

BOARD OF EDUCATION MEETING
Bill Brod Community Center, Room 127
Wednesday, June 22, 2016

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

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

1. CCC Foundation Annual Report – Interim Executive Director Vicki Smith

p 5

RECESS

6:00 pm **BUDGET HEARINGS** (Community Center, Room 127)

This time is designated for comments on the 2016/17 Proposed Budget and the 2015/16 Budget Amendment only. All speakers must sign-in on the "Speaker Sign-In Sheet" provided on the table at the entry-way to CC 127. Everyone signing in is must print legibly, note their address, and whether they are a student, staff, or community member. Comments are limited to three minutes. This is an opportunity for testimony. Respectful consideration is expected for all comments.

1. Hearing on the Proposed 2015/16 Budget Amendment
2. Hearing on the Proposed 2016/17 Budget

6:15pm **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 (Regular and Executive Sessions) 05.11.16 R15/16-50a p 7
 - b. Monthly Financial Report – Director Chris Robuck R15/16-50b p 15
 - c. Capital Projects (Bond) Financial Report – Director Chris Robuck R15/16-50c p 17

V COLLEGE REPORTS

- 2. President’s Business Report – President Joanne Truesdell
 - Recognize Outgoing Association Presidents
 - New Staff Introductions

VI NEW BUSINESS – FIRST READ

- 3. Policy Revisions – President Joanne Truesdell p 19

VII NEW BUSINESS – ACTION

- 4. Construction Manager/General Contractor (CM/GC) for the Industrial Technical Center – Dean Bob Cochran R15/16-51 p 37
- 5. Contract Award: Elevator Upgrades – Dean Bob Cochran R15/16-52 p 43
- 6. Contract Renewal: Project Coordination/Project Management – Dean Bob Cochran R15/16-53 p 49
- 7. 2015/16 Budget Amendment – Vice President Jim Huckestein R15/16-54 p 55
- 8. Adopt 2016/17 Budget, Impose & Categorize Taxes – Vice President Jim Huckestein R15/16-55 p 57
- 9. 2016/17 Budget Appropriations - Vice President Jim Huckestein R15/16-56 p 61
- 10. Contract Award: Schedule Printing & Mailing – Shelly Parini R15/16-57 p 65
- 11. President’s Contract – Chair Jean Bidstrup R15/16-58 p 67

VIII BOARD OPERATIONS

- 12. Personnel Report – Dean Patricia Anderson Wieck p 69
- 13. Future Board Agenda Items – Board Chair (Refer to Board Planning Calendar)
- Operations Reports:
- 14. Board Chair Business Report
- 15. Clackamas Community College Education Foundation – Jean Bidstrup, Board Liaison
- 16. Oregon Community College Association – Ron Adams, Board Liaison
- 17. Bond Project Citizen Oversight Committee – Jane Reid, Co-Chair
- 18. Board of Education Community Reports

IX EX OFFICIO REPORTS AND COMMENTS

- 19. Associated Student Government (ASG) – Brent Finkbeiner, President
- 20. Full-Time Faculty – Bruce Nelson, President
- 21. Part-Time Faculty – Lauren Zavrel, President
- 22. Classified – Enrique Farrera, President

X ADJOURNMENT

EXECUTIVE SESSION (Community Center, Room 126)

The Clackamas Community College Board of Education will meet in Executive Session under ORS 192.660(2)

- To conduct deliberations by the governing body with those designated to carry on labor negotiations. ORS 192.660(2)(d)

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

Monday, July 4	Independence Day (observed), College closed
Monday, July 18	CCC Invitational Golf Tournament, 8:00 a.m., Arrowhead, Mulino
Wednesday, July 27	Board of Education Meeting, 5:00 p.m., CC 127
Monday, August 22	CCC Corporate Challenge, 8:00 a.m., Willamette Valley CC, Canby
Monday, September 5	Labor Day, College closed
Friday, September 9	College resumes Friday operations
Wednesday, September 14	Board of Education Meeting, 5:00 p.m., CC 127
Thursday, September 15	End of Campaign Celebration, 5:00 p.m., location TBA
Monday-Friday, September 19-23	Inservice Week
Tuesday, September 20	All-Staff Inservice Breakfast, 7:30-10:30 a.m., Randall Gym
Wednesday-Saturday, October 5-8	ACCT Leadership Congress
Wednesday, October 12	Board of Education Meeting, 5:00 p.m., CC 127
Friday, October 28	Gold Rush Event, 6:00 p.m., Camp Withycombe
Wednesday-Saturday, November 2-5	OCCA Annual Conference, Salishan Resort
Friday, November 11	Veterans Day, College closed
TENTATIVE - November 10	Classified Appreciation Dessert, 2:00 p.m. and 9:00 p.m.
Wednesday, November 9	Board of Education Meeting, 5:00 p.m., CC 127
Thursday-Friday, November 24-25	Thanksgiving break, College closed
TENTATIVE - December 6	Winter Retiree Reception, 1:30 p.m., Gregory Forum
Wednesday, December 14	Board of Education Meeting, 5:00 p.m., CC 127
TENTATIVE - December 8	All Staff Recognition, 12:00 p.m. and 8:30 p.m.
Friday & Monday, December 23 & 26	Winter break, College closed
Friday, January 2	New Year's Day, College closed
Wednesday, January 11	Board of Education Meeting, 5:00 p.m., CC 127
Monday, January 16	Martin Luther King, Jr. Day, College closed
Monday-Friday, February 13-17	ACCT National Legislative Summit, Washington D.C.
TENTATIVE - February 7	Winter Inservice
Wednesday, February 8	Board of Education Meeting, 5:00 p.m., CC 127
Monday, February 20	Presidents' Day, College Closed
Thursday, February 23	Skills Contest
Wednesday, March 8	Board of Education Meeting, 5:00 p.m., CC 127
TENTATIVE - March 12	Scholarship Reception, 2:00 pm, Randall Gym
Monday-Friday, March 27-31	Spring Break
Wednesday, April 12	Board of Education Meeting, 5:00 p.m., CC 127
Friday, April 21	Board of Education Retreat 1:00-5:00, TBA
April TBA	OCCA All Oregon Academic Team Brunch
Wednesday, May 3	Budget Committee Meeting, 5:00 p.m., Gregory Forum
TENTATIVE - May 10	Spring Retiree Event, 2:00, Gregory Forum
Wednesday, May 10	Budget Committee/Board of Education Meeting, 5:00 p.m., CC 127
Monday, May 29	Memorial Day, College closed
Thursday, June 8	GED & Adult High School Diploma Graduation Ceremony, 7:00 p.m.
Friday, June	College Certificate & Degree Graduation Ceremony, 7:00 p.m.
Wednesday, June 21	Board of Education Meeting, 5:00 p.m., CC 127

WORK SESSION**AGENDA ITEM WS1**

CCC Board of Education – Topic Summary	
Topic:	Foundation Annual Report for 2015-16 and Goals for 2016-17
Date:	June 22, 2016
Prepared By:	Vicki Smith, Interim Executive Director
Division/Department:	President’s Office/Foundation
RECOMMENDATION:	Information only item

REASON FOR BOARD CONSIDERATION:

Each year in the Foundation reports on accomplishments toward its goals for the current year, and outlines strategic goals for the coming Academic Year.

BACKGROUND

Vicki Smith, Interim Executive Director, will present a brief overview of significant Foundation activities and the status of the *Education That Works* 50th Anniversary Fundraising Campaign.

The Foundation will thank the Board of Education for their participation in activities related to VIVA Clackamas, and in responding to President Truesdell’s challenge for cultivating and soliciting matching capital funds in 2015-16.

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Work, Regular, and Executive Sessions from April 13, 2016
Date:	June 22, 2016
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for May 11, 2016

**BOARD OF EDUCATION MEETING
MINUTES
May 11, 2016**

BUDGET COMMITTEE MEETING

See separate Budget Committee minutes.

The Budget Committee meeting recessed at 5:44 p.m. Board Chair Jean Bidstrup announced Regular Session will convene at 6:00 p.m.

REGULAR SESSION

CALL TO ORDER

Chair Jean Bidstrup called the regular meeting of the Clackamas Community College Board of Education to order at 6:00 p.m. on Wednesday, May 11, 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.

College Representatives in attendance: President Joanne Truesdell, Vice President Jim Huckestein, Vice President David Plotkin, ASG President Brent Finkbeiner, Full-time Faculty Association President Bruce Nelson, Part-time Faculty President Lauren Zavrel, and Classified President Enrique Farrera.

Others in attendance: Dean Phillip King, Director Chris Robuck, Director BJ Nicoletti, Dean Sue Goff, Dean Bill Waters, Dean Patricia Anderson Wieck, Dean Cynthia Risan, Dean Dion Baird, Associate Dean Tara Sprehe, Associate Dean Larry Cheyne, Dean Bob Cochran, PIO Lori Hall, Board Secretary Denice Bailey (Recorder), other staff, students, and community members.

REPRESENTATIVE REPORTS AND COMMENTS

Associated Student Government President Brent Finkbeiner reported:

- Last week was the ASG elections. Brent introduced next year's President, Jairo Rodriguez, and Vice President Alexa Carrera. They told the Board a little about themselves and their future plans.
- The voter vote campaign is wrapping up. Statewide, over 20,000 registered to vote through the campaign, which will continue through fall.
- Next week is World Languages week.
- The Multicultural Department is doing a "What's your ID?" event.
- The upcoming Cozy Toes event is to gather socks for the homeless.
- The STEM club has been very active. Next STEM talk is May 20.
- ASG is hosting a BBG for the college birthday party, and Cogie will be there.
- May 23 and 24 is the blood drive with Bloodworks NW.
- May 25 is Alcohol Awareness day. They will give out T-shirts and have food available.
- STEM day is on May 26 and the club banquet is that night.
- The Cougar Run on the 28th benefits mental health services on campus.
- June 1 is field day, with many activities planned including CCC faculty participating in a pie toss.
- The Finals Power Cart will be available during finals week.
- This weekend is the last weekend for OCCSA to meet.
- This is his last CCC Board meeting. He expressed his appreciation for the Board and for allowing him to participate.

The Board expressed their appreciation for Brent's work this year.

