with Oregon State University
Date:	February 10, 2016
Presenter:	Bill Waters, Dean
Division/Department:	Curriculum, Planning, and Research
RECOMMENDATION:	Approval of New Emphasis Area for Existing AS Degree

REASON FOR BOARD CONSIDERATION:

The Curriculum Committee recommends approval of the Associate of Science with an emphasis in English with Oregon State University.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

This new English Associate of Science option will provide students who wish to transfer to OSU a clear pathway to a four year baccalaureate in English.

BACKGROUND:

CCC currently has an existing AS degree with emphasis areas for Marylhurst and University of Oregon. This new articulation agreement will add the OSU emphasis area.

BUDGET IMPACT/SOURCE OF FUNDS:

This program was created using existing courses, and it will require no additional budget for the supporting departments. There may be some impact on the Advising Department because each focus area has slightly different requirements. The English Department has created advising guides and identified faculty advisors to maintain relationships with our transferring universities and help alleviate this burden.

ATTACHMENTS:

Description: AS with an emphasis in English with Oregon State University

Associate of Science Emphasis in English with Oregon State University

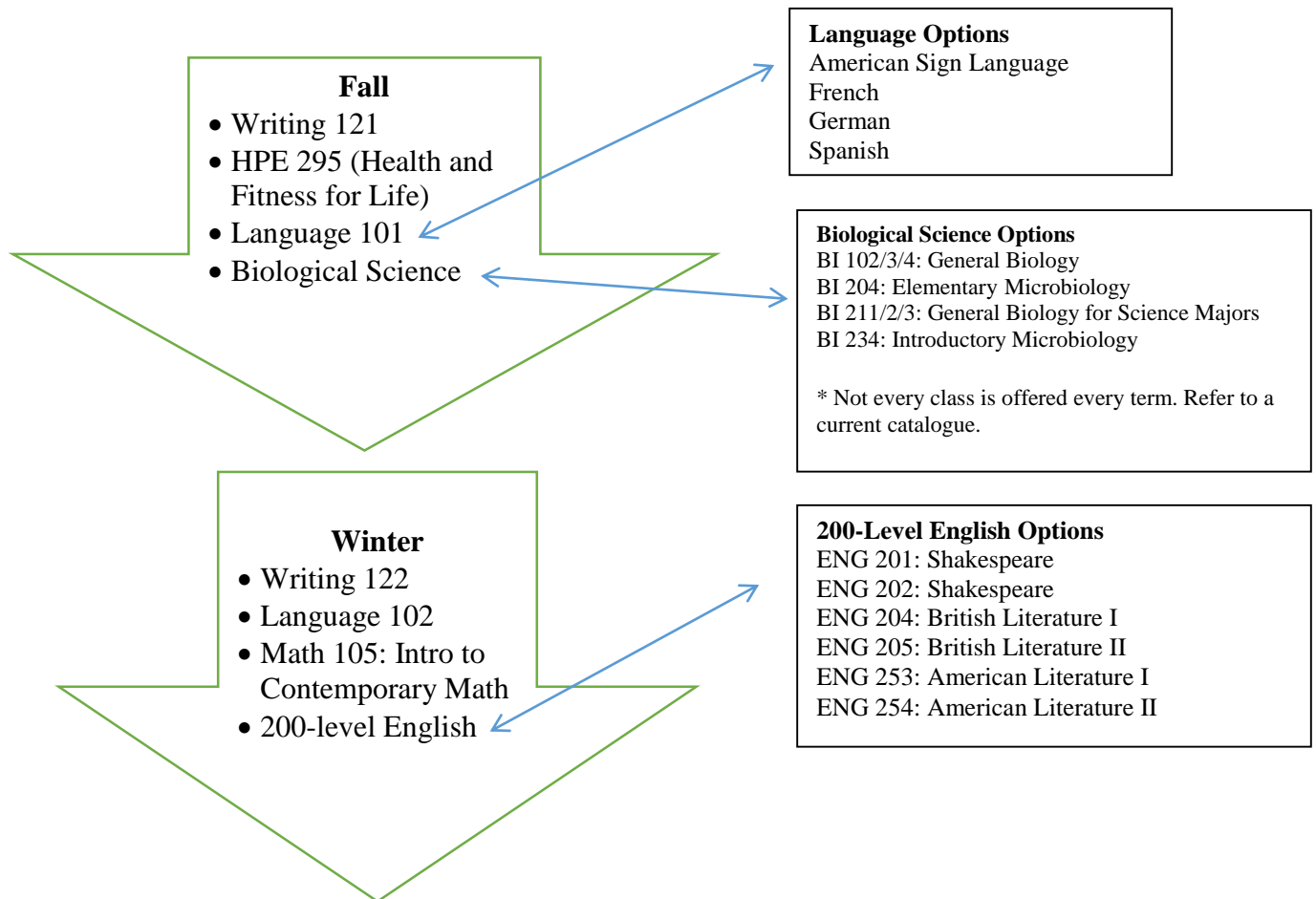
a. Program Description

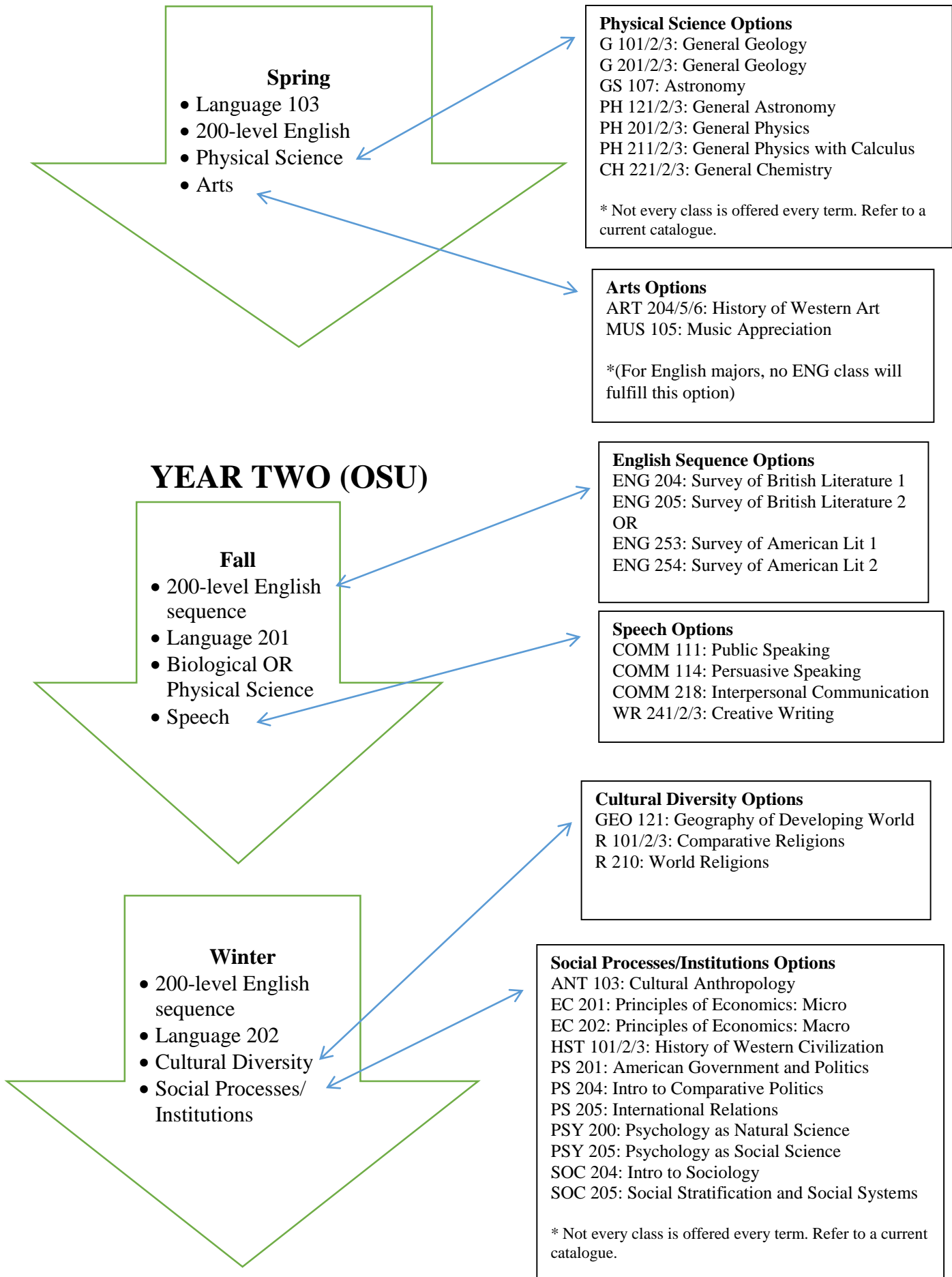
1. The Associate of Science degree with an emphasis in English is for students interested in transferring a bachelor's degree to Oregon State University with an emphasis in Literature, Creative Writing, Comics or Publishing.

