

BOARD OF EDUCATION MEETING
Bill Brod Community Center, Room 127
Wednesday, September 13, 2017

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

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

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|------|-----------------------------------------------------------------------------------|------|
| I. | Enhanced Admissions and Online Orientation Demonstration – Dean Tara Sprehe | p 3 |
| II. | Administrative Summit / Strategic Priority Actions – Vice President David Plotkin | p 5 |
| III. | BoardBook Introduction/Demonstration – Denice Bailey | p 25 |

RECESS

7:00 **LOCAL CONTRACTS REVIEW BOARD HEARINGS**

- I. Hearing on Contract Manager/General Contractor for Randall Hall – Dean Bob Cochran
- II. Hearing on Contract Manager/General Contractor for Barlow Automotive – Dean Bob Cochran

7:05 pm **REGULAR SESSION (Community Center, Room 127)**

I **CALL TO ORDER** – Chair Jane Reid

II **ROLL CALL**

III **COMMENTS FROM CITIZENS**

All speakers must sign-in on the “Comments from the Audience, Speaker Sign-In Sheet” provided on the table at the entry-way to CC 127. Everyone signing in is asked to print legibly, note their address so informational material can be mailed to them, note whether they are a student, staff, or community member, and briefly describe the topic of testimony. Comments are limited to three minutes. This is an opportunity for testimony. Respectful consideration is expected for all comments. Individual personnel issues/concerns must not be discussed in a general public meeting.

IV **CONSENT AGENDA**

The Consent Agenda is designed to expedite the handling of routine and miscellaneous business of the Clackamas Community College Board of Education. By request of any Board member, an item may be removed from the Consent Agenda for discussion.

1. Approval of:
 - a. Minutes (Executive, Work, and Regular Sessions) 07.19.17 R17/18-3a p 29
 - b. Minutes (Work Session/Retreat) 08.03.17 R17/18-3b p 35
 - c. June 2017 Monthly Financial Report – Dean Jeff Shaffer R17/18-3c p 41
 - d. July 2017 Monthly Financial Report – Dean Jeff Shaffer R17/18-3d p 43
 - e. Capital Projects (Bond) Financial Report – Dean Jeff Shaffer R17/18-3e p 45

V	COLLEGE REPORTS		
	1. President’s Business Report – President Joanne Truesdell - New Staff Introductions		
	2. First Year Faculty Experience Report – Jil Freeman		p 47
	3. Oregon Promise Report – Dean Tara Sprehe		p 49
VI	NEW BUSINESS - ACTION		
	1. Contract Manager/General Contractor for Randall Seismic Upgrade – Dean Bob Cochran	R17/18-4	p 51
	2. Contract Manager/General Contractor for Barlow Hall Automotive – Dean Bob Cochran	R17/18-5	p 57
	3. Professional Roster: Structural Engineers – Dean Bob Cochran	R17/18-6	p 63
	4. OSBA Board and Legislative Policy Committee Nominations – Chair Jane Reid	R17/18-7	p 65
VII	BOARD OPERATIONS		
	1. Personnel Report – Dean Patricia Anderson Wieck		p 69
	2. Future Board Agenda Items – Board Chair (Refer to Board Planning Calendar)		
	3. Board Chair Business Report		
	4. Clackamas Community College Education Foundation – Rob Wheeler, Board Liaison		
	5. Oregon Community College Association – Ron Adams, Board Liaison		
	6. Oregon School Boards Association Legislative Policy Committee – Ron Adams, Committee Member		
	7. Bond Project Citizen Oversight Committee – Jane Reid, Co-Chair		
	8. President Search Committee – Jane Reid and Ron Adams, Co-Chairs		
	9. Board of Education Community Reports		
VIII	ASSOCIATION REPRESENTATIVE REPORTS AND COMMENTS		
	1. Associated Student Government (ASG) – Jairo Rodriguez, President		p 71
	2. Full-Time Faculty – Casey Sims, President		
	3. Part-Time Faculty – Leslie Ormandy, President		p 73
	4. Classified – Enrique Farrera, President		
IX	ADJOURNMENT		

<p><i>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.</i></p>

CCC Board of Education – Topic Summary	
Topic:	Enhanced Admissions and Online Orientation Demonstration
Date:	September 13, 2017
Presenter:	Tara Sprehe, Dean
Division/Department:	Academic Foundations and Connections
RECOMMENDATION:	This item is for information only.

REASON FOR BOARD CONSIDERATION:

The SISTERRS (Student Information Strategy for the Enrichment of Research, Reporting and Service to Students) implementation team has completed several phases of their work to improve data quality and the “front door” experience of students. A demonstration of the new admissions process and online orientation will be provided.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The work of these efforts directly tie to the Guided Pathways and College Readiness strategic priorities with an indirect tie to Financial Stability as we anticipate an increase in persistence and retention. The new online admissions process is connected to all four core themes as a new web page was created to assist students in identifying their path at CCC and submitting the appropriate documents needed to enhance our communication with them. The online orientation is now required for all degree, certificate, and credit-seeking students, creating a consistent and accessible connection prior to enrollment for our transfer and CTE students.

BACKGROUND:

BJ Nicoletti and other members of the SISTERRS team previously provided updates on the SISTERRS project and its efforts to improve the data we collect and the way we collect it. The work of this team has led to: a clear and consistent admissions process for every learning intern and educational goal; a web-based decision tree that allows students to find and select a clear academic pathway early on; a new application that is streamlined and intuitive; an expanded set of application questions to learn more about degree/certificate seeking students; and an online orientation that allows students a stronger, immediate connection to the college upon completion of their application.

BUDGET IMPACT/SOURCE OF FUNDS:

This work was funded by through a \$166,000 grant from the state of Oregon (via HECC). Ongoing costs for the online orientation program will be absorbed by the Enrollment Services department.

FUTURE REPORT:

SISTERRS representatives and/or Tara Sprehe are happy to provide continued updates on the data and processes improved through these efforts.

CCC Board of Education – Topic Summary	
Topic:	Administrative Summit – Strategic Priority Actions
Date:	September 13, 2017
Presenter:	David Plotkin, Vice President
Division/Department:	Instruction and Student Services
RECOMMENDATION:	Information only

REASON FOR BOARD CONSIDERATION:

Members of the Board participated in a community engagement activity in their zones that involved administrators in Leadership Cabinet and select Directors with outreach responsibility. The Executive Team is reporting back on results of the district tour and subsequent strategic conversations, including a draft of planned actions in support of the Strategic Priorities. We are requesting clarifying questions and feedback on Strategic Priority actions as we finalize these with various constituent groups.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The summit helped to inform planned actions in support of our Strategic Priorities. It is hoped that discussion will lead to questions or input on draft actions in support of Strategic Priorities.

BACKGROUND:

The Board has approved the Strategic Priorities and reviewed the 2016-19 planned actions. This will provide an update on operational and strategic projects for this year. Staff are working to align Strategic Priorities and their actions and indicators with Core Themes and Mission Fulfillment, in order to respond to the Northwest Commission on Colleges and Universities' (NWCCU) recommendation around integrated planning.

BUDGET IMPACT/SOURCE OF FUNDS:

No direct costs. Strategic Priorities and aligned planning allow us to allocate budget in the most efficient and impactful ways.

ATTACHMENTS:

- Background Sheet on “Summer Summit.”
- Draft of revised Strategic Priority Actions 2016-19.