Full-Time Faculty Association President Bruce Nelson reported:

- Compose, a creative writing conference put on by the English department, is this Saturday.
- Alice Lewis from the Communications Department made an arrangement with the CCC bookstore to rent textbooks for \$15 per term.
- April Chastain from Horticulture led a team to Mississippi State University to the National Association of Landscaping Professionals competition and they placed 5th in the nation in one event. There were about 25 different events.
- Kathleen Hollingsworth is holding a CCC chamber choir concert on June 5 and a Spring Speakeasy on May 25 that will benefit the vocal music department.
- Karen Maynard reported the Medical Assistant Program has a 100% pass rate on national certification exams, a 100% student satisfaction rating, and a 100% employee satisfaction rating.
- The CCC Theater Department is putting on a new musical, *Urinetown*, which starts on May 19.

Part-Time Faculty Association representative Lauren Zavrel reported:

- PTF are planning a BBQ, and would like to tie it in with the 50th birthday party.
- Last year she reported on her interest in improving professional development for PTF in Oregon. She handed the task off to PTF at other community colleges. They were effective in developing some workshops that will be hosted at Rogue Community College this week. She is pleased and excited to see this work put into practice.
- Elections are upcoming. She will not be running for president.
- There is an article in *The Print* about students in jail. Ten students have received their GED in jail.
- She encouraged everyone to attend the GED/AHSD ceremony on June 9.

Classified Association President Enrique Farrera reported:

- The association is having elections.
- Bargaining is ongoing.
- He will be participating in leadership activities through OEA over the summer.

BOARD OPERATIONS

Personnel Report

The Board reviewed the list of employment changes. President Joanne Truesdell announced that Associate Dean Larry Cheyne has accepted a promotion at Chemeketa Community College. Board Chair Jean Bidstrup congratulated him and thanked him for his service to CCC.

Future Board Agenda Items

The Board reviewed the planning calendar.

Board Chair Business Report

Chair Jean Bidstrup attended the accreditation opening breakfast and Wednesday's final report. She thought it went well and the committee was very impressed with the exhibition room, the quality of the submission, and the atmosphere around campus. She also attended the OCCA All Oregon Academic Team luncheon in Salem with Board Member Greg Chaimov, the Jessie F. Richardson Foundation event, and the CCC Foundation retreat last month.

Clackamas Community College Education Foundation Report

Chair Jean Bidstrup reported that in August of 2013, the CCC Foundation Board of Directors set a 3-year, \$10 million fundraising goal to help celebrate the college's 50th birthday. She announced that while we still have seven months remaining in 2016, the Foundation has exceeded the \$10 million goal. We have exceeded goals in the areas of scholarships and estate gifts, but dollars still need to be raised for the Newell Creek project. Two important dates coming up are the Invitational Golf Tournament at Arrowhead on July 18, and the Corporate Challenge Golf Tournament at Willamette Valley Country Club, on August 24. Jean reported the position of Executive Director of the Foundation has been opened and recruitment efforts have begun. Former Executive Director Greg Fitzgerald remains on leave and may return to work on special projects as his physician allows.

OCCA Report

Board Member Ron Adams reported everything recently has been about the student luncheon – there has been no new business.

Bond Project Citizen Oversight Committee (COC) Report

Board Member Jane Reid reported the committee meets next Tuesday, May 17. The agenda was sent out this week and includes a tour of the Oregon City campus.

Board of Education Community Reports

Dave Hunt attended North Clackamas Education Foundation dinner and auction. He reminded the Board the Gold Rush event will be held on October 28.

Chris Groener had no report

Richard Oathes reported he attended the meeting with the accreditation committee.

Ron Adams attended the Retiree Reception, and said Bruce Nelson, who is retiring this year, gave an impressive speech about what faculty can do for students. Ron reported the ELC work is ongoing. He reported his vision is improving and he can work at the computer and do close-up work.

Greg Chaimov attended the North Clackamas Education Foundation dinner and auction with Dave Hunt and Shelly Parini. He enjoyed the All Oregon Academic Team lunch and the students being honored. He is looking forward to hearing the accreditation report.

Jane Reid went to the accreditation breakfast and meeting with the committee. She made a bond presentation at Beaver Creek Hamlet, and was glad that Luke Norman was there as they had some concerns about traffic and he did a good job presenting the key points.

Jean Bidstrup reported she went to the plant sale and said it was very well attended.

COLLEGE REPORTS

President's Report

President Joanne Truesdell thanked everyone at the college for taking care of accreditation in her absence. She spoke with Dr. Cavalluzzi by phone three times over the three days of the accreditation visit, and he was always very enthusiastic about what was happening at the college. He was especially impressed with how much the Board is engaged in the mission of the institution and community engagement, and the enthusiasm that the Board shows for the college. He repeated that after he met with students, classified staff, and faculty as well and reported the entire team was very impressed with the college. She gave special thanks to Vice President David Plotkin for leading the accreditation effort and to Vice President Jim Huckestein for covering the Budget Committee meeting.

Joanne asked Associate Vice President Shelly Parini to give an anniversary update. Shelly distributed the flyer that was included in all the Pamplin Media newspapers about the 50th birthday party. Included in the flyer is a list of events on the actual day of the birthday party. Shelly then distributed the *Art and Soul* book to the Board, and said they are available for sale in the bookstore for \$19.66, in honor of the 50th anniversary.

Joanne reported on Monday there will be a Veterans Covenant signing hosted by Martha Schrader, in the Gregory Forum. She called the Board's attention to the emergency preparedness report and the bond update that were provided in the agenda folders.

Accreditation Report

Vice President David Plotkin reiterated that the accreditation team genuinely liked CCC. He said the recommendations and commendations are related to established standards and are just drafts until we get the final report from the Commission.

The next step is waiting for the draft report to be sent to us. We will provide any factual corrections and return it to Commission. The Commission holds meeting in June, which President Truesdell and Dean Bill Waters will attend, then their final report is issued including the status of our accreditation. David is certain that our accreditation will be continued.

The recommendations:

- Adopt a comprehensive board policy on academic freedom and responsibility.

- Establish a broad set of student learning outcomes for general education/related instruction for all CTE programs.
- Fully integrate assessment of student learning outcomes across all levels.
- Integrate Core Theme planning with other planning, such as strategic priorities.
- Create Core Theme indicators that are meaningful.

The commendations:

- Proactively and comprehensively manage of hazardous materials.
- Exhibit a high level of collaboration with the community, including partnerships, CWE, internships, etc.
- Engage in strong shared governance and overall collaboration across campus groups.
- Create an environment that is optimistic, collegial, and there is a shared vision across campus groups.

David said he believes it was a very successful accreditation visit.

Chair Jean Bidstrup announced the meeting will recess for the LCRB hearing.

The Board Meeting recessed at 7:04 p.m.

LOCAL CONTRACTS REVIEW BOARD

Hearing – Local Contracts Review Board (LCRB)

At 7:05 p.m., Chair Jean Bidstrup announced the Board will have the first reading of Agenda Item #7 which asks the Board, acting as the Local Contract Review Board, for an approval of an alternative construction delivery method; specifically the Construction Manager/General Contractor form of delivery for the construction of the Industrial Technical Center. Consistent with State Rules ORS 279.015, the college must advertise in at least one trade newspaper 14 days prior to this hearing and acting in its capacity as the Local Review Board, must hold a public hearing prior to considering this item. With that I would like to open the meeting to anyone wishing to speak on the Construction Manager/General Contract method of construction delivery for the Industrial Technical Center.

As there were no comments, the hearing was closed at 7:06 p.m.

The Board Meeting was reconvened at 7:06 p.m.

COMMENTS FROM CITIZENS

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

Board Member Greg Chaimov asked if the Board would allow the speaker to take longer than the three minute time limit. The Board agreed by consensus to allow it.

Tim Nesbitt, representing Oregonians for High School Success, spoke to the Board about Initiative Petition 65, which is focused on student success in high school and after. The petition requires state dedicate \$800 per high school student to fund CTE programs, early college credit, and dropout prevention strategies at Oregon schools. The initiative has polled favorably and has significant support. This would be funded through state revenue growth. He said it should not cost the college anything and should not cause CCC to lose revenue. He responded to questions from the Board and association representatives.

CONSENT AGENDA

The Board considered the approval of the following:

- a. Minutes (Work, Regular, and Executive Sessions) 04.11.16 and 04.13.16
- b. Monthly Financial Report – Director Robuck
- c. Capital Projects (Bond) Report – Director Robuck
- d. 2016/17 Board Meeting Schedule – President Truesdell
- e. Policy Approval – President Truesdell
 - i. Policy CB: Chief Executive Officer
 - ii. Policy CBA: Responsibilities and Duties of the President
 - iii. Policy CBB: Recruitment and Appointment of the President
 - iv. Policy CHCA: Approval of Handbooks and Directives
 - v. Policy CI: Temporary Administrative Arrangements

R15/16-47 Greg Chaimov moved, Jane Reid seconded the motion, to approve consent agenda items a through e. Motion passed unanimously.

Sabbatical Report

Dean Sue Goff introduced astronomy instructor James Dickinson, who reported on his sabbatical. The Planetarium program Starry Night program simulates the night sky. Supernovae were not in the program, so he asked for them to be included. They agreed if he would provide the information. He reviewed articles and books documenting supernovae throughout human history. He found six with sufficient conclusive observations to create simulations. By combining historical data with current theoretical supernova models, he created simple mathematical formulas for these six supernovae. Starry Night used the formulas to create the “Historical Supernovae” simulation which can be viewed by students starting in Winter term 2016. He thanked the Board for allowing faculty to take sabbaticals.

Winter Enrollment Report

Director BJ Nicoletti reviewed details of enrollment for Winter term.

Energy Savings Company (ESCO)

Dean Bob Cochran and Karl Schulze from the inici group provided information about what an ESCO is and how an ESCO could impact the college. The reasons for contracting with an ESCO is to reduce costs, raise additional funds, or seek utility alternatives. ESCO helps reduce utility costs through HVAC improvements, lighting, irrigation controls, and water conservation. There are six companies pre-approved by the state to provide this service. Mt. Hood Community College is one of the colleges that has been utilizing this program.

Bob and Karl clarified that there is no cost to the college. The ESCO funds any improvements and the college pays for it out of the savings realized by the lowered utility bills. This is a regulated, successful, program that has been around more than 10 years. The ESCO assumes all the risk, because if the savings are less than anticipated, they bear the expense.

Bob said the six state-approved companies will do an energy audit on the college and there will be more Board meeting reports prior to bringing a contract forward for approval. President Joanne Truesdell asked him to provide some information about what other colleges have experienced with this process.

NEW BUSINESS – FIRST READ

Construction Manager/General Contractor (CM/GC) for the Industrial Technical Center

Dean Bob Cochran said the hearing held earlier was the first step of this process. Karl Schulze from the inci group reviewed the reasons why they would like to use the CM/GC method for project delivery for the ITC: there are multiple phases of the project, it includes the Barlow parking lot, there are a lot of utilities to deal with, and the construction will be on an active campus. This process allows the contractor to work closely with the design and utility. This will be brought forward for action at the June Board meeting.