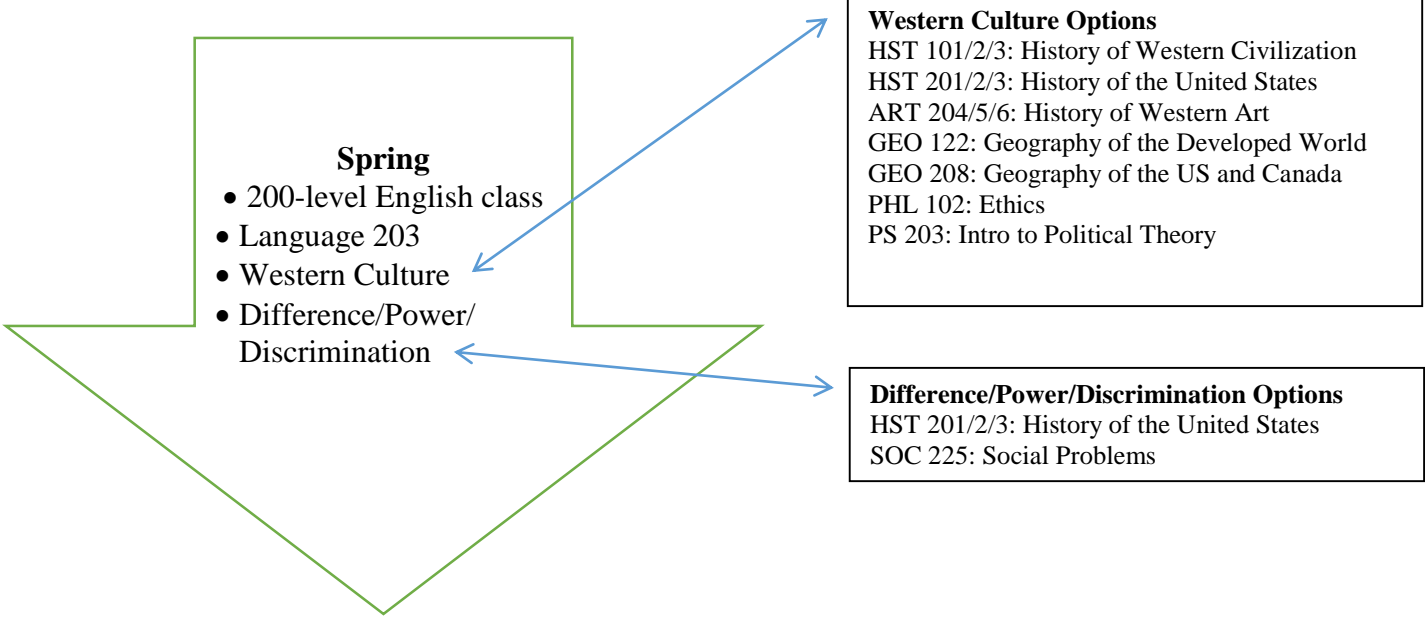
b. Program Curriculum

Clackamas Community College → Oregon State University

YEAR ONE







CCC Board of Education – Topic Summary	
Topic:	Summer and Fall 2015 FTE and Enrollment Brief
Date:	February 10, 2016
Presenter:	BJ Nicoletti, Director of Institutional Research
Division/Department:	Division of Curriculum, Planning and Research (CPR)
RECOMMENDATION:	Enjoy the data, celebrate the improvements.

REASON FOR BOARD CONSIDERATION:

Routine FTE and enrollment briefing.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

BACKGROUND:

Not applicable.

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:

Summer and Fall Enrollment Brief

FUTURE REPORT:

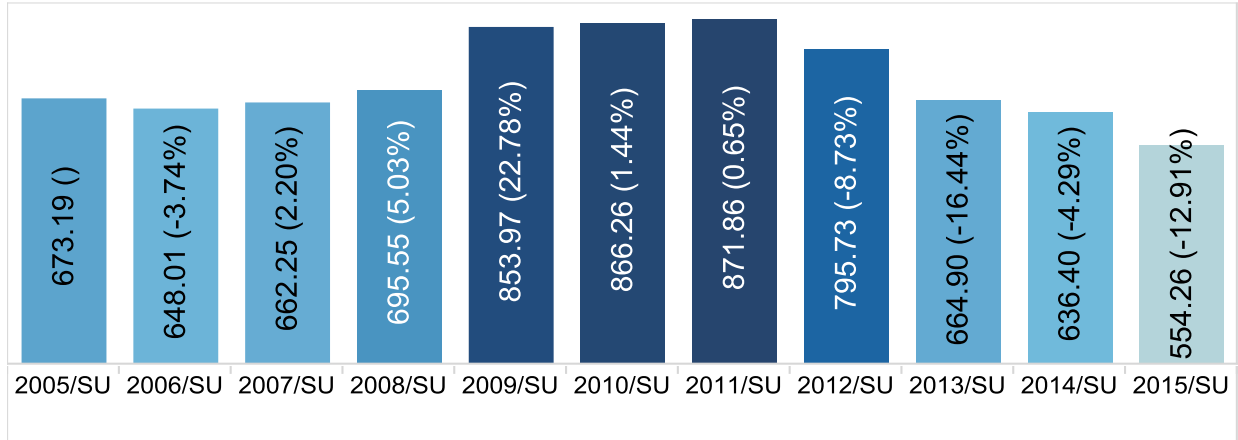
Enrollment, FTE, and other data highlights will be provided each term.

Summer and Fall 2015 FTE and Enrollment Brief

Summary Observations: Summer reimbursable FTE was down 13.6% compared to last summer (535.03 from 619.68). Headcount was down 2.3%. Fall reimbursable FTE was down 3.7% compared to last fall (1952.19 from 2026.65). Headcount was down 1.0%.

Next Term Preview: Winter reimbursable FTE is nearly even to last winter through week 3 (1787.76 from 1782.81). Headcount is up 4.3%.

