

BOARD OF EDUCATION MEETING
Bill Brod Community Center, Room 127
Wednesday, July 27, 2016

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

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

1. Understanding and Responding to Student Engagement –
Director BJ Nicoletti & Research Associate Bill Calabrese
2. ELC Community Initiative/Historical Preservation – Senior Project Coordinator Shelly Parini

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RECESS

6:30 pm **REGULAR SESSION (Community Center, Room 127)**

I **CALL TO ORDER – Chair Jean Bidstrup**

II **ROLL CALL**

III **RE-ORGANIZATION OF THE BOARD OF EDUCATION**

1. Election of Board of Education Chair and Vice Chair – Board Chair

R16/17-2

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IV **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.

V **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.

2. Approval of:

- a. Minutes (Work, Regular, and Executive Sessions) 06.22.16
- b. Minutes (Special Session) 07.11.16
- c. Monthly Financial Report – Director Chris Robuck
- d. Capital Projects (Bond) Financial Report – Director Chris Robuck
- e. Policy Approval, Section D – President Joanne Truesdell
- f. Contracting Authority – Vice President Jim Huckestein

R16/17-3a

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R16/17-3b

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R16/17-3c

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R16/17-3d

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g. Payment and Signature Authority – Vice President Jim Huckestein R16/17-3g p 47

VI COLLEGE REPORTS

- 3. President’s Business Report – President Joanne Truesdell
 - New Staff Introductions
- 4. Spring Enrollment Report – Director BJ Nicoletti p 51
- 5. City of Milwaukie Urban Renewal – Dean Bob Cochran p 55
- 6. Property, Liability, & Workers’ Comp Insurance Changes – Vice President Jim Huckestein p 63

VII NEW BUSINESS – ACTION

- 7. Contract Award: Harmony Phase II Contractor – Dean Bob Cochran R16/17-4 (available at meeting)

VIII BOARD OPERATIONS

- 8. Board Representative Role/Committee Assignments – Board Chair p 65
- 9. Personnel Report – Dean Patricia Anderson Wieck p 69
- 10. Future Board Agenda Items – Board Chair (Refer to Board Planning Calendar)
- 11. Board Chair Business Report
- 12. Clackamas Community College Education Foundation – Jean Bidstrup, Board Liaison
- 13. Oregon Community College Association – Ron Adams, Board Liaison
- 14. Oregon School Boards Association Legislative Policy Committee – Ron Adams, Committee Member
- 15. Bond Project Citizen Oversight Committee – Jane Reid, Co-Chair
- 16. Board of Education Community Reports

IX ASSOCIATION REPRESENTATIVE REPORTS AND COMMENTS

- 17. Welcome/Introduction of Association Representatives – President Joanne Truesdell
- 18. Associated Student Government (ASG) – Jairo Rodriguez, President p 71
- 19. Full-Time Faculty – Casey Sims, President-Elect p 73
- 20. Part-Time Faculty – Leslie Ormandy, President p 75
- 21. Classified – Scott Branscum, Representative p 77

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

2016-17

Wednesday, July 27

Monday, August 22

Monday, September 5

Friday, September 9

Wednesday, September 14

Thursday, September 15

Monday-Friday, September 19-23

Tuesday, September 20

Wednesday-Saturday, October 5-8

Wednesday, October 12

Friday, October 28

Wednesday-Saturday, November 2-5

Friday, November 11

TENTATIVE - November 10

Wednesday, November 9

Thursday-Friday, November 24-25

Thursday, December 1

Wednesday, December 14

Thursday, December 8

Friday & Monday, December 23 & 26

Friday, January 2

Wednesday, January 11

Monday, January 16

Monday-Friday, February 13-17

TENTATIVE - February 7

Wednesday, February 8

Monday, February 20

Thursday, February 23

Wednesday, March 8

TENTATIVE - March 12

Monday-Friday, March 27-31

Wednesday, April 12

Friday, April 21

April TBA

Wednesday, May 3

Wednesday, May 10

Wednesday, May 10

Monday, May 29

Thursday, June 15

Friday, June 16

Wednesday, June 21

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

CCC Corporate Challenge, 8:00 a.m., Willamette Valley CC, Canby

Labor Day, College closed

College resumes Friday operations

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

End of Campaign Celebration, 5:00 p.m., location TBA

Inservice Week

All-Staff Inservice Breakfast, 7:30-10:30 a.m., Randall Gym

ACCT Leadership Congress

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

Gold Rush Event, 6:00 p.m., Camp Withycombe

OCCA Annual Conference, Salishan Resort

Veterans Day, College closed

Classified Appreciation Dessert, 2:00 p.m. and 9:00 p.m.

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

Thanksgiving break, College closed

Winter Retiree Reception, 1:30 p.m., Gregory Forum

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

All Staff Recognition, 12:00 p.m. and 8:30 p.m.

Winter break, College closed

New Year's Day, College closed

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

Martin Luther King, Jr. Day, College closed

ACCT National Legislative Summit, Washington D.C.

Winter Inservice

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

Presidents' Day, College Closed

Skills Contest

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

Scholarship Reception, 2:00 pm, Randall Gym

Spring Break

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

Board of Education Retreat 1:00-5:00, TBA

OCCA All Oregon Academic Team Brunch

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

Spring Retiree Event, 2:00, Gregory Forum

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

Memorial Day, College closed

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

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

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

CCC Board of Education – Topic Summary	
Topic:	Understanding and Responding to Student Engagement
Date:	July 27, 2016
Presenter:	BJ Nicoletti, Director Bill Calabrese, Research Associate
Division/Department:	Institutional Research
RECOMMENDATION:	This item is for information only

REASON FOR BOARD CONSIDERATION:

This information informs the board about the college’s work to understand and improve student engagement. Student engagement is key to student progress and success. College leadership uses these and other data to inform the types of initiatives that are needed to close gaps.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

This presentation will focus on the state of “student engagement” at CCC

1. What is “student engagement?” Why does it matter?
2. How do we assess the engagement of our students?
3. Where are our strengths and gaps in student engagement?
4. What initiatives do we have in place or planned so we can continue to grow our strengths and close our gaps?
5. How does “student engagement” fit with strategic priorities and mission fulfillment?

BACKGROUND:

Clackamas like many other community colleges, experiences lower than desired graduation, retention, and student persistence rates. Student engagement embraces a set of key areas of best practice for strengthening student retention and persistence.

- Assessing student engagement helps us better understand what is happening or not happening for our students in order to help them persist and succeed.
- Having this information allows us to provide and adapt services and practices to help students meet their goals.

CCC has assessed student engagement using the following three student surveys. Each of these assessed the *academic and non-academic experiences* for students.

- **Survey of Entering Student Engagement (SENSE):** CCC administered SENSE to entering credit students in early Fall (4th and 5th week of term) in 2009, 2012, and 2015. SENSE focuses on first-time/early students from the time of their decision to attend college through the first three weeks of class. Evidence shows that if students can successfully complete 12-15 credit hours then they are more likely to attain further milestones and ultimately earn a certificate or degree, or transfer to a 4 year college or university.

- **Community College Survey of Student Engagement (CCSSE):** CCC administered CCSSE to students enrolled during Spring term in 2008, 2011 and 2014. CCSSE focuses on all credit students.
- **CCC End of Year Survey:** Administered to credit students this past spring, this pilot survey - developed by IR in collaboration with faculty and staff - focused on a select set of items identified as *particularly important* to the college because of our values and commitment to students as well as our awareness of our strengths and gaps from our CCSSE and SENSE results. The survey shows the state of student engagement for our transfer, career technical and “exploring” students. This new methodology purposefully connects student responses to existing and emerging data on each of these students in our information system. This means we can more closely connect student experiences with CCC to their educational outcomes. In other words, we’re connecting the dots.

BUDGET IMPACT/SOURCE OF FUNDS:

Findings from student engagement research should be used to inform the development or adjustment of initiatives to strengthen student engagement for their progress and success.

ATTACHMENTS:

No additional materials for the board packet. A PowerPoint presentation will be used to guide the presentation.

FUTURE REPORT:

At this time, there are no firm plans to formally present on this topic again. However, as the next academic year evolves, some of these topics will naturally be a part of presentations on strategic priorities and mission fulfillment.

CCC Board of Education – Topic Summary	
Topic:	Election of Board Chair and Vice Chair
Date:	July 27, 2016
Presenter:	Joanne Truesdell, President
Division/Department:	President’s Office
RECOMMENDATION:	Elect the Board Chair and Vice Chair for 2015/16

REASON FOR BOARD CONSIDERATION:

The annual election of Board Officers is required by board policy BCB: Board Officers and ORS 3341.283(1).

BACKGROUND:

This is an annual agenda item, and is part of the organization items that are included in the July meeting. The established rotation of officers through the Board roster ensures all members have the opportunity to serve as Vice Chair and Chair.

BUDGET IMPACT/SOURCE OF FUNDS:

There is no cost to electing the Board Chair and Vice Chair.

ATTACHMENTS:

None

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Work, Regular, and Executive Sessions from June 22, 2016
Date:	July 27, 2016
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for June 22, 2016



**BOARD OF EDUCATION MEETING
MINUTES
June 22, 2016**

WORK SESSION

Chair Jean Bidstrup called the work session of the Clackamas Community College Board of Education to order at 5:30 p.m. on Wednesday, June 22, 2016, in the Bill Brod Community Center at Clackamas Community College.

CCC Foundation Annual Report

Interim Foundation Executive Director Vicki Smith and Foundation Board Members Jo Crenshaw and Paul McClusky presented the Foundation Annual Report. They reviewed the many events held over the year, the status of the ELC/Newell Creek Restoration project, the endowment ending balance, and the success of the fundraising campaign, which brought in \$10,226,020.

The Work Session recessed at 5:45 p.m. Board Chair Jean Bidstrup announced she will convene Regular Session and the Budget Hearings will be held 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 5:47 p.m. on Wednesday, June 22, 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, Ron Adams, and Jane Reid. Greg Chaimov and Chris Groener were excused.