NEW BUSINESS – ACTION

City of Milwaukie Consent to Annexation

Vice President Jim Huckestein said in order for us to get building permits for the Harmony Phase II, we must be annexed into the city of Milwaukie. This will allow us to connect to the city's sewer system. Board Member Greg Chaimov clarified that Milwaukie only provides sewer services to areas that are within city limits.

R15/16-48 Dave Hunt moved, Jane Reid seconded the motion, to authorize the college to provide notice to the City of Milwaukie through the *Consent to Annexation & Agreement Not to Contest Annexation* form of its intent to annex the Harmony Community Campus property into the City of Milwaukie. Motion passed unanimously.

Oregon Institute of Technology (OIT) Demolition

Dean Bob Cochran thanked the Board for allowing this last minute item and said the numbers were just finalized yesterday for the OIT demolition costs. FTF President Bruce Nelson asked if costs rose 25% more than projected, as is happening in other projects. Bob replied no, they are in the ballpark of the estimate.

Bob reported there are lots of pre-demolition activities going on. College staff is salvaging anything that can be re-used, the Art Department will go through on Friday to collect items that will be made into a sculpture commemorating OIT and Ickes Junior High, the Women in Trades group will take some items, the Clackamas County Fire Department will use the building to do some (non-fire) exercises, and the Clackamas County Sheriff's Office has used it for some cadet training.

Board Member Dave Hunt asked if there are any time-based incentives for the building construction contracts to be completed. Karl Schulze said no, because the incentive has to be a pretty large dollar amount to be effective. They are working hard to find contractors who are committed to the project. If they cannot find companies willing to bid, this will have to come back to the Board with a different delivery model.

Bob reported a web cam has been set up so the Board can watch the demolition. The link is available on the bond web page.

R15/16-49 Greg Chaimov moved, Dave Hunt seconded the motion to adopt Resolution R15/16-49 authorizing the college to enter into a contract with Konell Construction and Demolition Corporation in an amount not to exceed \$308,896, for the hazardous waste abatement and demolition of the Oregon Institute of Technology building. Motion passed unanimously.

As there was no other business to come before the Board, Open Session was recessed at 8:40 p.m.

Board Chair Jean Bidstrup announced the Board will reconvene in Executive Session under ORS 192.660(2)(d).

EXECUTIVE SESSION

Executive Session was convened in Room CC126 at 8:45 p.m. with the following people present: Board Chair Jean Bidstrup; Board Members Richard Oathes, Dave Hunt, Jane Reid, Ron Adams, and Chris Groener; HR Dean Patricia Anderson Wieck; Vice Presidents Jim Huckestein and David Plotkin; President Joanne Truesdell; and Recorder Denice Bailey.

Labor Negotiations

Staff discussed labor negotiations with the Board.

Adjourned 9:23 p.m.

June 22, 2016

Date

Denice Bailey, Recorder

Jean Bidstrup, Board Chair

Joanne Truesdell, Clerk

Topic:	Monthly financial report -- All funds
Date:	June 22, 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 April 30, 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	\$ 46,669,914	\$ 34,747,311	\$ 11,922,603	\$ 27,633,600
Fee	1,352,895	3,650,326	2,821,008	829,319	2,182,214
Innovation	205,202	470,000	600,064	(130,064)	75,138
Debt Service	2,602,461	8,056,174	1,596,737	6,459,436	9,061,898
Capital Projects (Bond)	33,581,430	75,255	6,940,383	(6,865,128)	26,716,301
Equipment Replacement	1,538,129	250,000	186,678	63,322	1,601,450
Lottery Bond Improvemts	44,691	56,346	101,037	(44,691)	-
Major Maintenance	3,181,598	521,510	568,528	(47,017)	3,134,580
Student Technology	270,833	749,102	249,003	500,099	770,932
Internal Service	564,706	221,638	257,366	(35,728)	528,978
Bookstore	1,277,494	1,840,036	1,828,014	12,022	1,289,516
Customized Training	417,442	506,468	404,882	101,586	519,028
Intramurals and Athletics	10,580	316,301	268,676	47,625	58,204
Student Life & Leadership	169,251	146,685	154,836	(8,151)	161,100
Computer Lab	115,874	49,072	40,836	8,236	124,110
Retirement	1,676,869	1,000,000	710,977	289,023	1,965,891
Student Financial Aid	18,210	19,078,021	20,097,614	(1,019,593)	(1,001,383)
CASE Grant	-	178,003	178,003	-	-
Grants and Contracts	604,091	1,948,836	2,139,354	(190,518)	413,573
WIA Grant	(1)	1,562,594	1,562,593	1	(1)
Insurance Reserve	215,042	100,000	3,625	96,375	311,417
PERS Reserve	1,000,000	-	-	-	1,000,000
Total	<u>\$ 64,557,795</u>	<u>\$ 87,446,280</u>	<u>\$ 75,457,525</u>	<u>\$ 11,988,755</u>	<u>\$ 76,546,550</u>

NOTES

Student Financial Aid, Grants & Contracts, and WIOA Grant:

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.

Internal Service Fund:

Accumulated resources were invested in a college-wide upgrade and consolidation of copier/printer/scan/fax machines in spring 2016.

CONSENT AGENDA

**AGENDA ITEM 1b
R15/16-50b**

Topic:	Monthly financial report -- General Fund
Date:	June 22, 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	April 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	\$ 3,877,815	30%	\$14,675,131	114%	\$10,070,636	76%	\$12,844,886	\$14,787,185	\$ 1,942,299
Property taxes	81,392	0%	16,356,040	97%	15,538,815	100%	16,795,698	17,009,988	214,290
Tuition, net of waivers	(162,220)	-1%	13,871,993	98%	14,030,652	99%	14,162,536	13,752,512	(410,024)
Other revenue	117,819	7%	1,696,749	96%	1,637,306	94%	1,768,241	1,717,618	(50,623)
Transfers in	-	0%	70,000	100%	436,200	98%	70,000	70,000	-
Total revenue	<u>3,914,806</u>	<u>9%</u>	<u>46,669,914</u>	<u>102%</u>	<u>41,713,609</u>	<u>92%</u>	<u>45,641,361</u>	<u>47,337,303</u>	<u>1,695,942</u>
EXPENDITURES									
Personnel services	3,041,215	8%	27,100,376	74%	25,908,791	73%	36,717,121	35,916,837	800,284
Materials and services	383,053	6%	5,013,784	80%	4,846,662	80%	6,306,467	6,113,727	192,740
Capital outlay	15,752	5%	271,317	92%	162,703	65%	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>3,440,020</u>	<u>8%</u>	<u>34,747,311</u>	<u>76%</u>	<u>32,639,584</u>	<u>75%</u>	<u>45,780,921</u>	<u>44,640,122</u>	<u>1,140,799</u>
Net revenue (expenditures)	<u>\$ 474,786</u>		11,922,603		9,074,026		(139,560)	2,697,181	2,836,741
Fund balance at start of year			15,710,997		12,180,027		15,117,000	15,710,997	593,997
Fund balance at report date			<u>\$27,633,600</u>		<u>\$21,254,052</u>		<u>\$14,977,440</u>	<u>\$18,408,178</u>	<u>\$ 3,430,738</u>

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

9,080,828

AMOUNTS USED FOR BUDGET AND PROJECTIONS

State comm college support: CCSF for 2015-17 (in millions)	\$ 500	\$ 550
Property taxes: Increase over prior year	4.5%	4.5%
Tuition, net of waivers: Change in revenue from prior year	-2.0%	-5.0%
Personnel services: Projected wages are 2% less than budget to account for turnover and vacancies		
PERS rate as % of actual General Fund wages	19.6%	19.6%
Materials and services: Except where actual is known, projected is 5% less than budget for underutilization		
Fund balance in excess of minimum 10% of revenue, excluding July state appropriation payment		

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

CONSENT AGENDA

**AGENDA ITEM 1c
R15/16-50c**

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	June 22, 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 April 30, 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	14,717,927	(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)		133,418
OR City land use application		4,411
Oregon City master planning		102,194

Harmony phase II

	fall 2017	20,000,000	
Purchase land & OIT building		4,200,000	4,208,741
Project management			65,898
OIT building demo			30,439
Legal, set up modulars, etc.			89,919
Architect and engineering			1,088,785
Construction			-

Industrial Technical Center

	spring 2018	18,000,000
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REVENUE AND EXPENDITURES, inception to April 30, 2016								
Expected Completion	Budget	All Projects	Harmony Phase II	Industrial Tech Ctr	DeJardin Addition	Major Maintenance	Project Related	Total
Project management				19,335				
Architect and engineering				163,166				
DeJardin addition	10,000,000							
Project management					654			
Major maintenance	26,000,000							
Project management						64,119		
IT network infrastructure & wireless	2,000,000					1,533,417		
Meyers Road extension	4,000,000					25,540		
Elevator and ADA upgrades						51,955		
Title IX						23,914		
Barlow Automotive remodel	10,000,000							
North tunnel remodel (Randall)						896		
Roofing								
Costs paid from unrestricted \$							93,459	
Total expenditures	<u>108,917,927</u>	<u>240,024</u>	<u>5,483,783</u>	<u>182,500</u>	<u>654</u>	<u>1,699,841</u>	<u>93,459</u>	7,700,261
COMMITTED: contracts minus expenditures to date								<u>2,740,376</u>
AVAILABLE: not yet spent or committed								<u>23,491,633</u>

CCC Board of Education – Topic Summary	
Topic:	Policy Revisions
Date:	June 22, 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.

The Board Policy Review Committee approved this set of policies on April 13 and May 11. They have been presented at Presidents’ Council and College Council.

BUDGET IMPACT/SOURCE OF FUNDS:

No fiscal impact is associated with the adoption of policies

ATTACHMENTS:

- Policy DB: Budget
- Policy DBDB: Fund Balance
- Policy DBEA: Budget Committee
- Policy DED: CCC Foundation
- Policy DF: Fundraising
- Policy DGA/DGB: Signature Authority
- Policy DID: Fixed Assets
- Policy DIE: Audit
- Policy DJC: Procurement Requirements
- Policy DLC: Expense Reimbursements
- Policy DMA: Tuition and Fees
- Policy DN: Disposal of College Property

FUTURE REPORT:

These policies will be included in the Consent Agenda for adoption at the July 27 Board meeting. As other policies are approved, they will be brought to the Board for a first reading, then adoption.