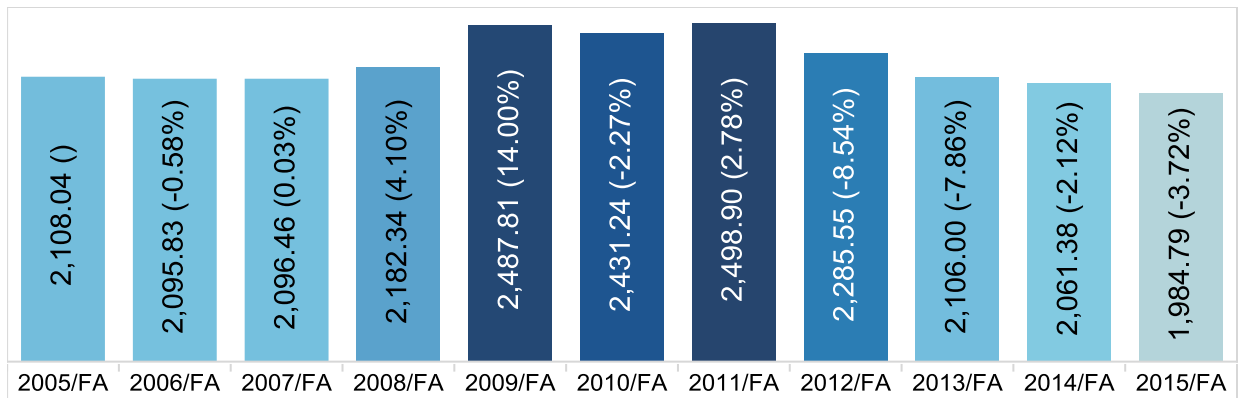
Total FTE and % Change from Prior - Summer Term



Unduplicated Headcount and % Change from Prior - Summer Term

2005/SU	2006/SU	2007/SU	2008/SU	2009/SU	2010/SU	2011/SU	2012/SU	2013/SU	2014/SU	2015/SU
5,366 ()	5,159 (-3.86%)	6,580 (27.54%)	7,243 (10.08%)	7,707 (6.41%)	7,723 (0.21%)	8,291 (7.35%)	7,255 (-12.50%)	6,474 (-10.76%)	6,020 (-7.01%)	5,881 (-2.31%)

Total FTE and % Change from Prior - Fall Term



Unduplicated Headcount and % Change from Prior - Fall Term

2005/FA	2006/FA	2007/FA	2008/FA	2009/FA	2010/FA	2011/FA	2012/FA	2013/FA	2014/FA	2015/FA
11,229 ()	11,567 (3.01%)	14,224 (22.97%)	15,807 (11.13%)	17,326 (9.61%)	16,312 (-5.85%)	16,161 (-0.93%)	14,764 (-8.64%)	13,455 (-8.87%)	12,573 (-6.56%)	12,703 (1.03%)

FTE by Course Groupings

	2011	2012	2013	2014	2015
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%)
Summer	1,278.87 ()	1,257.16 (-1.7%)	1,183.64 (-5.8%)	1,154.19 (-2.5%)	1,157.88 (0.3%)
Lower Division Collegiate	574.36 ()	426.29 (-25.8%)	338.11 (-20.7%)	309.63 (-8.4%)	289.32 (-6.6%)
CTE Prep	191.79 ()	124.48 (-35.1%)	90.38 (-27.4%)	139.00 (53.8%)	97.99 (-29.5%)
CTE Supplemental	44.17 ()	48.37 (9.5%)	59.04 (22.1%)	74.05 (25.4%)	85.58 (15.6%)
CTE Apprenticeship	248.67 ()	307.75 (23.8%)	307.99 (0.1%)	288.94 (-6.2%)	269.71 (-6.7%)
Developmental Education	113.96 ()	107.38 (-5.8%)	115.72 (7.8%)	85.60 (-26.0%)	71.25 (-16.8%)
Adult Continuing Ed	51.19 ()	13.96 (-72.7%)	11.11 (-20.4%)	9.93 (-10.6%)	13.06 (31.5%)
Self-Improvement - Non-Reimbursable					
Fall					

CCC Board of Education – Topic Summary	
Topic:	Academic Calendar
Date:	February 10, 2016
Presenter:	Vice President David Plotkin
Division/Department:	Instruction and Student Services
RECOMMENDATION:	First read of the Academic Calendar for 2017-2018 and 2018-2019

REASON FOR BOARD CONSIDERATION:

The Board's approval of the Academic Calendar is required to finalize the calendar. A finalized calendar will allow the college to begin planning for the 2017-2018 and 2018-2019 academic years.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

If the Board has no concerns about the Academic Calendar, it will be brought to the March 9 meeting for approval on the Board's consent agenda.

BACKGROUND:

The Board is asked to consider the Academic Calendar every year and approved the 2016-2017 Academic Calendar in March 2015.

In the past, the academic calendar only included dates for a single academic year. At the request of staff and students, and to facilitate better planning in out years, this calendar includes dates for two academic years — 2017-2018 and 2018-2019.

The proposed calendar aligns with other colleges in Oregon and includes holidays and graduation dates for that year.

The college community has had an opportunity to review and comment on the draft Academic Calendar at College Council in December and at Presidents' Council in January.

BUDGET IMPACT/SOURCE OF FUNDS:

There is no fiscal impact associated with the consideration or approval of this item.

ATTACHMENTS:

Draft Academic Calendar 2016-2017 through 2018-2019

FUTURE REPORT:

Not applicable

Academic Calendar 2016-2017 through 2018-2019



	2016-2017 *	2017-2018	2018-2019
Summer Term			
Term Begins	Mon., June 20	Mon., June 26	Mon., June 25
Holiday – College Closed	Mon., July 4	Tues., July 4	Wed., July 4
Term Ends	Sat., Sept. 3	Sat., Sept. 9	Sat., Sept. 8
Holiday – College Closed	Mon., Sept. 5	Mon., Sept. 4	Mon., Sept. 3
Fall Term			
In-service Week	Mon.–Fri., Sept. 19-23	Mon.–Fri., Sept. 18–22	Mon.–Fri., Sept. 17–21
Term Begins	Mon., Sept. 26	Mon., Sept. 25	Mon., Sept. 24
Holiday – College Closed	Fri., Nov. 11	Fri., Nov. 10	Mon., Nov. 12
Holiday – College Closed	Thurs. & Fri., Nov. 24 & 25 **	Thurs. & Fri., Nov. 23 & 24 **	Thurs. & Fri., Nov. 22 & 23 **
Finals Week	Mon.–Sat., Dec. 5–10	Mon.–Sat., Dec. 4–9	Mon.–Sat., Dec. 3–8
Term Ends	Sat., Dec. 10	Sat., Dec. 9	Sat., Dec. 8
Holiday – College Closed	Fri., Dec 23	Mon., Dec. 25	Mon., Dec. 24
Holiday – College Closed	Mon., Dec. 26	Tues., Dec. 26	Tues., Dec. 25
Winter Term			
Holiday – College Closed	Mon., Jan. 2	Mon., Jan 1	Tues., Jan 1
Term Begins	Mon., Jan. 9	Mon., Jan. 8	Mon., Jan. 7
Holiday – College Closed	Mon., Jan 16	Mon., Jan 15	Mon., Jan 21
Holiday – College Closed	Mon., Feb 20	Mon., Feb 19	Mon., Feb 18
Skills Contest	Thurs., Feb 23	Thurs., Feb 22	Thurs., Feb. 28
Finals Week	Mon.–Sat., March 20–25	Mon.–Sat., March 19–24	Mon.–Sat., March 18–23
Term Ends	Sat., March 25	Sat., March 24	Sat., March 23
Spring Break	Mon.–Fri., March 27–31	Mon.–Fri., March 26–30	Mon.–Fri., March 25–29
Spring Term			
Term Begins	Mon., April 3	Mon., April 2	Mon., April 1
Holiday – College Closed	Mon., May 29	Mon., May 28	Mon., May 27
Finals Week	Mon.–Sat., June 12–17	Mon.–Sat., June 11–16	Mon.–Sat., June 10–15
GED & Adult High School Graduation Ceremony	Thurs., June 15	Thurs., June 14	Thurs., June 13
College Certificate & Degree Graduation Ceremony	Fri., June 16	Fri., June 15	Fri., June 14
Term Ends	Sat., June 17	Sat., June 16	Sat., June 15

*The 2016-2017 Academic Calendar has already been approved by the College Council, Presidents' Council and Board of Education. The 2016-2017 dates are included here for reference only.