FUTURE REPORT:

At the November 2017 Board of Education meeting, Vice President David Plotkin will report on

- Results of 2016-17 Strategic Priority actions
- Milestones for 2017-18 actions
- Indicators of success for Strategic Priorities
- Alignment between Strategic Priorities and Core Themes (Mission Fulfillment)

Clackamas Community College Summer Summit

CCC Participants: Alissa Mahar, Amanda Coffey, Bill Waters, BJ Nicoletti, Bob Cochran, Cynthia Risan, Dave Gates, David Plotkin, Dion Baird, Donna Larson, Jaime Clarke, Jarett Gilbert, Jeff Shaffer, Joanne Truesdell, Lisa Davidson, Lisa Reynolds, Lori Hall, Patricia Anderson Wieck, Paul Moredock, Phillip Zerzan, Sue Goff, Tara Sprehe

Day 1: August 2, 2017 – Tour		
8:30 a.m.	Estacada Clackamas River Elementary	Denise Carey , City Manager Matt Lorenzen , Economic Development Manager Ben Hargrave , Estacada Middle School Principal Trevor Syring , Estacada High School Athletic Director Jane Reid , CCC Board of Education Member
10:15 a.m.	Tour of CCC Harmony West	
11:00 a.m.	Milwaukie Milwaukie City Hall	Mark Gamba , Mayor Alma Flores , Community Development Director Tiffany Shireman , North Clackamas School District Chief of Staff Greg Chaimov , CCC Board of Education Member
2:00 p.m.	Happy Valley Rock Creek Middle School	Michael Walter , Economic Development Director Tiffany Shireman , North Clackamas School District Chief of Staff Rob Wheeler , CCC Board of Education Member
Day 2: August 7, 2017 – Tour		
8:30 a.m.	Gladstone Gladstone High School	Tammy Stempel , Mayor Jeremiah Patterson , Gladstone School District Assistant Superintendent Kevin Taylor , Gladstone High School Principal Dave Hunt , CCC Board of Education Member
10:30 a.m.	Canby City of Canby Civic Offices	Renate Mengelberg , Economic Development Director Rick Robinson , City Administrator Irene Konev , CCC Board of Education Member
1:30 p.m.	Wilsonville CCC Wilsonville Campus	Kathy Ludwig , West Linn-Wilsonville School District Superintendent Jordan Vance , Economic Development Manager Ron Adams , CCC Board of Education Member
3:30 p.m.	Oregon City Oregon City Commission Chambers	Tom Lovell , Oregon City School District Assistant Superintendent Tony Konkol , City Manager Eric Underwood , Economic Development Manager Chris Groener , CCC Board of Education Member

Day 3: August 8, 2017		
9:00–10:00 a.m.	Labor Market, CTE, CBI Learn about the labor market, the future of career technical education, and Connections with Business and Industry partnerships	BJ Nicoletti, Cynthia Risen, Lisa Davidson, Donna Larson
10:00–11:00 a.m.	Clackamas County Presentation Learn about the County growth/development, business/industry and regional resources and opportunities	Gary Barth, Director, Economic Development, Clackamas County
11:00–11:45 a.m.	EcoNW Learn about economic outlook, growth, market conditions, changing landscape	John Tapogna, President, ECONorthwest
11:45 a.m.–12:45 p.m.	Lunch	
12:45–2:15 p.m.	Future of Higher Education Learn about emerging trends, lessons learned from others, big ideas out there, revenue generators, market demands (pipeline)	Greg Smith, President, Central Community College (Nebraska)
2:15–3:45 p.m.	Discussion What does this information tell us? What are the main take-aways?	Facilitated by Jessica Stanton
3:45–4:45 p.m.	Discussion Early ideas or thinking towards the Goals for the Summit?	Facilitated by Jessica Stanton
Day 4: August 9, 2017		
9:30–10:00 a.m.	Examples of Success Share success stories of public/private partnerships or other partnerships where funds were leveraged	Joanne Truesdell
10:00–10:30 a.m.	Inspirational Video Create open minds about where CCC could head in the future	Facilitated by Jessica Stanton
10:30 a.m.– 12:00 p.m.	Brainstorming/Post-Its Focus on Leverage and Revenue Generation: <ul style="list-style-type: none"> • What are we doing now that is successful? • What are we not doing that we should be doing? • Who are potential public or private partners? • What initiatives are mutually beneficial to us and our partners? • What ideas do CCC employees have through their leads or connections? • What are we already doing that could be expanded? 	All
12:00–12:45 p.m.	Lunch	
12:45–3:15 p.m.	Brainstorming continued	All

2016-19 Strategic Priorities: 2017-18 Objectives and Actions

Clackamas Community College's (CCC) working document for the 2017-18 Academic year, documenting objectives, milestones, and progress to date – including actions completed in the 2016-2017 academic year.

For 2016-17, CCC will focus on specific objectives and milestones towards success for the 2016-19 Strategic Priorities. In 2017-18, we will have new milestones and some new objectives for Core Themes and Mission Fulfillment, and will adopt clear indicators of success for strategic priorities that are aligned with mission fulfillment indicators.

Guided Pathways

Strategic Priority: Increase students' success in reaching their goals in the most efficient and cost-effective way possible.

College Readiness

Strategic Priority: Prepare all incoming students for success through academic and non-academic support services and strengthen curricular, instructional, and student services partnerships with high schools in our College's district to improve readiness for Clackamas Community College.

Academic Relevance and Innovation

Strategic Priority: 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.

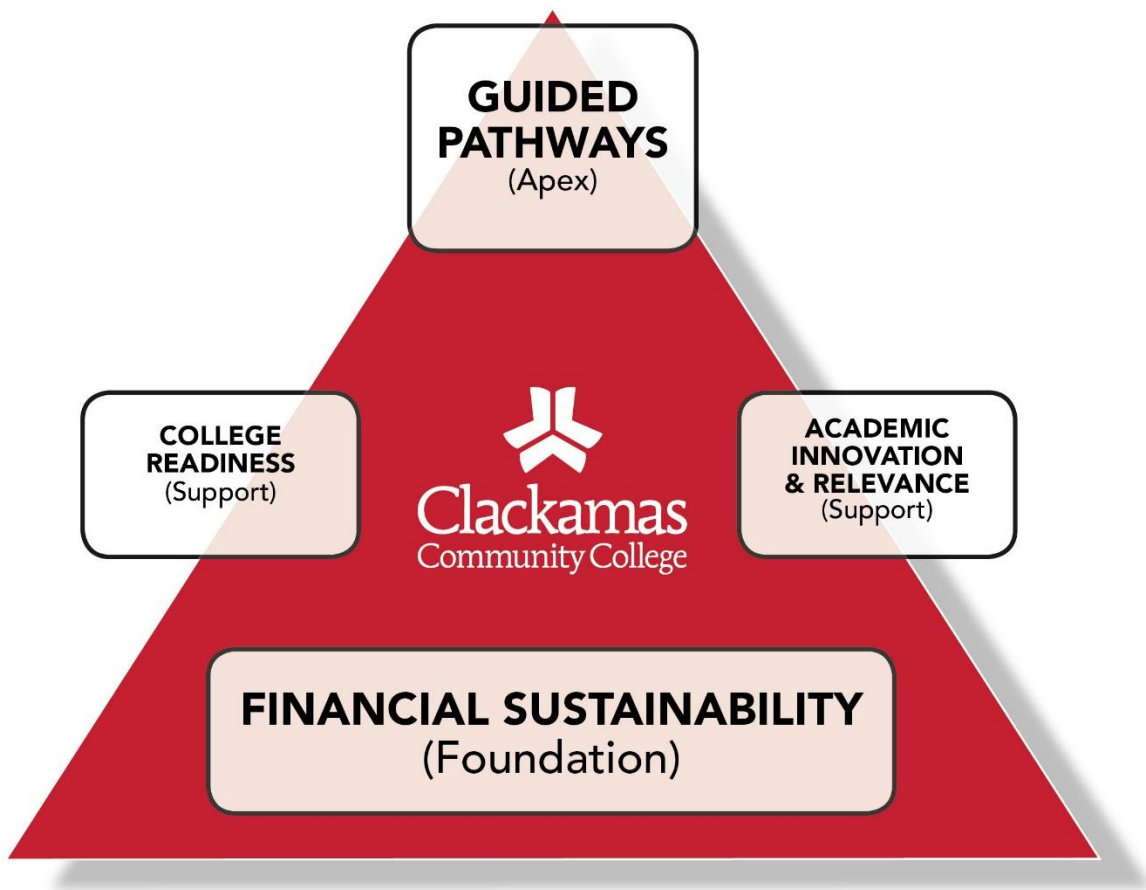
Financial Sustainability

Strategic Priority: 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.

STRATEGIC PRIORITIES 2016-2019

Relationships

(Outcome: Improve Student Success)



Guided Pathways

Strategic Priority: Increase students’ success in reaching their goals in the most efficient and cost-effective way possible.

Objective: Degree- and certificate-seeking students will have clearly articulated guided educational and career pathways based on each student’s stated intent and student support systems and technology

Action: Ensure that **assessment** of student learning outcomes is fully integrated at the program and degree level and is used to document student achievement and inform academic planning and improvement. *(Applies to more than one Strategic Priority)* **In progress** ●

Strategic Priority rationale: Guided Pathways - the creation of default pathways through curriculum depends on assessment work, including clear curriculum maps. See also Academic Innovation and Relevance.

On point: Bill Waters

2016-17	2017-18	2018-19
X	X	X

Action: Establish a practice of Service Area Assessment and integration of assessment results into student and enrollment services. *(Applies to more than one Strategic Priority)* **In progress** ●

Strategic Priority rationale: Guided Pathways – Student success depends on assessment work that informs appropriate and relevant student support practices.

