

BOARD OF EDUCATION MEETING
Bill Brod Community Center, Room 127
Wednesday, March 9, 2016

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

5:00 pm **EXECUTIVE SESSION** (Community Center, Room 126)

Executive Session will be convened under ORS 192.660(2)(i) to evaluate the chief executive officer. In accordance with ORS 192.660(4), all matters discussed in Executive Session must remain undisclosed.

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

- | | |
|---|-----|
| 1. High School Connections – Director Jaime Clarke | p 5 |
| 2. Clackamas Academy of Industrial Sciences (CAIS) – Principal Kyle Laier | |
| 3. Financial Forecast – Vice President Jim Huckestein | p 9 |

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.

- | | | |
|---|------------|------|
| 1. Approval of: | | |
| a. Minutes (Work and Regular Sessions) 02.10.16 | R15/16-38a | p 11 |
| b. Monthly Financial Report – Director Robuck | R15/16-38b | p 21 |
| c. Capital Projects (Bond) Financial Report – Director Robuck | R15/16-38c | p 23 |
| d. 2017/18 and 2018/19 Academic Calendar – Vice President David Plotkin | R15/16-38d | p 25 |
| e. Policy Approval – President Truesdell | R15/16-38e | p 29 |

- V COLLEGE REPORTS**
2. President’s Business Report – President Joanne Truesdell
 3. Sabbatical Abstracts & Sabbatical Report – Nora Brodnicki and James Bryant-Trerise p 51
 4. OIT to Harmony Phase II Transition – Dean Bob Cochran p 57
- VI NEW BUSINESS – FIRST READ**
5. Policy Revisions – President Joanne Truesdell p 59
 6. Workforce Goals – Dean Bob Cochran p 75
- VII NEW BUSINESS – ACTION**
7. 2016/17 Tuition and Fees – Vice President Jim Huckestein R15/16-39 p 81
 8. Contract Approval: Opsi – Dean Bob Cochran R15/16-40 p 85
- VIII BOARD OPERATIONS**
9. Personnel Report – Dean Patricia Anderson Wieck p 89
-Introduction of new hires
 10. Future Board Agenda Items – Board Chair (Refer to Board Planning Calendar)
- Operations Reports:
11. Board Chair Business Report
 12. Clackamas Community College Education Foundation – Jean Bidstrup, Board Liaison
 13. Oregon Community College Association – Ron Adams, Board Liaison
 14. Bond Project Citizen Oversight Committee – Jane Reid, Co-Chair
 15. Board of Education Community Reports
- IX EX OFFICIO REPORTS AND COMMENTS**
16. Associated Student Government (ASG) – Brent Finkbeiner, President
 17. Full-Time Faculty – Bruce Nelson, President
 18. Part-Time Faculty – Lauren Zavrel, President
 19. Classified – Enrique Farrera, President

RECESS

EXECUTIVE SESSION (Community Center, Room 126)

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

X ADJOURNMENT

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

DATES TO REMEMBER

2015-16

Wednesday, March 9

Sunday, March 13

Monday-Friday, March 21-25

Wednesday, April 13

Mon-Wed, May 2-4

Tuesday, May 03, 2016

Wednesday, May 4

Wednesday, May 11

Wednesday, May 11

Saturday, May 21

Monday, May 30

Thursday, June 9

Friday, June 10

Wednesday, June 22

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

Scholarship Reception, 2:00 pm, Randall Gym

Spring Break

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

NWCCU Accreditation Visit

OCCA All Oregon Academic Team Brunch, 9:30-1:30, Salem

Budget Committee Meeting, 5:00 p.m., Gregory Forum

Spring Retiree Event, 2:00, Gregory Forum

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

50th Anniversary Birthday Party (details TBA)

Memorial Day, College closed

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

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

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

CCC Board of Education – Topic Summary	
Topic:	High School Connections
Date:	March 9, 2016
Presenter:	Jaime Clarke, Director, Office of Education Partnerships
Division/Department:	Curriculum, Planning and Research
RECOMMENDATION:	This item is presented for information only

REASON FOR BOARD CONSIDERATION:

This is an informational update from the Office of Education Partnerships (OEP) on high school connections and programs. The OEP is the epicenter for high school programs, college/university articulation agreements, and career pathways initiatives at CCC. The department is heavily invested in providing excellent customer service to students, internal, and external educational partners.

During 2014-2015, OEP served 4,176 high school students through high school programs including: Advanced College Credit, Expanded Options, High School Career and Technical Education, High School Plus, and Smart Internships. OEP also promoted Degree Partnerships and facilitated the execution of 18 articulation agreements with universities and colleges to enhance student transfer from CCC.

OEP interacts with students as they enter college through relationships with high schools and assists them as they transition on to higher education; thus, the impact of the services and activities provided by OEP are far reaching at the individual and institutional levels.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The OEP actively works with three of the four Core Theme Teams on specific indicators to advance the College’s strategic priorities related to access, retention, and completion of students; many of these activities are related to high school students.

- Academic Transfer 1.3 – Headcount and percentage of high school students served by CCC who obtain CCC lower division course (LDC) credits.
- Career & Technical Education 1.3 – Headcount high school participation in dual credit career technical education (CTE) – High School CTE, High School Plus, and Advanced College Credit.
- Life Long Learning 2.1 – Number of educational partnerships – dual credit secondary, school districts, community colleges and four year colleges/universities

BACKGROUND:

There are five high school programs operated by the OEP which comprise High School Connections, featured in Table 1 below. Each program has distinct features that shape its procedures and implementation. All of the programs require contracts, Memorandums of Understanding (MOUs), or articulation agreements to be executed with school districts/high schools. Copies of contracts and

MOUs are signed by the Vice President of College Services or Vice President of Instruction and Student Services, contracts are maintained in the Business Office, and electronic files in the OEP department. Articulation agreements are housed in the OEP department related to Advanced College Credit (ACC). All billing for the high school programs is done in the Business Office (Special Grants and Projects or Accounts Receivable), with the exception of ACC. All of the high school programs award concurrent high school and college credit that appears on the student's CCC transcript.

- Advanced College Credit
Through Articulation Agreements with local high schools, CCC provides high school students an opportunity to participate in Advanced College Credit (ACC) for approved college courses taken at the high school and taught by an approved high school instructor. High school courses and their instructors must meet strict qualifying criteria determined by CCC academic departments and facilitated by OEP.
- Expanded Options
The College offers Expanded Options which consists of non-cohort college classes, held on the CCC campus or online, and taught by CCC instructors. Expanded Options students are 16 years of age or older and in grade 11 or 12 at the time of enrollment. The Expanded Options program was established by SB 300 and amended by ORS Chapter 340 in 2014.
- High School Career and Technical Education
High School Career and Technical Education courses are contract classes held on the CCC campus and taught by CCC faculty. Cohort classes are limited to high school students and offered in Automotive Technology, Manufacturing Technology, and Welding Technology. Some of the classes are designed for students who are at risk of dropping out. Other courses are for students who need high school classes not offered through their own district/school.
- High School Plus
High School Plus courses are classes that are taught at partner high school locations during the regular high school day by CCC faculty.
- Smart Internships
Smart Internships provide an opportunity for high school students to participate in an internship at a training site (employer) and earn college credit through HD-180. This involves a partnership between CCC, a high school, the student, and an employer (training site). HD-180 and student internships are supervised by high school instructors.

BUDGET IMPACT/SOURCE OF FUNDS:

Table 1 – 2014-2015 High school programs operated by the OEP.

<i>High School Programs</i>	<i>Number of Schools Participating</i>	<i>Number of Students Participating</i>	<i>Number of Credits Awarded</i>	<i>Funding (Tuition, Fees, and FTE Generation)</i>
Advanced College Credit	25	3,049	29,754	ACC students pay a \$10 per credit fee to CCC, which goes into the ACC fee fund to support the program. The FTE generated by an ACC class goes to the appropriate CCC academic department.
Expanded Options	15	311	2,980	Tuition and fees go to the general fund and FTE goes to the appropriate CCC academic department.
High School Career and Technical Education	6	277	1,836	Instructional costs for the class and FTE go to the Technology, Healthcare Occupations, and Workforce (THOW) Division.
High School Plus	3	167	511	School districts pay for instructional costs as established by CCC; the district and students do not pay tuition. Instructional costs go to the VP of Instruction and Student Services budget. The FTE generated goes to the appropriate CCC academic department.
Smart Internships	19	372	1,676	CCC charges a flat \$25 fee per student to enroll in the program per term. The fees go to the ACC fee fund and FTE to the CCC academic department.