**On the Wednesday evening prior to Thanksgiving, evening classes beginning at 4 p.m. or later are canceled.

CCC Board of Education – Topic Summary	
Topic:	2016/17 Tuition and Fees
Date:	February 10, 2016
Presenter:	Jim Huckestein, Vice President
Division/Department:	College Services
RECOMMENDATION:	First read of the proposed tuition and fees for the 2016/17 year

REASON FOR BOARD CONSIDERATION:

The Board considers the need to increase student tuition as part of CCC’s annual budget development process.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The strategic priority of fiscal sustainability is the primary factor leading to the recommended tuition rate increase.

BACKGROUND:

This request is made in the context of the entire college general fund budget, including all revenue sources and levels of planned expenditures and informed by multi-year projections for sustainability of programs and services. As the college increases its focus on student success and insuring we are providing students with the means to achieve completion, we are aligning our service levels to improve our performance. Students and staff have been consulted in this process.

BUDGET IMPACT/SOURCE OF FUNDS:

In light of long term increases in pension costs, small incremental increases in tuition revenue provide a portion of the resources to insure sustainability of programs and services.

2016-17 Tuition Recommendations

To address these needs, staff recommends the adoption of a \$3 per credit hour increase (from \$87 to \$90 per credit hour). If approved, the \$3 tuition increase would be effective summer term 2016.

For context, the current year state average for annualized tuition and fees is \$4,773, with a range from \$5,481 at the top to a low of \$4,230 at Chemeketa. Clackamas currently has an annualized tuition and fees of \$4,268. This increase will result in an annualized rate of tuition and fees of \$4,403 for a student enrolling for 15 credits per term for 3 terms.

Annualized tuition and fees for international students and out-of-state residents, excluding states where we have border agreements (Washington, Idaho, Nevada and California) will not be increased. Clackamas has the second highest rate in the state and it is sufficient to cover costs.

Non-credit course tuition is under review and will be incorporated during the budget adoption process beginning in May 2016.

FUTURE REPORT:

This will be presented as an action item at the March 9 Board meeting.

CCC Board of Education – Topic Summary	
Topic:	Policy Revisions/Adoptions
Date:	February 10, 2016
Presenter:	Joanne Truesdell, President
Division/Department:	Executive Offices
RECOMMENDATION:	This is a first read of policies that have been approved by the Board Policy Review Committee.

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.

BUDGET IMPACT/SOURCE OF FUNDS:

No fiscal impact is associated with the adoption of policies

ATTACHMENTS:

Administrative Regulation AC-AR: Discrimination Complaint Procedure (with mark-up)
 Administrative Regulation AC-AR: Discrimination Complaint Procedure (clean)
 Policy BBF: Board Member Standards of Conduct (with mark-up)
 Policy BBF: Board Member Standards of Conduct (clean)
 Policy BBFB: Board Member Ethics and Nepotism (no changes recommended)
 Policy BC/BCA: Board Organization/Board Organizational Meeting (no changes recommended)
 Policy BCB: Board Officers (with mark-up)
 Policy BCB: Board Officers (clean)
 Policy BCBA: Representatives to the Board (with mark-up)
 Policy BCBA: Representatives to the Board (clean)
 Policy BCD: Board/President Relationships (with mark-up)
 Policy BCD: Board/President Relationships (clean)
 Policy BCF: Advisory Committees to the Board (no changes recommended)
 Policy BCG: Legal Counsel (no changes recommended)
 Policy BD/BDA: Board Meetings/Regular Board Meetings (with mark-up)
 Policy BD/BDA: Board Meetings/Regular Board Meetings (clean)
 Policy BDB: Special and Emergency Board Meetings (no changes recommended)
 Policy BDC: Executive Sessions (no changes recommended)

FUTURE REPORT:

These policies will be included in the Consent Agenda for adoption at the February 10.
 As other policies are approved, they will be brought to the Board for a first reading, then adoption.

Discrimination Complaint Procedure

Complaints regarding the interpretation or application of the College's nondiscrimination policy or harassment on any basis protected by law shall be processed in accordance with the following procedures:

Informal Procedure

Any person who feels that he/she has been discriminated against should discuss the matter with the compliance officer. The compliance officer will conduct a preliminary investigation of the complaint and respond to the complainant within 10 business days. If this response is not acceptable to the complainant, he/she may initiate formal procedures.

If the compliance officer is the subject of the complaint, the individual may file a complaint directly with the President. If the President is the subject of the complaint, the complaint may be filed with the Board chair.

Formal Procedure

Step 1: A written complaint may be oral or in writing and must be filed with the compliance officer within 10 business days of receipt of the response to the informal complaint. The compliance officer shall further investigate, decide the merits of the complaint and determine the action to be taken, if any, and reply, in writing, to the complainant within 20 business days of receipt of the complaint.

Any staff member that receives a written or oral complaint, shall report the complaint to the compliance officer.

Step 2: If the complainant wishes to appeal the decision of the compliance officer, he/she may submit a written appeal to the President or designee within five business days after receipt of the compliance officer's response to the complaint. The President or designee shall may review the compliance officer's decisions and may meet with parties involved, as necessary, make a decision. The President or designee will review the merits of the complaint and the compliance officer's decision and respond, in writing, to the complaint within 10 business days.

Step 3: If the complainant is not satisfied with the decision of the President or designee, a written appeal may be filed with the Board within five business days of receipt of the President's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal. In an attempt to resolve the complaint, the Board shall may hear the appeal with the concerned parties and their representative at a regular or special Board meeting. The Board's decision will be final and will include the legal basis for the decision, findings of fact and conclusions of law. A copy of the Board's final decision shall be sent to the complainant in writing within 10 days of this meeting.

If the compliance officer is the subject of the complaint, the individual may file a complaint with the President or designee. If the President or designee is the subject of the complaint, the complaint should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or individual Board members should be made to the Board chair and may be referred to counsel. Complaints against the Board chair may be made directly to counsel

Timelines may be extended based upon mutual consent of both parties in writing.

If the complainant is not satisfied after exhausting local complaint procedures, or 90 days, whichever occurs first, he/she may appeal in writing to the ~~Commissioner~~ Director for the ~~Department~~ Office of Community Colleges and Workforce Development (CCWD) under Oregon Administrative Rule (OAR) 589-010-0100.



DISCRIMINATION COMPLAINT FORM

(Please provide as much detail as you can in the spaces below. Use extra sheets if necessary)

Clackamas Community College is a diverse community that provides equal opportunity in employment, activities, services and its programs. It is the policy of Clackamas Community College and its Board to prohibit discrimination or harassment on any basis protected by law, including but not limited to, an individual's protected classes of perceived or actual race, color, national or ethnic origin, religion, sex, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, sexual orientation or marital status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status of any other persons with whom the individual associates.

Printed Name of Person Filing Complaint (Complainant)

Date

Home or Cell Phone Number

Email Address

You are: (please check one) Student Employee Campus Visitor Volunteer Other _____

Type of discrimination: Race Color National Origin
 Religion Sex Veterans' Status
 Disability Age Sexual Orientation
 Marital Status Ethnicity Other _____

Describe the alleged discriminatory action: (Please provide detailed information including names, dates, places, activities and results of informal discussion.)

Are there witnesses? To whom should we speak and what evidence should we consider? (Please provide details of names, telephone numbers or any other information to help us identify and contact the person(s))

What would you like the institution to do as a result of your complaint—what is the suggested solution/resolution/outcome?

Please return this form to any of the following:

Title IX Coordinator, Patricia Anderson-Wieck
Dean, Human Resources
503-594-3300

Section 504 Disability Coordinator, Christina Bruck
503-594-3181

Title II Director, Darlene Geiger
Associate Dean, Academic Foundations and Connections
503-594-3392

Direct complaints related to educational programs and services may be made to the U. S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U. S. Department of Labor, Equal Employment Opportunities Commission.

FOR OFFICE USE ONLY:

Date Stamp: Complaint Received _____ By: _____ (initials)

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Complaints regarding discrimination or harassment on any basis protected by law shall be processed in accordance with the following procedures:

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Any staff member that receives a written or oral complaint, shall report the complaint to the compliance officer.