On point: Bill Waters


2016-17	2017-18	2018-19
	X	X

Action: Develop identifiable and assessable learning outcomes for the general education and related instruction components of applied degree and certificate programs. *(Applies to more than one Strategic Priority)* **Complete** ●

Strategic Priority rationale: Guided Pathways - the creation of default pathways through curriculum depends on assessment work, beginning with learning outcomes, in order to understand whether existing curriculum is meeting intended needs of students. See also Academic Innovation and Relevance.

On point: Cynthia Risan


2016-17	2017-18	2018-19
X		

Action: Implement Student Planning software for almost all programs in winter of 2017. All programs in summer of 2018. **Complete** 

Strategic Priority rationale: Guided Pathways. Students need support and guidance to understand where they are in their degree path – Student Planning software provides such a navigation system to students and advisors.

On point: Tara Sprehe

2016-17	2017-18	2018-19
X	X	


Action: Support Student Planning implementation team by dedicating appropriate Information and Technology Services (ITS) resources to support project through each of its phases (completed by fall 2017). Help remove barriers to success when identified (e.g. reducing staff time on other projects to focus on college strategic priorities). **Complete** 

Strategic Priority rationale: Guided Pathways - ITS focused support is critical for Student Planning implementation.

On point: Dion Baird

2016-17	2017-18	2018-19
X		

Action: Strengthen staff and faculty advising through the collaborative advising model.


- Tools and training for faculty are developed
 - Practicing intrusive advising with students
 - Continue to develop advising model and integrate with emerging collaborative advising project outcomes
- In progress** 

Strategic Priority rationale: Guided Pathways - Collaboration between faculty advisors and staff advisors allows for a seamless transition from on-ramp into a program, and allows for communication and problem solving for at-risk students.

On point: Tara Sprehe

2016-17	2017-18	2018-19
X	X	X

Action: Collaborate to create workshops and other trainings for faculty and staff focusing on the needs of students related to collaborative advising and customer service.

Strategic Priority rationale: Guided Pathways - In addition to training that ensures compliance, alignment across professional development programs in support of the principles of guided pathways will further student success. **In progress** 

On point: Patricia Anderson Wieck

2016-17	2017-18	2018-19
X	X	X

Action: Implement changes in curriculum to support creating guided pathways for transfer and Career Technical Education (CTE) students. **In progress** ●

Strategic Priority rationale: Develop meta-majors or communities of interest for incoming students.
Strategic Priority rationale: Guided Pathways - Creating meta-majors provides a clearer entry into curriculum and helps students identify goals early in their academic career.

On point: Sue Goff

2016-17	2017-18	2018-19
X	X	X

Action: Implement an orientation program based on the parameters of the Data Quality Grant. (Applies to more than one Strategic Priority) **Complete** ●

Strategic Priority rationale: Guided Pathways - Students are more likely to be prepared and motivated for college if they receive clear initial guidance. (Applies to more than one Strategic Priority)

On point: Tara Sprehe

2016-17	2017-18	2018-19
X	X	

Action: Assign key ITS personnel to orientation program project implementation team. Support implementation team by removing any identified barriers to success, ensuring key personnel understand orientation product (third party), reduce support to non-college priorities to better support institutional priority. Create system to ensure prompt response to items related to project (e.g. possible changes to admission application process). **Complete** ●

Strategic Priority rationale: Guided Pathways - ITS focused support is critical for implementing a mandatory online orientation program.

On point: Dion Baird

2016-17	2017-18	2018-19
X	X	

Action: Support and implement the Facility Upgrade Request (FUR) process in a timely manner so that Guided Pathway projects can be ranked and budgeted. Complete Guided Pathways Facility Work Orders (FWOs) in a timely manner such that facilities are available for success. Investigate FWO software to determine if a Strategic Priority can be “tagged”. (Applies to more than one Strategic Priority)

In progress ●

Strategic Priority: Guided Pathways and College Readiness - Prioritize guided pathway projects that require facilities support.

On point: Bob Cochran

2016-17	2017-18	2018-19
X	X	X

Action: Lead implementation of Navigate Onboarding and Advising modules. Ensure integration of Navigate into Orientation program

Strategic Priority rationale: Guided Pathways - Students are more likely to be prepared and motivated for college if they receive clear initial guidance. *(Applies to more than one Strategic Priority)*

On point: Tara Sprehe

2016-17	2017-18	2018-19
X	X	X

→Indicators of Success for **Guided Pathways**: [Draft indicators developed, aligning with mission fulfillment indicators.]

→Milestones for success in meeting Strategic Priority objectives in 2017-18 for **Guided Pathways**. We will be successful by June 2018: [TBD]

→Milestones for success in meeting Strategic Priority objectives in 2016-17 for **Guided Pathways**. We will be successful by June 2017:

- when we have begun analyzing assessment data for educational programs in order to understand how well students are meeting our learning outcomes and how well those learning outcomes contribute to their stated intent; ●
- when we have initiated curricular pathways to ensure students successfully meet their goals; ●
- when we have initiated an online orientation for students and tested and implemented Student Planning Services software ●
- when we have developed collaborative advising model to assist students in meeting their educational goals; ●
- when all instruction, student service, and college service partners are collaborating to remove project barriers. ●

College Readiness

Strategic Priority: Prepare all incoming students for success through academic and non-academic support services and strengthen curricular, instructional, and student services partnerships with high schools in our College’s district to improve readiness for CCC.

Objectives:

- Streamlined advising and support processes for high school and pre-secondary students that result in their arrival at CCC ready for the coursework in their planned program of studies.
- Preparatory work with incoming students that results in day one readiness for success in academics and their program of study; provide support and advising about financial, transportation, or other non-academic needs.

Action: Implement holistic academic placement practices to inform students’ educational planning, including integrated support services and appropriate course options. Continue participation in statewide efforts to improve placement processes. **In progress** ●

Strategic Priorities rationale: College Readiness - Holistic academic placement practices ensure that, before students fully enter a program, they are appropriately placed in coursework using multiple measures, and they are provided support leading to more successful persistence, college transition, and completion.

On point: Tara Sprehe

2016-17	2017-18	2018-19
X	X	X

Action: Continue providing technological support to the PASS and assessment data team (implementing the input of assessment scores such as ACT, ACCUPLACER, PASS, etc.) as they identify efficiencies and process for utilizing colleague **In progress** ●

Strategic Priority rationale: Guided Pathways - Information Technology Systems focused support is critical for continued success of placement practices.

On point: Dion Baird

2016-17	2017-18	2018-19
X	X	X

Action: Facilitate and support workshops and other trainings for faculty and staff focusing on the needs of students related to collaborative advising and customer service. *(Applies to more than one Strategic Priority)*

Strategic Priority rationale: Guided Pathways - In addition to training that ensures compliance, alignment across professional development programs in support of the principles of college readiness will further student success. **In progress** ●

On point: On point: Patricia Anderson Wieck

2016-17	2017-18	2018-19
X	X	X

Action: Continued work and support for Developmental Education Redesign and Accelerations including First Year Experience, College Success Programs, and integration of WorkSource Operational standards in order to increase pre-college learner transitions to college coursework. **In progress** ●

Strategic Priorities rationale: College Readiness - Classes and services that prepare students for college-level work should not unduly slow them down or take them off their pathway.

On point: Tara Sprehe

2016-17	2017-18	2018-19
X	X	X

Action: Better align Adult Basic Skills, Developmental Education, and Workforce Innovation and Opportunity Act (WIOA) students with appropriate academic support such as placement, orientation, and educational planning through enhanced internal and external partnerships. **In progress** ●

Strategic Priorities rationale: College Readiness - Classes and services that prepare students for college-level work should not unduly slow them down or take them off their pathway.

On point: Lisa Davidson

2016-17	2017-18	2018-19
X	X	X

Action: In collaboration with high school and college partners, define academic and non-academic readiness for high school students entering CCC. **Work beginning this year** ●

Strategic Priorities rationale: College Readiness – We need to share an understanding of what student readiness looks like through partnerships with district high schools to improve readiness for Clackamas Community College.

On point: Bill Waters


2016-17	2017-18	2018-19
	X	X

Action: Support new technologies like the third party, real-time, online advising tool for our high school partners. Ensure understanding of technology and support processes. Support integration of technical platforms and databases for our federal and state programs, such as Workforce Innovation and Opportunity Act (WIOA). **On Track** ●

Strategic Priority rationale: Guided Pathways - ITS focused support is critical for the tools which help successful transition to college.