Clackamas Community College

Code: **DB**
Adopted: 10/12/11

Budget

The budget will serve as the **year one of a five-year** financial plan of operation for the College and will include estimates of expenditures for a given period and purpose and the proposed means of financing the estimated expenditures.

The budget will be prepared in full compliance with Local Budget Law. The President will be designated as budget officer and will direct the preparation of the budget document.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 310.060](#)

[ORS 328.542 - 328.565](#)

[ORS 341.305](#)

[ORS 341.308](#)

[OAR 150-310.060-\(A\)](#)

OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL.

Community College Accounting Manual, Department of Community College and Workforce Development.

Cross Reference(s):

BC/BCA - Board Organization/Board Organizational Meeting

Fund Balance

The Board recognizes its responsibility to establish a General Fund unreserved fund balance¹ in an amount sufficient to:

1. Protect the College from unnecessary borrowing in order to meet cash-flow needs;
2. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events;
3. Meet the uncertainties of state and federal funding; and
4. Help ensure a College credit rating that would qualify the College for lower interest costs and greater marketability of bonds that may be necessary in the construction and renovation of College facilities.

Consequently, the Board directs the President to propose the budget such that the sum of General Fund contingency and unappropriated ending fund balance is at least ten percent of budgeted revenue. The Board further directs the President to manage the currently adopted budget such that actual General Fund unreserved ending fund balance is at least ten percent of actual revenues. For this calculation, actual fund balance at each year end and actual revenue for each fiscal year will be reduced by the amount of the state appropriation payment received in July at the end of the biennium. If, during any fiscal year, the projected year end General Fund unreserved ending fund balance falls below the ten percent target, the President will provide a plan to the Board to restore the unreserved fund balance with a time frame for its restoration.

¹The Government Finance Officers Association (GFOA) recommends, at a minimum, that colleges maintain an unrestricted fund balance in their general fund of no less than 10 percent of regular general fund operating revenues, or regular general fund operating expenditures.

In determining an appropriate unreserved fund balance, the Board will consider a variety of factors with potential impact on the College's budget including the predictability and volatility of its expenditures²; the availability of resources in other funds as well as the potential drain upon general fund resources from other funds³; liquidity⁴; and designations⁵. Such factors will be reviewed annually.

END OF POLICY

Legal Reference(s):

[ORS 294.311\(18\)](#)

[ORS 294.398](#)

²Risk factors that colleges should consider when setting the minimum reserve are revenue source stability, expenditure volatility, liquidity, fluctuation in student population, vulnerability to extreme and unexpected events, leverage (such as debt or other liabilities), other funds' dependency, and capital projects (non-bond funded)

³The availability of resources in other funds may reduce the amount of unreserved fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unreserved fund balance be maintained in the general fund.

⁴The disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained.

⁵The need to maintain a higher level of unreserved fund balance to compensate for any portion of unreserved fund balance already designated for a special purpose.

Clackamas Community College

Code: **DBEA**
Adopted: 8/08/07
Readopted: 10/12/11
Orig. Code(s): 718

Budget Committee

Responsibility

The budget committee meets to receive the budget message from the budget officer (the President) and to review, revise and approve the proposed budget document within the provision of applicable state law.

Organization

The budget committee consists of the seven members of the Board and an equal number of citizens appointed by the Board. Citizen members of the budget committee serve for staggered three-year terms.

To be eligible for appointment, the appointive member must:

1. Live in the appropriate zone in the College district;
2. Not be an officer, agent or employee of the College;
3. No budget committee member may receive any type of compensation from the College.

At a regular meeting, the Board will identify vacant budget committee positions that must be filled by appointment of the Board. A position is defined as vacant when the term expires, or the current member resigns or otherwise vacates the position. The Board will announce the vacancies and receive applications from interested persons.

Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee.

At a regular meeting, the Board will review the names of persons filing applications and will appoint persons to fill the vacant positions.

If any appointive member is unable to complete the term for which he or she was appointed, the Board will announce the vacancy at the first regular Board meeting following the resignation or removal of the committee member. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting or during the regular selection process if no budget meetings are scheduled prior.

All meetings of the budget committee are open to the public. The budget committee may request of the ~~President~~ **budget officer** any information used in the preparation of or for use in revising the budget document. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the ~~President~~ **budget officer** or as subsequently revised by the committee.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)

[ORS 192.610 - 192.710](#)

[ORS 294.305 - 294.565](#)

[ORS 341.357](#)

Clackamas Community College

Code: **DED**
Adopted: 1/10/07
Readopted: 10/12/11
Orig. Code(s): 220; 501

Clackamas Community College Foundation

The Clackamas Community College Foundation (CCC Foundation) is an independent, nonprofit 501 (c)(3) tax exempt charitable organization, the purpose of which is to raise friends and funds for the College **and its students**. The Foundation receives, invests, administers and disburses restricted and unrestricted gifts. Foundation activities focus on creating opportunities for students, encouraging innovation in the classroom and building partnerships with the community. The College provides Foundation staff support as needed. The Foundation acts as a separate organization from the College, with policies set forth by the CCC Foundation Board, which is made up of voluntary members.

The College Board reviews and, may renew, the Memorandum of Understanding with the Foundation Board every three years.

The College Board shall designate one of its members to be a voting member of the Foundation Board and to make periodic reports on Foundation activities to the College Board.

The College requires the Foundation to report on a periodic basis to the Board, and to conduct an annual audit.

END OF POLICY

Legal Reference(s):

[ORS 65.036](#)
[ORS 341.290\(2\)](#)

Clackamas Community College

Code: **DF**
Adopted: 8/09/06
Readopted: 10/12/11
Orig. Code(s): 502

Fundraising

The College, **in coordination with the CCC Foundation**, is committed to an active, coordinated program of fundraising including grant writing, cash solicitation and noncash gift solicitation.

Fundraising efforts supplement the College's major revenue sources (property tax, state support and tuition) and allow for growth, innovation and improved services.

Every effort should be made to provide a consistent college message to potential donors. This includes avoiding duplication of donor contacts, ensuring appropriate acknowledgement of gifts and keeping in compliance with college policies and Oregon/Federal IRS laws.

Short and long term implications of all fundraising activities should be carefully reviewed ~~by College staff~~. This includes donor restrictions, college matching requirements and long-term funding after the external support ends.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\), \(19\)](#)

Clackamas Community College

Code: **DGA/DGB**
Adopted: 8/08/07
Readopted: 10/12/11
Orig. Code(s): 710

Signature Authority

The Board will, at its annual organizational meeting following July 1 or at other times deemed necessary by the Board, authorize the following:

1. Bank Accounts

Payments from bank accounts shall be by check or electronic disbursement. No cash payments or withdrawals are authorized. Authorized signers for College bank accounts are the President, Vice President of College Services and Vice President of Instruction and Student Services. The Board authorizes the use of facsimile signatures by those persons authorized to sign College checks.

2. Local Government Investment Pool (LGIP) Accounts and Investments

Debt service payments may be made to the paying agents directly from LGIP accounts. All other payments from and all deposits to LGIP accounts are by transfer from college bank accounts.

All the maturities, sales and purchases of investments are to/from college bank accounts. The Vice President of College Services or designee may move funds to and from the LGIP accounts and investments.

3. Contracts

The President, Vice President of College Services and Vice President of Instruction and Student Services are authorized to contractually obligate the College. The President may designate by administrative regulation other authorized signers for contract accounts under \$50,000.

END OF POLICY

Legal Reference(s):

[ORS 294.120](#)
[ORS 341.703](#)

Clackamas Community College

Code: **DID**
Adopted: 9/12/07
Readopted: 10/12/11
Orig. Code(s): 708

Fixed Assets

Fixed assets are land, buildings and building improvements, equipment and other durable items with a useful life of more than one year.

Capitalization policy defines which fixed assets are treated as assets for financial reporting purposes. Capitalized assets are those with an initial cost of \$5,000 or more and an estimated useful life of more than one year.

Inventory policy defines how fixed assets are inventoried. Business services maintains fixed asset inventory of:

1. All capitalized assets;
2. All licensed vehicles, regardless of cost.

Noncapital fixed assets may be maintained by individual departments as appropriate to their custodial responsibilities and the nature of the items, such as the inventory of computers and selected electronic equipment by information technology services.

END OF POLICY

Legal Reference(s):

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

Community College Accounting Manual, Department of Community College and Workforce Development.

Cross Reference(s):

DN - Disposal of College Property

Clackamas Community College

Code: **DIE**
Adopted: 9/12/07
Readopted: 10/12/11
Orig. Code(s): 702

Audit

An audit of the comprehensive annual financial report of the College will be made annually by an independent certified public accountant selected by the Board. The audit examination will be conducted in accordance with ~~minimum~~ auditing standards established by the Secretary of State and all other applicable standards and regulations.

A copy of the audit report will be presented to the Board, and submitted to appropriate agencies.

END OF POLICY

Legal Reference(s):

[ORS 297.425](#)

[ORS 341.709](#)

[OAR 589-002-0800](#)

[OAR 589-002-0900](#)

Procurement Requirements

The Board is the Local Contract Review Board (LCRB) for the College. All public contracts shall be invited in accordance with applicable competitive procurement provisions of Oregon Revised Statutes (ORS) and adopted public contracting rules.

The public contracting code (ORS 279) applies to all state agencies and local governments, including the College. The code requires the Attorney General to adopt rules of procedures. These Model Public Contract Rules are in Oregon Administrative Rules (OAR) Chapter 237, divisions 046 through 049. Local governments are subject to the model rules unless they adopt their own. The Board, acting as its own LCRB, has adopted the Community College Rules of Procurement (CCRP) developed by participating Oregon community colleges. The CCRP makes exceptions and clarifications to the model rules that address community college needs. For items addressed in the CCRP, the CCRP prevails over the Model Public Contract Rules.

Where necessary, the Board ~~has made~~ will approve the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the College and made available on request.

The College shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065 (5)(b), to determine whether any modifications need to be made to College rules to ensure compliance with statutory changes. New rules, as necessary, shall be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.

~~The Board recognizes that a public contracting agency that has not established its own rules of procedure as permitted under ORS 279A.065 (5) is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt.~~

END OF POLICY

Legal Reference(s):

[ORS Chapters 279A](#), 279B and 279C

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

Cross Reference(s):

DJ - Purchasing

Clackamas Community College

Code: **DLC**
Adopted: 2/08/06
Readopted: 10/12/11
Orig. Code(s): 713

Expense Reimbursements

The College will reimburse employees and board members for business-related travel expenses. The College will remain supportive of professional development and self improvement that requires travel while maintaining procedures to ensure the cost effective and appropriate use of College resources. The procedures shall comply with all applicable federal and state requirements.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)
[ORS 341.290\(2\)](#)

I.R.C. § 162; Business Expenses, 26 C.F.R. 1.162-1.
INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.