FUTURE REPORT:

The OEP looks forward to sharing program improvements and new partnerships with the Board of Education in years to come around High School Connections, higher education partnerships, and career pathway initiatives.

CCC Board of Education – Topic Summary	
Topic:	Financial Forecast
Date:	March 9, 2016
Presenter:	Jim Huckestein, Vice President
Division/Department:	College Services
RECOMMENDATION:	This item is for information only

REASON FOR BOARD CONSIDERATION:

Annually the Board receives a multiyear financial projection that sets the stage for budget development for the next budget year.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Fiscal Stability is one of the Strategic Priorities, and the long term financial forecast provides an indication of the direction for the college’s fiscal outlook.

BACKGROUND:

The forecast shows estimated results based on assumptions about trends in both revenues and expenses, and explains the assumptions for the next three biennia.

BUDGET IMPACT/SOURCE OF FUNDS:

This presentation is provided to understand budget impacts, and will affect resource allocations for future budget years.

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

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

WORK SESSION

Chair Jean Bidstrup called the work session of the Clackamas Community College Board of Education to order at 5:30 p.m. on Wednesday, February 10, 2016, in the Bill Brod Community Center at Clackamas Community College.

Bond Projects Design Information

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

Alternative Construction Delivery Method for Elevator Renovation

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

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

Harmony Phase II Project Status

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

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

Bond Projects Workforce Goals

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

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

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

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

Cooperative Work Experience: CCC Internships

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

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

The Work Session recessed at 6:56 p.m. Chair Jean Bidstrup announced Regular Session will convene at 7:03 p.m.

REGULAR SESSION

CALL TO ORDER

Chair Jean Bidstrup called the regular meeting of the Clackamas Community College Board of Education to order at 7:05 p.m. on Wednesday, February 10, 2016, in the Bill Brod Community Center at Clackamas Community College, Room 127.

ROLL CALL

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

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

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

COMMENTS FROM CITIZENS

There were none.

CONSENT AGENDA

The Board considered the approval of the following:

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

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

COLLEGE REPORTS

President's Business Report

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

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

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

Summer and Fall Enrollment Report

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

NEW BUSINESS – FIRST READ

Academic Calendar

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

2016/17 Tuition and Fees

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

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

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

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

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

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

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

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

Policy Revisions – Section A-B

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

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

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

NEW BUSINESS – ACTION

Budget Committee Appointment

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

Contract Approval: Hennebery-Eddy Architects (HEA)

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

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

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

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

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

Contract Award: inici group Phase III

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

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

BOARD OPERATIONS

Personnel Report

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

Future Board Agenda Items

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

Board Chair Business Report

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

Clackamas Community College Education Foundation Report

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

OCCA Report

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

Bond Project Citizen Oversight Committee (COC) Report

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

Board of Education Community Reports

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

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

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

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

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

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

EX OFFICIO REPORTS AND COMMENTS

Associated Student Government President Brent Finkbeiner reported:

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

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

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

Part-Time Faculty Association President Lauren Zavrel reported:

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

Classified Association President Enrique Farrera reported:

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

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

Open Session was recessed at 9:09 p.m. Board Chair Jean Bidstrup announced the Board will reconvene in Executive Session under ORS 192.660(2)(d).

Executive Session was convened in Room CC126 at 9:13 p.m. with the following people present: Board Chair Jean Bidstrup; Board Members Richard Oathes, Dave Hunt, Greg Chaimov, Jane Reid, Ron Adams, and Chris Groener; HR Dean Patricia Anderson Wieck; Vice Presidents Jim Huckestein and David Plotkin; President Joanne Truesdell; Dean of Campus Services; Associate Vice President Shelly Parini; and Recorder Denice Bailey.

Labor Negotiations

Staff discussed labor negotiations with the Board.

Adjourned 10:01 p.m.

March 9, 2016
Date

Denice Bailey, Recorder

Jean Bidstrup, Board Chair

Joanne Truesdell, Clerk

Topic:	Monthly financial report -- All funds
Date:	March 9, 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 January 31, 2016

	<u>Fund Balance at Start of Year</u>	<u>Revenue and Other Sources</u>	<u>Expenditures and Other Uses</u>	<u>Net Revenue (Expenditures)</u>	<u>Fund Balance at Report Date</u>
General	\$ 15,710,997	\$ 38,821,953	\$ 24,373,137	\$ 14,448,817	\$ 30,159,814
Fee	1,352,895	2,430,674	1,789,818	640,856	1,993,752
Innovation	205,202	470,000	379,431	90,569	295,771
Debt Service	2,602,461	6,619,304	1,596,737	5,022,567	7,625,028
Capital Projects (Bond)	33,581,430	75,255	6,231,759	(6,156,504)	27,424,926
Equipment Replacement	1,538,129	250,000	128,189	121,811	1,659,940
Lottery Bond Improvemts	44,691	-	101,038	(101,038)	(56,347)
Major Maintenance	3,181,598	521,511	390,185	131,326	3,312,924
Student Technology	270,833	536,094	180,730	355,364	626,197
Internal Service	564,706	149,134	184,295	(35,161)	529,545
Bookstore	1,277,494	1,338,994	1,353,633	(14,639)	1,262,855
Customized Training	417,442	303,339	286,438	16,901	434,343
Intramurals and Athletics	10,580	241,216	188,068	53,147	63,727
Student Life & Leadership	169,251	89,937	94,008	(4,070)	165,181
Computer Lab	115,874	35,120	23,341	11,778	127,653
Retirement	1,676,869	1,000,000	506,783	493,217	2,170,086
Student Financial Aid	18,210	12,424,778	14,079,876	(1,655,098)	(1,636,888)
CASE Grant	-	178,003	178,003	-	-
Grants and Contracts	604,091	1,388,637	1,390,029	(1,392)	602,699
WIA Grant	(1)	917,000	1,046,154	(129,154)	(129,155)
Insurance Reserve	215,042	100,000	784	99,216	314,258
PERS Reserve	1,000,000	-	-	-	1,000,000
Total	<u>\$ 64,557,795</u>	<u>\$ 67,890,949</u>	<u>\$ 54,502,434</u>	<u>\$ 13,388,515</u>	<u>\$ 77,946,310</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
R15/16-38b**

Topic:	Monthly financial report -- General Fund
Date:	March 9, 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	January 2016		Year to Date 2015-16		Year to Date 2014-15		Fiscal Year 2015-16		Projected is Better (Worse) than Budget
	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Budget	Projected	
REVENUE									
State comm college support	\$ 3,662,319	29%	\$ 10,797,316	84%	\$ 10,070,636	76%	\$ 12,844,886	\$ 14,787,185	\$ 1,942,299
Property taxes	228,957	1%	16,733,642	100%	14,829,470	96%	16,795,698	17,009,988	214,290
Tuition, net of waivers	(192,313)	-1%	9,991,986	71%	10,134,846	71%	14,162,536	13,752,512	(410,024)
Other revenue	157,107	9%	1,229,010	70%	1,168,721	67%	1,768,241	1,717,618	(50,623)
Transfers in	-	0%	70,000	100%	436,200	98%	70,000	70,000	-
Total revenue	<u>3,856,070</u>	<u>8%</u>	<u>38,821,953</u>	<u>85%</u>	<u>36,639,873</u>	<u>81%</u>	<u>45,641,361</u>	<u>47,337,303</u>	<u>1,695,942</u>
EXPENDITURES									
Personnel services	2,924,860	8%	18,153,905	49%	17,248,589	49%	36,717,121	35,711,517	1,005,604
Materials and services	354,978	6%	3,729,128	59%	3,549,764	59%	6,306,467	6,113,727	192,740
Capital outlay	8,979	3%	128,270	43%	87,151	35%	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>3,288,818</u>	<u>7%</u>	<u>24,373,137</u>	<u>53%</u>	<u>22,606,931</u>	<u>52%</u>	<u>45,780,921</u>	<u>44,434,802</u>	<u>1,346,119</u>
Net revenue (expenditures)	<u>\$ 567,253</u>		14,448,817		14,032,942		(139,560)	2,902,501	3,042,061
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>\$30,159,814</u>		<u>\$26,212,969</u>		<u>\$14,977,440</u>	<u>\$18,613,498</u>	<u>\$ 3,636,058</u>
								9,286,148	