College Representatives in attendance: President Joanne Truesdell, Vice President Jim Huckestein, ASG President Jairo Rodriguez, 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, Associate Dean Darlene Geiger, Dean Bob Cochran, Dean Dion Baird, PIO Lori Hall, Associate Vice President Shelly Parini, Board Secretary Denice Bailey (Recorder), other staff, students, and community members.

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.

There were none.

CONSENT AGENDA

The Board considered the approval of the following:

- a. Minutes (Work, Regular, and Executive Sessions) 05.11.16
- b. Monthly Financial Report – Director Robuck
- c. Capital Projects (Bond) Report – Director Robuck

R15/16-50 Ron Adams moved, Richard Oathes seconded the motion, to approve consent agenda items a through c. Motion passed unanimously.

COLLEGE REPORTS

President's Report

President Joanne Truesdell:

- Recognized FTF President Bruce Nelson and PTF President Lauren Zavrel for their service.
- Provided time for new employee introductions:
 - Associate Vice President Shelly Parini introduced the new Executive Director of Marketing and Communications, Jack Hardy. Jack shared some of his background with the Board. The Board welcomed him to the college.
 - Director of Campus Services Lloyd Helm introduced new groundskeeper Michael Tulipat. Michael, who is also a student at CCC, shared some of his background with the Board. The Board welcomed him to the college.
- Shared an article on Virtual Desktop Infrastructure (VDI) to familiarize the Board with the terminology and process we will be implementing this year.
- Is bringing forward two candidates for the Vice President of College Services position for campus tours and group interviews next week.
- Reported she and Bill Waters were in Kirkland, Washington, for a meeting with NWCCU to review the accreditation evaluation findings. We will receive a letter in about 30 days that finalizes our accreditation standing. She reviewed the commendations and recommendations from their visit earlier this year and shared some of the discussion from the meeting. She expressed her appreciation for all the staff members who helped create the Self-Study document.

At 6:05 p.m., Chair Jean Bidstrup announced the meeting will recess to hold the Budget hearings.

BUDGET HEARINGS

Hearing – 2015/16 Budget Amendment

At 6:05 p.m., Chair Jean Bidstrup opened the hearing for public comment on the 2015/16 budget amendment.

As there were no comments, the hearing was closed at 6:06 p.m.

Hearing – 2016/17 Budget

At 6:06 p.m., Chair Jean Bidstrup opened the hearing for public comment on the 2016/17 budget adoption.

As there were no comments, the hearing was closed at 6:07 p.m.

Regular Session was reconvened at 6:07 p.m.

NEW BUSINESS – FIRST READ

Policy Revisions – Section D

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

- 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

Board Member Jane Reid made a suggestion on Policy DED and asked about setting refund schedules. Vice President Jim Huckestein clarified that the refund schedule does not require Board approval, it has been the same for many years.

NEW BUSINESS – ACTION

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

Dean Bob Cochran reviewed the way the CM/GC process works and said we have used this for the last seven buildings we have built. We are using the Design, Build, Bid process on Harmony Phase II.

R15/16-51 Jane Reid moved, Ron Adams seconded the motion, to 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. Motion passed unanimously.

Contract Award: Elevator Upgrades

Dean Bob Cochran reviewed the resolution before the Board. He reported that the plan was to complete this project prior to fall term, but the completion date could not be achieved until mid-November. To avoid impacting fall term classes, the project has been moved to summer of 2017. This will not impact any other projects.

R15/16-52 Ron Adams moved, Richard Oathes seconded the motion, to adopt 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. Motion passed unanimously.

Contract Renewal: Project Coordination/Project Management

Dean Bob Cochran reviewed the request to continue the Project Management contract with the inici group. Bob appreciates their work on the bond projects immensely. There will be 10-12 phases to get through the bond projects. Bob responded to questions from the Board.

R15/16-53 Dave Hunt moved, Richard Oathes seconded the motion, to approve 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. Motion passed unanimously.

2015/16 Budget Amendment

Vice President Jim Huckestein reviewed the changes to the 2015/16 budget. Classified Association President Enrique Farrera asked about unrestricted operations. Jim said those are funds that we have raised internally, like fee funds. Since we generated them ourselves, the use is unrestricted from an external perspective. The Board may restrict the use of those funds at their discretion.

R15/16-54 Dave Hunt moved, Jane Reid seconded the motion, to amend the 2015/16 budget as listed in the agenda materials. Motion passed unanimously.

Adopt 2016/17 Budget, Impose & Categorize Taxes

Vice President Jim Huckestein said this is the culmination of the year-long budget process. There were a few alterations to the budget that was approved by the Budget Committee, including SROs, shuttle expenditures, and office equipment for new staff. He responded to questions from the Board.

R15/16-55 Dave Hunt moved, Richard Oathes seconded the motion, to 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. Motion passed unanimously.

2016/17 Budget Appropriations

Vice President Jim Huckestein said this is the process in which we segregate the funds and determine the level of control. He reviewed the materials included in the agenda packet. Director Chris Robuck distributed copies of the 2016/17 Budget Book to members of the board, which, in honor of CCC's 50th anniversary, included a copy of the 1966/67 budget.

R15/16-56 Ron Adams moved, Richard Oathes seconded the motion, to appropriate the amounts for the fiscal year beginning July 1, 2016, and for the purposes shown in the agenda materials on page 63. Motion passed unanimously.

Contract Award: Schedule Printing & Mailing

Associate Vice President Shelly Parini and Marketing Executive Director Jack Hardy presented information on the class schedule. Jack said Marketing is working on moving toward a community magazine to replace the class schedule in the future. He is targeting spring for the magazine. Distribution will stay the same as the current class schedule. We will still create a class schedule for the campus and existing students. President Joanne Truesdell said the magazine's focus should be on getting students enrolled.

R15/16-57 Ron Adams moved, Jane Reid seconded the motion, to award a contract for printing and mailing the 2016-17 schedules to Signature Graphics in an amount not to exceed \$178,421.10. Motion passed unanimously.

President's Contract

Chair Jean Bidstrup asked for a motion on the President's contract.

R15/16-58 Jane Reid moved, Richard Oathes seconded the motion, to extend the Employment Contract between Joanne Truesdell and the Board of Education, with a new term expiration date of June 30, 2019. Motion passed unanimously.

OIT Demolition Change Order

Dean Bob Cochran explained during the OIT pre-demolition work, more asbestos was found than was anticipated, necessitating additional abatement work. Board Member Dave Hunt asked if we could bill OIT for this expense. Vice President Jim Huckestein responded no, because when negotiating the sale of the building, we were able to lower the sales price because of the potential for high abatement costs.

R15/16-59 Dave Hunt moved, Richard Oathes seconded the motion, to adopt Resolution R15/16-59 authorizing the college to increase the contract with Konell Construction and Demolition Corporation in the amount of \$182,775 for the abatement of additional hazardous material found during the demolition of the Oregon Institute of Technology building. Motion passed unanimously.

Roof Renovations

Dean Bob Cochran reviewed the project and responded to questions from the Board members.

R15/16-60 Jane Reid moved, Richard Oathes seconded the motion to adopt Resolution R15/16-60 authorizing the college to enter in to a contract with Umpqua Roofing in the amount of \$521,977 for the renovation of the roofs for four buildings: Dye Learning Center, Streeter Hall, Lewelling, and a portion of Gregory Forum. Motion passed unanimously.

BOARD OPERATIONS

Personnel Report

The Board reviewed the list of employment changes.

Future Board Agenda Items

The Board reviewed the planning calendar. For next year, President Joanne Truesdell will be providing accreditation reports monthly to the Board. The Board will continue getting Vice President Jim Huckestein's quarterly safety report. In addition, there will be reports regarding crime on campus.

Board Chair Business Report

Chair Jean Bidstrup attended the Foundation's thank-you card signing event at St Joseph's, the Foundation meeting, Veterans Covenant signing, Urinetown, the college's birthday party, Clackamas High School's scholarship awards ceremony, the PNWDC employer event, saw shelly recognized for her efforts for veterans, agenda meeting, Putnam High School graduation, and the Westview graduation.

Jean asked who will attend the ACCT Conference in October. Dave Hunt, Jane Reid, and Jean will attend. Ron Adams and Richard Oathes will not. Denice will check with Greg Chaimov and Chris Groener to determine their attendance and register all before the deadline of August 1.

Clackamas Community College Education Foundation Report

Chair Jean Bidstrup had no report, since the Foundation presented their annual report earlier.

OCCA Report

Board Member Ron Adams reported HECC came out with their 2025 strategic plan, which includes guided pathways, open education resources, and textbook affordability. In Oregon, FAFSA applications are up 8% this year. The OCCA forecast has revenue up 8.9%, and they are having a very active discussion on transferability barriers. Data shows 80% of students intend to complete with a transfer degree, but only 14% accomplish it within 6 years. Vice President Jim Huckestein said many students transfer schools before earning their associates degree, or they change schools midway through their program. Ron reported OCCA has developed a transfer playbook. He is a member of the OSBA legislative priority committee, and they came out with a 10-page report and he felt it was good work on behalf of K-12 education. Ron said CCC Budget Committee member Betty Reynolds has been appointed to a National School Board Association position. Board member Dave Hunt will be on the OCCA Executive Committee this year and will have an opportunity to influence the agenda.

Bond Project Citizen Oversight Committee (COC) Report

Board Member Jane Reid reported the Citizen Oversight Committee (COC) met on May 17. All reports were well received and there was an Oregon City campus tour afterwards. The next meeting will be in the fall.

Board of Education Community Reports

Dave Hunt reported that he will be on OCCA Executive Committee. His first meeting will be September 6 and 7. He will be pushing them on developing asks for the legislature. He asked the other Board members to let him know if there are other issues for which he should advocate. He attended the college's birthday party, the veterans covenant signing, both graduations, the North Clackamas Chamber annual dinner, and scholarship receptions at Gladstone High and Putnam High.