Cross Reference(s):

BHD - Expenses of Board Members

Clackamas Community College

Code: **DMA**
Adopted: 3/13/96
Readopted: 10/12/11
Orig. Code(s): 602; 716

Tuition and Fees

The Board shall establish tuition rates and fees ~~and set refund schedules for students withdrawing from~~ **for** the College. The President shall submit recommended rates and fees ~~and refund schedules~~ to meet the budget calendar.

The Board extends achievement, talent, incentive, employment and need-based tuition waivers to qualified students, community partners and staff (including retirees, retiree dependents and employee dependents) for classes ~~sponsored~~ **offered** by the College. Tuition waivers apply toward tuition only. The creation or elimination of any student tuition waiver program requires Board approval.

The general student fee and student technology fee provide the student's share of the cost for non-course-related services available to the general college community, such as athletics, student government, computer labs and instructional technology. General student fee and student technology fee rates are established by the Board.

Other fees are charged to transfer some of the direct costs of instruction and instructional support services to students rather than raising tuition for all. Fees are justified when the student receives an "extra value" not received in another class charging tuition, or when there are additional costs related to instruction for that class or activity. Other fees are categorized as follows:

1. Course fees cover the costs beyond the normal classroom to ensure a competitive and quality program;
2. Service fees are paid by the student or other users for services beyond the normal registration and payment process;
3. Special program fees are designed to recover costs of a workshop, class or activity targeted to a specific market segment or special population or controlled by third party contract.

New course fees are approved by the Board as part of the annual budget adoption. Service fees and special program fees are approved by the Vice President of College Services or the Vice President of Instruction and Student Services.

Course Fees

Fees may be used for costs related to instructional delivery and support, including personnel.

Course fee revenue and expenditures are accounted for by department. Fee balances by department carryover for use in subsequent fiscal years. If a department's General Fund expenditures exceed the budget at year end, excess expenditures will be reclassified to the department's Fee Fund, unless excepted

by the Vice President of Instruction and Student Services. If a department's Fee Fund balance is a deficit, expenditures will be reclassified to the General Fund.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(7\), \(8\)](#)

[OAR 589-002-0200](#)

Disposal of College Property

The Board follows Public Contracting Law which includes disposal of property. Procedures for surplus are included in Community College Rules of Procurement (CCRP).

END OF POLICY

Legal Reference(s):

[ORS 279B.055](#)
[ORS Chapters 279A](#), 279B and 279C
[ORS 341.290\(5\)](#)

Cross Reference(s):

DID - Fixed Assets

CCC Board of Education – Topic Summary	
Topic:	Construction Manager/General Contractor (CMGC) for the Construction of the Industrial Technical Center project.
Date:	June 22, 2016
Prepared By:	Bob Cochran, Dean of Campus Services
Division/Department:	Campus Services
RECOMMENDATION	Adopt Resolution R15/16-51 allowing exemption from the standard Design, Bid, Build delivery method of procurement of construction services to the Construction Manager/General Contractor delivery model for the construction of the Industrial Technical Center project.

REASON FOR BOARD CONSIDERATION:

In November of 2014, the voters within the College district passed Ballot Measure 3-447 resulting in \$90 million of funds to be spent on new facilities and major maintenance items at the college. Since that time college staff has been working on several capital and major maintenance projects including Harmony Phase II, Randall Locker room upgrades, and elevator upgrades. This topic addresses the construction delivery method requested to be used for Industrial Technical Center project.

BACKGROUND:

In late 2015, the college awarded the design of the Industrial Technical Center to OPSIS Architects. Since that time the architect, staff and stakeholders have completed programming and are now developing the schematic design drawings. These drawings will be followed by the Development Drawing phase then the development of Construction Drawings along with contract plans and specifications.

Staff, the college’s program manager, and the architect agree that since this project is complex in nature, requires detail construction phasing for the site work, work being completed adjacent to on going College student and public activity, and somewhat uncertain in scope, it lends itself to an alternative method of contractor selection; specifically the Construction Manager/General Contractor (CMGC) procurement method. The CMGC is a modified Design Build process in which Clackamas Community College would hold the contract for both the design consultant and the contractor during the design and construction services. This arrangement contractually places the College in charge of project decisions and keeps any cost savings with the College. The benefits of this type of alternative construction method are control costs, speed of delivery, flexibility, and reduction of risk to the College.

The CMGC procurement method allows the owner (Clackamas Community College) to select a qualified contractor early on in the project to assist with design, provide value engineering and in the end save the project time and expense. To change from the standard design, bid, build construction model, the Board of Education, acting as the Local Contract Review Board (LCRB), must pass a Resolution allowing the change from the standard procurement method. This agenda item follows Oregon Administrative Rule, Division 49 – General Provisions Related to Public Contracts for Construction Services. In these rules an alternative method (specifically) CMGC can be used if found applicable by the LCRB. The rules require fourteen findings

(ORS279.335 (2)(B)) to be addressed and a public hearing held prior to approval of the CMGC procurement method by the LCRB.

The findings are necessary to facilitate discussion and are not intended to be yes/no decision making tools. The thirteen findings and CCC's responses are as follows.

1. How many persons are available to bid:

This project is somewhat technical in nature, but not specialized. Considering the Portland Metro market, it could be assumed that 5 – 10 firms would bid on this project. This delivery method appeals to more construction firms who are qualified to complete this type of project construction.

2. Construction budget and projected operating costs for the completed public improvement.

The estimated construction budget for the ITC is \$12 million and the \$6 million for the Barlow Parking Lot. The operating cost of the building is roughly estimated at \$100,000 per year and includes utilities and maintenance/custodial personnel. The parking lot is estimated at \$10,000 per year for maintenance and upkeep.

3. Public benefits that may result from granting the exemption.

Public benefits resulting from the CMGC method may include reduced cost from the selected contractor's value engineering and added flexibility of the currently very tight project schedule to complete the project. The target completion date is early summer 2018 which would allow transfer of equipment from the existing space in Barlow Hall to the new ITC during the summer in preparation for a fall 2018 opening. The CMGC method will help staff and consultants to better determine and manage project scope and costs estimates early in the project ensuring that the overall project schedule is met for 2018 opening.

4. Whether value engineering techniques may decrease the cost

CMGC will add a value engineering component to the project. Bringing an experienced contractor on board early in the design phase to identify cost saving opportunities and design modifications will certainly reduce costs. The CMGC selection will focus on the proposing firms' skill in providing cost management and cost reduction solutions.

5. The cost and availability of specialized expertise that is necessary for the public improvement.

Designing for and constructing an advanced manufacturing facility such as the ITC, can be a specialized field requiring expertise in structures of varying components, solar arrays, manufacturing and classroom spaces. The current cost estimate for construction appears high based on preliminary review by staff and CCC program manager. A CMGC can address costs early on in the design process and the design and/or scope can be modified to meet financial constraints. In addition, they can advise on material selection and provide recommendations on materials that are cost effective and steer the team away from expensive of material or material shortages. This will save project costs and reduce schedule risk for the construction of this project.

6. Likely increases in public safety.

Utilization of the CMGC method with an experienced contractor should result in safety issues being addressed both during design and construction and long term use of the completed facility. In addition, this facility will be constructed during the school year when staff, students and visitors are present. Using the CMGC model for the ITC will allow a very detailed safety plan not only for the construction materials and workers, but the circulation of students, staff and visitors who must park and travel adjacent to the construction zones.

7. Whether the exemption may reduce risk to the contracting agency or the public.

CMGC method will reduce risk to the college by providing accurate cost estimating and allow the College flexibility to modify the project scope and budget as deemed necessary prior to construction. Also, the CMGC will advise on issues that impact schedule and manage the construction and material selection which reduces the schedule risk.

8. Whether the exemption will affect the sources of funding for the public improvement.

The exemption will not affect the source of the funding for the ITC. The ITC is funded from the 2014 Bond funds and the \$8 million state match.

9. Whether granting the exemption will “better enable” the contracting agency to control the impact of market conditions on the costs and time necessary to complete the improvements.

The CMGC process will allow the contractor to procure/order items with long lead times such as difficult to obtain materials and finishes and obtain competitive pricing on other project related materials. In addition, having the contractor on board early in the project will allow them to better prepare for the construction and maximize scheduling, thereby meeting the desired time limits.

10. Whether granting the exemption will “better enable” the contracting agency to address the “size and technical complexity” of the project.

An experienced CMGC contractor will have the opportunity to coordinate with design professionals regarding the technical aspects of the project throughout the designing phases. This will be critical for the phasing of the parking lot construction.

11. Whether the public improvement involves new construction or renovates or remodels an existing structure.

The ITC project is considered new construction. The Barlow Parking lot will be a complete renovation of the existing facility, including site utilities and campus roadway that needs to be kept open during construction for public use and use by emergency response teams to respond to campus incidents.

12. Whether the public improvement will be occupied or unoccupied during construction.

The ITC will be unoccupied during construction. Occupancy is estimated for summer 2018. The Barlow parking capacity is needed by the students. The lot construction requires complex phasing with approximately ½ of the lot occupied at a time. This method will allow for phasing of parking and utility construction that has the least impact to students.

13. Whether the public improvement will require a single phase or multiple phases of construction work.

While the ITC is being designed for future expansion to the east, this project is considered one phase of work. To accommodate the parking needs of the staff and students the Barlow Parking lot will be completed in two phases at a minimum. More phases may be required once the project work is started to provide the least impact to public and emergency responders.

14. Whether the contracting agency has, or has retained under contract, and will use, personnel, staff and lawyers that have expertise in the alternative contracting matters to assist in developing the alternative contracting method and to negotiate administer and enforce the public improvement contract.

The college will utilize staff, our program managers (the inici Group who has managed over \$1B dollar of GMGC projects), and the college attorney (Berry, Elsner, and Hammond) each with expertise in the CMGC model of construction delivery to ensure a complete and comprehensive CMGC contract.

Following approval by the LCRB of this resolution for the CMGC procurement method for preconstruction and construction services, staff and the design team will develop a Request for Qualifications for CMGC services. Responses will be reviewed, scored and interviews will be held. Staff will return to the LCRB for approval of the contract with the selected CMGC.