On point: Dion Baird


2016-17	2017-18	2018-19
X	X	X

Action: Implement an orientation program based on the parameters of the Data Quality Grant. *(Applies to more than one Strategic Priority)* **Complete** 

Strategic Priorities rationale: College Readiness - Students are more likely to be prepared and motivated for college if they receive clear initial guidance. *(Applies to more than one Strategic Priority)*

On point: Tara Sprehe


2016-17	2017-18	2018-19
X	X	

Action: Assign key Information and Technology Services personnel to orientation program project implementation team. Support implementation team by removing any identified barriers to success, ensuring key personnel understand orientation product (third party), reduce support to non-college priorities to better support institutional priority. Create system to ensure prompt response to items related to project (e.g. possible changes to admission application process). **Complete** 

Strategic Priority rationale: Guided Pathways - ITS focused support is critical for implementing a mandatory online orientation program. *(Applies to more than one Strategic Priority)*

On point: Dion Baird

2016-17	2017-18	2018-19
X	X	

Action: Support and implement the Facility Upgrade Request (FUR) process in a timely manner so that Guided Pathway projects can be ranked and budgeted. Complete Guided Pathways/College Readiness Facility Work Orders (FWO's) in a timely manner such that facilities are available for success. Investigate FWO software to determine if a Strategic Priority can be "tagged". *(Applies to more than one Strategic Priority)* **In progress** 

Strategic Priority rationale: Guided Pathways and College Readiness - Prioritize guided pathway projects that require facilities support. *(Applies to more than one Strategic Priority)*

On point: Bob Cochran

2016-17	2017-18	2018-19
X	X	X

→Indicators of Success for **College Readiness**: [Draft indicators developed, aligning with mission fulfillment indicators.]

→Milestones for success in meeting Strategic Priority objectives in 2017-18 for **College Readiness**. We will be successful by June 2018: [TBD]

→Milestones for success in meeting Strategic Priority objectives in 2016-17 for **College Readiness**. We will be successful by June 2017:

- when we have defined academic and non-academic readiness for high school students entering CCC In collaboration with key CCC and high school faculty and staff; ●
- when we have begun mapping advising and support services for high school and pre-secondary students; ●
- when we have hired new placement coordinator, trained faculty and staff with an updated PASS process, and continued participation in statewide efforts to improve placement processes; ●
- when we have adjusted, supported and marketed the new MTH 98 pathway, produced initial analysis of effectiveness of WRD sequence and identified needed test changes in STEM MTH curriculum for development in 2017-18. ●


DRAFT

Academic Relevance and Innovation

Strategic Priority: 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.

Objectives:


- For **Academic Transfer:** Ensure that educational offerings and services prepare students for successful transfer to four-year post-secondary institutions.
- For **Career and Technical Education:** Review and update educational offerings and services in ways that are consistent with stakeholder business and industry expectations for a prepared workforce.
- For **Essential Skills:** Educational offerings and services use recognized best practices in skills development for adults, English as a second Language (ESL) students and students developing quantitative and literacy skills.
- For **Lifelong Learning:** Training and community education meet the needs and expectations of the community.

Action: Ensure that **assessment** of student learning outcomes is fully integrated at the program and degree level and is used to document student achievement and inform academic planning and improvement. *(Applies to more than one Strategic Priority)* **In progress** 

Strategic Priority rationale: Academic Innovation and Relevance - In order for programs to be relevant we need to assess how effectively their outcomes lead students to pertinent learning for transfer and/or employment. *(Applies to more than one Strategic Priority)*

On point: Bill Waters

2016-17	2017-18	2018-19
X	X	X

Action: Develop identifiable and assessable learning outcomes for the general education and related instruction components of applied degree and certificate programs. *(Applies to more than one Strategic Priority)* **Complete** 

Strategic Priority rationale: Academic Innovation and Relevance: In order for programs to be relevant we need to assess how effectively their outcomes lead students to pertinent learning for transfer and/or employment. See also Guided Pathways.

On point: Cynthia Risan

2016-17	2017-18	2018-19
X		

Action: Collaborate with Facilities to ensure strong integration of academic program needs in bond-funded projects. **In progress**

Strategic Priority rationale: Academic Innovation and Relevance - For many programs (science, technology, health and nursing) updated facilities and space are necessary to maintain their relevance and to innovate.

On point: Cynthia Risan

2016-17	2017-18	2018-19
X	X	X

Action: Collaborate with Instruction and Student Services to ensure strong integration between academic programs and instructional needs in bond-funded projects and other facility renovations.

Strategic Priority rationale: Academic Innovation and Relevance - For many programs (science, technology, health and nursing) updated facilities and space are necessary to maintain their relevance and to innovate. **In progress**

On point: Bob Cochran

2016-17	2017-18	2018-19
X	X	X

Action: Review and update educational offerings and services in ways that are consistent with stakeholder business and industry expectations for a prepared workforce.

- Identify certificate pathway programs for developing concurrent enrollment options (e.g., IBEST) that align with workforce demand
- Know labor market needs; compare occupational needs to our current programs and services (strengths, gaps); know our competition in the labor market area.
- Partner with district municipalities to incorporate economic development data into our criteria.

In progress

Strategic Priority rationale: Academic Innovation and Relevance - Innovation and relevance require a clear understanding of market demand and existing / competing programs.

On point: Lisa Davidson

2016-17	2017-18	2018-19
X	X	X

→Indicators of Success for **Academic Relevance and Innovation**: [Draft indicators developed, aligning with mission fulfillment indicators.]

→Milestones for success in meeting Strategic Priority objectives in 2017-18 for **Academic Relevance and Innovation**. We will be successful by June 2018: [TBD]

→Milestones for success in meeting Strategic Priority objectives in 2016-17 for **Academic Relevance and Innovation**. We will be successful by June 2017:

- When we can demonstrate that all academic transfer and CTE programs (including general education / related instruction) have assessment plans that are being implemented to determine 1) how those programs can be improved to contribute to student success and 2) meet business, community, and transfer partner expectations. ●
- When we are satisfied that new building projects and/or renovations will lead to student's success, because of 1) the level of collaboration in implementing bond projects; 2) the clarity of the implementation process. ●
- When we have a complete environmental scan of the labor market and a comparative study of CC offerings that are intended to lead directly to employment. ●

Financial Sustainability

Strategic Priority: 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.

Objectives:

- A fiscal plan that both tracks revenue and expenses over the next five years and demonstrates our commitment to maintaining the board’s minimum ending fund balance throughout the five year planning period.
- Tools and timelines that communicate and implement an integrated system of assessment, strategic planning, and mission fulfillment measurement – particularly that link resource allocations to assessment and planning.
- Increased revenues.
- Increased efficiencies that lead to cost savings.

Action: Clarified and efficient planning and budgeting integration (Simplified planning process.)

On track

On point: Bill Waters

2016-17	2017-18	2018-19
X	X	X

Action: Update the five year budget plan with known changes in revenues and expenses and recommend changes to improve sustainability and maintain Board fund balance targets. Provide a vetted five year forecast to Board and College for budget development.

On track

On point: Alissa Mahar

2016-17	2017-18	2018-19
X	X	X

Action: Develop grant seeking and grant writing capacity. Obtain capital and program grants that support mission fulfillment and engender sustainable service and partnerships.

In progress

On point: Bill Waters


2016-17	2017-18	2018-19
X	X	X

Action: Develop partnerships with business and industry to provide customized training, small business training and services, and workforce support. Obtain contracts to create sustainable programs and support services and deliver addition revenue to the general fund.

In progress


On point: Lisa Davidson

2016-17	2017-18	2018-19
X	X	X

Action: Partner with the Business Office to determine additional efficiency within processes for cost and time savings (e.g. duplication process). **In progress** 


On point: Alissa Mahar

2016-17	2017-18	2018-19
X	X	X

Action: Develop the accounting structure and procedures that would enable departments to capture selected expenditures by academic program. **Complete** 

On point: Chris Robuck

2016-17	2017-18	2018-19
X		

Action: Develop and document Foundation policies and procedures, to provide guidance to donors, the Foundation Board, and staff. Develop processes to ensure the maintenance of the economic value of endowments to support scholarship and Funds for Excellence awards in perpetuity. **On track** 


On point: Paul Moredock

2016-17	2017-18	2018-19
X	X	X

Action: Partner with divisions to ensure appropriate and effective onboarding and reduce employee turnover costs. **In progress** 

On point: Patricia Anderson Wieck

2016-17	2017-18	2018-19
X	X	X

Action: Develop/facilitate risk management training for 1) supervisors and 2) all employees in order to reduce liability costs and time spent in behavioral intervention of employees and in management of disputes which lead to grievances. **In progress** 

On point: Patricia Anderson Wieck

2016-17	2017-18	2018-19
X	X	X

→Indicators of Success for **Financial Sustainability**: [Draft indicators developed, aligning with mission fulfillment indicators.]