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

AMOUNTS USED FOR BUDGET AND PROJECTIONS

State comm college support: CCSF for 2015-17 (in millions)	\$ 500	\$ 550
Property taxes: Increase over prior year	4.5%	4.5%
Tuition, net of waivers: Change in revenue from prior year	-2.0%	-5.0%
Personnel services: Projected wages are 2% less than budget to account for turnover and vacancies		
PERS rate as % of actual General Fund wages	19.6%	19.6%

Materials and services: Except where actual is known, projected is 5% less than budget for underutilization

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

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

CONSENT AGENDA

AGENDA ITEM 1c

R15/16-38c

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	March 9, 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

REVENUE AND EXPENDITURES, inception to January 31, 2016

	<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>
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			88,675						88,675
State grants for construction				-	-				-
Foundation contributions									-
Unrestricted General Fund transfer								2,000,000	2,000,000
Net revenue			<u>31,932,269</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000,000</u>	<u>33,932,269</u>

EXPENDITURES

Planning

Project management (inici)			83,360						
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				31,983					
Architect and engineering				522,803					
Construction				-					

Industrial Technical Center

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

		REVENUE AND EXPENDITURES, inception to January 31, 2016							
Expected Completion	Budget	All Projects	Harmony Phase II	Industrial Tech Ctr	DeJardin Addition	Major Maintenance	Project Related	Total	
DeJardin addition	10,000,000								
Project management					654				
Major maintenance	26,000,000								
IT network infrastructure & wireless	2,000,000					1,471,386			
Meyers Road extension	4,000,000					25,540			
Project management						53,239			
Elevator and ADA upgrades						2,170			
Title IX						6,192			
Barlow Automotive remodel	10,000,000								
North tunnel remodel (Randall)									
Costs paid from unrestricted \$							13,192		
Total expenditures	<u>108,200,000</u>	<u>189,709</u>	<u>4,763,526</u>	<u>9,506</u>	<u>654</u>	<u>1,558,527</u>	<u>13,192</u>	6,535,114	
COMMITTED: contracts minus expenditures to date								<u>1,592,397</u>	
AVAILABLE: not yet spent or committed								<u>25,804,758</u>	

CCC Board of Education – Topic Summary	
Topic:	Academic Calendar
Date:	March 9, 2016
Presenter:	Vice President David Plotkin
Division/Department:	Instruction and Student Services
RECOMMENDATION:	Approval of the Academic Calendar for 2017-2018 and 2018-2019

REASON FOR BOARD CONSIDERATION:

The Board’s approval of the Academic Calendar is required.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

A finalized calendar allows the college to begin planning for the 2017-18 and 2018-19 academic years.

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.

Please note one change from the calendar that was presented at the February meeting for a first read: Both the Oregon City campus and the Harmony campus will cancel all daytime classes for the Skills Contest, held in February. Previously, only the Oregon City campus classes were canceled. Since Harmony also has participation and there are other logistical difficulties and expenses, it was decided to cancel those classes for the day as well.

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:

The Board will be asked to approve the 2019-2020 calendar in spring of 2017.

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.

*** Day classes canceled at the Oregon City and Harmony campuses. Evening classes, beginning at 4 p.m. or later, are held as scheduled.

CCC Board of Education – Topic Summary	
Topic:	Policy Revisions/Adoptions
Date:	March 9, 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.

BUDGET IMPACT/SOURCE OF FUNDS:

No fiscal impact is associated with the adoption of policies

ATTACHMENTS:

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

FUTURE REPORT:

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

Discrimination Complaint Procedure

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

Step 1: Complaints may be oral or in writing and must be filed with the compliance officer. The compliance officer shall investigate 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 may review the compliance officer's decisions and may meet with parties involved. 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. 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.

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 Director for the 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, genetics, 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, genetics, 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)

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 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 he/she 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 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, 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.

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: **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\(2\)](#)

Clackamas Community College

Code: **BCD**
Adopted: 5/11/05
Readopted: 9/14/11
Orig. Code(s): 211

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

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 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.

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 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.

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:	Sabbatical Report Abstracts and Sabbatical Report
Date:	March 9, 2016
Prepared By:	Nora Brodnicki James Bryant-Trerise
Division/Department:	Art English
Issue Before the Board:	Informational report on sabbatical activities

REASON FOR BOARD CONSIDERATION:

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

BACKGROUND:

Nora Brodnicki (Art), co-chair of the Sabbatical Committee, will present abstracts from the 2014-15 faculty sabbaticals (see attachment).

James Bryant-Trerise will give a report on his sabbatical activities:

I completed two projects related to my teaching of literature: the study of Shakespeare plays I hadn't read, and the establishment of two new mythology classes (increasing cultural diversity offerings) and my preparation to teach a third mythology class. I also worked on three projects related to writing pedagogy: the study of online writing class techniques, the establishment of a writing practice, and the presentation of a unique assignment at a conference, which will provide me with audience feedback to study. Additionally, I established an English A.S. degree that articulates with Oregon State University, ensuring that students transfer as juniors.

ATTACHMENTS:

2014-15 Sabbatical Abstracts

FUTURE REPORT:

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

ABSTRACTS 2014-2015

Rich Albers
Computer Science
Full Year

My sabbatical resulted in the acquisition of knowledge and skills which will help me be a more effective educator. The research and work I performed on proficiency-based learning has given me the skills and tools necessary to enable students to be more successful in my courses. I've acquired the technical skills necessary to create educational videos which will be useful for both traditional and online courses. I've acquired additional knowledge about developing mobile apps, and I've become proficient with the content in CS201 and will be able to teach that course this Fall.

Irma Bjerre
World Languages
Spring 2015

During my sabbatical, I enrolled in a program in Barcelona that trains Spanish language teachers using the communicative approach and teaching strictly in the target language. I gained a new expertise that will help my students to learn the content in a more interactive and cooperative way where they work in groups and make sense of the subject matter by drawing their own conclusions. I gained a European Spanish Teaching certificate and was able to write a Spanish practice exercise book for my students. I also traveled in Europe which has helped me to broaden my international experience.

James Bryant-Trerise
English
Full Year

I completed two projects related to my teaching of literature: the study of Shakespeare plays I hadn't read, and the establishment of two new mythology classes (increasing cultural diversity offerings) and my preparation to teach a third mythology class. I also worked on three projects related to writing pedagogy: the study of online writing class techniques, the establishment of a writing practice, and the presentation of a unique assignment at a conference, which will provide me with audience feedback to study. Additionally, I established an English A.S. degree that articulates with Oregon State University, ensuring that students transfer as juniors.

Ryan Davis
English
Fall 2014 and Spring 2015

On my sabbatical, I traveled to and studied the writing, history, and culture of England, Wales, Ireland, Northern Ireland, Scotland, and Hawai'i; I was able to produce a volume of poetry, creative nonfiction, and fiction entitled *On Loss*; I read the literature of the countries I was traveling to; and I gained publishing knowledge by taking two InDesign courses. Based on my experiences, I have shifted my teaching style and reading and writing components in Composition, Nature Writing, Creative Nonfiction, and Literature classes to better incorporate a holistic, humanistic, experiential, student-centered approach to teaching.

James Dickinson
Science
Spring 2015

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

Carol Dodson
Nursing
Fall 2014 and Spring 2015

During my sabbatical, I attended classes that focused psychiatric disorders and the older adult. This current information will be used to revise the content I teach in my classes. My experience in Old Town provided me with information about resources available to the mentally ill, and reinforced the value of the relationship. This is an important concept for nursing students to grasp. My revision of the older adult clinical experience will provide students an opportunity to form long-term relationships with an older adult and to observe the trajectory of the client's health status over a two-year period of time.