BUDGET IMPACT/SOURCE OF FUNDS

There is no cost associated with adoption of the resolution. The project, when finalized, will be paid for from 2014 bond proceeds.

FUTURE REPORT:

Upon the completion of this project, staff will return to the Board of Education and discuss the post evaluation of the project and determine if the CMGC method was appropriate for this project.

(ORS279.335 (2)(B)) to be addressed and a public hearing held prior to approval of the CMGC procurement method by the LCRB.

The findings are necessary to facilitate discussion and are not intended to be yes/no decision making tools. The thirteen findings and CCC's responses are as follows.

1. How many persons are available to bid:

This project is somewhat technical in nature, but not specialized. Considering the Portland Metro market, it could be assumed that 5 – 10 firms would bid on this project. This delivery method appeals to more construction firms who are qualified to complete this type of project construction.

2. Construction budget and projected operating costs for the completed public improvement.

The estimated construction budget for the ITC is \$12 million and the \$6 million for the Barlow Parking Lot. The operating cost of the building is roughly estimated at \$100,000 per year and includes utilities and maintenance/custodial personnel. The parking lot is estimated at \$10,000 per year for maintenance and upkeep.

3. Public benefits that may result from granting the exemption.

Public benefits resulting from the CMGC method may include reduced cost from the selected contractor's value engineering and added flexibility of the currently very tight project schedule to complete the project. The target completion date is early summer 2018 which would allow transfer of equipment from the existing space in Barlow Hall to the new ITC during the summer in preparation for a fall 2018 opening. The CMGC method will help staff and consultants to better determine and manage project scope and costs estimates early in the project ensuring that the overall project schedule is met for 2018 opening.

4. Whether value engineering techniques may decrease the cost

CMGC will add a value engineering component to the project. Bringing an experienced contractor on board early in the design phase to identify cost saving opportunities and design modifications will certainly reduce costs. The CMGC selection will focus on the proposing firms' skill in providing cost management and cost reduction solutions.

5. The cost and availability of specialized expertise that is necessary for the public improvement.

Designing for and constructing an advanced manufacturing facility such as the ITC, can be a specialized field requiring expertise in structures of varying components, solar arrays, manufacturing and classroom spaces. The current cost estimate for construction appears high based on preliminary review by staff and CCC program manager. A CMGC can address costs early on in the design process and the design and/or scope can be modified to meet financial constraints. In addition, they can advise on material selection and provide recommendations on materials that are cost effective and steer the team away from expensive of material or material shortages. This will save project costs and reduce schedule risk for the construction of this project.

6. Likely increases in public safety.

Utilization of the CMGC method with an experienced contractor should result in safety issues being addressed both during design and construction and long term use of the completed facility. In addition, this facility will be constructed during the school year when staff, students and visitors are present. Using the CMGC model for the ITC will allow a very detailed safety plan not only for the construction materials and workers, but the circulation of students, staff and visitors who must park and travel adjacent to the construction zones.

7. Whether the exemption may reduce risk to the contracting agency or the public.

CMGC method will reduce risk to the college by providing accurate cost estimating and allow the College flexibility to modify the project scope and budget as deemed necessary prior to construction. Also, the CMGC will advise on issues that impact schedule and manage the construction and material selection which reduces the schedule risk.

8. Whether the exemption will affect the sources of funding for the public improvement.

The exemption will not affect the source of the funding for the ITC. The ITC is funded from the 2014 Bond funds and the \$8 million state match.

9. Whether granting the exemption will “better enable” the contracting agency to control the impact of market conditions on the costs and time necessary to complete the improvements.

The CMGC process will allow the contractor to procure/order items with long lead times such as difficult to obtain materials and finishes and obtain competitive pricing on other project related materials. In addition, having the contractor on board early in the project will allow them to better prepare for the construction and maximize scheduling, thereby meeting the desired time limits.

10. Whether granting the exemption will “better enable” the contracting agency to address the “size and technical complexity” of the project.

An experienced CMGC contractor will have the opportunity to coordinate with design professionals regarding the technical aspects of the project throughout the designing phases. This will be critical for the phasing of the parking lot construction.

11. Whether the public improvement involves new construction or renovates or remodels an existing structure.

The ITC project is considered new construction. The Barlow Parking lot will be a complete renovation of the existing facility, including site utilities and campus roadway that needs to be kept open during construction for public use and use by emergency response teams to respond to campus incidents.

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approximately ½ of the lot occupied at a time. This method will allow for phasing of parking and utility construction that has the least impact to students.

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14. Whether the contracting agency has, or has retained under contract, and will use, personnel, staff and lawyers that have expertise in the alternative contracting matters to assist in developing the alternative contracting method and to negotiate administer and enforce the public improvement contract.

The college will utilize staff, our program managers (the inici Group who has managed over \$1B dollar of GMGC projects), and the college attorney (Berry, Elsner, and Hammond) each with expertise in the CMGC model of construction delivery to ensure a complete and comprehensive CMGC contract.

Following approval by the LCRB of this resolution for the CMGC procurement method for preconstruction and construction services, staff and the design team will develop a Request for Qualifications for CMGC services. Responses will be reviewed, scored and interviews will be held. Staff will return to the LCRB for approval of the contract with the selected CMGC.

BUDGET IMPACT/SOURCE OF FUNDS

There is no cost associated with adoption of the resolution. The project, when finalized, will be paid for from 2014 bond proceeds.

FUTURE REPORT:

Upon the completion of this project, staff will return to the Board of Education and discuss the post evaluation of the project and determine if the CMGC method was appropriate for this project.

RESOLUTION
R15/16-51

A RESOLUTION OF THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION, ACTING AS THE LOCAL CONTRACT REVIEW BOARD, AUTHORIZING THE APPROVAL FOR AN ALTERNATIVE CONTRACTING METHOD, SPECIFICALLY THE CONSTRUCTION MANAGEMENT GENERAL CONTRACTOR MODEL, FOR THE CONSTRUCTION OF THE INDUSTRIAL TECHNICAL CENTER PROJECT.

WHEREAS, Clackamas Community College has received funds from the 2014 Bond passage and \$8 million dollars from the State of Oregon to be applied to the Industrial Technical Center, and

WHEREAS, staff, stakeholders, and consultants agree that this project is complex in nature, uncertain in scope, and has a tight schedule; and the project lends itself to an alternative procurement method, specifically the Construction Manager/General Contractor delivery method, and

WHEREAS, staff have prepared draft findings aligning with OAR Division 49 - General Provision Related to Public Contracts for Construction Services, and

WHEREAS, a notice was advertised in the Daily Journal of Commerce giving two weeks notice of the public hearing and a link to the college's findings, and

WHEREAS, a public hearing was held where the public had opportunity to provide input on those findings and the Board of Education acting as the Local Contract Review Board had opportunities to make modification to the findings following the public hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION AS FOLLOWS:

SECTION 1: The Board of Education authorizes the college to pursue a Construction Manager/General Contractor delivery method by creating a Request for Proposals, advertising, interviewing and scoring responders and bringing before the board the most qualified, cost effective firm for the Board's approval.

SECTION 2: This resolution is and shall be effective from the day of its passage.

Resolution adopted by the Clackamas Community College Board of Education, this 22nd day of June, 2016.

Jean Bidstrup, Board Chair

ATTEST

Joanne Truesdell
President

CCC Board of Education – Topic Summary	
Topic:	Contract Award: Elevator Upgrades
Date:	June 22, 2016
Presenter:	Bob Cochran, Dean
Division/Department:	Campus Services
RECOMMENDATION:	Adoption of Resolution R15/16-52, authorizing the college to enter into a contract with York and Curtis General Contractors for the renovations of three elevators at the Oregon City Campus in an amount not to exceed \$941,156.

REASON FOR BOARD CONSIDERATION:

In 2014, the voters within the college district approved Measure 3-447 providing funds for several new facilities and major maintenance projects. In 2013, the Board of Education approved the College’s Facility Condition Assessment. This document listed the elevators located in Barlow, Randall and McLoughlin Halls as original and beyond their useful life. These elevators were identified as the one of the most critical major maintenance issues to address with bond funds.

BACKGROUND:

Staff and the architect prepared a Basis of Design document for this Design-Build project, and solicited proposals from qualified firms using the college’s procurement rules.

Two firms submitted proposals for these renovations. York and Curtis of Beaverton Oregon, teaming with Kone Elevator, were selected as the most qualified, lowest priced firm with a proposed cost of \$856,692. (For reference the other bid submitted was by Todd-Hess Construction with a proposed cost of \$1,461,852). The college is requesting approval of this proposed cost and a 10% contingency (for unknowns that may be encountered during the elevator renovation process) for a total cost of not to exceed \$941,156.

BUDGET IMPACT/SOURCE OF FUNDS:

This project will be paid for from 2014 bond proceeds.

FUTURE REPORT:

Status of this and other projects will be included in the Board’s monthly Bond Updates.

RESOLUTION NO. R15/16-52

CLACKAMAS COMMUNITY COLLEGE

A RESOLUTION OF THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION AUTHORIZING THE COLLEGE TO ENTER INTO A CONTRACT WITH YORK AND CURTIS GENERAL CONTRACTORS FOR THE RENOVATIONS OF THE BARLOW, RANDALL AND MCLOUGHLIN HALL'S ELEVATORS.

WHEREAS, In 2013 the Board of Education adopted the 2013 Facility Condition Assessment that identified the Barlow, Randall, and McLoughlin Elevators as original and beyond their useful life and in need of replacement or renovation; and

WHEREAS, the college and OPSIS Architects prepared a Basis of Design document for the elevators renovations and, using the college's procurement procedures, solicited proposals from qualified firms using the Design/Build method of construction delivery; and

WHEREAS, York and Curtis were the most qualified, lowest bid contractor.

Now, therefore, the Board of Education resolves as follows:

SECTION 1: The Board of Education authorizes the college to enter into a contract with York and Curtis General Contractors teaming with Kone Elevators for a price not to exceed \$941,156 which includes a 10% contingency for unknowns that may be encountered during the renovation process.

SECTION 2: This resolution is and shall be effective from the day of its passage.

ADOPTED by the Board of Education of the Clackamas Community College District, Clackamas County, Oregon, this 22nd day of June, 2016.

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

By: _____
Chair, Board of Education

ATTEST:

By: _____
President/Clerk



June 10, 2016

Elizabeth Cole
Clackamas Community College
19600 Molalla Ave
Oregon City, OR 97045

Re: Revised 1516-04 Design-Build Services Elevator/ADA Upgrades

Dear Elizabeth & Project Team:

We propose a Design/Build project which includes 3 elevator upgrades and a new ADA Ramp in the Barlow, Randal and McLaughlin buildings per the RFP 1516-04 and addendum #1 with the following exceptions.