→Milestones for success in meeting Strategic Priority objectives in 2017-18 for **Financial Sustainability**. We will be successful by June 2018: [TBD]

→Milestones for success in meeting Strategic Priority objectives in 2016-17 for **Financial Sustainability**. We will be successful by June 2017:

- Requests for resources are initiated with clear understanding of intended impact on measures of mission fulfillment, and are evaluated after implementation.
- We have a budget for 17-18 and a budget model through 2020-21 that reflects an ending fund balance equal to or greater than the Board of Education mandated minimum.
- We have outlined and are ready to implement planning and budgeting processes that are integrated, i.e. the assessment and planning calendar leads to conclusions that will guide budget allocation and decision-making at all levels.
- We increase revenues from grants and contracted services.
- We have in place a variety of new practices the improve efficiencies and/or reduce cost or risk.

CCC Board of Education – Topic Summary	
Topic:	BoardBook Introduction/Demonstration
Date:	September 13, 2017
Presenter:	Denice Bailey, Board Secretary
Division/Department:	Board of Education
RECOMMENDATION:	Demonstration of new BoardBook software

REASON FOR BOARD CONSIDERATION:

Beginning with the October 11, 2017, Board meeting, the college is moving to a paperless Board meeting agenda. The agenda packet will be created and distributed digitally through BoardBook. Board members, administrators, and others interested in viewing the agenda will receive an email notification when the agenda has been published, and again if it is modified prior to the meeting. The agenda packet will also be available through the college’s website, as it has been in the past.

This time is set aside on the agenda for a demonstration of BoardBook and an opportunity for Board members to learn how to navigate through the software.

BACKGROUND:

From BoardBook’s website:

BoardBook is an online service that streamlines the board agenda and packet preparation process, helping improve the effectiveness of your board meetings and making meeting preparation simple for all of the key players.

BUDGET IMPACT/SOURCE OF FUNDS:

The annual subscription for BoardBook is \$2500, and is paid out of the general fund.

DATES TO REMEMBER

2017-18

Monday, September 4
Friday, September 8
Wednesday, September 13
Monday-Friday, September 18-25
Tuesday, September 19
Monday-Thursday, September 25-28
Tuesday, October 3
Wednesday, October 11
Wednesday-Friday, November 1-3
Thursday, November 9 (tentative)
Wednesday, November 8
Friday, November 10
Thursday-Friday, November 23-24
Tuesday, December 5 (tentative)
Thursday, December 7 (tentative)
Wednesday, December 13
Monday-Tuesday, December 25 & 26
Monday, January 1
Wednesday, January 10
Monday, January 15
Wednesday, February 14
February - TBA
Sunday-Tuesday, February 11-14
Monday, February 19
February - TBA
Wednesday, March 14
March - TBA
Thursday, March 22
Monday-Friday, March 26-30
Wednesday, April 11
April - TBA
Friday, April 27
Wednesday, May 2
Wednesday, May 9
Thursday, May 10 (tentative)
Monday, May 28
Thursday, June 14
Friday, June 15
Wednesday, June 27

Labor Day, College closed
College resumes Friday operations
Board of Education Meeting, 5:00 p.m., CC 127
Inservice Week
All-Staff Inservice Breakfast, 8:00-12:00, Randall Gym
ACCT Leadership Congress, Las Vegas
OSBA Fall Regional Meeting, CESD, 6:00 p.m.
Board of Education Meeting, 5:00 p.m., CC 127
OCCA Annual Conference, Salishan
Classified Appreciation Dessert, 2:00 p.m. and 9:00 p.m.
Board of Education Meeting, 5:00 p.m., CC 127
Veterans Day observance, College closed
Thanksgiving break, College closed
Winter Retiree Reception, 1:30 p.m., Gregory Forum
All Staff Recognition, 12:00 p.m. and 8:30 p.m.
Board of Education Meeting, 5:00 p.m., CC 127
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
Board of Education Meeting, 5:00 p.m., CC 127
Winter Inservice, 1:00-4:00 p.m.
ACCT National Legislative Summit, Washington D.C.
Presidents' Day, College Closed
Skills Contest
Board of Education Meeting, 5:00 p.m., CC 127
Scholarship Reception, 2:00 pm, Randall Gym
All Staff Breakfast
Spring Break
Board of Education Meeting, 5:00 p.m., CC 127
OCCA All Oregon Academic Team Luncheon, Salem
Board of Education Retreat 12:00-4:00, Literary Arts Ctr
Budget Committee Meeting, 5:00 p.m., Gregory Forum
Budget Committee/Board of Ed. Meeting, 5:00 p.m., CC 127
Spring Retiree Event, 2:00, Gregory Forum
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:	Minutes of the Work and Regular Sessions from July 19, 2017
Date:	September 13, 2017
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for July 19, 2017



**BOARD OF EDUCATION MEETING
MINUTES
July 19, 2017**

EXECUTIVE SESSION

Board Vice Chair Jane Reid convened Executive Session under ORS 192.660(2)(d) and (e) on Wednesday, July 19, 2017, in the Bill Brod Community Center Room CC126 at 5:30 p.m. with the following people present: Board Members Jane Reid, Chris Groener, Dave Hunt, Ron Adams, Rob Wheeler, and Irene Konev; Dean Bob Cochran; Vice President David Plotkin; Vice President Alissa Mahar; President Joanne Truesdell; and Recorder Denice Bailey. Board Member Greg Chaimov participated in the meeting by phone.

Real Property

Staff discussed a real estate issue with the Board.

Negotiations

Staff discussed a compensation issue with the Board

Executive Session was adjourned at 6:05 p.m.

WORK SESSION

Board Vice Chair Jane Reid called the work session of the Clackamas Community College Board of Education to order at 6:08 p.m. on Wednesday, July 19, 2017, in Room CC127 of the Bill Brod Community Center at Clackamas Community College.

Bond Project Update and Oregon City Campus Project Tour

Dean Bob Cochran provided a brief background on the college’s pre-bond activities, the summary of bond projects provided for in the ballot measure summary, and the status of the bond projects.

Dean Jeff Shaffer reviewed the bond funding status. Jeff, Bob, and President Joanne Truesdell responded to questions from the Board.

The Board and audience then took a tour of the projects on the Oregon City campus.

The Work Session recessed at 7:03 p.m.

REGULAR SESSION

CALL TO ORDER

Vice Chair Jane Reid called the regular meeting of the Clackamas Community College Board of Education to order at 7:08 p.m. on Wednesday, July 19, 2017, in the Bill Brod Community Center at Clackamas Community College, Room 127.

ROLL CALL

Declaration of a quorum. Board members present were: Chris Groener, Dave Hunt, Rob Wheeler, Irene Konev, Jane Reid, and Ron Adams. Greg Chaimov was excused.

College Representatives in attendance: President Joanne Truesdell, Vice President Alissa Mahar, Vice President David Plotkin, Full-time Faculty President Casey Sims, Part-time Faculty President Leslie Ormandy, ASG President Jairo Rodriguez, Classified Representative Kelly Steigleder, and Recorder Denice Bailey.

Others in attendance: Dean Sue Goff, Executive Director Lisa Davidson, Foundation Executive Director Paul Moredock, Director BJ Nicoletti, Associate Dean Darlene Geiger, Dean Bill Waters, Executive Director Jack Hardy, Dean Jeff Shaffer, Public Information Officer Lori Hall, Dean Dion Baird, Dean Tara Sprehe, and other CCC faculty and staff.

OATH OF OFFICE

Vice President Alissa Mahar administered the Oath of Office to newly elected Board Members Rob Wheeler, representing Zone 2, and Irene Konev, representing Zone 7.

RE-ORGANIZATION OF THE BOARD OF EDUCATION

Vice Chair Jane Reid asked for nominations for Board Chair for the 2017/18 year.

R17/18-1 Dave Hunt nominated Jane Reid, Chris Groener seconded the nomination. The vote was unanimous. Jane Reid was appointed Chair for 2017/18.

Jane then asked for nominations for Vice Chair.

R17/18-1a Ron Adams nominated Chris Groener, Dave Hunt seconded the nomination. The vote was unanimous. Chris Groener was appointed Vice Chair for 2017/18.

COMMENTS FROM CITIZENS

Chair Jane Reid 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 and Regular Sessions) 6.28.17
- b. Monthly Financial Report
- c. Capital Projects (Bond) Report
- d. Contracting Authority
- e. Payment and Signature Authority
- f. Spring Enrollment Report

R17/18-2 Chris Groener moved, Irene Konev seconded the motion, to approve Consent Agenda items a through f. Motion passed unanimously.