Dale Hatfield
Business
Spring 2015

On sabbatical, I interviewed decision makers from a variety of businesses and industries to discover their learning preferences for in-class vs online instructional delivery and desirable employee attributes. Findings yielded a strong personal bias toward in-class instruction, although no differentiation was found between in-class vs online in the formal hiring process. Discovery of the most sought employee attributes produced very consistent results within the categories of good people skills, good attitude, and good work ethic. These findings will be shared with my introduction to business students in a 30 minute interactive presentation.

Matt LaForce
WET (Water Engineering Technology)
Spring 2015

While on sabbatical I was able to create an educational and training partnership between the Clackamas Community College Water and Environmental Technology Program and Clean Water Services. The partnership required that I provide wastewater instruction to all CWS employees by creating an on-line interactive training curriculum for the Durham Wastewater Treatment plant. The course I created was designed to train new employees while also encouraging veteran operators to document their extensive work experiences before retiring. I developed 46 independent training modules (500 questions). This sabbatical helped me to improve my knowledge of wastewater treatment and become a better instructor at CCC.

Polly Schultz
Science
Spring 2015

The purpose of my sabbatical was to investigate and implement new technologies for teaching microbiology for the health sciences. I visited several well-respected universities and laboratories, including OHSU, UO, UW and the State of Oregon Public Health Laboratory. These visits gave me an excellent opportunity to find out what others are doing in the field and to ensure that CCC students are well prepared for the next steps in their careers. The visits resulted in several collaborations and course modification, and underscores that CCC offers a quality inquiry based microbiology class for health sciences majors.

Casey Sims
Counseling Department
Winter and Spring 2015

Faculty Counselor Casey Sims completed a graduate certificate in Interpersonal Neurobiology (IPNB) at Portland State University. IPNB is an interdisciplinary field that places distinct branches of science in a unified context of human experience. The coursework consisted of 26 credits (15 classes). Noteworthy outcomes besides the certificate include recommendations for creating a “brain-safe” classroom environment, a brain-savvy college success workbook, and a new model for communicating IPNB concepts called The River of the Mind, which uses Vexillology (the study of flags) to create a metaphorical mind map that can be used to both teach and cue awareness and regulation.

Sharon Parker
Business
Spring 2015

Data analysis shows that programs offered by CCC’s Business and Computer Science (BACS) department support living wage jobs and have above average job growth and sufficient job openings in the 5 county region to absorb program graduates. BACS programs address a majority of Oregon’s top high wage, high demand jobs, and a majority of fast growing occupations in business and computer science within the 5-county region. Opportunities exist for BACS to create new or modified programs to support current and emerging occupations. The information in this report can be used to support program evaluation, planning, development, and marketing; and student advising.

Thomas Wasson
Art Department (DMC)
Fall 2014

My role in the Art Department and the Digital Multimedia Communications (DMC) program is that of Animation and Digital Media Instructor. The purpose of my sabbatical leave was to deepen, broaden, and refine my skill set(s) within the sphere of the professional, technical courses that I teach here at CCC and practice in my own work. My focus was primarily on Character Design for Animation, Storyboarding for Animation and Film, Dynamic Drawing, Environmental Design for Animation, and Polygonal Modeling, Digital Sculpting, and 3D Animation Techniques. The Internship, with a prominent Portland studio, undertaken during my sabbatical provided all of these at an extremely high level and was supplemented by personal research and experiment. The evolution of my skills afforded me by my sabbatical activities will allow me to continue to provide my students with the best possible training for the achievement of their professional goals.

CCC Board of Education – Topic Summary	
Topic:	OIT to Harmony Phase II Building
Date:	March 9, 2016
Presenter:	Bob Cochran
Division/Department:	Campus Services
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

Staff is providing information to the Board of Education on the space transition from the Oregon Institute of Technology Building to the Harmony Phase II building.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Information only

BACKGROUND:

About one year ago, the college purchased the remaining interest in the Oregon Institute of Technology (OIT) building. This gave the college full control over the building in preparation for its demolition and the construction of Harmony Phase II. To raze the building in the spring of 2016, extensive coordination for the transition of classrooms and tenant spaces has been completed.

At the time of purchase, there were four tenants in the OIT building: Clackamas Community College’s Small Business Development Center (SBDC), Eastern Oregon University, North Clackamas Chamber of Commerce, and Pacific Northwest Defense Coalition (PNDC). Earlier this year, the North Clackamas Chamber of Commerce permanently located to another facility. The remaining partners will be (or have) moved to Harmony Phase I. For SBDC and PNDC, this is a temporary move and these tenants will occupy Harmony Phase II upon completion. Since last year, Eastern Oregon University has occupied two offices at Harmony Phase I and will remain there.

Currently, CCC utilizes eight classrooms and two computer labs in the OIT facility. In the interim, computer based classes will be held in the Harmony I testing lab. Two additional modular classrooms from the Oregon City Campus have been moved to provide a total of four modular buildings west of OIT. This will provide a total of eight (two in each of the four modular classroom) general classrooms for use during the construction of Harmony Phase II.

BUDGET IMPACT/SOURCE OF FUNDS:

No costs have been incurred for this transition.

CCC Board of Education – Topic Summary	
Topic:	Policy Revisions
Date:	March 9, 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:

- Policy BDD: Board Meeting Procedure
- Policy BDDC: Board Meeting Agenda
- Policy BDDG: Minutes of the Meetings
- Policy BDDH: Public Comment in Board Meeting
- Policy BF: Policy Development and Review
- Policy BFCA: Administrative Regulations
- Policy BG: Board-Staff Communications
- Policy BHB: Board Member Development
- Policy BHD: Expenses of Board Members
- Policy BHE: Board Member Liability Insurance

FUTURE REPORT:

These policies will be included in the Consent Agenda for adoption at the April 13 Board meeting. As other policies are approved, they will be brought to the Board for a first reading, then adoption.

Clackamas Community College

Code: **BDD**
Adopted: 1/11/06
Readopted: 9/14/11
Orig. Code(s): 213

Board Meeting Procedure

A majority of the Board (four members) shall constitute a quorum. The affirmative vote of the majority of members of the entire Board is required to transact any business.

The vote of each member on all motions will be recorded in the minutes.

If a Board member chooses to abstain from voting and the abstention is due to a conflict of interest, the Board member shall state the conflict of interest, such abstention will be recorded.

Official business of the Board will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised, Procedure in Small Boards*, as may be modified by the Board, will govern the Board in its deliberation.

The chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)
[ORS 244.120\(2\)](#)
[ORS 341.283](#)

Board Meeting Agenda

The agenda of all regular meetings of the Board will be prepared by the President, or in his/her absence, the deputy clerk, in consultation with the Board chair and/or vice chair. Requests for placing items on the agenda will be forwarded by the vice president to the President. Agenda items, complete with any accompanying informational backup material, will be submitted to the President's office, allowing sufficient time to meet the distribution deadline.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. Upon Board action the removed item will then be placed on the regular agenda.

The agenda will be established following a general order established by Board resolution. Opportunity for the audience to be heard will be included. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the Board agrees to consider them.

The agenda will be distributed to members of the Board one week prior to the date of the regular monthly meeting. The agenda will be available to the press and to interested patrons through the President's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

Members of the public may request a copy of the agenda at the President's office.

Individuals visually impaired will receive an agenda, any related supporting materials available to the general public and minutes in an appropriate alternative format upon request of at least 48 hours notice prior to and/or following a public meeting.

Appropriate auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternate, equally effective communications will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

[ORS 192.640](#)

[ORS 341.283](#)

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):

BDDG - Minutes of the Meetings

BDDH - Public Comment in Board Meeting

Minutes of the Meetings

The Board secretary/clerk will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon Public Meetings Laws.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of approved current minutes at the President's office. Minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

An updated copy of the meeting minutes will be maintained and made available to staff and other interested patrons.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)
[ORS 341.283](#)

Letter Opinion, Office of the Attorney General, #0905 (November 20, 1970).

Public Comment in Board Meeting

All meetings of the Board, with the exception of executive sessions, will be open to the public. The Board invites citizens to attend Board meetings to become acquainted with the program and operation of the College. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids¹ and services.