**Price for Option 2 in all THREE Buildings being completed in the summer of 2017 \$941,156
The price includes a 10% contingency allowance of \$85,669**

These price include locked in 2016 material prices and prevailing wage rates for the summer 2017 period. The price also includes supplying performance and payment bonds.

Please note the following **Exclusions**:

- Costs for use of utilities during construction
- Special inspections, testing and bonds (including testing of mockups, Y&C Can provide pricing if requested)
- Utility Company Fees, for example (NW Natural, Water department, Power Utility, etc)
- Franchise utility work/Fees including removal or relocation of overhead lines
- Testing and/or removal of any contaminated Soils
- Testing and/or removal of hazardous materials
- Adjacent property access costs and any costs associated with renting adjacent property for use during construction/staging
- Jackhole excavation
- Any work associated with Fire Sprinklers
- Temporary Signage
- Temporary access to upper floors during construction
- Any work associated with the mural in Barlow Hall
- Access Control

See the **Qualifications** below:

- Contract terms must be mutually agreeable
- Clackamas Community College has to limit access to upper floors in each of the buildings, during construction of Elevators
- Proposed schedule for the summer 2017 work shall follow.
- Jackholes are assumed to be able to be reused. If for some reason the holes have to be re-drilled due to existing conditions, this work is not included.
- All architectural & structural design costs are included
- All permit costs are included
- Elevator Clarifications (Option 2)
 - New controls (KONE KCM831)
 - New satin stainless steel car door panels
 - Landing doors and entrance frames will be retained
 - New curtain of light
 - New door operators, closers and interlocks
 - Hydraulic feed-lines will be retained
 - New hydraulic power unit
 - New code compliant pit ladder
 - New hydraulic oil
 - Disposal of the old oil
 - New signal Car and Hoistway signal fixtures (Satin Stainless Steel Finish)
 - New cab interior as described in the proposal
 - Mechanical layout of each machine room (Required for permitting)Barlow and Randall Hall
 - Barlow and Randall will each receive a new hydraulic jack assembly
 - Barlow existing hoistway door tracks and hangers will be replaced
 - Provide new shell cab in lieu of a new system
 - Existing electrical feeders and disconnects are assumed to be sufficient for required elevator work

See the **Allowances** below:

- Flooring at ramp and in Elevators at all three buildings: \$3,540.00



Thank you for giving Yorke & Curtis the opportunity to work with you on this project. Please let me know if you have any questions.

Sincerely,

Yorke & Curtis, Inc.

Ryan Weaver

Project Manager

CCC Board of Education – Topic Summary	
Topic:	Contract Renewal - Project Coordination and Project Management Services
Date:	June 22, 2016
Prepared By:	Bob Cochran
Division/Department:	Campus Services
RECOMMENDATION:	Approval of the Phase IV contract with the inici group in the amount of \$230,000 to continue to provide Project Coordination Project Management services to the college for bond related projects.

REASON FOR BOARD CONSIDERATION:

Staff sees the value of continued utilization of the inici group through the design and construction of the four capital projects and major maintenance items and requests approval of this Phase IV contract.

BACKGROUND:

The Board of Education has approved the following Phases of work with the inici group for bond related program coordination and construction management:

- Phase I - May 2015 - \$50,000
- Phase II – November 2015 - \$225,000
- Phase III - January 2016 - \$268,000

Inici has proposed a Phase IV contract for an amount of \$260,000 for work from July 1, 2016 through December 31, 2016. Inici is currently approximately \$30,000 under budget for the Phase III work so their request for Phase IV is \$230,000.

Items completed or underway under inici’s partnership with college staff:

- Accounting and Budget management of invoicing for bond related projects.
- Support and leadership on the abatement and demolition of OIT.
- Support and leadership though the completion of Harmony Phase II Construction Drawings and contractor selection currently underway.
- Oversight of the completion of the Oregon City Master Plan amendment.
- Support and leadership during schematic and design development for the Industrial Technical Center (ITC) and Barlow Parking Lot Renovations.
- Support and leadership for the Randall Title IX upgrades and elevator renovations.
- Processing and prioritizing the list of the college’s major maintenance items.
- Assistance with developing the college’s the quarterly bond update newsletter and website.
- Assistance and leadership with moving the ESCO project ahead.

BUDGET IMPACT/SOURCE OF FUNDS:

This project will be paid for from 2014 bond proceeds.



June 10, 2016

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

Re: Program and Construction Project Management Services
Proposal Amendments for the following durations:
Proposal A: July 1, 2016 – December 31, 2016 (6 Months)
Proposal B: July 1, 2016 – June 30, 2017 (12 Months)

Bob,

We are presenting two proposal amendments based on contract time duration for your consideration. The intent is to provide CCC the option to contract inici for a shorter period if this is in the best interest of CCC.

Proposal A provides our proposed services fee continuing from the end of our last proposal of services, July 1, 2016 through December 31, 2016, for a six (6) month duration. Proposal B provides our proposed services fee as outlined above but is extended through June 30, 2017.

Scope of Work

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

Contract Amounts Total to Date

The following is the amount contracted to date for inici group services:

May 2015	\$ 50,000
September 2015	\$ 225,000
January 2016	<u>\$ 268,000</u>
Total Amount Contracted:	\$ 543,000

We have been approved by CCC and procured the following consultants for the Bond Program to assist with the following services:

- RLB (Rider Levett Bucknall) for Cost Estimating for Harmony Phase II, SD, DD, CD Development Phases. \$ 73,000. Spent to Date: \$ 29,035. *Note: No more fees will be charged for this proposal.*
- ACC Cost Consultants for Facility & Campus Upgrades, Title XI Randall Hall Locker Room TI's. Schematic Design Estimate \$ 3,379. Spent to Date: \$ 3,379.

- ACC Cost Consultants for Industrial Tech Center Schematic Design Estimate \$ 9,324 and Design Development Estimate \$ 10,524.50. Spent to Date: \$ 9,324.

Reimbursable Expenses

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

Overhead Flat Fee Reimbursable Expenses

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

Terms and Conditions

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

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

Proposal A inici Bond Projects Fee July 1, 2016 through December 31, 2016

Below is the estimated fee projection through the end of 2016. We will provide our Bond Project Fee projection spreadsheet and summary detailed documents for your review and comment.

For the estimated services contract in place being billed on a time and material basis, inici has not spent the full amount contracted. inici group projects to have a balance on our contract amount at the end of June 2016 in the approximate amount of \$ 32,000.

For this six (6) month proposal we have estimated our services to be \$ 260,000. With the balance rolled over, I am requesting Board of Education approval for a July 1, 2016 through December 31, 2016 contract amount round off of \$ 230,000.

Proposal B inici Bond Projects Fee July 1, 2016 through June 30, 2017

Below is the estimated fee projection through the end June of 2017. Attached is our Bond Project Fee projection spreadsheet and summary detailed documents for your review and comment.

For this twelve (12) month proposal we have estimated our services to be \$ 520,000. With the balance rolled over, I am requesting for Board of Education approval for July 1, 2016 through June 30, 2017 a contract amount approval round off of \$490,000.

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

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

Hourly Rates

Staff / Role	Rate
Karl Schulz, Project Oversight	\$ 148.00
Patti Miles, Senior PM	\$ 128.00
Cathy Kraus, Senior PM	\$ 128.00
Robert Gulick, Consultant	\$ 128.00
Don Hynes, Specialty Support	\$ 128.00
Jim McKune, Specialty Support	\$ 128.00
Vawn McCollum, Specialty Support	\$ 120.00
Marc Betts, Specialty Support	\$ 120.00
Kevin Clegg, Specialty Support	\$ 128.00
Faith Luch, Contracts/Acct	\$ 80.00
Cheryl Dorman, Admin/Project Coordinator	\$ 80.00
Angela Douglass, Assist Project Coordinator	\$ 50.00

My team enjoys assisting CCC with these projects and look forward to providing you with the management needed to successfully deliver the next phase of projects for Clackamas Community College staff, students and the community.

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

Thank you,



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

Attachment(s): Bond Project Staff Hour Projections

cc: Jim Huckestein, CCC Project Finance

CCC Board of Education - Topic Summary	
Topic:	2015/16 Budget Amendment
Date:	June 22, 2016
Presenter:	Jim Huckestein, VP of College Service Chris Robuck - Director of Fiscal Services
Division/Department:	College Services/Business Services
RECOMMENDATION:	Amend the 2015-16 budget

REASON FOR BOARD CONSIDERATION

Board policy DB states that the budget will be prepared in compliance with local budget law. Oregon budget law allows the governing body to amend the budget after adoption when conditions have occurred that were not known at the time the budget was prepared which require a change in financial planning.

BACKGROUND

The requested changes in appropriations are needed for the following purposes.

General Fund . Provide \$100,000 buffer for additional materials and supplies. Transfer \$100,000 to Staff Computer Replacement Fund for VDI (virtual desktop infrastructure -- hosting a desktop operating system within a virtual machine running on a centralized server).

Special Revenue Funds - Unrestricted operations. Provide \$100,000 buffer for Fee Fund activity in excess of budget. Receive \$36,898 reimbursement from Grants and Contracts Fund for expenditures related to grant.

Special Revenue Funds - Externally restricted . Reimburse Fee Fund for expenditures related to grant.

Special Revenue Funds - Reserve funds . Pay early retirement benefits in excess of original budget estimates.

Capital Projects Funds - Unrestricted operations. Receive \$100,000 transfer from General Fund and increase capital outlay appropriation \$200,000 for VDI. Appropriate \$360,000 for work on ELC (Environmental Learning Center); the College is accounting for expenditures on behalf of the Foundation and will be reimbursed by Foundation grants.

Enterprise Funds. Provide spending authority for services by the Customized Training Fund in excess of levels anticipated in adopted budget.

Internal Service Fund. Increase appropriations for the printing upgrade and consolidation project.