COLLEGE REPORTS

President's Report

President Joanne Truesdell reported:

- Information on the Oregon Promise will be emailed out to the Board members, as a follow up to questions from last month.
- In addition to the good news that state capital funding was approved for the community center, we recently received notification from NWCCU that we are no longer on accreditation warning status. Assessment Coordinator Elizabeth Carney was hired to help us through this work and it has paid off. Now we need to keep the progress going. We will be evaluated next in 2019, which will be a mid-cycle self-evaluation report. This is really great news; generally it takes more than one year to get out of warning status. Joanne expressed appreciation for everyone's work.
- Former CCC President Dr. Hakanson's Celebration of Life service was held on campus last weekend and it was a wonderful ceremony.
- The monthly personnel report is included in the Board folders.

BOARD OPERATIONS

Board Representative Role/Committee Assignments

Chair Jane Reid asked the Board Members to review the 2016/17 committee assignments and let her know their preferences for assignments for 2017/18. Assignments will be finalized at the August 3 retreat.

Future Board Agenda Items

The Board reviewed the planning calendar.

Board Chair Business Report

Chair Jane Reid reported the reception for former Board Members Jean Bidstrup and Richard Oathes was very nice and it honored them. She enjoyed the Clackamas Repertory play after the reception.

President Search Update

Board Member Ron Adams reported the advertisement for the position has been written and will be in The Chronicle of Higher Education as of the 21st. The position is posted online and is open for applications. Ron reviewed the timeline and reported the Board hopes to have a hire in April 2018.

Clackamas Community College Education Foundation Report

Foundation Executive Director Paul Moredock reported:

- The Invitational Golf tournament, which benefits the Athletic Department, was held this past Monday at Arrowhead Golf Club. 110 players enjoyed the day including athletic officials from other institutions, officials from NWAC, CCC donors, coaches, alumni, Foundation board members, and many others.
- The Corporate Challenge and ParTee on the Green will be held Monday, August 14, at Willamette Valley Country Club, in Canby. This event benefits student scholarships, emergency grants, and the greatest need fund.
- Annual Report is being distributed to the Board and Foundation donors.

- A year-to date comparison from January 1 to June 30 shows The Foundation received \$529,000 in 2017 compared to \$524,000 in 2016. This is an increase of \$5,000, or 1%.

OCCA Report

Board Member Ron Adams reported OCCA distributed a status report on the bills before the legislature this year. Most of them failed. The legislative session was helpful for CCC, because of the additional \$16M in capital funds. The CCSF is \$570M, which is less than we were hoping for. It is a much lower percent increase than the universities received, possibly because of confusion around funding for the Oregon Promise. HECC intends to implement a means test for the Oregon Promise this year, but we do not know where this stands, how this will be implemented, or how it will affect CCC and our students. Tara said we are doing outreach with what we think will happen, and encouraging them to apply for FAFSA so they will be ready when updated information comes out.

Board Member Dave Hunt added it was very successful for CCC. It was encouraging to hear Senator Richard Devlin say the Community College State Fund is the most broken model on the education spectrum. We need to follow up on that statement. Dave stressed how fortunate CC was to get \$16M in capital project funds, as the most any other college received was \$8M and some colleges did not receive anything.

The transfer bill was another positive note. President Joanne Truesdell said this will help students move between educational facilities with much more transparency, which has been a challenge in the past.

OSBA Legislative Policy Committee Report

Board Member Ron Adams reported that OSBA sent out much of the same information as OCCA, but without the analysis. K-12 was not funded at the level they hoped.

Bond Project Citizen Oversight Committee (COC) Report

Chair Jane Reid reported there have not been any recent meetings. President Joanne Truesdell told the Board when we build a building, every \$1 we spend interjects about \$2 into the community. This really makes a difference in our community's economic health. The SAIL (Student Applied and Integrated Learning) BOAT (Business Opportunity Achievement Target) programs have met or are on target to meet their goals. These programs help our students and help our community.

Board of Education Community Reports

Dave Hunt reported former Board Member Judy Ervin's husband Bob recently passed away. He was an enthusiastic and supportive partner for Judy. President Joanne Truesdell reported his memorial service is tentatively set for September 22 here on campus.

Irene Konev reported she has been reaching out to small businesses in the county and making connections.

Chris Groener reported he attend the reception for Jean Bidstrup and Richard Oathes and the memorial for Dr. John Hakanson. He said the Hakansons are a very musically-talented family,

Jane Reid reported she attended the reception for Jean and Richard, The Estacada Summer Celebration is this weekend, and she is looking forward to the upcoming college leadership tour.

Rob Wheeler reported he attended a North Clackamas Chamber board meeting and talked about workforce development. The Chamber is committed to working with the college.

Ron Adams reported he met with the vice president of Wilsonville Oregon Tech, and it was a good meeting. He would like to see a better relationship with them. The Wilsonville campus hosted a recent Wilsonville Chamber of Commerce meeting. He attended Dr. Hakanson's Celebration of Life service, and agreed that the family is very talented. Ron related a few anecdotes about Dr. Hakanson and said he had a huge role in making CCC a success. Ron also attended Jean's and Richard's reception.

REPRESENTATIVE REPORTS AND COMMENTS

Welcome/Introduction of Association Representatives

President Joanne Truesdell welcomed new Full-time Faculty President Casey Sims. She announced that Part-time Faculty President Leslie Ormandy and ASG President Jairo Rodriguez are both continuing in their roles this year. Classified Association Secretary Kelly Steigleder is sitting in for Co-Presidents Enrique Farrera and Barbara Simington this meeting.

Associated Student Government President Jairo Rodriguez reported:

- He has been meeting with ASG officers and John Ginsberg on planning and setting goals. He hopes this year will go smoother than last.
- It has been a busy summer.

Full-Time Faculty Association President Casey Sims reported:

- He has been putting guitars around campus for students and is getting very positive feedback. If anyone knows of anywhere on any of the CCC campuses that need a guitar, just contact him.
- He is looking forward to his year as president.

Part-Time Faculty Association President Leslie Ormandy had no report.

Classified Association Representative Kelly Steigleder reported:

- The Classified Association has a newly elected Board. Enrique Farrera and Barbara Simington will be sharing the duties of the president. James Logan is Vice President and Kelly Steigleder is Secretary.
- Eight members of the Classified Association will be attending a summer leadership conference with the OEA.
- Enrique and Becky Torres attended a national representative assembly with the NEA/OEA and voted on the nationwide legislative policies.
- Three members attended the ethnic minority symposium this summer and were trained on diversity and social justice issues in education. Enrique is working with the NEA to bring the training to Oregon for all community college staff and faculty.

As there was no other business to come before the Board, the meeting was adjourned at 8:08 p.m.

Date

Denice Bailey, Recorder

Jane Reid, Board Chair

Joanne Truesdell, Clerk

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Board Retreat from August 3, 2017
Date:	September 13, 2017
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for August 3, 2017



**BOARD OF EDUCATION RETREAT/WORK SESSION
MINUTES
August 3, 2017**

RETREAT/WORK SESSION

CALL TO ORDER

Chair Jane Reid called the retreat/work session of the Clackamas Community College Board of Education to order at 12:26 p.m. on Thursday, August 3, 2017, in Roger Rook Hall, Room 220 at Clackamas Community College.

Board members present were Rob Wheeler, Irene Konev, Chris Groener, Dave Hunt, Jane Reid, Ron Adams, and Greg Chaimov. Others in attendance were President Joanne Truesdell, Vice President David Plotkin, Vice President Alissa Mahar, Dean Bill Waters, Dean Jeff Shaffer, Dean Bob Cochran, inici group representative Patti Miles, and Recorder Denice Bailey.

BOARD MANUAL

President Joanne Truesdell reviewed the information contained in the CCC Board manual and asked if Board members would prefer to have this information in hard copy or in a digital format. She said items from the OCCA handbook distributed at the recent New Board Member Training session can be incorporated. It was agreed to add a list of acronyms.

Chris Groener, Irene Konev, Jane Reid, and Ron Adams asked to have a hard copy. Greg Chaimov and Dave Hunt would like the digital copy, with Dave requesting that the document be searchable. Rob Wheeler would like to have both.

There was a discussion of holding work sessions in the Fireside Room again.