Jane Reid reported she attended the COC meeting, the Estacada School Board bond presentation, both graduation ceremonies, the scholarship reception at Estacada High, and the college's birthday celebration. She also attended the two-day conference on Becoming a Disaster-Resilient College hosted by ACCT. There were many good sessions and presenters from colleges who had experienced a safety incident. She reported CCC will be doing a review of our whole safety procedure when the new campus safety director is brought on board. There were a lot of good suggestions that she hopes the college

considers implementing. She was pleased that CCC sent a team of people to the conference and said it is the Board's duty to keep this initiative going.

Richard Oathes reported he attended both graduation ceremonies and the CCC birthday celebration.

Ron Adams reported he attended both graduations, the college's birthday celebration, the ELC open house, and the COC meeting.

REPRESENTATIVE REPORTS AND COMMENTS

Associated Student Government President Jairo Rodriguez reported:

He attended the 50th birthday party and the ASG Field Day on June 1. ASG is currently in the process of planning for next year. Jairo was unable to attend the Cougar Run, but they reached their goal on fundraising. The proceeds will go to the counseling department.

Full-Time Faculty Association President Bruce Nelson:

Shared thoughts from his year as president:

- There has been a lot of discussion of the budget, but no discussion of a salary increase for staff. He hopes that money will be set aside for employees, particularly classified.
- Faculty serve on many committees, and they appreciate that their input is welcomed and listened to. He is grateful to the Board and to the college for allowing participation. It is harder for PTF who are not on campus regularly and Bruce would like to see the college work to include them more.
- He has appreciated his meetings with President Joanne Truesdell, Presidents Council, and the Budget Advisory Group.
- He believes that faculty will ask for policies that address how administrative re-organizations are approved and how to create consistency for recruitment and hiring of faculty.
- Shared governance is great when it works, but faculty get upset when we don't see it happening. We need to constantly strive for improvement.
- He is concerned that the average term of an administrator is generally a short five years. Faculty is double that and classified probably more than faculty. Bruce would like to have more explanation and rationale when brand new administrators are implementing changes.
- More students need accommodations and faculty members need assistance in implementing this into their instruction. It is not an easy issue.
- The faculty evaluation process is in the contract. This has always been a difficult issue. Evaluations should help faculty do a better job. They should also get rid of faculty members quickly who should not be here. There is an ongoing concern that the current evaluation form includes items that do not belong in an evaluation.
- FYFE was a really good program and will vastly change the culture of faculty if it is maintained. Bruce thanked Joanne for her support of the program.
- The growth mindset workshops have been very helpful for faculty and staff.
- Strategic Priorities are a challenge for faculty to bring into their classrooms. It is difficult to hear change, change, change when you already have your lessons planned out for the next 10 weeks.
- He has appreciated his relationship with Classified Association President Enrique Farrera and believes it is good for the associations to work together,
- The recent Advisory Committee gathering was an excellent opportunity to connect with the community.
- CCC has a strong faculty, and an especially strong group of new faculty. This bodes well for the future, but there are many issues on which to continue to work.
- Expressed appreciation for the Board of Education.

Part-Time Faculty Association representative Lauren Zavrel:

- Said she agrees with many of Bruce's comments. There is always room for improvement to include Part-Time Faculty, but they also need to show up to things they are invited to. She expressed appreciation for President Joanne Truesdell's inclusion of her in many situations that have come up. The PTF would like to feel needed.
- Thanked Board Member Dave Hunt for attending PTFA meeting.
- Thanked FTF President Bruce Nelson and Classified President Enrique Farrera for their solidarity with PTFA.
- Reported the graduation ceremonies were awesome, especially the one for GED/Adult High School diplomas.
- Leslie Ormandy will be the next PTFA president.
- Thanked the Board and said this has been a great experience.

Classified Association President Enrique Farrera reported:

- He has appreciated PTF President Lauren Zavrel's and FTF President Bruce Nelson's friendship over the past year.
- He thanked the association for the opportunity to represent them for another year as their president.
- The Classified Association membership has changed - they are more skilled and are the backbone of the college. Classified staff provide the student services that allow graduation and completion rates to increase. They participate in community, religious, and civic organizations, and volunteer for many college activities.
- The Classified Association has been very active statewide this year. Members have been appointed to state-level committees and will participate at national conventions.
- Bargaining is ongoing and has been productive. During bargaining, Vice President Jim Huckestein informed the bargaining committee that the Board has the ultimate responsibility for the contract. Enrique asked the Board to approve the financial proposal presented by the association during bargaining to retain a quality workforce and continue the good work they are doing.

As there was no other business to come before the Board, Open Session was recessed at 8:10 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 8:17 p.m. with the following people present: Board Chair Jean Bidstrup; Board Members Richard Oathes, Dave Hunt, Jane Reid, Ron Adams; 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 9:15 p.m.

July 27, 2016
Date

Denice Bailey, Recorder

Richard Oathes, Board Chair

Joanne Truesdell, Clerk

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Special Session from July 11, 2016
Date:	July 27, 2016
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for July 11, 2016



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

SPECIAL SESSION

CALL TO ORDER

Chair Jean Bidstrup called the special meeting of the Clackamas Community College Board of Education to order at 12:30 p.m. on Monday, July 11, 2016, in the President’s office in Barlow Hall.

ROLL CALL

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

College Representatives in attendance: President Joanne Truesdell, Vice President Jim Huckestein, Dean Bob Cochran, Coordinator Mickey Yeager, ASG President Jairo Rodriguez, and Denice Bailey (Recorder).

NEW BUSINESS – ACTION

Randall Hall Locker Room Upgrades

Dean Bob Cochran and Special Projects Coordinator Mickey Yeager presented information on this project funded through the bond’s major maintenance program. Board Member Ron Adams asked if the project cost was higher than expected. Bob responded we anticipated \$2 million, so including the contingency we are a little bit over but within an acceptable range. Board Member Dave Hunt asked if there were any concerns on the project. Bob said the only concern is getting lockers in a timely fashion to complete the project by the first week of September. Board Member Greg Chaimov asked if there is a contingency plan in case the lockers do not get there in time. Mickey replied yes, we will have a mobile shower trailer and mobile lockers ready if that happens.

R16/17-1 Ron Adams moved, Greg Chaimov seconded the motion, to approve Resolution R16/17-1 authorizing Clackamas Community College to enter into a contract with Woodburn Construction

Company for the Randall Hall Title IX upgrades in an amount not to exceed \$2,268,750. Motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned.

Adjourned 12:35 p.m.

July 27, 2016
Date

Denice Bailey, Recorder

Richard Oathes, Board Chair

Joanne Truesdell, Clerk

Topic:	Monthly financial report -- All funds
Date:	July 27, 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 June 30, 2016. Run July 12, 2016, before recording all transactions, year-end accruals and adjustments.

	<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	\$ 47,415,319	\$ 44,056,269	\$ 3,359,050	\$ 19,070,047
Fee	1,352,895	4,019,826	3,407,594	612,232	1,965,127
Innovation	205,202	470,000	686,108	(216,108)	(10,906)
Debt Service	2,602,461	8,220,828	8,339,354	(118,526)	2,483,935
Capital Projects (Bond)	33,581,430	75,255	7,913,635	(7,838,380)	25,743,050
Equipment Replacement	1,538,129	250,000	217,926	32,074	1,570,203
Lottery Bond Improvemts	44,691	56,346	101,037	(44,691)	-
Major Maintenance	3,181,598	521,510	728,233	(206,722)	2,974,876
Student Technology	270,833	749,645	493,222	256,423	527,256
Internal Service	564,706	252,576	483,727	(231,151)	333,555
Bookstore	1,277,494	2,012,297	1,924,837	87,460	1,364,954
Customized Training	417,442	624,584	515,816	108,768	526,210
Intramurals and Athletics	10,580	329,638	304,361	25,277	35,856
Student Life & Leadership	169,251	175,953	219,998	(44,045)	125,207
Computer Lab	115,874	49,105	51,084	(1,980)	113,895
Retirement	1,676,869	1,000,000	844,251	155,749	1,832,617
Student Financial Aid	18,210	20,589,633	20,535,176	54,456	72,667
CASE Grant	-	178,003	178,003	-	-
Grants and Contracts	604,091	2,157,184	2,630,030	(472,846)	131,245
WIOA Grant	(1)	1,705,553	1,923,208	(217,655)	(217,656)
Insurance Reserve	215,042	100,000	21,954	78,046	293,088
PERS Reserve	1,000,000	-	-	-	1,000,000
Total	<u>\$ 64,557,795</u>	<u>\$ 90,953,254</u>	<u>\$ 95,575,825</u>	<u>\$ (4,622,570)</u>	<u>\$ 59,935,224</u>

NOTES

Student Financial Aid, Grants and Contracts, and WIOA:

Expenditures for these funds normally occur prior to billing or drawdown of funds. Revenue for reimbursements from grantors are normally billed and recorded in the month subsequent to when the expenditures were incurred, causing a negative fund balance at month end. Final billings and draws at year end will offset any expenditures for the year.