BUDGET IMPACT

	RESOURCES	REQUIREMENTS				
		Personnel Services	Materials & Services	Capital Outlay	Transfers Out	Contingency
General Fund	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ (200,000)
Special Revenue Funds						
Unrestricted operations	Transfers in 36,898	-	71,000	29,000	-	(63,102)
Externally restricted	-	-	-	-	36,898	(36,898)
Reserve funds	-	50,000	-	-	-	(50,000)
Capital Projects Funds						
Unrestricted operations	Transfers in 100,000		360,000	200,000		(460,000)
Proprietary Funds						
Enterprise funds	Local rev 180,000	80,000	100,000	-	-	-
Internal service fund	-	15,000	15,000	-	-	(30,000)
Total appropriations	<u>\$ 316,898</u>	<u>\$ 145,000</u>	<u>\$ 646,000</u>	<u>\$ 229,000</u>	<u>\$ 136,898</u>	<u>\$ (840,000)</u>

CCC Board of Education – Topic Summary	
Topic:	2016-17 Budget Adoption
Date:	June 22, 2016
Prepared By:	Jim Huckestein, Vice President
Division/Department:	College Services
RECOMMENDATION:	<p>Adopt the budget for the fiscal year 2016-17 in the total amount of \$202,417,667 now on file at the Business Office, and Impose the taxes provided for in the adopted budget at the rate of \$.5582 per \$1,000 of assessed value for permanent tax rate and in the amount of \$6,186,625 for debt service on general obligation bonds. These taxes are hereby imposed for tax year 2016-17 upon the assessed value of all taxable property within the district and categorized as follows: Permanent tax rate of \$.5582 per \$1,000 categorized as Education; and General obligation bond amount of \$6,186,625 categorized as Excluded from Limitation.</p>

REASON FOR BOARD CONSIDERATION

(ORS 294.456) The Board of Education is legally responsible for adopting the budget approved by the Budget Committee. The Board may make changes from the approved budget within legal limitations.

BACKGROUND

(ORS 294.456 and 310.150) Local budget law requires that a governing body formally adopt a budget, establish appropriations, and levy and categorize property taxes by June 30.

This action adopts the budget in the amount of total requirements. A separate action is used to make appropriations, which exclude budgeted unappropriated ending fund balance. This action also imposes property taxes and categorizes them as to whether they are subject to the limitations imposed by Measure 5.

BUDGET IMPACT/SOURCE OF FUNDS

Subsequent to preparation of the budget proposed to and approval by the Budget Committee, changes were made to reflect new information and plans, as follows.

General Fund

- add contracted services for two school resource officers, \$260,000, for Board approval of changes in Public Safety on April 13
- finalize increase in shuttle expenditures funded by change in college services fee, \$59,255
- add budgets for office setups for new positions and funds for health and wellness, \$32,000

Fee Fund

- Correct faculty position, from Grants and Contracts to Fee Fund.

Intramurals and Athletics Fund

Student Life and Leadership Fund

- Revise the percentages of the \$2 per credit general student fee allocated to each fund, as follows, and revise expenditures accordingly.

	Approved Budget	For Adoption
Intramurals and Athletics	62.10%	73.25%
Student Life and Leadership	23.15%	12.00%
Computer Lab	14.75%	14.75%

The changes in resources are requirements are displayed on the next page.

Increase (Decrease) from Approved Budget for Adopted Budget

	General Fund	Fee Fund	Intramurals & Athletics Fund	Student Life & Leadership Fund	Total Change
RESOURCES					
Beginning fund balance	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000
State revenue	-	-	-	-	-
Local revenue	-	75,547	36,755	(36,755)	75,547
Federal revenue	-	-	-	-	-
Total revenue	-	75,547	36,755	(36,755)	75,547
Other sources					
Transfers in	-	-	-	-	-
Sale of fixed assets	-	-	-	-	-
Total other sources	-	-	-	-	-
Total resources	\$ -	\$ 75,547	\$ 39,755	\$ (36,755)	\$ 78,547
REQUIREMENTS					
Expenditures					
Personnel services	\$ -	\$ 75,547	\$ -	\$ -	\$ 75,547
Materials and services	351,255	-	36,315	(36,755)	350,815
Capital outlay	-	-	-	-	-
Debt service	-	-	-	-	-
Total expenditures	351,255	75,547	36,315	(36,755)	426,362
Other uses					
Transfers out	-	-	-	-	-
Contingency	(351,255)	-	3,440	-	(347,815)
Ending fund balance	-	-	-	-	-
Total other uses	(351,255)	-	3,440	-	(347,815)
Total requirements	\$ -	\$ 75,547	\$ 39,755	\$ (36,755)	\$ 78,547

CCC Board of Education – Topic Summary	
Topic:	2016-17 Budget Appropriations
Date:	June 22, 2016
Prepared By:	Jim Huckestein, Vice President
Division/Department:	College Services
RECOMMENDATION:	Appropriate the amounts for the fiscal year beginning July 1, 2016, and for the purposes shown on page 2.

REASON FOR BOARD CONSIDERATION:

(ORS 294.456) The Board of Education is legally responsible for making appropriations, which provide the legal authority to spend throughout the fiscal year.

BACKGROUND

Appropriations exclude budgeted unappropriated ending fund balance, which is not intended to be spent.

BUDGET IMPACT/SOURCE OF FUNDS

See page 2

	Personnel Services	Materials and Services *	Capital Outlay	Debt Service	Transfers Out
General Fund	\$ 38,377,350	\$ 6,974,414	\$ 126,273	\$ -	\$ 4,406,587
Special Revenue Funds					
Unrestricted operations	2,507,429	1,186,994	40,000	-	65,000
Student technology & general student fees	411,663	849,673	-	-	-
Externally restricted	5,419,223	12,812,000	200,000	-	150,000
Reserve funds	787,200	200,000	-	-	-
Debt Service Fund	-	-	-	8,620,151	-
Capital Projects Funds					
Restricted	-	4,387,000	46,800,000	-	-
Unrestricted	-	900,000	1,550,000	-	-
Proprietary Funds					
Enterprise funds	781,500	1,751,825	25,000	-	70,000
Internal service fund	84,050	162,000	212,642	-	-
Total appropriations	<u>\$ 48,368,415</u>	<u>\$ 29,223,906</u>	<u>\$ 48,953,915</u>	<u>\$ 8,620,151</u>	<u>\$ 4,691,587</u>
			Unappropriated		
		Total	Ending	Total	
	Contingency	Appropriations	Fund Balance	Budget	
General Fund	\$ 17,526,818	\$ 67,411,442	\$ -	\$ 67,411,442	
Special Revenue Funds					
Unrestricted operations	613,544	4,412,967	-	4,412,967	
Student technology & general student fees	193,619	1,454,955	-	1,454,955	
Externally restricted	479,554	19,060,777	-	19,060,777	
Reserve funds	4,878,000	5,865,200	-	5,865,200	
Debt Service Fund	2,226,508	10,846,659	200,000	11,046,659	
Capital Projects Funds					
Restricted	30,123,000	81,310,000	-	81,310,000	
Unrestricted	4,658,918	7,108,918	-	7,108,918	
Proprietary Funds					
Enterprise funds	725,875	3,354,200	750,000	4,104,200	
Internal service fund	183,857	642,549	-	642,549	
Total appropriations	<u>\$ 61,609,693</u>	<u>\$ 201,467,667</u>	<u>\$ 950,000</u>	<u>\$ 202,417,667</u>	

* The appropriation for materials and services includes the cost of issuance of long-term debt, displayed as "other uses" in the budget schedules.

CCC Board of Education – Topic Summary	
Topic:	Contract Award: 2016-17 Schedule Printing & Mailing
Date:	June 22, 2016
Prepared By:	Lenda Black, Publications Coordinator Elizabeth Cole, Purchasing Agent Shelly Parini, Associate Vice President
Division/Department:	College Relations and Marketing
RECOMMENDATION:	Award contract for printing and mailing 2016-17 schedules to Signature Graphics in an amount not to exceed \$178,421.10.

REASON FOR BOARD CONSIDERATION:

This is an annual agenda item. Per the Community College Rules of Procurement, the Board must approve contracts of \$100,000 or more

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Distribution of a comprehensive course schedule is aligned to Strategic Priority 4: Improve community connections.

BACKGROUND

Request for Bids (RFB) 1516-01 for printing and mailing 2016-17 course schedules was issued on May 13, 2016. The RFB was advertised on the college website and in the Daily Journal of Commerce, and vendors known to be interested were notified by email.

The following bid was received:

Signature Graphics	\$162,201.00
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Signature Graphics was the sole bidder. A 10% contingency over the bid amount is requested to cover changes in the length, design, and number of copies, making the total award \$178,421.10

College records indicate Signature Graphics has been awarded the printing of the schedule of classes since at least 2007/2008.

BUDGET IMPACT/SOURCE OF FUNDS:

Funds are available for this award in the College Relations and Marketing budget (11-0000-00-50113-62110).

CCC Board of Education – Topic Summary	
Topic:	President’s Contract
Date:	June 22, 2016
Prepared By:	Jean Bidstrup, Board Chair
Division/Department:	Board of Education
RECOMMENDATION:	Extend the Employment Contract between Joanne Truesdell and the Board of Education, with a new term expiration date of June 30, 2019.

REASON FOR BOARD CONSIDERATION:

Per Board Policy BBA: Board Powers and Duties, the Board is responsible for employment of Chief Executive Officer/President.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Extension of the President’s contract will her to achieve the goals set for 2016/17:

1. Support Student Success - Recommend Strategic Priorities for 2016-2019 with year one activities developed and years two and three projected connected using student intent data to measure retention and completion.
2. Implement Bond measure – Report to district project activities, ensure project schedule is on time, on budget and reflects commitments to voters.
3. Specifically outline a College Framework for employee development. Evaluate and support changes to the First Year Faculty Experience, as well as begin expanding elements to part-time, classified and administrative first year employees.
4. Maximize resource opportunities – Support state resource allocations, public/private partnerships, grant funding and CCC Foundation 2020 planning to achieve institutional and student goals.

BACKGROUND:

Annually, the Board reviews and modifies the President’s contract as needed. For 2016-17, the following changes are reflected in the contract.

1. The term of the contract is extended to June 30, 2019

No other changes are proposed for the 2016-17 contract year.

Jean Bidstrup, Chair

Joanne Truesdell, President

Approved Date

Approved Date



Full- Time Personnel Report

From 04/20/2016 - 05/19/2016

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
NEW HIRES			
Ashley Bowman	Custodian	Classified	5/2/2016
Dale Forney	Custodian	Classified	5/16/2016
Michael Tulipat	Groundskeeper	Classified	5/19/2016
SEPARATIONS			
Chippi Bello	Director, Financial Aid	Administrative	4/25/2016
Carrie Loewen	Director, Human Resources Operations	Administrative	5/6/2016
Jana Gay	Systems Administrator, Foundation	Classified	5/3/2016
Traci Reiner	Enrollment Services Specialist	Classified	5/13/2016
RETIRED			
Enrique Junquera-Sanata	Instructor, World Languages	Faculty	4/30/2016