Ron said he does not understand what the accreditors want from us, or how to measure it. He would like help in understanding what they want and how it will make a difference for students. Ron said he is

not always sure what the information that is provided to the Board means. Dave agreed, and asked how much depth of knowledge the Board needs. Joanne and David shared that the CCC Board is very well informed and that there are no concerns from NWCCU about the Board.

David explained what information NWCCU wants to see from us and what information was submitted to NWCCU in order to remove the warning status.

David said he will bring a concrete example of the college's work on assessment to a Board meeting. Jane asked if they should be concerned about the programs that are not performing up to standards for student success. David replied every discipline needs to be able to demonstrate student success within a few years. Bill added that some programs are inherently more difficult to assess, and they are working on this every day. Bill said the Board should care about whether we are using data to inform our budget process, resource allocation, and our program support, at a very high level. Bill said the Board should ask about anything that is unclear, either at the presentation or later.

Joanne said the Board should be seeing the number of completed program assessments going up each month. We can highlight different programs as well, including an example of one that is less easily assessed.

OREGON CITY CAMPUS MASTER PLAN

President Joanne Truesdell said part of this item will be a request for Board input on changing the locations and flow for projects on the Oregon City campus.

Dean Bob Cochran reviewed the timeline for the four major bond projects. Joanne asked the Board to think about the flow of people coming on to the campus, and what it will be like in 2020, and think about any concerns they may have. Possible concerns are:

- Can I see my building?
- How do I park near my building?
- How do I find where I am supposed to be?
- Security/lights on campus and parking lots.
- How do I arrive by transit or car?

Bob reviewed the original plan for the transit center and new possible designs. The favored new design (3b) is better for drop off, bus parking, and pedestrian movement. It would eliminate some parking spaces so staff are looking for places parking could be added. Joanne suggested putting the transit park and ride in the "orphan" spots.

Patti Miles, from the inici group, recommended assessing the location of everything on campus, considering all programs and departments. She said the college needs to improve wayfinding on campus. She suggested a student survey and said contracting with a facility planner would be helpful.

Joanne said the Community Center building will be tricky. There are services there and also in Roger Rook Hall. We have work to do to get staff agreeing to changes that will benefit students. She asked the Board to think about their experience arriving on campus:

- Higher education typically is associated with a quad, a gathering space.
- Student Services building has to be a strong, inviting, beautiful building. Entering campus through the Barlow parking lot is not very attractive.
- Concern about exhaust from the buses for students and staff. Upgrade filtration systems?

- A lot of hardscape here. Need more greenscape.
- Need comfortable enclaves in the Student Services building.
- Is there a huge difference between a university and a community college campus? Should there be?
- Community colleges have a huge volume of students, for a shorter term. Lettering or color coding buildings may help with wayfinding. We could match parking lot color or name to each building.
- Can we keep students in a smaller proximity if they have the same goal, i.e. a transfer degree? We currently keep first year classes and student success classes in close proximity.
- Are there different needs for adult students vs. right out of high school students? Yes, different needs but not necessarily different spaces.
- Are we addressing child care for students? Yes, we have YMCA on campus and we have a federal program that may be going away. We could apply for grants. Discussion of the YMCA care.
- Can we offer short term day care, for 2-4 hours?

Joanne said we will engage a person on adjacency planning and conduct a student survey. Over time, we will adjust plans based on survey responses. This will be finalized in spring. Some people will not be happy and we need to be prepared for lobbying for folks to stay where they are. We will do the process again in 2020 when all projects are near completion.

ACCREDITATION CORE THEMES AND INDICATORS / 2016-19 STRATEGIC PRIORITIES

Vice President David Plotkin reported accreditation is based on how well the college fulfills our mission. Our Core Themes comprise the essential elements of that mission. We must define the parameters of mission fulfillment and an acceptable threshold of mission fulfillment. The college must be regionally accredited in order to offer financial aid. In Oregon, in order to be a public community college or university, CCC must offer financial aid.

He reviewed the four Core Themes – Transfer, CTE, Essential Skills, and Lifelong Learning. Board Member Rob Wheeler asked if the four are equally weighted. David said that is a good question, but difficult to answer. They are not equal in resource allocation. Without comparing them, we need to fulfill our mission in each area. If we have committed to certain things needing to happen in a specific Core Theme, and it doesn't happen, then we have not been successful for accreditation.

Two of the five recommendations from our last accreditation visit are coming up in the next year:

4. Integrate core theme planning with other associated planning processes.
5. Identify meaningful, valid, and reliable core theme indicators that can be used to measure achievement of core theme objectives, inform planning, and determine mission fulfillment.

David reported the NWCCU has notified us that CCC is no longer under warning status. We still have work to do but, essentially, we have been given time to complete the assessment cycle.

He reviewed how planning has been integrated across instruction and college service divisions through the mission fulfillment committee. He shared the Strategic Priorities for 2016-19 and the dates for Board reports this year and the timeline for development of the 2019/22 strategic priorities.

David asked the Board to refer to the materials in the meeting folder for additional information that was not discussed today.

ALIGNING ASSESSMENT, PLANNING, AND BUDGETING FOR 2018-19

Vice President Alissa Mahar thanked Board Members Rob Wheeler, Greg Chaimov, and Jane Reid for suggesting speakers and participating in the Leadership Tour on Wednesday. Jane said the Estacada community appreciated the meeting.

Alissa said she and Jeff Shaffer are available to meet if new Board members Irene Konev and Rob Wheeler would like an opportunity to review the budget in depth. She reported the college is starting budget development early this year and will be using a process integrated with assessment and planning. We will be using the Single Budget Request process to review all requests as part of the whole college budget. We will be doing budget development in fall, rather than in spring as we have done in the past. She reviewed the process steps and timeline.

Board Member Dave Hunt asked when the Board will know what the college is doing with the additional state funding received. President Joanne Truesdell said we do not yet know how much additional funding we will receive, but some of it will go towards PERS reserves. There are items that we chose not to invest in during the 2016/17 year, and we will review those items first and determine if they should be funded.

Joanne reminded the group that there are two vacancies on the Budget Committee, in zone 1 and zone 6. She asked the Board members from those zone to be thinking of possible applicants. This will be on the agenda for the October meeting.

BOARD GOALS

Liaison Goals – Board Chair Jane Reid discussed the committee assignments with the group. Board Member Ron Adams asked to add the president search committee and passed along a brief update from the consultant. The group discussed upcoming meetings for the search process.

Outreach Goals – President Joanne Truesdell said there are four areas for possible outreach this year:

- Increase advocacy for college with legislators
- Increase advocacy for college in community
- Increase connections with university transfer intuitions
- Increase connections with K-12 feeder schools

Board Member Greg Chaimov asked where she thinks they need to connect most. Joanne said the universities did a good job of telling legislators how much money community colleges earned from the Oregon Promise and from property taxes. She believes engaging board to board with all seven public universities might be the way to go, focusing mostly on our transfer institutions. The Board could reach out to the university board members individually or we could invite the university representatives to meet with us, along with PCC and MHCC presidents and board members. Face to face meetings may help to dispel some myths that are out there about community colleges.

Joanne's other suggestion is for natural community outreach that would align with a legislative ask. If the Board is interested, she can identify potential relationships for outreach. Chair Jane Reid would like to continue to do school board reports.

Board Building Goals –

President Joanne Truesdell asked the Board if they would like to have a meeting, facilitated by non-college person, to establish Board goals. Board Chair Jane Reid asked if this conversation should be centered around the new president. Board Member Greg Chaimov suggested having someone who has been through a president transition experience come and share with us. Board Member Dave Hunt believes this conversation should be held before a hire. Board Member Ron Adams said consultant Preston Pulliams has committed to some mentoring. Greg suggested we give new Board members Irene Konev and Rob Wheeler a chance to experience board membership for a few months and then check in on goals.

BOARDBOOK

Board Secretary Denice Bailey demonstrated the features of BoardBook, a web-based system for creating and accessing meeting agendas and materials.

As there was no other business to come before the Board, the meeting was adjourned at 4:25 p.m.