Auxiliary aids and services for disabled persons will be available at no charge to the individual.

All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternative, equally effective means of communication will be used.

Audience

During an open session of a Board meeting, members of the public are specifically invited to present comment during the designated portion of the agenda. At the discretion of the Board chair, further public participation may be allowed.

The Board may exclude from any such public or executive session, during the examination of a witness, any or all other witnesses in the matter being investigated by the Board.

Request for an Item on the Agenda

A member of the public may request the President to consider an item of concern to be placed on the agenda of a regular Board meeting. This request should be made in writing and presented to the President for consideration.

Procedures for Public Participation in Meetings

The Board will establish procedures for public participation in open meetings. The purpose of these procedures will be to inform the public how to effectively comment in Board meetings for the best

¹Auxiliary aids include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Brailled materials and large print.

interests of the individual, the College and its patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

Letters, Petitions or Written Comments

Letters, petitions or written comments may be accepted at any Board meeting. No action will be taken in response to a letter, petition or written comments before the next regular meeting. Letters, petitions or written comments will be referred to the President for consideration and recommendation.

Criticisms of Staff Members

Speakers may offer objective criticism of College operations and programs, but the Board will not hear complaints concerning individual College personnel. The Board chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)

[ORS 165.540](#)

[ORS 192.610 - 192.690](#)

[ORS 341.283](#)

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):

BDDC - Board Meeting Agenda

Policy Development and Review

Development

The Board has the authority and responsibility to establish policy. The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board will exercise its leadership in the operation of the College.

The policies shall be consistent with Oregon Revised Statutes, Oregon Administrative Rules and all federal laws and regulations. Policies do not encompass all laws relating to the College's activities. All College employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as College employees.

The President will furnish necessary information and make recommendations on new policies and on policy changes.

Adoption

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy.

Any formal motion or action of the Board which, as a revision of existing policy, creates, amends or supplements policy will be called to the attention of the Board when reviewing the minutes for formal adoption.

Board policy documents will be made available in printed or electronic form. When additions, deletions or amendments are made to Board policy, the addition, deletion or amendment will carry the adoption date and the corrected copy will be made available at the earliest opportunity.

Revision

Board policies will be subject to alteration, addition or deletion only upon majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition or deletion at least 24 hours in advance. In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its adoption at a subsequent regular meeting.

A proposed change in policy will not be made at the meeting in which the change is proposed unless an emergency arises. A majority vote of the Board is required to declare an emergency situation.

Suspension

In the event of emergency or special circumstances, the operation of any section or sections of policies not established by law or specifically listed in collective bargaining agreements may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

Review

To keep written policies current and relevant, the Board will annually review and update its policies. The Board also will evaluate the implementation and effect of such policies. The President has continuing responsibility to alert the Board of all policies that may need revision.

Annual Filing Requirements

~~The College shall file annually between December 1 and January 1 either any policy revisions made or a statement that policies currently on file with the Community College Commissioner are being continued.~~

END OF POLICY

Legal Reference(s):

[ORS 341.283](#)

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

[OAR 589-008-0100](#)

Administrative Regulations

Administrative regulations are detailed directions governing the operation of the College.

The President is authorized to formulate such administrative regulations appropriate for the implementation of policies adopted by the Board and necessary for the consistent operation of the College.

When approved by the President, administrative regulations shall be distributed to all affected individuals as appropriate.

The Board may review any administrative regulation and may direct its revision if, in the Board's judgment, such regulation is not consistent with adopted policies.

END OF POLICY

Legal Reference(s):

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

Board-Staff Communications

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the President.

Staff Communications to the Board

All formal communications or reports to the Board or any Board committee from staff members will be submitted through the President. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the College. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to Board meetings, which provide an opportunity to observe the Board's deliberations on matters of staff concern.

Board Communications to Staff

All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the President. The President will provide appropriate communication to keep staff fully informed of the Board's priorities, concerns and actions.

Visits to Campus

Campus visits by Board members will be regarded as informal expressions of interest in College affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of staff, including the President and other supervisors.

END OF POLICY

Legal Reference(s):

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

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Clackamas Community College

Code: **BHB**
Adopted: 9/14/05
Readopted: 9/14/11
Orig. Code(s): 207

Board Member Development

In order that the progress and development of the College be properly assessed, and its constituency be well represented and informed, all members of the Board are encouraged to attend and participate in meetings, conferences or organizations of which the College is a member, or those by which such attendance or participation would benefit the College.

The College may reimburse Board members for actual and necessary expenses for attending meetings, conferences, or organizations that benefit the College.

END OF POLICY

Legal Reference(s):

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

Cross Reference(s):

BHD - Expenses of Board Members

Clackamas Community College

Code: **BHD**
Adopted: 5/11/05
Readopted: 9/14/11
Orig. Code(s): 209

Expenses of Board Members

Members of the Board and budget committee of the College shall receive no compensation for their services, but they shall be allowed their actual and necessary expenses incurred in the performance of their official duties.

Travel, meals, lodging and registration fee expenses shall be reimbursed to members attending Board and budget committee meetings and other meetings, when such attendance has been approved by the Board.

Board members may be reimbursed, when paid admission is required of the general public, for attending College athletic events and other activities as part of their responsibilities of being informed about College operations. The College will establish accounting procedures consistent with this policy.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#) (2)(a), (c)
[ORS 341.283](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, Advisory Opinion 93A-1007 (Nov. 18, 1993).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINION 97A-1004 (Apr. 21, 1997).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Cross Reference(s):

BBAA - Individual Board Member's Authority and Responsibilities
BHB - Board Member Development
DLC - Expense Reimbursements

Clackamas Community College

Code: **BHE**
Adopted: 9/14/05
Readopted: 9/14/11
Orig. Code(s): 219

Board Member Liability Insurance

The Board will purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively from claims made against them as a result of official Board actions taken in the course of official duties.

Members shall, however, not be protected in cases of malfeasance or willful or wanton neglect of duty.

END OF POLICY

Legal Reference(s):

[ORS 30.260 - 30.300](#)
[ORS 341.287](#)
[ORS 341.290](#)

CCC Board of Education – Topic Summary	
Topic:	Bond Projects Workforce Goals
Date:	March 9, 2016
Presenter:	Jim Huckestein/Karl Schultz
Division/Department:	Campus Services/inici group
RECOMMENDATION:	First reading for workforce goals

REASON FOR BOARD CONSIDERATION:

At the Board’s request, staff and the inici group are developing goals for utilizing the local workforce, business, and students on bong-related capital construction projects.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Setting workforce goals will allow the college to keep the commitment made to our community during the bond campaign.

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, which was reviewed at the February 10 Board meeting.

Also at the February 10 meeting, Karl Schultz (inici group) and Jim Huckestein discussed the progress made on determining those goals and potential methods for achieving success by the contracting community. Board members requested a report on the anticipated success rates using a “carrot” versus using a “stick,” and what an achievable workforce goal is for our area.

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 Update on Bond Projects Workforce Goals

FUTURE REPORT:

This will be brought back to the April 2016 meeting for action.

White Paper Update

Bond Projects Workforce Goals

“Clarification of demographics and diversity goals”

March 1, 2016

Goals for this Update:

1. Substantiate CCC’s targeted MWESB/V workforce diversity recommendation of 10%.
2. Substantiate recommendation of a “carrot” approach to CCC’s workforce diversity program.

Recent Regional Diversity Study:

In 2009/2010, Portland Development Commission (PDC) and the City of Portland hired BBC Research & Consulting to conduct a Diversity Study with the goals of reviewing and evaluating current regional data along with current efforts and diversity programs used to promote a “level playing field” for minority-owned (MBEs) and women-owned (WBEs) firms in contracting for professional and construction related services.

The study examined a five year contracting period (2004-2009) for procurement and contracting processes, utilization (% of contract dollars that went to MBE and WBE firms), and **availability** of firms (ready, willing and able to perform the work) for specific sizes and types of contracts **in the Portland Metro service area**. The study analyzed local market conditions and gathered information via thousands of interviews with local area businesses and a month-long public review/response period.