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Step 3: If the complainant is not satisfied with the decision of the President or designee, a written appeal may be filed with the Board within five business days of receipt of the President's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal. The Board may hear the appeal with the concerned parties and their representative at a regular or special Board meeting. The Board's decision will be final and will include the legal basis for the decision, findings of fact and conclusions of law. A copy of the Board's final decision shall be sent to the complainant in writing within 10 days of this meeting.

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Complaints against the Board as a whole or individual Board members should be made to the Board chair and may be referred to counsel. Complaints against the Board chair may be made directly to counsel

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Printed Name of Person Filing Complaint (Complainant) _____
Date

Home or Cell Phone Number _____
Email Address

You are: (please check one) Student Employee Campus Visitor Volunteer Other _____

Type of discrimination: Race Color National Origin
 Religion Sex Veterans’ Status
 Disability Age Sexual Orientation
 Marital Status Ethnicity Other _____

Describe the alleged discriminatory action: (Please provide detailed information including names, dates, places, activities and results of informal discussion.)

Are there witnesses? To whom should we speak and what evidence should we consider? (Please provide details of names, telephone numbers or any other information to help us identify and contact the person(s))

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Associate Dean, Academic Foundations and Connections
503-594-3392

Direct complaints related to educational programs and services may be made to the U. S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U. S. Department of Labor, Equal Employment Opportunities Commission.

FOR OFFICE USE ONLY:

Date Stamp: Complaint Received _____ By: _____ (initials)

Board Member Standards of Conduct

A Board member should:

1. Understand that his/her basic function is policy-making and not administration of the College;
2. Understand that ~~their~~ his/her position is nonpartisan;
3. Respect the rights of College patrons to be heard at official meetings;
4. Recognize that authority rests only with the Board in official meetings. An individual Board member cannot commit the Board to any action or posture unless specifically delegated by Board action to do so;
5. Respect the right of other Board members to have opinions and ideas which differ;
6. Recognize that decisions are made by a majority vote and should be supported by all Board members;
7. Make decisions only after the facts are presented and discussed;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at official Board meetings;
9. Respect the opinions of other Board members and College staff;
10. Recognize that the President should have full administrative authority for properly discharging his/her professional duties within the limits of established Board policy;
11. Insist that all College business be transacted on an open, fair and honest basis—no hidden agendas;
12. Understand that you will receive information that is confidential and cannot be shared;
13. Refer complaints or problems to the President and support administrative action to answer complaints and solve problems;
14. Present personal criticism of any College operation directly to the President rather than to College personnel;
15. Recognize that the President is the Board's advisor and should be present at all meetings, except when the Board is considering the President's evaluation, contract or salary;

16. Take action only after hearing the President's **or designee's** recommendations;
17. Refuse to bring personal or family problems into Board considerations;
18. Give the staff the respect and consideration due skilled, professional employees;
19. Comply with the ethics laws for public officials provided in state law;
20. Remember that content discussed in executive session is confidential.

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)

[ORS 162.405 - 162.425](#)

[ORS 192.630](#)

[ORS 244.010 - 244.130](#)

[ORS 341.283](#)

Cross Reference(s):

BBFA - Board Member Ethics and Conflicts of Interest

Board Member Standards of Conduct

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1. Understand that his/her basic function is policy-making and not administration of the College;
2. Understand that his/her position is nonpartisan;
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[ORS 162.015 - 162.035](#)

[ORS 162.405 - 162.425](#)

[ORS 192.630](#)

[ORS 244.010 - 244.130](#)

[ORS 341.283](#)

Cross Reference(s):

BBFA - Board Member Ethics and Conflicts of Interest

Board Member Ethics and Nepotism

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the College:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless the Board member complies with the conflict of interest requirements of ORS Chapter 244.
2. This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e. a Board committee position).
3. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy, a "member of the household" means any person who resides with the Board member and "relative" means:

1. The Board member's spouse¹;
2. Any children of the Board member, or his/her spouse; and
3. Brothers, sisters, half-brothers, half-sisters, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, mothers-in-law, fathers-in-law, aunts, uncles, nieces, nephews, stepparents, stepchildren, or parents of the Board member, or the parents of his/her spouse.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class including the Board member's relative or household member. For example, if a Board member's spouse is

¹The term spouse includes domestic partners.

a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY

Legal Reference(s):

[ORS 244.010 to-244.400](#)

[ORS 332.016](#)

[ORS 659A.309](#)

[OAR 199-005-0003 to-199-020-0020](#)

[OAR 584-020-0040](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

Cross Reference(s):

BBFA - Board Member Ethics and Conflicts of Interest

Clackamas Community College

Code: **BC/BCA**
Adopted: 9/14/05
Readopted: 9/14/11
Orig. Code(s): 212

Board Organization/Board Organizational Meeting

The Board will hold its annual organizational meeting to elect a chair and a vice chair from its members at a date and time set by the Board at its first regular meeting held after July 1 of each year. In addition to the election of chair and vice chair, provisions for a time and place for regular meetings as well as other organizational actions as prescribed by law or by Board practice shall also take place.

The incumbent Board chair will preside until a successor is elected, whereupon the successor will assume the chair. In the event no incumbent chair or vice chair remains on the Board, or neither is able to continue to serve as an officer, the Board will select a temporary chair to conduct the election.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 341.283](#)

Cross Reference(s):

BCB - Board Officers

Clackamas Community College

Code: **BCB**
Adopted: 9/14/05
Readopted: 9/14/11
Orig. Code(s): 206

Board Officers

At its annual organizational meeting, the Board will elect one member as Board chair and another as vice chair. No member shall serve more than two consecutive years as chair or vice chair.

Duties of the Chair

1. To preside at all meetings of the Board;
2. To appoint or provide for election of all Board committees, assignments and liaison roles;
3. To call special meetings as required to conduct Board business;
4. To perform such other duties as may be prescribed by law or by action of the Board;
5. To have the same duty to vote on matters before the Board as the other members; and
6. To perform such other duties as may be prescribed by law or action of the Board.

Duties of the Vice Chair

To fulfill all obligations of the chair when he/she is absent or unable to perform the required functions.

Board Executive Committee:

The Board chair, ~~and vice chair~~, **and immediate past president** will serve as the Board's Executive Committee. The ~~Board chair~~ **Executive Committee** will meet with the President prior to each Board meeting to approve the agenda. ~~The meeting may be held~~ **Members may participate** in person, by telephone, or by email.

Board or College Spokesperson

The Board may designate one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the College's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of the Board.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 341.283](#)

Cross Reference(s):

BC/BCA - Board Organization/Board Organizational Meeting

Clackamas Community College

Code: **BCB**
Adopted: 9/14/05
Readopted: 9/14/11
Orig. Code(s): 206

Board Officers

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To fulfill all obligations of the chair when he/she is absent or unable to perform the required functions.

Board Executive Committee:

The Board chair, vice chair, and immediate past president will serve as the Board's Executive Committee. The Executive Committee will meet with the President prior to each Board meeting to approve the agenda. Members may participate in person, by telephone, or by email.

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END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 341.283](#)

Cross Reference(s):

BC/BCA - Board Organization/Board Organizational Meeting

Clackamas Community College

Code: **BCBA**
Adopted: 5/11/05
Readopted: 9/14/11
Orig. Code(s): 218

Representatives to the Board

The Presidents of the Full-Time Faculty Association, the Part-Time Faculty Association, the Classified Association, and the Associated Student Government, or their designees, shall be invited to attend regular Board meetings as nonvoting, ex-officio representatives to the Board. **When recognized by the Board Chair or college President, they shall may be encouraged to participate in discussions of matters before the Board when requested by the chair or college President, and to provide a written report to the Board on the activities of their respective associations.**

END OF POLICY

Legal Reference(s):

[ORS 341.283](#)
[ORS 341.290\(2\)](#)

Clackamas Community College

Code: **BCBA**
Adopted: 5/11/05
Readopted: 9/14/11
Orig. Code(s): 218

Representatives to the Board

The Presidents of the Full-Time Faculty Association, the Part-Time Faculty Association, the Classified Association, and the Associated Student Government, or their designees, shall be invited to attend regular Board meetings as nonvoting, ex-officio representatives to the Board. When recognized by the Board Chair or college President, they may participate in discussions of matters before the Board and to provide a written report to the Board on the activities of their respective associations.