CONSENT AGENDA

**AGENDA ITEM 2c
R16/17-3c**

Topic:	Monthly financial report -- General Fund
Date:	July 27, 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

At July 12, 2016, before recording all 2015-16 transactions and before year-end accruals and adjustments

GENERAL FUND	June 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	\$ -	0%	\$14,675,131	114%	\$13,035,663	98%	\$12,844,886	\$14,787,185	\$ 1,942,299
Property taxes	522,068	3%	16,948,183	101%	16,041,193	104%	16,795,698	17,009,988	214,290
Tuition, net of waivers	(35,312)	0%	13,801,589	97%	13,952,252	98%	14,162,536	13,752,512	(410,024)
Other revenue	87,974	5%	1,920,416	109%	1,838,722	106%	1,768,241	1,717,618	(50,623)
Transfers in	-	0%	70,000	100%	436,200	98%	70,000	70,000	-
Total revenue	<u>574,730</u>	<u>1%</u>	<u>47,415,319</u>	<u>104%</u>	<u>45,304,030</u>	<u>100%</u>	<u>45,641,361</u>	<u>47,337,303</u>	<u>1,695,942</u>
EXPENDITURES									
Personnel services	5,252,511	14%	35,385,205	96%	33,798,441	96%	36,717,121	35,916,837	800,284
Materials and services	482,105	8%	5,937,460	94%	6,020,583	99%	6,306,467	6,113,727	192,740
Capital outlay	-	0%	271,771	92%	232,608	93%	295,500	147,725	147,775
Transfers out	100,000	4%	2,461,833	100%	1,721,427	100%	2,461,833	2,461,833	-
Total expenditures	<u>5,834,617</u>	<u>13%</u>	<u>44,056,269</u>	<u>96%</u>	<u>41,773,060</u>	<u>96%</u>	<u>45,780,921</u>	<u>44,640,122</u>	<u>1,140,799</u>
Net revenue (expenditures)	<u>\$ (5,259,887)</u>		3,359,050		3,530,970		(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>\$19,070,047</u>		<u>\$15,710,997</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 2d
R16/17-3d**

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	July 27, 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 June 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)		149,860
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			76,023
OIT building demo			33,867
Legal, set up modulars, etc.			89,919
Architect and engineering			1,156,676
Construction			-

Industrial Technical Center

	spring 2018	12,000,000
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		REVENUE AND EXPENDITURES, inception to June 30, 2016							
	Expected Completion	Budget	All Projects	Harmony Phase II	Industrial Tech Ctr	DeJardin Addition	Major Maintenance	Project Related	Total
Barlow parking lot	spring 2018	6,000,000							
Project management					25,149				
Architect and engineering					325,238				
Legal, other					1,213				
Surveying					15,515				
DeJardin addition		10,000,000							
Project management						654			
Major maintenance		26,000,000							
Project management							64,439		
IT network infrastructure & wireless		2,000,000					1,542,177		
Meyers Road extension		4,000,000					25,540		
Elevator and ADA upgrades							54,564		
Title IX							40,137		
Barlow Automotive remodel		10,000,000							
North tunnel remodel (Randall)							1,280		
Roofing							95,897		
Costs paid from unrestricted \$								177,182	
Total expenditures		<u>108,917,927</u>	<u>256,466</u>	<u>5,565,226</u>	<u>367,114</u>	<u>654</u>	<u>1,824,034</u>	<u>177,182</u>	8,190,675
COMMITTED: contracts minus expenditures to date									<u>3,588,015</u>
AVAILABLE: not yet spent or committed									<u>22,153,579</u>

CCC Board of Education – Topic Summary	
Topic:	Policy Revisions
Date:	July 27, 2016
Presenter:	Joanne Truesdell, President
Division/Department:	Executive Offices
RECOMMENDATION:	Approval of policies as listed.

REASON FOR BOARD CONSIDERATION:

One of the Board’s 2015-16 goals was to review and update Board policies on a three-year rotation, or as needed by changes in legal, community, or accreditation requirements.

BACKGROUND:

Board policies were most recently reviewed in 2011.

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 and had a first reading at the June 22 Board of Education meeting.

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:

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 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 10 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 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 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. 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 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 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.

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 for the College. The President shall submit recommended rates and fees 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 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:	Contracting Authority
Date:	July 27, 2016
Presenter:	Joanne Truesdell, President/Clerk
Division/Department:	President’s Office
RECOMMENDATION:	Adopt the resolution granting Contracting Authority to the Clerk and Deputy Clerk for the period of time from July 1, 2016, through June 30, 2017.

REASON FOR BOARD CONSIDERATION:

Board policy DGA/DGB directs the Board to grant Contracting Authority for contracts on an annual basis.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Adoption of the resolution will allow the President/Clerk and the Vice President of College Services/ Deputy Clerk to enter into contracts and agreements that are deemed necessary for normal operations of the College.

BACKGROUND:

This is an annual agenda item and is part of the organizational items that are included in the July meeting.

BUDGET IMPACT/SOURCE OF FUNDS:

There is no cost related to adopting the resolution.

ATTACHMENTS:

Resolution R16/17-3f

**CLACKAMAS COMMUNITY COLLEGE
RESOLUTION 16/17-3f
CONTRACTING AUTHORITY
(2016/2017)**

WHEREAS, THE College, in its normal course of operations, has occasion to enter into agreements with agencies, proprietorships, and businesses for Personnel Expenses, Materials & Services, equipment purchases, and for facilities' rentals, and,

WHEREAS, agreements may properly be in the form of purchase orders, letters of agreement, or contracts that stipulate special terms and conditions that both parties to the agreement must comply with, and,

WHEREAS, the Board may delegate authority to the President/Clerk, Joanne Truesdell, and Vice President of College Services/Deputy Clerk, Jim Huckestein, to enter into agreements that are deemed necessary for the normal operations of the College, and are within budgeted appropriations and purchasing limitations, and,

WHEREAS, such agreements will be referred to legal counsel, when questions of legal sufficiency arise, and,

WHEREAS, agreements that are necessary to implement non-budgeted grants will be brought to the Board of Education for acceptance and appropriation by Resolution in compliance with Local Budget Law and purchases that are for amounts exceeding the \$100,000 bid limit will be referred to the Board for bid award,

WHEREAS, grant applications that require Board action prior to submission will be brought to the Board for timely approval,

NOW, THEREFORE, BE RESOLVED, that authority to enter into contracts for personnel expenses, materials & services, equipment and rental of facilities, budgeted recurring grants and other agreements that are deemed necessary for the normal operations of the College and are within budgeted appropriations and purchasing limitations be delegated to the President/Clerk and Vice President of College Services/Deputy Clerk under the terms and conditions of this Resolution for the period July 1, 2016 through June 30, 2017.

DATED, this 27th day of July, 2016

Board Chair

Clerk

CCC Board of Education – Topic Summary	
Topic:	Designating Depositories, Authorizing Payments, and Naming Custodians of College Funds
Date:	July 27, 2016
Presenter:	Joanne Truesdell, President/Clerk
Division/Department:	President’s Office
RECOMMENDATION:	Adopt the resolution designating depositories, authorizing payments, and naming the Clerk and Deputy Clerk as custodians of funds for the college for the period of time from July 1, 2016, through June 30, 2017.

REASON FOR BOARD CONSIDERATION:

Board policy DGA/DGB directs the Board to authorize bank accounts, Local Government Investment Pool (LGIP) accounts and investments, and Signature Authority for contracts on an annual basis.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Adoption of the resolution will allow the President/Clerk and the Vice President of College Services/ Deputy Clerk to deposit money into authorized depositories, move funds and make payments, and enter into contracts and agreements that are deemed necessary for normal operations of the College.

BACKGROUND:

This is an annual agenda item and is part of the organizational items that are included in the July meeting.

BUDGET IMPACT/SOURCE OF FUNDS:

There is no cost related to adopting the resolution.

ATTACHMENTS:

Resolution

**CLACKAMAS COMMUNITY COLLEGE
RESOLUTION 16/17-3g
DESIGNATING DEPOSITORIES, PAYMENTS AND AUTHORIZING OF SIGNATURES
2016/2017**

WHEREAS, on the 27th day of July, 2016, a meeting was held by the Board of Education of Clackamas Community College District, Oregon, at which meeting a quorum was present and voting, and Joanne Truesdell, the President and Clerk of this District, having applied to the Board for designation of depositories for funds of said district, pursuant to the provisions of 341.703 of Oregon Revised Statutes, now, therefore,

BE IT RESOLVED, that Bank of America, Oregon City, Oregon, be designated as a depository for District funds for 2016/2017, and,

BE IT FURTHER RESOLVED, that the Local Government Investment Pool (LGIP), State of Oregon, banks and savings & loans, chartered in Oregon with deposits limited to amounts insured by agencies of the federal Government, be designated as depositories for funds of this District, in which Joanne Truesdell, President/Clerk, and Jim Huckestein, Vice President of College Services/Deputy Clerk, of the College District may deposit monies and place investments belonging to said District, until further ordered of this Board, and,

BE IT FURTHER RESOLVED, that debt service payments may be made to paying agents directly from LGIP accounts, and all other payments from and all deposits to LGIP accounts are by transfer from bank accounts, and

BE IT FURTHER RESOLVED, that the following named persons shall be authorized custodians of College funds to execute checks on the accounts in the above entitled depositories on behalf of the College District with one of the signatures of Joanne Truesdell or Jim Huckestein or by authorized facsimile as per approved operating procedures.

DATED, this 27th day of July, 2016

Board Chair

Clerk

CCC Board of Education – Topic Summary	
Topic:	Spring 2016 FTE and Enrollment Brief
Date:	July 27, 2016
Presenter:	BJ Nicoletti, Director of Institutional Research
Division/Department:	Division of Curriculum, Planning and Research (CPR)
RECOMMENDATION:	Enjoy the data, celebrate the improvements.

REASON FOR BOARD CONSIDERATION:

Routine FTE and enrollment briefing.

BUDGET IMPACT/SOURCE OF FUNDS:

Since community colleges receive funding from the state based on student FTE, a drop in enrollment means a drop in state revenue, unless other community college enrollments have dropped at a greater percentage than CCC's.