Metro area construction related demographics:

BBC’s research assessed MBE and WBE availability for construction and related professional services work in the region by layering additional screens on available census data.

Demographic distribution of women in 2006-2008:	<u>in Portland Metro</u>	<u>in Oregon</u>	<u>in US</u>
• Women in the workforce, in all industries	45.7%	46.2%	46.5%
• Women business owners, in all industries	41.3%	40.0%	34.1%
• Women business owners design/construction	10.0%	9.7%	7.8%

Portland Metro Area Construction Industry Demographics during 2006-2008:

Race/ethnicity:

- Hispanic Americans: 14.4% (compared to 9.2% of workers in all industries)
- African Americans: 2.1%
- Asian-Pacific Americans: 1.8%
- Native Americans: 1.5%
- Non-Hispanic white: 80.3% (compared to 80.2% of workers in all industries)

Gender:

- Men in construction industry: 89.2% (compared to 54.3% of workers in all industries)
- **Women in construction industry: 10.8%** (compared to 45.7% of workers in all industries)

Current Public Organization Diversity Goals:

- **State of Oregon** has an *aspirational target* for MBE/WBE procurement contracts valued at \$150,000 or less: “**State contacts with minority-owned or women-owned businesses meets or exceeds 10% of the value** of all agency contracts every year where eligible firms exist.”
- **Portland Community College Procurement Diversity Program:** “PCC *aspires to a 20% MWESB utilization rate* on our construction projects.” Contractors are to provide “*good faith efforts*” on all contracts over \$200,000 and some smaller contacts (\$100,000 - \$200,000) if there are substantial opportunities for subcontracting.
- **The PDC** has established a **20% MWESB utilization goal** for PDC-owned construction projects with prime contracts of \$200,000 or greater, based on total bid. Prime contractors are required to make *good faith efforts* to contract with MWESB firms for each scope of work anticipated to result in a subcontract of \$2,500 or greater, whether for subcontractor or supplier opportunity. The prime contractor is required to submit proof showing these good faith efforts.

Potential Barriers to Participation in the Regional Marketplace:

The Disparity Study clarified and examined disparities in prime contracting, sub-contracting and design & construction related professional services and systemic obstacles to MWESB success, these are:

- Size of projects, including access to capital and capacity building
- Learning about bidding opportunities
- Learning about subcontracting opportunities
- Prequalification process
- Obtaining bonds
- Insurance requirements

Methods to Support Diversity Programs:

- Request/require “*good faith efforts*” in contracting with MWESB/V firms, including documentation of communications and advertising.
- Simplify pre-qualifications and bidding procedures and provide technical assistance.
- Establish programs and other methods to assist start-up firms and open to all firms, regardless of race, gender or circumstance.
- Simplify diversity program tracking and reporting requirements to simplify cost and complexity and encourage participation.
- Commit to a neutral or encouragement “carrot” based program to support diversity goals vs. more managed/tracked/reported, time intensive “stick” program.

Recommendations:

1. **Maintain CCC’s workforce equity and diversity goal of 10% and amend to ‘aspiration goal.’**
In consideration of the availability and utilization data summarized in BBC’s final report, CCC’s goal of 10% participation of MWESB/V firms seems ambitious, yet in full alignment with CCC’s desire to create opportunities for area businesses and to utilize a workforce representative of the diversity within the area.
2. **Consider** extending scope of the diversity goal to include professional services. At this time, this diversity goal is focused on construction related services only.
3. **Encourage participation** in CCC’s workforce equity program, rather than require percentage utilization of MWESB/V firms and businesses. Methods of encouragement are included in the White Paper for Bond Projects Workforce Goals. Firmer “*stick*” approaches are not advised due to overall tone and related resistances they create, along with the additional time and costs to manage, report, and track.

4. **Avoid** a higher diversity goal with tighter requirements which could pose legal challenges from companies that could feel reversely discriminated against by not having a larger share of business and/or workforce opportunities. Based on legal overview in the Disparity Study, a race and gender conscious program that meets legally defensible standards must demonstrate:
 - a. Compelling governmental interest to remedy identifiable discrimination
 - b. Program is narrowly tailored to achieve the goal of remedying the identified discrimination

Sources:

Portland Development Commission Disparity Study, Final Report dated June 22, 2011, by BBC Research and Consulting http://www.pdc.us/Libraries/Document_Library/PDC-Disparity-Study_pdf.sflb.ashx

Portland Development Commission Board Report (11-57) Disparity Study update and Executive Summary, dated June 22, 2011.

http://www.pdc.us/Libraries/Document_Library/PDC-Disparity-Study-Executive-Summary_pdf.sflb.ashx

PDC Business Equity Program Specifications –Direct Bid Process Requirements (April 2012)

State of Oregon's Executive Order #12-03 Re: Economic and Business Equity

[http://www.oregon.gov/DAS/HB2667_TaskForce/Economic%20and%20Business%20Equity%20\(07.02.14\).pdf](http://www.oregon.gov/DAS/HB2667_TaskForce/Economic%20and%20Business%20Equity%20(07.02.14).pdf)

Portland Community College Diversity Program:

<http://www.pcc.edu/about/business-opportunities/mwesb/>

CCC Board of Education – Topic Summary	
Topic:	2016/17 Tuition and Fees
Date:	March 9, 2016
Presenter:	Jim Huckestein, Vice President
Division/Department:	College Services
RECOMMENDATION:	Approval of a \$3 per credit hour increase in tuition 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 as well as maintaining investments to increase student success, small incremental increases in tuition revenue provide a portion of the resources to insure sustainability of programs and services.

2016-17 Tuition Recommendations

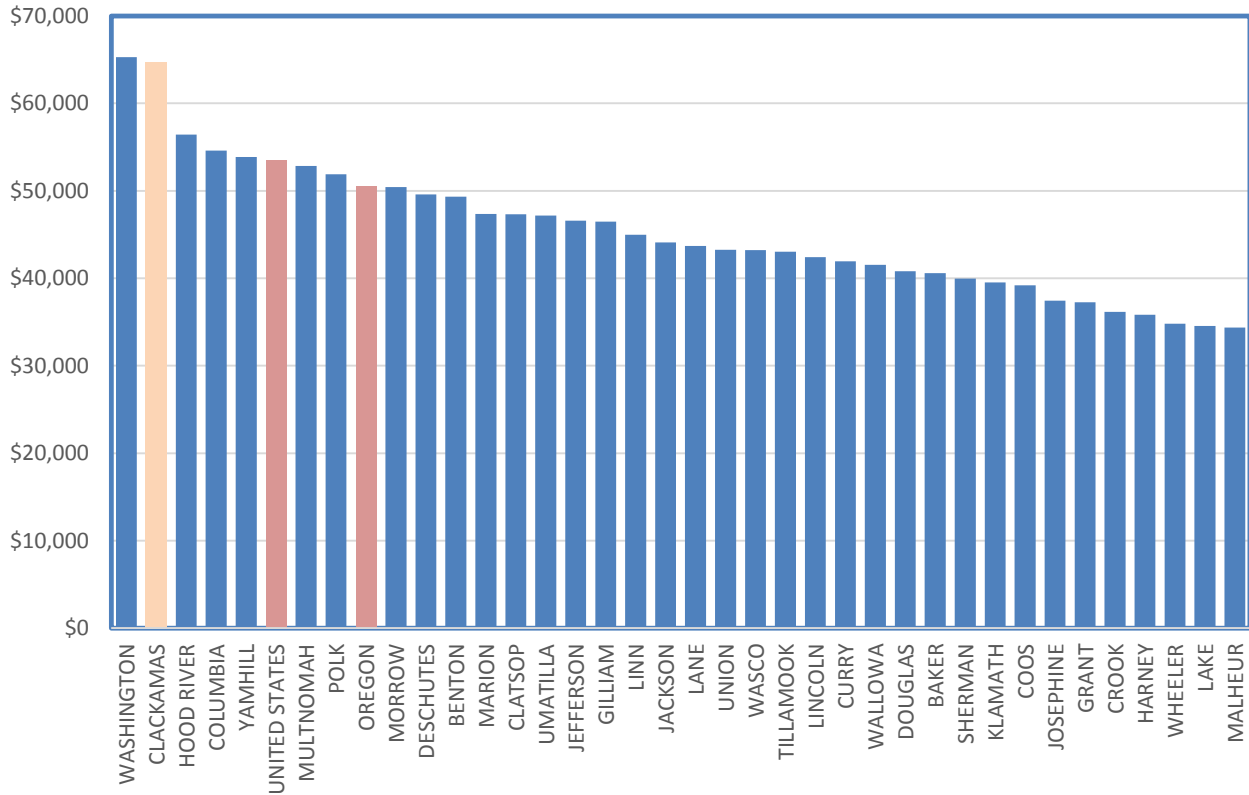
To address these needs, staff recommends the adoption of a \$3 per credit hour increase (from \$87 to \$90 per credit hour). If approved, the \$3 tuition increase would be effective summer term 2016.