END OF POLICY

Legal Reference(s):

[ORS 341.283](#)
[ORS 341.290\(2\)](#)

Board/President Relationships

The Board recognizes that the President and Board must function as a team to direct and manage the College and its programs effectively. Mutual trust and respect are mandatory to maintain an atmosphere in which cooperative leadership can be developed.

The President ~~will be~~ **is** the chief executive officer and ~~will be~~ **is** responsible for the professional leadership and skill necessary to translate the will of the Board into administrative action.

The President ~~will be~~ **is** responsible for all aspects of College operation and for the duties and powers pertaining thereto as the Board may direct or delegate, and will develop such procedures and regulations as he/she considers necessary to ensure efficient operation of the College.

The Board expects that the President is professionally able and possesses outstanding qualities of leadership, vision and administrative skill, and that the President will implement all policies of the Board in good faith.

~~The President can expect that t~~ **The Board will respect his/her the President's** professional competence and extend to him/her full responsibility for implementation of Board policy decisions.

The Board holds the President responsible for carrying out its policies within established guidelines and for keeping the Board informed about College operations.

END OF POLICY

Legal Reference(s):

[ORS 341.283](#)
[ORS 341.290\(2\)](#)

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The President is responsible for all aspects of College operation and for the duties and powers pertaining thereto as the Board may direct or delegate, and will develop such procedures and regulations as he/she considers necessary to ensure efficient operation of the College.

The Board expects that the President is professionally able and possesses outstanding qualities of leadership, vision and administrative skill, and that the President will implement all policies of the Board in good faith.

The Board will respect the President's professional competence and extend to him/her full responsibility for implementation of Board policy decisions.

The Board holds the President responsible for carrying out its policies within established guidelines and for keeping the Board informed about College operations.

END OF POLICY

Legal Reference(s):

[ORS 341.283](#)
[ORS 341.290\(2\)](#)

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for citizen involvement, the Board may appoint advisory committees which include community members.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow all public meetings laws. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. When requested by the Board, appointment of staff members, when appropriate, will be made by the President.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive committee report(s).

Except as specifically provided by the Board, citizen advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chair, but normally such Board members will function as nonvoting, ex-officio members of the committees.

The Board's responsibility cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

- [ORS 192.610](#)
- [ORS 192.630](#)
- [ORS 294.414](#)
- [ORS 341.283](#)
- [ORS 341.290\(2\)](#)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S PUBLIC RECORDS AND MEETINGS MANUAL (2011).

Clackamas Community College

Code: **BCG**
Adopted: 8/03/94
Readopted: 9/14/11
Orig. Code(s): 704

Legal Counsel

The Board will appoint attorneys to advise and represent the College. The attorneys will render all ordinary services as counsel for the College, including attendance at meetings when requested, counseling on specific legal issues and advise the Board and President on points of law where the rights and liabilities of the College may be affected.

END OF POLICY

Legal Reference(s):

[ORS 341.290](#)

Board Meetings/Regular Board Meetings

“Meeting” means the convening of the Board as the College’s governing body to make a decision or to deliberate toward a decision on any matter. The Board has the authority to act only when a quorum is present at a duly called regular or special meeting. Communications between and among a quorum of members ~~convening on electronically linked personal computers~~ **communication devices** or by telephone conference call are subject to the Public Meetings Law.

1. Regular Meetings

All regular and special meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings will be held within the district boundaries. No meeting will be held at any place where discrimination on the basis of ~~disability, race, creed, color, sex, sexual orientation, age or national origin~~ **perceived or actual race, color, national or ethnic origin, religion, sex, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans’ status, sexual orientation or marital status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, or veterans’ status of any other persons with whom the individual associates** is practiced.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing-impaired persons. Such other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

The first regular meeting after July 1 of each year will be an organizational meeting to elect Board officers for the coming year and to establish the year’s schedule of Board meetings.

At least one regular Board meeting will be held each month except as otherwise ordered by the Board. The meeting schedule will be established at the organizational meeting in July but may be changed by the Board with proper notice. The purpose of each monthly meeting will be to conduct the regular Board business. The Board chair will conduct the meeting, or in his/her absence, the vice chair will conduct the meeting. If both are absent, the ~~person with the longest period of service on the Board~~ **immediate past president** will conduct the meeting.

2. Electronic Communication

E-mail to, by, and among a quorum of Board members, in their capacity as Board members, shall not be used for the purpose of discussing community college business. E-mail among Board members

shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. E-mail may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from Board members or President to each Board member (e.g., to share a report on community college progress on goals);
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

Important: Please do not reply or forward this e-mail if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. E-mails on district business are governed by public records law.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter **related to college business** are prohibited by the Public Meetings Law.

4. ~~Special Meetings~~

~~If less than a quorum is present, or additional business needs to be conducted at the regular time of adjournment, a special meeting may be called. The time, date and place of the adjourned meeting will be specified and appropriate notice given.~~

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

END OF POLICY

Legal Reference(s):

[ORS 174.104](#)
[ORS Chapter 192](#)
[ORS Chapter 193](#)
[ORS 341.283](#)
[ORS 433.835 - 433.875](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

Americans with Disabilities Act of 1990; Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630; 28 C.F.R. Part 35.

Cross Reference(s):

ACA - Americans with Disabilities Act

BDB - Special and Emergency Board Meetings

BDC - Executive Sessions

Board Meetings/Regular Board Meetings

“Meeting” means the convening of the Board as the College’s governing body to make a decision or to deliberate toward a decision on any matter. The Board has the authority to act only when a quorum is present at a duly called regular or special meeting. Communications between and among a quorum of members on electronic communication devices or by telephone conference call are subject to the Public Meetings Law.

1. Regular Meetings

All regular and special meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings will be held within the district boundaries. No meeting will be held at any place where discrimination on the basis of perceived or actual race, color, national or ethnic origin, religion, sex, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans’ status, sexual orientation or marital status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, or veterans’ status of any other persons with whom the individual associates is practiced.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing-impaired persons. Such other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

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- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from Board members or President to each Board member (e.g., to share a report on community college progress on goals);
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3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter related to college business are prohibited by the Public Meetings Law.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

END OF POLICY

Legal Reference(s):

[ORS 174.104](#)
[ORS Chapter 192](#)
[ORS Chapter 193](#)
[ORS 341.283](#)
[ORS 433.835 - 433.875](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

Americans with Disabilities Act of 1990; Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630; 28 C.F.R. Part 35.

Cross Reference(s):

ACA - Americans with Disabilities Act
 BDB - Special and Emergency Board Meetings
 BDC - Executive Sessions

Special and Emergency Board Meetings

Special meetings may be convened by order of the chair, upon request of four members of the Board or by common consent of the Board members. The clerk will post notice at least 24 hours before such a meeting is to be convened.

Local news media will receive written notice of the meeting at least 24 hours in advance.

Emergency meetings may be called only in the event of an actual emergency. Appropriate notice will be given to the public and the press. The minutes of the meeting will describe the nature of the emergency. No business other than that related to the emergency will be discussed at these meetings.

END OF POLICY

Legal Reference(s):

[ORS 341.283](#)

Cross Reference(s):

BD/BDA - Board Meetings/Regular Board Meetings

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action.

Executive session means any meeting or part of a meeting of the Board which is closed to certain persons for deliberation on certain matters as defined by statute.

Executive sessions may be held during regular, special or emergency meetings for any reason permitted by law.