ATTACHMENTS:

Spring Enrollment Brief

FUTURE REPORT:

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

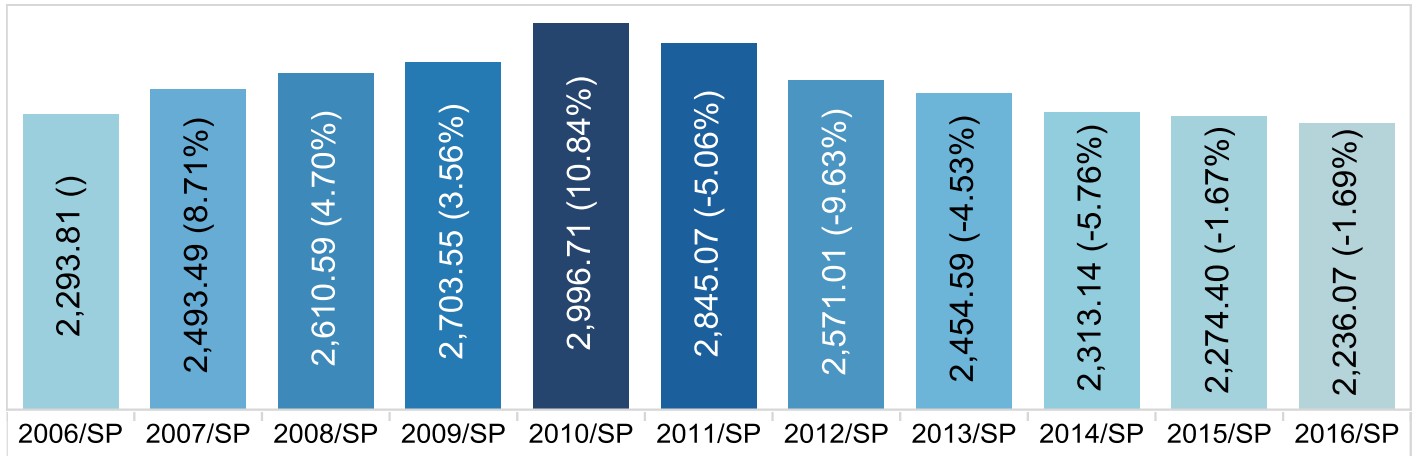
Spring 2016 FTE and Enrollment Brief

Summary Observations:

- Spring reimbursable FTE was 1.7% down from last spring (2201.49 from 2241.34).
- Headcount was up 3.1%.
- CTE Prep was up 4.7% from last spring term and apprenticeship continued to increase. Similar to winter term, CTE Supplemental showed a modest increase after a period of decline.
- Lower Division Collegiate was down 1.5% from last spring term.
- Developmental education continues to be lower than the prior spring term comparison. This decrease is explained by a decline in ESL enrollment as well as changed placement and progression of students through math and writing. Due to developmental education redesign, there are fewer sections of writing and math. There are no reading sections. Enrollment in developmental math is down 21.5% (199 distinct students); lower division collegiate first college level math is up 5.9% (83 distinct students). Developmental writing is down 44.6% (71 distinct students); lower division collegiate first college level writing is fairly steady.

Preview: Summer reimbursable FTE is up 10.7% from last summer through week 3 (451.84 from 404.97). Headcount is up 10.2% (3,152 from 2,860). Our preliminary year-to-date reimbursable FTE is showing -3.1%.

Total FTE and % Change from Prior - Spring Term



Unduplicated Headcount and % Change from Prior - Spring Term

2006/SP	2007/SP	2008/SP	2009/SP	2010/SP	2011/SP	2012/SP	2013/SP	2014/SP	2015/SP	2016/SP
13,029 ()	15,531 (19.20%)	17,148 (10.41%)	18,618 (8.57%)	19,024 (2.18%)	17,689 (-7.02%)	16,194 (-8.45%)	15,143 (-6.49%)	14,108 (-6.83%)	13,978 (-0.92%)	14,410 (3.09%)

FTE by Course Groupings

		2011-12	2012-13	2013-14	2014-15	2015-16
Summer	Lower Division Collegiate	326.53 ()	349.33 (7.0%)	268.80 (-23.1%)	278.14 (3.5%)	248.83 (-10.5%)
	CTE Prep	193.53 ()	170.85 (-11.7%)	108.30 (-36.6%)	95.34 (-12.0%)	80.85 (-15.2%)
	CTE Supplemental	80.35 ()	57.39 (-28.6%)	49.29 (-14.1%)	42.16 (-14.5%)	44.10 (4.6%)
	CTE Apprenticeship	3.82 ()	4.88 (27.7%)	2.07 (-57.6%)	3.91 (88.9%)	3.88 (-0.8%)
	Developmental Education	143.70 ()	117.57 (-18.2%)	138.13 (17.5%)	128.75 (-6.8%)	100.01 (-22.3%)
	Adult Continuing Ed	109.58 ()	86.87 (-20.7%)	97.10 (11.8%)	84.66 (-12.8%)	68.06 (-19.6%)
	Self-Improvement - Non-Reimbursable	14.38 ()	9.20 (-36.0%)	4.00 (-56.5%)	4.20 (5.0%)	8.53 (103.1%)
	Total	871.89 ()	796.09 (-8.7%)	667.69 (-16.1%)	637.16 (-4.6%)	554.26 (-13.0%)
Fall	Lower Division Collegiate	1,278.87 ()	1,257.16 (-1.7%)	1,183.64 (-5.8%)	1,154.19 (-2.5%)	1,157.88 (0.3%)
	CTE Prep	574.36 ()	426.29 (-25.8%)	338.11 (-20.7%)	309.63 (-8.4%)	289.32 (-6.6%)
	CTE Supplemental	191.79 ()	124.48 (-35.1%)	90.38 (-27.4%)	139.00 (53.8%)	97.99 (-29.5%)
	CTE Apprenticeship	44.17 ()	48.37 (9.5%)	59.04 (22.1%)	74.05 (25.4%)	85.58 (15.6%)
	Developmental Education	248.67 ()	307.75 (23.8%)	307.99 (0.1%)	288.94 (-6.2%)	269.71 (-6.7%)
	Adult Continuing Ed	113.96 ()	107.38 (-5.8%)	115.72 (7.8%)	85.60 (-26.0%)	71.25 (-16.8%)
	Self-Improvement - Non-Reimbursable	51.19 ()	13.96 (-72.7%)	11.11 (-20.4%)	9.93 (-10.6%)	13.06 (31.5%)
	Total	2,503.01 ()	2,285.39 (-8.7%)	2,105.99 (-7.8%)	2,061.34 (-2.1%)	1,984.79 (-3.7%)
Winter	Lower Division Collegiate	1,400.53 ()	1,368.51 (-2.3%)	1,236.49 (-9.6%)	1,276.77 (3.3%)	1,297.85 (1.7%)
	CTE Prep	541.28 ()	436.40 (-19.4%)	343.24 (-21.3%)	343.24 (0.0%)	345.90 (0.8%)
	CTE Supplemental	147.08 ()	118.03 (-19.8%)	80.36 (-31.9%)	59.59 (-25.8%)	60.56 (1.6%)
	CTE Apprenticeship	52.90 ()	46.60 (-11.9%)	53.82 (15.5%)	69.58 (29.3%)	76.61 (10.1%)
	Developmental Education	252.12 ()	278.32 (10.4%)	274.31 (-1.4%)	263.03 (-4.1%)	209.83 (-20.2%)
	Adult Continuing Ed	103.94 ()	99.02 (-4.7%)	92.30 (-6.8%)	78.81 (-14.6%)	79.72 (1.2%)
	Self-Improvement - Non-Reimbursable	86.97 ()	10.89 (-87.5%)	10.69 (-1.8%)	8.49 (-20.6%)	11.28 (32.9%)
	Total	2,584.82 ()	2,357.77 (-8.8%)	2,091.21 (-11.3%)	2,099.51 (0.4%)	2,081.75 (-0.8%)
Spring	Lower Division Collegiate	1,376.94 ()	1,359.97 (-1.2%)	1,395.07 (2.6%)	1,428.56 (2.4%)	1,406.53 (-1.5%)
	CTE Prep	632.25 ()	535.38 (-15.3%)	386.64 (-27.8%)	343.67 (-11.1%)	359.73 (4.7%)
	CTE Supplemental	133.67 ()	109.93 (-17.8%)	89.61 (-18.5%)	78.86 (-12.0%)	81.97 (3.9%)
	CTE Apprenticeship	60.80 ()	61.61 (1.3%)	73.97 (20.1%)	93.39 (26.3%)	104.74 (12.2%)
	Developmental Education	234.87 ()	268.28 (14.2%)	260.66 (-2.8%)	234.05 (-10.2%)	178.91 (-23.6%)
	Adult Continuing Ed	109.75 ()	109.54 (-0.2%)	93.84 (-14.3%)	85.27 (-9.1%)	90.47 (6.1%)
	Self-Improvement - Non-Reimbursable	22.67 ()	10.37 (-54.3%)	13.35 (28.7%)	10.19 (-23.7%)	13.72 (34.6%)
	Total	2,570.95 ()	2,455.08 (-4.5%)	2,313.14 (-5.8%)	2,273.99 (-1.7%)	2,236.07 (-1.7%)

CCC Board of Education – Topic Summary	
Topic:	City of Milwaukie – Urban Renewal Plan
Date:	July 27, 2016
Presenter:	Bob Cochran, Dean
Division/Department:	Campus Services
RECOMMENDATION:	Informational Only

REASON FOR BOARD CONSIDERATION:

The City of Milwaukie recently assembled an Urban Renewal Advisory Group to determine if an Urban Renewal District (URD) was appropriate for the City and make recommendations to the Milwaukie City Council. Clackamas Community College was invited to sit on this task force as a member of the taxing districts (along with schools, fire, parks and recreation, etc.) within the proposed URD. This presentation is a summary of those meetings.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

This is informational only. The Board of Education may direct staff to follow up as desired.

BACKGROUND:

An Urban Renewal District is a program whereas a defined area within a community that needs rehabilitation (blight, poorly developed and/or under developed properties) is selected. Once selected, the needed infrastructure and other improvements are identified and listed along with their estimated costs. The total cost of the improvements are calculated along with the costs associated with administration and financing of said improvements.

The funding of the improvement costs are financed by “freezing” the base taxes on the properties within the URD. From that point forward (for a select period of time) any increase in property taxes is used to finance the improvements either through direct spending or through bond sales and financing. In theory, as the improvements are made to the area, the taxes increase and the debt is paid through that incremental tax increase. Of course, since the taxes are frozen, taxing districts such as the college, fire district, educational districts and the city itself see no increase in taxes collected within the URD for the life of the district.