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 \$4,268 at Clackamas. 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.

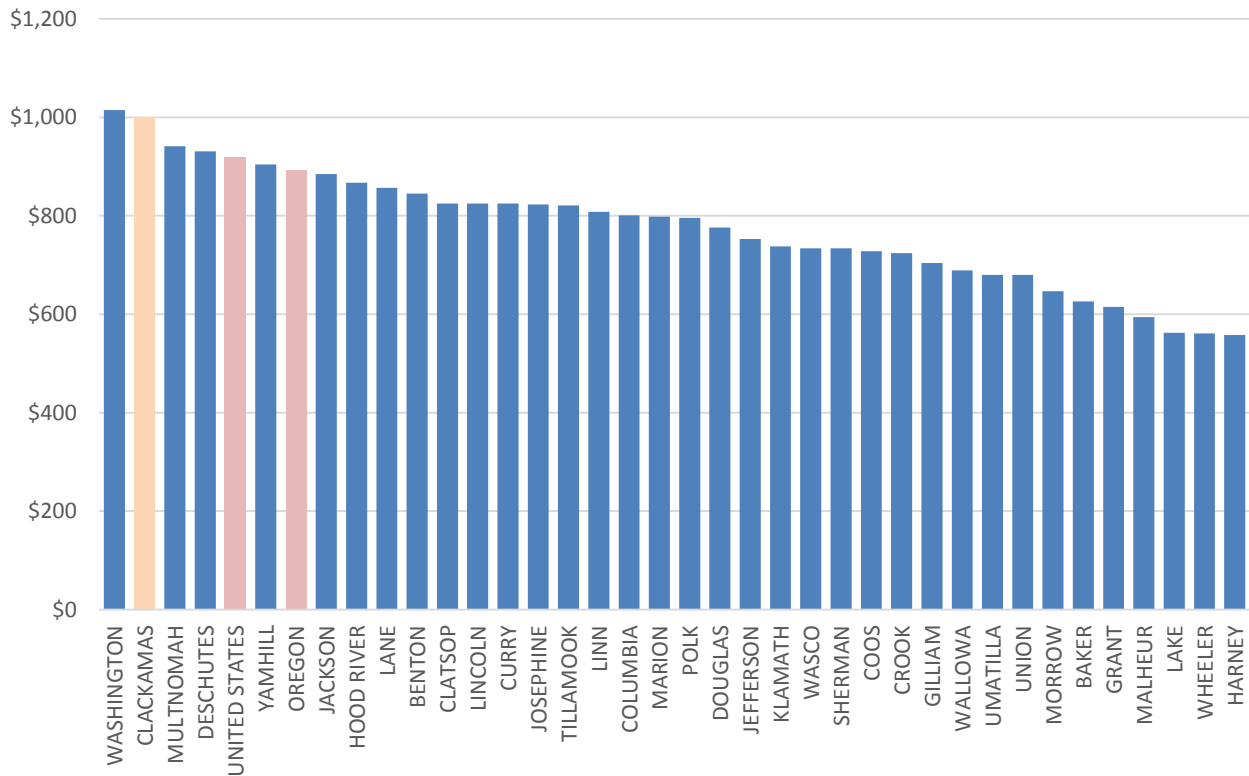
Annualized tuition and fees for international students and out-of-state residents, excluding states where we have border agreements (Washington, Idaho, Nevada and California) will not be increased. Clackamas has the second highest rate in the state and it is sufficient to cover costs.