The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session. Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of minor students;
3. Matters pertaining to or examination of the confidential medical records of a student including that student's educational program; and
4. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

An executive session may be convened upon request of four Board members or by common consent of the Board for a purpose authorized under ORS 192.660.

All executive session minutes shall be kept in written form as required by law.

Content discussed in executive sessions is confidential and must not be made public. Documents pertaining to evaluation, College personnel and students are also confidential and must not be made available to the public.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 341.283](#)

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

Cross Reference(s):

BD/BDA - Board Meetings/Regular Board Meetings

BDDG - Minutes of the Meetings

CBG - Evaluation of the President

CCC Board of Education – Topic Summary	
Topic:	Budget Committee Appointment
Date:	February 10, 2016
Presenter:	Jim Huckestein, Vice President
Division/Department:	College Services
RECOMMENDATION:	Appoint Walter Fitch to the Budget Committee in Position/Zone 3

REASON FOR BOARD CONSIDERATION:

The Board must appoint a person to fill the vacancy in Budget Committee Position/Zone 3.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Appointment of involved community members to the Budget Committee is relevant to Strategic Priority 3: Stabilize the College’s Fiscal Health and Strategic Priority 4: Improve Community Connections.

BACKGROUND:

The Budget Committee includes the Board of Education and seven volunteers appointed by the Board for three-year terms. The Budget Committee receives the budget message, deliberates on the proposed budget, and approves the budget.

At the July 22, 2015, meeting, the Board re-appointed Budget Committee Members Dave McTeague from Zone 2, Christine Didway from Zone 4, and Michael McNichols from Zone 7; and declared a vacancy in Zone 3.

The vacancy was advertised on the college website and in local papers. No applications were received, so personal recruitment was done. Walter Fitch has agreed to be the Zone 3 Budget Committee Member.

BUDGET IMPACT/SOURCE OF FUNDS:

There is no cost to appoint Budget Committee members.

ATTACHMENTS:

None

CCC Board of Education – Topic Summary	
Topic:	Contract Approval: Hennebery-Eddy Architects, Inc.
Date:	February 10, 2016
Presenter:	Jim Huckestein, Vice President of College Services
Division/Department:	College Services
RECOMMENDATION:	Approval of the contract with Hennebery-Eddy Architect, Inc. for design services associated with the Harmony Phase II project.

REASON FOR BOARD CONSIDERATION:

Hennebery-Eddy Architects (HEA) were selected to perform design services for the Harmony Phase II project. Since that time, HEA has been working under an agreed upon scope of services without a formal contract. This American Institute of Architects (AIA) contract is now ready for final Board of Education approval.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Approval by the Board of Education of the contract with Hennebery-Eddy Architects, Inc. for the design services associated with Harmony Phase II building.

BACKGROUND:

After following the state mandated process for selection of design professionals, staff selected Hennebery-Eddy Architects to provide the design services associated with the Harmony Phase II building. The Board of Education awarded the contract on October 21, 2015, and HEA proceeded with design. Projects of this nature and complexity require a detailed contract protecting both parties. College staff, the inici group, college attorney and Hennebery-Eddy staff have been working through the AIA contract template and have come to agreement on the appropriate AIA language for this project.

BUDGET IMPACT/SOURCE OF FUNDS:

The fees for Hennebery-Eddy Architects design services are paid from bond proceeds.

ATTACHMENTS:

Due to the size of the document, the AIA contract between Clackamas Community College and Hennebery-Eddy it is not included in the BOE packet. A copy is available upon request.

FUTURE REPORT:

Staff will continue to provide monthly bond updates along with specific workshops and bond presentations as project continue.

CCC Board of Education – Topic Summary	
Topic:	Contract Award: The inici group, Phase III - Program Coordination and Project Management Services
Date:	February 10, 2016
Presenter:	Jim Huckestein
Division/Department:	College Services
RECOMMENDATION:	Approval of the Phase III scope of services by The inici group for consulting services for the time period of January 2016 through June 2016.

REASON FOR BOARD CONSIDERATION:

College staff is requesting approval of the Phase III scope of work for the inici group, in the amount of \$268,000 for the January through June 2016.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Continued Program Coordination and Project Management Services with the inici group for the January through June 2016 time period.

BACKGROUND:

At the May and the October 2015 Board of Education meetings, the Board approved the Phase I and II scope of work with the inici group. The initial scope of work totaled \$275,000.

Items completed or are underway under the inici group’s partnership with college staff from May to December 2016 include:

- Overall guidance with projected, current and future capital bond related projects.
- Accounting and budget management of architects, consultants, and other design professionals invoicing for bond related projects.
- Negotiations of design services for the Harmony Phase II and ITC projects
- Technical and design assistance with the Harmony Phase II project Detailed design is complete and the development of construction drawings and specifications are currently underway.
- Assistance with the Request for Proposals for the Industrial Technical Center (ITC), architect selection and initial programming.
- Processing and prioritizing the list of the college’s major maintenance items.
- Assistance with architect selection and preliminary design for the college’s Randall Hall locker room upgrades (Title IX requirement) and the elevator upgrade projects.
- Assistance and leadership with moving the ESCO project forward.

Staff sees the value of continued utilization of the inici group through the design and construction of the four capital projects and major maintenance items and request approval of this Phase III contact in the amount of \$268,000 for work partially completed in January and work to be completed through June 2016.

BUDGET IMPACT/SOURCE OF FUNDS:

The inici group's services are paid from bond proceeds.

ATTACHMENTS:

January 29, 2016 scope of services letter

Scope of services summary by task

FUTURE REPORT:

Staff will continue to provide monthly bond updates along with specific workshops and bond presentations as project continue.



January 29, 2016

Bob Cochran
Dean of Campus Services
Clackamas Community College
19600 Molalla Avenue
Oregon City, OR 97045

Re: Program and Construction Project Management Services Proposal for January through June 30, 2016.

Bob,

It continues to be a pleasure for my team to provide Program and Construction Project Management Services for the Bond Projects. We are excited to support CCC in the delivery of the next generation of projects over the next few years.

We now have a clearer and more defined scope required to implement the 2016 projects: Harmony Phase II, Industrial Technical Center, and Facility & Campus Upgrades, including Elevator/ADA upgrades, Title IX, Randall tunnel repair, and replacement roofing projects, as well as the ESCO program. We feel that to more accurately provide our fee for services that reflects actual project scope efforts, we submit our Program and Construction Project Management fees on a yearly basis to better align with confirmed bond projects expected to be implemented each year.

Scope of Work

The inici team will provide Program and Construction Project Management Services for each project phase and oversee the consultants to provide CCC with successful initiation and completion of the bond project. The goal is to complete planning of projects and provide solutions for concurrent phased project implementation for cost and schedule effectiveness.

We are procuring Rider Levett Bucknall (RLB) for on-call cost estimating services from January through June 30, 2016 with a project allowance of \$37,500.00.

Reimbursable Expenses

Reimbursable expenses, such as permits, working meals, drawings or other expenses will be invoiced at cost plus a 5% multiplier administrative fee. Sub-consultants will be billed at cost with a 2.5% multiplier per our published rates in our submitted proposal.

Overhead Flat Fee Reimbursable Expenses

inici group proposes a monthly flat fee reimbursable amount of \$1,250.00 to be invoiced each month. This amount will cover mileage, color copies, Basecamp, WeTransfer FTP site, and telephone conferencing calls.

Terms and Conditions

Insurance: We provide General Liability Insurance, including Umbrella coverage for \$ 2,000,000 and Professional Liability Insurance and errors and omissions coverage of \$ 2,000,000.

Invoicing and Payments: inici group, Inc. will invoice the project at the 1st and/or the 15th of the month. Payments are due within 30 days of receipt of invoice. We provide a full accounting of hours and expenses with each invoice.

inici Bond Projects Fee January through June 30, 2016.