The City of Milwaukie has proposed a maximum indebtedness of \$92,500,000 and a 29 year implementation plan. The area proposed is primarily downtown and is made up of 257.8 acres. During the Urban Renewal Advisory Group process, goals and objectives were defined which include; public involvement, economic development, infrastructure (public spaces and transportation), sense of space, and fiscal stewardship. The City has identified approximately \$77 million dollars of proposed improvements within the district. City Staff have estimated that \$19.2 million of this will be funded through other opportunities leaving \$57.8 million of projects funded by the URD.

Since the URD financing is based on the freezing of the tax base and using tax increases to finance the debt, the impact to Clackamas Community College over the 29 year of the district is estimated to be at \$4,202,126. For reference, the year 3 impact is \$4,472/year and the year 29 impact is \$298,298/year.

The Schedule for the URD is as follow:

- City Council Hearing on August 2nd
- City Council Vote on August 16th

The Board of Education can take three directions with the proposed URD:

1. Consider this as informational only with no direct action.
2. Write a letter to the City of Milwaukie City Council in support for the URD.
3. Write a letter to the City of Milwaukie City Council in opposition to the URD.

BUDGET IMPACT/SOURCE OF FUNDS:

The impact to the College's tax income over the 29 year life of the URD is estimated to be \$4,202,126

ATTACHMENTS:

Urban Renewal District selected documents

FUTURE REPORT:

None unless requested



June 22, 2016

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

Re: Proposed Milwaukie Urban Renewal Plan

Dear Taxing District Representative,

The Milwaukie City Council is considering adoption of an ordinance to establish an urban renewal area that encompasses both downtown and central Milwaukie properties. The tax increment revenues from urban renewal would assist with economic development, infrastructure and public amenity projects that would enable this area to develop.

The legal requirements for the adoption of an urban renewal plan stipulate that the proposed urban renewal plan be sent to representatives of overlapping taxing districts. Although the approval of overlapping taxing districts is not required, the City Council is required to respond specifically to any written recommendations of the districts. This letter is the official transmission of the proposed Milwaukie Urban Renewal Plan. If you would like to provide written comments, they will be responded to by the Milwaukie City Council. Please provide any written comments by July 19, 2016.

The Milwaukie City Council is scheduled to have a public hearing on the proposed Milwaukie Urban Renewal Plan on August 2, 2016. They will vote on the proposed Milwaukie Urban Renewal Plan on August 16, 2016. Both meetings are at the Milwaukie City Hall 10722 SE Main Street, at 6:00 pm.

BACKGROUND

The City of Milwaukie has had the following actions of urban renewal in the last year.

June 21, 2016: The Milwaukie Redevelopment Commission reviewed the Plan and passed a motion to send it through the formal review process.

June 7, 2016: The Council received a briefing from Elaine Howard on the Plan and Report and the process of preparing these documents to date.

February 2, 2016: The Council adopted a resolution creating the Milwaukie Urban Renewal Advisory Group and appointed members to group.

December 15, 2015: The Council adopted a resolution directing staff and the consultant team to develop a draft urban renewal plan for the downtown and central Milwaukie urban renewal area.

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Urban renewal is unique in that it brings its own financing source: tax increment financing (TIF). Tax increment revenues - the amount of property taxes generated by the increase in total assessed values in the urban renewal area from the time the urban renewal area is first established – are used to repay borrowed funds. The funds borrowed are used to pay for urban renewal projects.

Urban renewal is put into effect by the local government (the city in this case) adopting an urban renewal plan. The urban renewal plan defines the urban renewal area, states goals and objectives for the area, lists projects and programs that can be undertaken, provides a dollar limit on the funds borrowed for urban renewal projects, and states how the plan may be changed in the future.

The goals of the Plan are listed in Section III of the attached Plan.

FINANCING

The proposed maximum indebtedness, the limit on the amount of funds that may be spent on administration, projects and programs in the Area is \$92,500,000. The maximum indebtedness does not include interest paid on any borrowing by the urban renewal agency. There is a proposed financing plan in the Report that shows that the Plan is financially feasible. It is understood that the Agency may make changes to the financing plan as needs and opportunities arise, typically during the annual budgeting process.

Impact on Taxing Jurisdictions

The impact of tax increment financing on overlapping taxing districts consists primarily of the property tax revenues foregone on permanent rate levies as applied to the growth in assessed value in the Area. The projections for impacts on the taxing jurisdictions are estimated through fiscal year (FY) 2045/46, twenty-nine years of tax increment collections.

Revenue sharing was a feature of the 2009 legislative changes in urban renewal law. Revenue sharing is based on the actual tax increment revenues generated and occurs at stipulated trigger points in the life of a Plan. Revenue sharing is based on the actual tax increment revenues generated and occurs at stipulated trigger points in the life of a Plan. The first trigger point is when the annual tax increment revenues are equal to 10% of the maximum indebtedness established for the Area. Revenue Sharing is not projected to commence before the termination of the Plan, as the Area is not projected to meet revenue sharing targets at 10% of initial maximum indebtedness in the life of the Plan. If actual assessed value growth in the urban renewal area exceeds the projections made in the urban renewal plan, revenue sharing could occur.

Two jurisdictions, Clackamas Community College and the North Clackamas School District, have outstanding general obligation (GO) bonds approved by voters prior to 2001. In accordance with ORS 457, these bonds will be included in the tax rate used to calculate tax increment revenues for a new urban renewal area. Both of these bonds are scheduled to be repaid in full by FYE 2020. As shown in Table 16, the Milwaukie Urban Renewal Area will cause a very small increase in the amount of these tax rates through FYE 2020, when the bonds expire. The combined increase in tax rates will be no more than \$0.0007 per \$1,000 of assessed value in any year. For a property with \$100,000 in assessed value, the annual impact on property tax bills would be no more than \$0.07,

Tables 1a and 1b show the projected impacts to the taxing districts as a result of the proposed Milwaukee Urban Renewal Plan.

Table 1a – Projected Impact on Taxing District Permanent Rate Levies - General Government

FYE	Clackamas County Extension & 4H		County Library		County Soil and Water		Fire District #1		North Clackamas Park		City of Milwaukie		Port of Portland		Vector Control	
	Perm	Subtotal	Perm	Subtotal	Perm	Subtotal	Perm	Subtotal	Perm	Subtotal	Perm	Subtotal	Perm	Subtotal	Perm	Subtotal
2018	-\$19,262	-\$401	-\$3,184	-\$401	-\$803	-\$401	-\$19,238	-\$4,312	-\$33,143	-\$562	-\$774	-\$52	-\$81,329			
2019	-\$38,606	-\$803	-\$6,381	-\$803	-\$1,460	-\$803	-\$38,557	-\$8,642	-\$66,425	-\$1,126	-\$1,551	-\$104	-\$162,998			
2020	-\$70,205	-\$1,460	-\$11,604	-\$1,460	-\$3,247	-\$1,460	-\$70,117	-\$15,716	-\$120,795	-\$2,047	-\$2,821	-\$190	-\$296,415			
2021	-\$156,119	-\$3,247	-\$25,806	-\$3,247	-\$4,004	-\$3,247	-\$155,925	-\$34,949	-\$268,621	-\$4,552	-\$6,273	-\$422	-\$659,161			
2022	-\$192,521	-\$4,004	-\$31,823	-\$4,004	-\$5,214	-\$4,004	-\$192,281	-\$43,097	-\$331,255	-\$5,613	-\$7,735	-\$521	-\$812,854			
2023	-\$250,718	-\$5,214	-\$41,442	-\$5,214	-\$6,075	-\$5,214	-\$250,405	-\$56,125	-\$431,389	-\$7,310	-\$10,074	-\$678	-\$1,058,569			
2024	-\$292,110	-\$6,075	-\$48,284	-\$6,075	-\$7,583	-\$6,075	-\$291,746	-\$65,391	-\$502,609	-\$8,517	-\$11,737	-\$790	-\$1,233,334			
2025	-\$364,634	-\$7,583	-\$60,272	-\$7,583	-\$8,546	-\$7,583	-\$364,179	-\$81,626	-\$627,395	-\$10,632	-\$14,651	-\$986	-\$1,539,541			
2026	-\$410,929	-\$8,546	-\$67,924	-\$8,546	-\$9,227	-\$8,546	-\$410,416	-\$91,990	-\$707,049	-\$11,982	-\$16,511	-\$1,111	-\$1,735,004			
2027	-\$443,647	-\$9,227	-\$73,332	-\$9,227	-\$9,859	-\$9,227	-\$443,094	-\$106,119	-\$815,649	-\$13,822	-\$19,047	-\$1,282	-\$2,001,493			
2028	-\$474,045	-\$9,859	-\$78,357	-\$9,859	-\$10,516	-\$9,859	-\$473,454	-\$113,196	-\$870,043	-\$14,744	-\$20,317	-\$1,367	-\$2,134,968			
2029	-\$505,659	-\$10,516	-\$83,582	-\$10,516	-\$11,200	-\$10,516	-\$505,028	-\$120,556	-\$926,614	-\$15,702	-\$21,638	-\$1,456	-\$2,273,795			
2030	-\$538,537	-\$11,200	-\$89,017	-\$11,200	-\$12,651	-\$11,200	-\$537,865	-\$128,210	-\$985,447	-\$16,699	-\$23,012	-\$1,548	-\$2,418,152			
2031	-\$572,730	-\$11,911	-\$94,669	-\$11,911	-\$13,420	-\$11,911	-\$572,015	-\$136,171	-\$1,046,633	-\$17,736	-\$24,441	-\$1,645	-\$2,568,298			
2032	-\$608,291	-\$12,651	-\$100,547	-\$12,651	-\$14,220	-\$12,651	-\$607,532	-\$144,450	-\$1,110,268	-\$18,814	-\$25,927	-\$1,745	-\$2,724,447			
2033	-\$645,274	-\$13,420	-\$106,660	-\$13,420	-\$15,052	-\$13,420	-\$644,469	-\$153,060	-\$1,176,447	-\$19,936	-\$27,472	-\$1,849	-\$2,886,843			
2034	-\$683,737	-\$14,220	-\$113,018	-\$14,220	-\$15,917	-\$14,220	-\$682,884	-\$162,015	-\$1,245,274	-\$21,102	-\$29,080	-\$1,957	-\$3,055,735			
2035	-\$723,738	-\$15,052	-\$119,630	-\$15,052	-\$16,816	-\$15,052	-\$722,835	-\$171,328	-\$1,316,853	-\$22,315	-\$30,751	-\$2,069	-\$3,231,379			
2036	-\$765,339	-\$15,917	-\$126,506	-\$16,816	-\$17,752	-\$16,816	-\$764,384	-\$181,013	-\$1,391,296	-\$23,577	-\$32,489	-\$2,186	-\$3,414,050			
2037	-\$808,604	-\$16,816	-\$133,658	-\$17,752	-\$18,725	-\$17,752	-\$807,595	-\$191,085	-\$1,468,717	-\$24,889	-\$34,297	-\$2,308	-\$3,604,030			
2038	-\$853,600	-\$17,752	-\$141,095	-\$18,725	-\$19,738	-\$18,725	-\$852,535	-\$201,561	-\$1,549,234	-\$26,253	-\$36,178	-\$2,434	-\$3,801,609			
2039	-\$900,396	-\$18,725	-\$148,830	-\$19,738	-\$20,790	-\$19,738	-\$899,273	-\$212,456	-\$1,632,972	-\$27,672	-\$38,133	-\$2,566	-\$4,007,093			
2040	-\$949,064	-\$19,738	-\$156,875	-\$20,790	-\$21,885	-\$20,790	-\$947,879	-\$223,786	-\$1,720,060	-\$29,148	-\$40,167	-\$2,703	-\$4,220,794			
2041	-\$999,678	-\$20,790	-\$165,241	-\$21,885	-\$23,023	-\$21,885	-\$998,431	-\$235,570	-\$1,810,631	-\$30,683	-\$42,282	-\$2,845	-\$4,443,044			
2042	-\$1,052,317	-\$21,885	-\$173,942	-\$23,023	-\$24,208	-\$23,023	-\$1,051,004	-\$247,825	-\$1,904,825	-\$32,279	-\$44,481	-\$2,993	-\$4,674,181			
2043	-\$1,107,061	-\$23,023	-\$182,991	-\$24,208	-\$25,439	-\$24,208	-\$1,105,680	-\$260,570	-\$2,002,787	-\$33,939	-\$46,769	-\$3,147	-\$4,914,568			
2044	-\$1,163,995	-\$24,208	-\$192,402	-\$25,439	-\$26,720	-\$25,439	-\$1,162,543	-\$273,825	-\$2,104,667	-\$35,665	-\$49,148	-\$3,307	-\$5,164,566			
2045	-\$1,223,207	-\$25,439	-\$202,189	-\$26,720	-\$27,402	-\$26,720	-\$1,221,680	-\$287,610	-\$2,210,622	-\$37,461	-\$51,622	-\$3,474	-\$5,424,568			
2046	-\$1,284,787	-\$26,720	-\$212,368	-\$27,402	-\$28,318	-\$27,402	-\$1,283,184	-\$306,402	-\$2,317,086	-\$39,311	-\$53,566	-\$3,648	-\$5,698,566			
Total	-\$18,098,810	-\$376,402	-\$2,991,629	-\$376,402	-\$18,076,228	-\$376,402	-\$18,076,228	-\$4,051,568	-\$31,141,066	-\$527,713	-\$727,204	-\$48,934	-\$76,415,956			