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

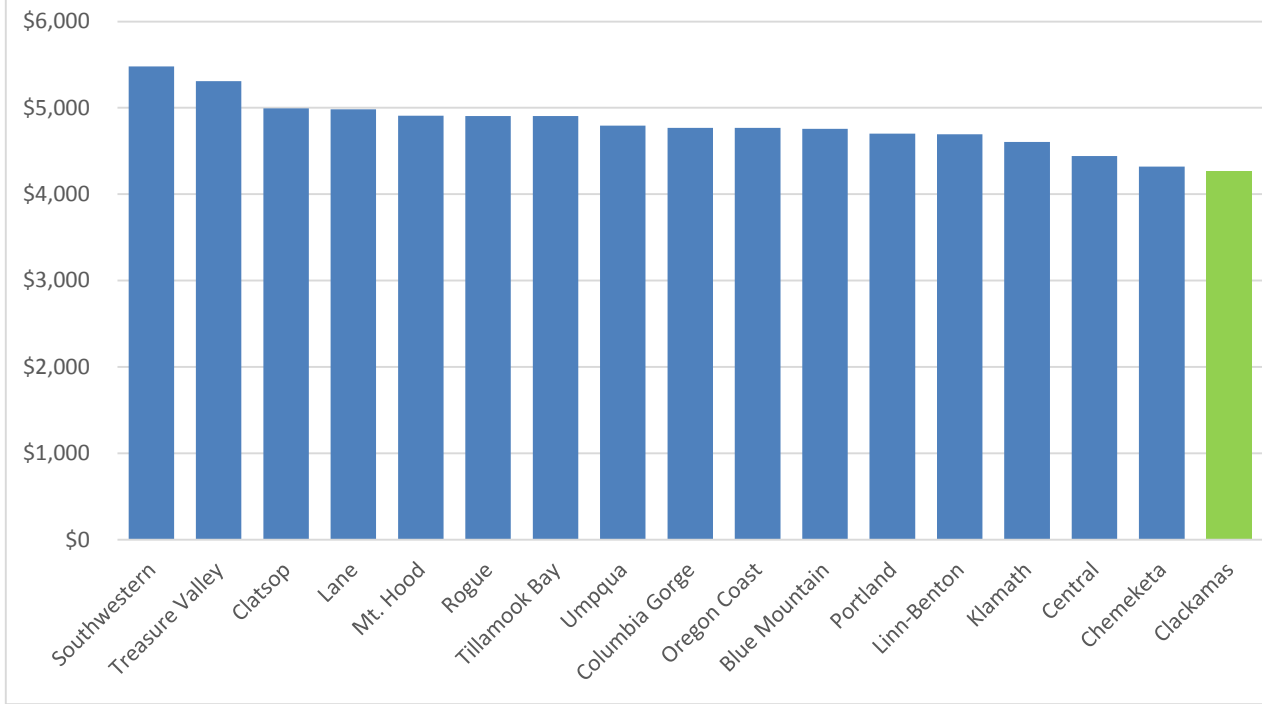
Median Household Income



Median Gross Rent 2010-2014



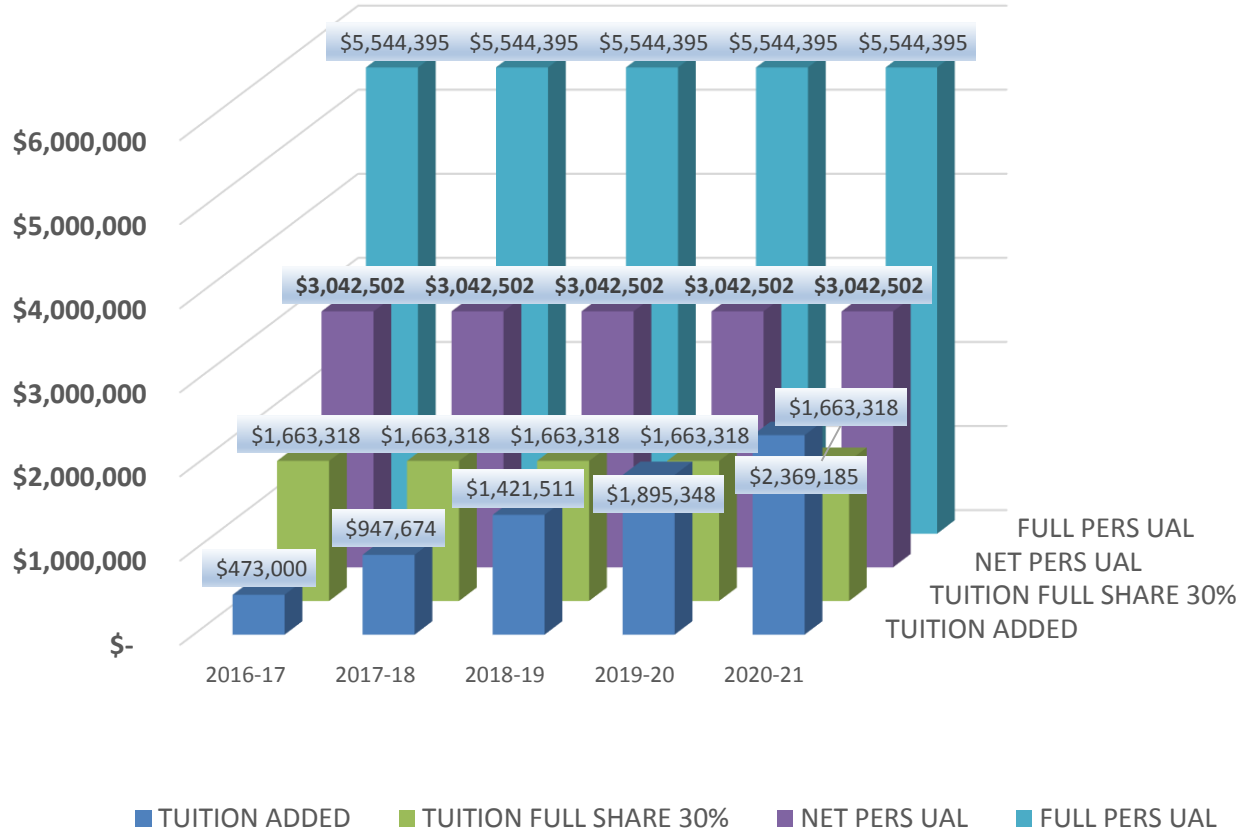
Annualized Tuition and Fees 2015-2016



From December 31, 2014
valuation

	Estimated December 31, 2015	Actuarial Valuation as of December 31, 2014	
		December 31, 2014	December 31, 2013
Clackamas Community College			
Allocated pooled SLGRP T1/T2 UAL	\$48,354,401.19	\$42,457,523	\$18,691,075
Allocated pre-SLGRP pooled liability/(surplus)	4,744,367	4,744,367	4,877,600
Allocated pooled OPSRP UAL	\$3,423,521	3,006,018	1,743,023
SUBTOTAL UAL	\$56,522,289	\$50,207,908	\$25,311,698
Side account	25,505,527	26,294,358	24,651,662
Net unfunded pension actuarial accrued liability	31,016,761	23,601,982	-1,424,740
Combined valuation payroll	27,936,222	26,605,926	26,736,438
Net pension UAL as a percentage of payroll	111%	90%	-6%
Pre-SLGRP pooled rate	1.85%	1.78%	1.85%
Side account rate relief	-9.30%	-10.00%	-10.13%
Allocated pooled RHIA UAL	\$209,003	\$209,003	\$341,205

ESTIMATED PERS UAL IMPACT COMPARED TO CHANGE IN TUITION REVENUE 20 year amortization if paid now, 7.5% assumed rate



CCC Board of Education – Topic Summary	
Topic:	Contract Approval: Opsis Architecture, LLP
Date:	March 9, 2016
Presenter:	Jim Huckestein, Vice President of College Services
Division/Department:	College Services
RECOMMENDATION:	Adopt the resolution to authorize the Vice President of College Services to enter into a contract with Opsis Architecture for design services associated with the Industrial Technical Center/Barlow parking lot project in the amount of \$2,200,000.

REASON FOR BOARD CONSIDERATION:

Opsis Architecture was selected to perform design services for the Industrial Technical Center. At the December 9 Board of Education meeting, a Phase 1 Programming scope was approved. Since that time Opsis has been performing activities under this scope of services. The final contract, scope, and price are now ready for final Board of Education approval for completion of the project.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Approval by the Board of Education of the contract with Opsis Architecture for the design services associated with Industrial Technical Center and renovation of the Barlow parking lot.

BACKGROUND:

After following the state mandated process for selection of design professionals, staff selected Opsis Architecture to provide the design services associated with the Industrial Technical Center building. On December 9, 2015, the Board of Education approved the Phase 1 – Programming portion of this work. Since that time College staff, the inici group, the college attorney, and Opsis Architecture staff have been working through the American Institute of Architects contract template and have come to agreement on the appropriate AIA language for this project. In addition to the detailed scope of work for the Industrial Technical Center, the design for the renovation of the Barlow Parking lot is also included in this fee.

BUDGET IMPACT/SOURCE OF FUNDS:

The fees for Opsis Architecture’s design services for the Industrial Technical Center and the Barlow Parking Lot renovation are paid from bond proceeds. The total fee is \$2,200,000.

ATTACHMENTS:

Resolution

The AIA contract between Clackamas Community College and Opsis is very large and not included in the BOE packet. A paper copy is available upon request.

FUTURE REPORT:

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

RESOLUTION NO. R15/16-40

CLACKAMAS COMMUNITY COLLEGE

A RESOLUTION TO ENTER INTO A CONTRACT WITH OPSIS ARCHITECTURE FOR DESIGN SERVICES ASSOCIATED WITH THE INDUSTRIAL TECHNICAL CENTER

WHEREAS, Clackamas Community College has identified facilities in the 2014 Strategic Facility Assessment at the Oregon City Campus to enhance and continue with the College's mission along with replacing outdated facilities; and

WHEREAS, the Barlow Parking lot was identified in the 2013 Facility Condition Assessment as failing and beyond its useful life, and

WHEREAS, Clackamas Community College District voters approved a \$90 million Capital Bond and the State of Oregon has approved \$8 million for the construction of the Industrial Technical Center; and

WHEREAS, using Oregon Administrative Rules Division 48 Model Rules for Consultant Selection staff has selected OPSIS Architecture as the most qualified firm to provide design services for the design of the Industrial Technical Center, and

WHEREAS, Opsis has started programming work under a Phase I contract approved by the Board of Education on December 9, 2015, and

WHEREAS, the contract adhering to the American Institute of Architects standard template for projects of this size was used with input from Opsis, the college, the inici group and the college attorney, and

WHEREAS, the scope of services and fees were negotiated between Opsis Architecture and their sub consultants, the inici group and college staff.

NOW, THEREFORE, the Board of Education resolves as follows:

The Vice President of College Services acting on behalf of the Board of Education shall enter into a contract with Opsis Architecture for design services associate with the Industrial Technical Center and Barlow Parking Lot renovation design as defined in the contract for a fee of \$2.2 million dollars.

- Industrial Technical Center Base Design \$1,574,000
- Design Alternative Contingency \$64,900
- Sub Consultant Design Services \$83,000
- Barlow Parking Lot Design \$363,520
- Barlow Parking Lot sub consultant Design Services \$16,000
- Project Contingency \$97,955

ADOPTED by the Board of Education of the Clackamas Community College District, Clackamas County, Oregon, this 9th day of March, 2016.

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

By: _____
Chair, Board of Education

ATTEST:

By: _____
President/Clerk



Personnel Report

From 01/20/2016 - 02/19/2016

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
NEW HIRES			
Megan Feagles*	Scheduling & Curriculum Specialist	Classified	2/8/2016
SEPARATIONS			
April Cannon	Enrollment Services Specialist	Classified	1/29/2016
Bobby Smith	Director, Campus Safety	Administrative	1/28/2016
Andy Mingo	DMC Instructor	Faculty	2/5/2016
RETIRED			

*Previously Grant Funded Full Time