Below is a summary of where we are to date and fee projection through 2016. Attached is our Bond Project Fee projection spreadsheet and summary detailed documents for your review and comment.

inici Fee Retainer	2015 (actual)	2016 Jan – Jul 31	Remarks
Retainer Amount	\$ 275,000.00		
Bond Buildings	\$ 174,433.73		Includes reimbursables
Facility Campus Upgrades	\$ 69,859.17		Includes reimbursables
Cost Estimating	\$ 26,095.00		RLB
Flat Fee Reimbursables	\$ 2,000.00		
Balance Remaining	\$ 2,612.10		
inici Fee Projection			
Bond Buildings		\$ 117,396.00	
Facility Campus Upgrades		\$ 107,268.00	
Cost Estimating		\$ 37,500.00	RLB
Flat Fee Reimbursables		\$ 7,500.00	\$1,250 flat fee per month
Subtotal		\$ 269,664.00	
		-\$ 2,612.10	2015 Retainer Balance
Total Fee Projection		\$ 267,051.90	

We are requesting an amount of \$268,000.00 for Board of Education approval for January through June 30, 2016.

Additional Services: Any services requested of inici group that are outside of the current requested scope will be invoiced separately at the current hourly rates. No additional work will be performed except by mutual agreement in writing.

Below is an outline of the current rates, expenses and other pertinent information.

Hourly Rates

Staff / Role	Rate
Karl Schulz, Project Oversight	\$ 148.00
Patti Miles, Senior PM	\$ 128.00
Cathy Kraus, Senior PM	\$ 128.00
Robert Gulick, Consultant	\$ 128.00
Don Hynes, Specialty Support	\$ 128.00
Jim McKune, Specialty Support	\$ 128.00
Vawn McCollum, Spec Support	\$ 120.00
Marc Betts, Specialty Support	\$ 120.00
Kevin Clegg, Specialty Support	\$ 128.00



Staff / Role	Rate
Faith Luch, Contracts/Acct	\$ 80.00
Cheryl Dorman, Admin/Project Coordinator	\$ 80.00
Angela Douglass, Assist Project Coordinator	\$ 50.00
Graham Roy, RLB Estimator	\$ 165.00

My team is looking forward to providing you with the management needed to successfully deliver the next phase of projects for Clackamas Community College staff, students and the community.

I hope to have provided what you require for this proposal. If you have any questions, please feel free to contact me.

Thank you,



Karl Schulz, AIA, LEED AP
Principal
inici group, Inc.

cc: Jim Huckestein, CCC
Project File

BOND PROJECT FEES: inici group	2015	2016 Jan - Jun	2016 Jul - Dec	2017 Jan - Jun	2017 Jul - Dec	Running Totals
Bond Building Projects						
General Bond						
Total inici Management Fees	\$ 94,642.00	\$ 37,584.00				\$ 132,226.00
Consultant Fees						\$ -
Reimbursable Charges	\$ 361.73					\$ 361.73
General Bond Project Totals	\$ 95,003.73	\$ 37,584.00				\$ 132,587.73
DeJardin Science Addition						
Total inici Management Fees	\$ 654.00	\$ 9,888.00				\$ 10,542.00
Consultant Fees						\$ -
Reimbursable Charges						\$ -
DeJardin Science Addition	\$ 654.00	\$ 9,888.00				\$ 10,542.00
Harmony Phase II						
Total inici Management Fees	\$ 40,614.00	\$ 37,088.00				\$ 77,702.00
Consultant Fees	\$ 20,460.00					\$ 20,460.00
Reimbursable Charges	\$ 2.52					\$ 2.52
Harmony Phase II Totals	\$ 61,076.52	\$ 37,088.00				\$ 98,164.52
Industrial Technical Center						
Total inici Management Fees	\$ 13,228.00	\$ 26,160.00				\$ 39,388.00
Consultant Fees						\$ -
Reimbursable Charges						\$ -
Industrial Technical Center Totals	\$ 13,228.00	\$ 26,160.00				\$ 39,388.00
Oregon City Campus Master Plan						
Total inici Management Fees	\$ 3,871.50	\$ 5,076.00				\$ 8,947.50
Consultant Fees						\$ -
Reimbursable Charges	\$ 60.38					\$ 60.38
Oregon City Campus Master Plan Totals	\$ 3,931.88	\$ 5,076.00				\$ 9,007.88
Myers Road						
Total inici Management Fees	\$ 512.00	\$ 1,600.00				\$ 2,112.00
Consultant Fees						\$ -
Reimbursable Charges	\$ 27.60					\$ 27.60
Myers Road TOTALS	\$ 539.60	\$ 1,600.00				\$ 2,139.60
Student Services/Community Commons						
Total inici Management Fees	\$ -	\$ -				\$ -
Consultant Fees						\$ -
Reimbursable Charges						\$ -
Student Services/Community Commons Totals	\$ -	\$ -				\$ -
Sub-Totals for Bond Building Projects	\$ 174,433.73	\$ 117,396.00				\$ 291,829.73
Facility & Campus Upgrade Projects						
FCU: General						
Total inici Management Fees	\$ 56,904.00	\$ 23,904.00				\$ 80,808.00
Consultant Fees						\$ -
Reimbursable Charges	\$ 273.17					\$ 273.17
FCU: General Totals	\$ 57,177.17	\$ 23,904.00				\$ 81,081.17
FCU: Title IX						
Total inici Management Fees	\$ 8,912.00	\$ 23,092.00				\$ 32,004.00
Consultant Fees						\$ -
Reimbursable Charges						\$ -
FCU: Title IX Totals	\$ 8,912.00	\$ 23,092.00				\$ 32,004.00
FCU: Elevator/ADA Upgrades						
Total inici Management Fees	\$ 2,170.00	\$ 34,496.00				\$ 36,666.00
Consultant Fees						\$ -
Reimbursable Charges						\$ -
FCU: Elevator/ADA Upgrades Totals	\$ 2,170.00	\$ 34,496.00				\$ 36,666.00
FCU: Randall Tunnel						
Total inici Management Fees	\$ 1,600.00	\$ 18,452.00				\$ 20,052.00
Consultant Fees						\$ -
Reimbursable Charges						\$ -
FCU: Randall Tunnel Totals	\$ 1,600.00	\$ 18,452.00				\$ 20,052.00
FCU: Roof(s) Replacements						
Total inici Management Fees	\$ -	\$ 7,324.00				\$ 7,324.00
Consultant Fees						\$ -
Reimbursable Charges						\$ -
FCU: Roof(s) Replacements Totals	\$ -	\$ 7,324.00				\$ 7,324.00
Sub-Totals for FCU Projects	\$ 69,859.17	\$ 107,268.00				\$ 177,127.17
Flat Fee Reimbursable Charges	\$ 2,000.00	\$ 7,500.00				\$ 9,500.00
Cost Estimating Services	\$ 26,095.00	\$ 37,500.00				\$ 63,595.00
Totals For All Bond Projects Per Year	\$ 272,387.90	\$ 269,664.00				\$ 542,051.90
ESCO (Non Bond Projects)						
Total Management Fees	\$ 478.00	\$ 11,860.00				\$ 12,338.00
Consultant Fees						\$ -
Reimbursable Charges						\$ -
Project ESCO Totals	\$ 478.00	\$ 11,860.00				\$ 12,338.00
Totals For ESCO Project Per Year	\$ 478.00	\$ 11,860.00				\$ 12,338.00



Personnel Report

From 12/20/2015 - 01/19/2016

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
NEW HIRES			
Jarett Gilbert	Director, Health Sciences	Administrator	1/4/2016
Jeff Ennenga	Instructor, Wildland Fire & Forest Management Program	Faculty	1/4/2016
SEPARATIONS			
Carina Brent	Instructor, Health Sciences	Faculty	1/6/2016
Tamara Barry Peeples	Senior Marketing & Communications Spec.	Classified	1/8/2019
RETIRED			
Steffen Moller	Dean, Curriculum/Planning & Research	Administrator	12/31/2015