Source: ECONorthwest

Table 1b – Projected Impact on Taxing District Permanent Rate Levies – Education

FYE	Clackamas CC	Clackamas ESD	North Clackamas SD	Subtotal	Total
	Perm	Perm	Perm		
2018	-\$4,472	-\$2,954	-\$39,019	-\$46,445	-\$127,774
2019	-\$8,963	-\$5,920	-\$78,202	-\$93,085	-\$256,083
2020	-\$16,300	-\$10,766	-\$142,211	-\$169,277	-\$465,692
2021	-\$36,247	-\$23,942	-\$316,245	-\$376,434	-\$1,035,595
2022	-\$44,699	-\$29,524	-\$389,983	-\$464,206	-\$1,277,060
2023	-\$58,211	-\$38,449	-\$507,870	-\$604,530	-\$1,663,099
2024	-\$67,821	-\$44,797	-\$591,718	-\$704,336	-\$1,937,670
2025	-\$84,660	-\$55,919	-\$738,627	-\$879,206	-\$2,418,747
2026	-\$95,408	-\$63,019	-\$832,403	-\$990,830	-\$2,725,834
2027	-\$103,005	-\$68,036	-\$898,680	-\$1,069,721	-\$2,942,869
2028	-\$110,062	-\$72,698	-\$960,256	-\$1,143,016	-\$3,144,509
2029	-\$117,402	-\$77,546	-\$1,024,294	-\$1,219,242	-\$3,354,210
2030	-\$125,036	-\$82,588	-\$1,090,894	-\$1,298,518	-\$3,572,303
2031	-\$132,975	-\$87,832	-\$1,160,158	-\$1,380,965	-\$3,799,117
2032	-\$141,231	-\$93,285	-\$1,232,192	-\$1,466,708	-\$4,035,006
2033	-\$149,818	-\$98,957	-\$1,307,108	-\$1,555,883	-\$4,280,330
2034	-\$158,748	-\$104,856	-\$1,385,020	-\$1,648,624	-\$4,535,467
2035	-\$168,035	-\$110,990	-\$1,466,049	-\$1,745,074	-\$4,800,809
2036	-\$177,694	-\$117,370	-\$1,550,320	-\$1,845,384	-\$5,076,763
2037	-\$187,739	-\$124,005	-\$1,637,960	-\$1,949,704	-\$5,363,754
2038	-\$198,186	-\$130,905	-\$1,729,107	-\$2,058,198	-\$5,662,228
2039	-\$209,051	-\$138,082	-\$1,823,899	-\$2,171,032	-\$5,972,641
2040	-\$220,351	-\$145,545	-\$1,922,483	-\$2,288,379	-\$6,295,472
2041	-\$232,102	-\$153,307	-\$2,025,011	-\$2,410,420	-\$6,631,214
2042	-\$244,324	-\$161,380	-\$2,131,639	-\$2,537,343	-\$6,980,387
2043	-\$257,034	-\$169,775	-\$2,242,534	-\$2,669,343	-\$7,343,524
2044	-\$270,253	-\$178,506	-\$2,357,863	-\$2,806,622	-\$7,721,190
2045	-\$284,001	-\$187,587	-\$2,477,805	-\$2,949,393	-\$8,113,959
2046	-\$298,298	-\$197,031	-\$2,602,546	-\$3,097,875	-\$8,522,443
Total	-\$4,202,126	-\$2,775,571	-\$36,662,096	-\$43,639,793	-\$120,055,749

Source: ECONorthwest

Table 2 shows the tax revenues projected to be available to taxing jurisdictions once the Area is terminated. These are estimates only; changes in the economy may impact the projections. The table depicts the taxes from the frozen base of the Area that the taxing jurisdictions receive throughout the life of the Plan, and the taxes estimated from the additional taxes which will be received by the taxing jurisdictions once the Plan is terminated, estimated to be in FYE 2047. The final column estimates the total amount of taxes estimated for the year that the Plan is expected to be terminated.

Table 2 – Additional Revenues Projected After Termination of Tax Increment Financing

Taxing District	Tax Rate	Tax Revenue in FYE 2047 (year after expiration)		
		From Frozen Base	From Excess Value	Total
General Government				
Clackamas County	2.4042	\$332,940	\$1,419,821	\$1,752,761
County Extension & 4H	0.0500	\$6,924	\$29,528	\$36,452
County Library	0.3974	\$55,033	\$234,688	\$289,721
County Soil and Water	0.0500	\$6,924	\$29,528	\$36,452
Fire District #1	2.4012	\$332,525	\$1,418,050	\$1,750,575
North Clackamas Park	0.5382	\$74,531	\$317,839	\$392,370
City of Milwaukie	4.1367	\$572,861	\$2,442,964	\$3,015,825
Port of Portland	0.0701	\$9,708	\$41,398	\$51,106
Metro	0.0966	\$13,377	\$57,048	\$70,425
Vector Control	0.0065	\$900	\$3,839	\$4,739
<i>Subtotal</i>	10.1509	\$1,405,724	\$5,994,702	\$7,395,687
Education				
Clackamas CC	0.5582	\$77,301	\$329,650	\$406,951
Clackamas ESD	0.3687	\$51,059	\$217,739	\$268,798
North Clackamas SD	4.8701	\$674,425	\$2,876,080	\$3,550,505
<i>Subtotal</i>	5.7970	\$802,784	\$3,423,469	\$4,226,254
Total	15.9414	\$2,207,608	\$9,414,333	\$11,621,941

Source: ECONorthwest

CCC Board of Education – Topic Summary	
Topic:	Property, Liability and Workers’ Compensation insurance changes effective July 1, 2016
Date:	July 27, 2016
Presenter:	Jim Huckestein, Vice President
Division/Department:	College Services
RECOMMENDATION:	Information only

REASON FOR BOARD CONSIDERATION:

Insurance renewals are an annual operating item to report to the Board.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Insurance is a risk management practice which enhances financial stability.

BACKGROUND:

On an annual basis, the college requests property, liability, and worker’s compensation carriers to provide quotes for insurance coverage, options for changes in coverage and deductibles, or plan design. Historical claim information is shared with, and explained to, the carriers so that the best possible claim experience can be factored into the quotes. In addition the college provides updated information on asset values, classification of assets, additions and deletions from the asset inventory, or in the case of worker’s compensation the overall salary levels by each worker classification.

Property and liability Insurance has been provided by PACE in the past and PACE was the only carrier to provide a quote for next year.

BUDGET IMPACT/SOURCE OF FUNDS:

Property & Liability Premium and Rate Comparison

Coverage	2015/2016 Policy Year			2016/2017 Policy Year			2015/2016 to 2016/2017 Changes		
	Premium	Exposure	Rate	Premium	Exposure	Rate	Premium Change	% Premium Change	% Rate Change
Property	\$171,752	\$170,548,247	10.07	\$175,028	\$172,353,503	10.16	\$3,276	1.91%	0.84%
Liability	\$87,436	29,477,210	0.00	\$95,088	32,031,260	0.00	\$7,652	8.75%	0.08%
Automobile	\$21,929	61	359.66	\$22,187	62	357.85	\$248	1.13%	-0.50%
Crime	\$4,515			\$4,515			\$0	0.0%	
Total	\$285,642			\$296,818			\$11,176	3.91%	

Workers’ Compensation coverage provided by SAIF is increasing from a 2015/16 Estimated Annual Guaranteed Cost premium of \$110,529 to \$121,277 for 2016/17.

ATTACHMENTS:

None

CCC Board of Education – Topic Summary	
Topic:	Board Representative Role/Committee Assignments for 2016-17
Date:	July 27, 2016
Presented By:	Board Chair Prepared by Joanne Truesdell, President/Clerk
Division/Department:	President’s Office
Recommendation:	Determine Board Representatives and Liaisons for the 2016-17 academic year.

REASON FOR BOARD CONSIDERATION:

This is an annual agenda item and is part of the organizational items done every July.

EXPECTED OUTCOME:

The Board Chair is responsible to appoint members to serve as Board Representative/Liaison.

BACKGROUND:

2015-16 liaisons were:

- OCCA Liaison: Ron Adams.
- OCCA Board Education Committee: Jane Reid.
- CCC Legislative Affairs Committee: Ron Adams, Greg Chaimov, and Dave Hunt with all Board members assisting.
- Bond Citizens Oversight Committee: Jane Reid (Co-chair), Ron Adams
- CCC Foundation Liaison: Jean Bidstrup (Lead & voting member) and Richard Oathes (Co-Lead).
- CCC Outreach: Chris Groener, Jane Reid, Richard Oathes, Greg Chaimov, Jean Bidstrup, Dave Hunt and Ron Adams as representatives to internal and external groups.
- Board Executive Committee: Jean Bidstrup, Richard Oathes, Greg Chaimov
- Board Policy Review Committee: Richard Oathes, Chris Groener

The Board Chair will request members review the assignments and indicate interest areas at the Board meeting. The Chair will then assign representatives/liaisons.

**Clackamas Community College
Board of Education
Explanation of Representative/Liaison Duties/Opportunities**

For each area, the Board will identify CCC Board of Education representation:

Oregon Community College Association (OCCA) – Liaison

The Oregon Community College Association represents the seventeen publicly chartered community colleges and their locally elected board members as well as the interests of the faculty, staff, administration and nearly 350,000 students in those colleges.

Founded in 1962, OCCA is an association whose purpose is to support the colleges before policy-makers and partners whose actions affect the well-being of community colleges across the state. The Association does this through a variety of services.

OCCA is governed by a 34-member Board of Directors which includes each president **and one board member from each of the seventeen colleges**. The board member representatives are chosen by their own local boards and they, with the presidents, elect the Association's Executive Committee to provide OCCA leadership each year.

OCCA Board Education Committee

Participate in designing educational topics for community college board member training for monthly Board Forums, annual Board Member Orientations, and Annual Conference.

Clackamas Community College (CCC) Legislative Affairs Committee

Represents Clackamas Community College to local, State and Federal elected officials. Committee members are all advised as to where to find the various bills under consideration so that they may be well versed and able to discuss their viewpoint during the various meetings. Staff members are always available to assist Board members in understanding an issue, introductions at the Capitol, or answering questions.

Responsibilities include:

- Participate in weekly meetings during the Oregon Legislative Session (via teleconference); quarterly meetings in interim.
- Review items, recommend position for consideration for full Legislative Committee agenda.
- Participate in local Town Halls of state and federal delegations.
- Convey Clackamas Community College's concerns/support regarding Bills introduced at hearings or in legislative visits.

Clackamas Community College (CCC) Bond Citizen Oversight Committee

The purpose of the Clackamas Community College Citizen Oversight Committee is to provide oversight on the implementation of bond measure 3-447, approved by voters on November 4, 2014. The committee's charge is to:

- Receive regular reports on all bond related projects,
- Ensure the bond projects reflect the community's input and needs,
- Advise on and help implement public engagement strategies, and
- Act as key communicator to constituencies, communities, business, and civic organizations.

Clackamas Community College (CCC) Foundation – Executive Committee and Board Liaison (2 separate roles)

The Clackamas Community College Foundation is an independent, non-profit 501(c)(3) tax exempt charitable organization, the purpose of which is to raise friends and funds for the College. 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 Foundation acts as a separate organization from the College, with policies set forth by the CCC Foundation Board of Directors, which is made up of voluntary members.

The College Board of Education shall designate the Board Chair as a voting member of the Foundation Executive Committee. The Executive Committee term aligns with the calendar year instead of the college's fiscal year, so the immediate past Board Chair will serve through December, and the current Board Chair will assume the position in January. The Executive Committee typically meets once per month (first Wednesday) in the morning in the Community Center.

The College Board of Education shall designate one of its members to be a liaison and voting member of the Foundation Board and to make periodic reports on Foundation activities to the College Board. The Foundation Board typically meets once a month (third Monday) over lunch. Locations vary.

Clackamas Community College (CCC) Outreach

Represents Clackamas Community College to internal and external groups, councils, and boards as identified.

Clackamas Community College Board Policy Committee

Provides scheduled review of Clackamas Community College Board policies to ensure policies are updated to reflect legal, community, and accreditation changes.

Clackamas Community College Executive Committee - Immediate Past Board Chair, Board Chair, and Vice-Chair

- Reviews monthly board agendas
- Proposes President's evaluation calendar, evaluation process, and evaluation materials for board consideration
- Monitors board progress toward achieving annual board goals and reports quarterly to the board

2016-2017 Board Goals

College Readiness

Strengthen curricular, instructional, and student services partnerships with high schools in our College's district to improve readiness for Clackamas Community College.

- Deepen K-12 District Board/Administration with CCC Board/Administration.
- Focus 2016-17 Community Engagement conversations regarding CCC partnerships with their district.

Academic Innovation and Relevance

Continue to create an overall portfolio of high-quality, relevant, innovative and evidence-based instructional methods, programs, environments and models in order to better serve our students and community.

- Continue to support First Year Faculty Experience and expand to a 2nd year for the cohort.
- Request assessment on leadership development for all staff.
- Create an onboarding experience relevant for all new employees.

Financial Sustainability

Increase institutional resources and capacity in order to better fulfill our mission through: 1) obtaining more grants and donations; 2) using existing resources more effectively; 3) creating sustainable programs, services and partnerships; 4) preserving public trust through responsible and transparent fiscal operations.

- Advocate for capital and safety legislative requests.
- Assist CCC Foundation in capital and scholarship fund efforts.
- Communicate capital cost escalation and its impact on Bond 2014 projects.

Guided Pathways

Degree- and certificate-seeking students will have clearly articulated guided educational and career pathways based on each student's stated intent.

- Identify on Tentative Annual Calendar Work Session and Regular Session topics that influence Guided Pathways.
- Identify on all career pathway, one-year and two-year degree program approvals recommendations how the program recommended for approval supports Guided Pathways principles and implementation.



Full-Time Personnel Report

From 05/20/2016 - 06/19/2016

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
NEW HIRES			
Doreen "DW" Wood	Online Learning & Education Technology Coor.	Classified	6/6/2016
Jack Hardy	Executive Director, Marketing & Strategic Communications	Administrative	5/28/2016
SEPARATIONS			
Rose Taylor	Library Services Coordinator	Classified	5/25/2016
Loni Sanders	College and Community Relations Coordinator	Classified	5/27/2016
Larry Cheyne	Associate Dean, THOW	Administrative	6/15/2016
Ed Markell	Campus Safety Officer	Classified	6/10/2016
Christina Lee	Nursing Instructor	Faculty	6/10/2016
RETIRED			
PROMOTION			
Vicki Hedges	Director, Human Resources Operations	Administrative	5/20/2016
Will Tonkin	Senior Web Developer	Classified	6/6/2016

CCC Board of Education – Topic Summary	
Topic:	Associated Student Government Report
Date:	July 27, 2016
Presenter:	Jairo Rodriguez, Presenter
Division/Department:	Associated Student Government
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

This is a monthly report for Board information.

REPORT:

- I attended the NACA Conference West for this past weekend in Eugene, OR to develop my concept of leadership in Student Government. I met many students across the country to discuss issues, learn from other student governments, and the development of leadership qualities.
- For the week of July 24th till the 30th, our Grants Officer Kellie will be attending the I Lead conference at the University of Puget Sound to also develop and learn more about the concept of leadership.
- Our positions here at Associated Student Government have been mostly filled, we have only 6 positions vacant.

ASSOCIATION REPRESENTATIVE REPORTS

AGENDA ITEM 19

CCC Board of Education – Topic Summary	
Topic:	Full-time Faculty Association Report
Date:	July 27, 2016
Presenter:	Casey Sims, President-Elect
Division/Department:	Full-time Faculty Association
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

This is a monthly report for Board information.

REPORT:

No report submitted

ASSOCIATION REPRESENTATIVE REPORTS

AGENDA ITEM 20

CCC Board of Education – Topic Summary	
Topic:	Part-time Faculty Association Report
Date:	July 27, 2016
Presenter:	Leslie Ormandy, President
Division/Department:	Part-time Faculty Association
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

This is a monthly report for Board information.

REPORT:

No report submitted

ASSOCIATION REPRESENTATIVE REPORTS**AGENDA ITEM 21**

CCC Board of Education – Topic Summary	
Topic:	Association of Classified Employees Report
Date:	July 27, 2016
Presenter:	Scott Branscum, Representative
Division/Department:	Association of Classified Employees
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

This is a monthly report for Board information.

REPORT:

No report submitted