September 13, 2017

Date

Denice Bailey, Recorder

Jane Reid, Board Chair

Joanne Truesdell, Clerk

Topic:	Monthly financial report -- All funds
Date:	September 13, 2017
Presenter	Alissa Mahar, Vice President of College Services Jeff Shaffer, Dean of Business 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
2016-17 at June 30, 2017

	<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	\$ 18,670,489	\$ 49,354,591	\$ 50,611,958	\$ (1,257,367)	\$ 17,413,122
Fee	2,000,970	3,574,285	3,491,759	82,526	2,083,496
Innovation	-	771,348	415,647	355,701	355,701
Debt Service	2,444,082	8,760,267	8,620,152	140,116	2,584,198
Capital Projects (Bond)	25,120,777	45,134,745	9,525,033	35,609,712	60,730,489
Staff Computer Replacemt	-	150,000	20,225	129,775	129,775
Equipment Replacement	1,551,798	625,559	467,124	158,435	1,710,233
Major Maintenance	2,912,459	740,722	360,603	380,119	3,292,577
Student Technology	471,185	760,218	550,339	209,878	681,063
Internal Service	311,250	344,904	506,392	(161,487)	149,763
Bookstore	1,237,580	1,847,532	1,915,893	(68,361)	1,169,219
Customized Training	557,608	567,127	486,834	80,293	637,901
Intramurals and Athletics	35,782	370,146	369,409	737	36,520
Student Life & Leadership	138,738	131,694	148,049	(16,355)	122,383
Computer Lab	113,143	48,529	54,631	(6,102)	107,041
Retirement	1,832,617	750,000	715,165	34,835	1,867,452
Student Financial Aid	49,964	19,808,548	19,716,360	92,188	142,152
Grants and Contracts	666,045	3,472,199	3,644,679	(172,481)	493,564
WIOA Grant	(1)	2,123,645	2,123,644	1	(0)
Insurance Reserve	291,520	100,000	36,670	63,330	354,850
PERS Reserve	1,000,000	2,000,000	-	2,000,000	3,000,000
Total	<u>\$ 59,406,006</u>	<u>\$ 141,436,058</u>	<u>\$ 103,780,566</u>	<u>\$ 37,655,493</u>	<u>\$ 97,061,498</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 IV-1c
R17/18-3c**

Topic:	Monthly financial report -- General Fund
Date:	September 13, 2017
Prepared by:	Alissa Mahar - VP of College Services Jeff Shaffer - Dean of Business Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report - General Fund

GENERAL FUND	June 2017		Year to Date 2016-17		Year to Date 2015-16		Fiscal Year 2016-17		Forecast is Better (Worse) than Budget
	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Budget	Forecast	
	REVENUE								
State comm college support	\$ 3,703,083	26%	\$14,279,143	102%	\$14,675,131	114%	\$14,022,081	\$14,279,143	\$ 257,062
Property taxes	519,683	3%	17,781,496	100%	16,977,596	101%	17,775,438	17,781,496	6,058
Tuition, net of waivers	(45,149)	0%	14,480,078	99%	13,801,589	97%	14,581,349	14,480,078	(101,271)
Other revenue	70,030	3%	2,555,315	117%	1,842,861	104%	2,189,076	2,555,315	366,239
Transfers in	-	0%	258,561	100%	70,000	100%	259,562	258,561	(1,001)
Total revenue	<u>4,247,647</u>	<u>9%</u>	<u>49,354,591</u>	<u>101%</u>	<u>47,367,177</u>	<u>104%</u>	<u>48,827,506</u>	<u>49,354,591</u>	<u>527,085</u>
EXPENDITURES									
Personnel services	5,733,334	14%	38,739,705	97%	35,292,419	96%	40,030,448	38,739,705	1,290,743
Materials and services	1,130,109	16%	6,949,325	97%	6,375,216	101%	7,184,622	6,949,325	235,297
Capital outlay	1,043	1%	100,867	80%	278,217	94%	126,273	100,867	25,406
Transfers out	-	0%	4,822,061	100%	2,461,833	100%	4,822,061	4,822,061	-
Total expenditures	<u>6,864,486</u>	<u>13%</u>	<u>50,611,958</u>	<u>97%</u>	<u>44,407,685</u>	<u>97%</u>	<u>52,163,404</u>	<u>50,611,958</u>	<u>1,551,446</u>
Net revenue (expenditures)	<u>\$ (2,616,839)</u>		<u>(1,257,367)</u>		<u>2,959,492</u>		<u>(3,335,898)</u>	<u>(1,257,367)</u>	<u>2,078,531</u>
Fund balance at start of year			<u>18,670,487</u>		<u>15,710,997</u>		<u>18,613,498</u>	<u>18,670,487</u>	<u>56,989</u>
Fund balance at report date			<u>\$17,413,120</u>		<u>\$18,670,489</u>		<u>\$15,277,600</u>	<u>\$17,413,120</u>	<u>\$ 2,135,520</u>

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

\$8,910,000

AMOUNTS USED FOR BUDGET AND FORECAST

State comm college support: CCSF for 2015-17 (in millions)	\$ 550	\$ 550
Property taxes: Increase over prior year	4.5%	4.5%
Tuition, net of waivers: Change in student FTEs from prior year	1.0%	3.0%
Personnel services:		
PERS rate as % of actual General Fund wages	19.1%	19.6%

Projected is less than budget for estimated vacancy rate.

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.

Topic:	Monthly financial report -- All funds
Date:	September 13, 2017
Presenter	Alissa Mahar, Vice President of College Services Jeff Shaffer, Dean of Business 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
2017-18 at July 31, 2017

	Fund Balance at Start of Year	Revenue and Other Sources	Expenditures and Other Uses	Net Revenue (Expenditures)	Fund Balance at Report Date
General	\$ 17,413,122	\$ 4,651,978	\$ 3,835,195	\$ 816,783	\$ 18,229,905
Fee	2,083,496	559,730	133,638	426,093	2,509,589
Innovation	355,701	-	96,500	(96,500)	259,201
Debt Service	2,584,198	30,572	-	30,572	2,614,770
Capital Projects (Bond)	60,730,489	21,483	(446,941)	468,424	61,198,913
Staff Computer Replacemt	129,775	-	-	-	129,775
Equipment Replacement	1,710,233	2,790	-	2,790	1,713,023
Major Maintenance	3,292,577	2,500	10,405	(7,905)	3,284,672
Student Technology	681,063	249,282	29,880	219,402	900,465
Internal Service	149,763	5,037	9,232	(4,195)	145,567
Bookstore	1,169,219	19,677	57,822	(38,146)	1,131,073
Customized Training	637,901	855	34,502	(33,647)	604,253
Intramurals and Athletics	36,520	98,859	6,235	92,624	129,143
Student Life & Leadership	122,383	20,273	41,278	(21,005)	101,378
Computer Lab	107,041	14,725	1,515	13,210	120,252
Retirement	1,867,452	-	47,442	(47,442)	1,820,010
Student Financial Aid	142,152	51,599	879,685	(828,087)	(685,934)
Grants and Contracts	493,564	16,488	194,529	(178,041)	315,523
WIOA Grant	(0)	-	121,131	(121,131)	(121,131)
Insurance Reserve	354,850	-	-	-	354,850
PERS Reserve	3,000,000	-	-	-	3,000,000
Total	\$ 97,061,498	\$ 5,745,847	\$ 5,052,048	\$ 693,799	\$ 97,755,297

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 IV-1d
R17/18-3d**

Topic:	Monthly financial report -- General Fund
Date:	September 13, 2017
Prepared by:	Alissa Mahar - VP of College Services Jeff Shaffer - Dean of Business Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report - General Fund

GENERAL FUND	July 2017		Year to Date 2017-18		Year to Date 2016-17		Fiscal Year 2017-18		Forecast is Better (Worse) than Budget
	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Budget	Forecast	
	REVENUE								
State comm college support	\$ -	0%	\$ -	0%	\$ -	0%	\$14,655,574	\$15,009,654	\$ 354,080
Property taxes	69,641	0%	69,641	0%	58,719	0%	18,777,583	18,777,583	-
Tuition, net of waivers	4,288,511	28%	4,288,511	28%	4,628,739	32%	15,145,020	15,145,020	-
Other revenue	293,826	13%	293,826	13%	218,157	10%	2,292,268	2,292,268	-
Transfers in	-	0%	-	0%	256,254	99%	85,000	85,000	-
Total revenue	<u>4,651,978</u>	<u>9%</u>	<u>4,651,978</u>	<u>9%</u>	<u>5,161,869</u>	<u>11%</u>	<u>50,955,445</u>	<u>51,309,525</u>	<u>354,080</u>
EXPENDITURES									
Personnel services	2,916,293	7%	2,916,293	7%	1,773,619	4%	43,881,748	42,003,600	1,878,148
Materials and services	918,902	12%	918,902	12%	866,423	12%	7,528,910	7,314,914	213,996
Capital outlay	-	0%	-	0%	1,939	2%	129,011	122,560	6,451
Transfers out	-	0%	-	0%	4,406,587	91%	7,710,750	7,710,750	-
Total expenditures	<u>3,835,195</u>	<u>6%</u>	<u>3,835,195</u>	<u>6%</u>	<u>7,048,568</u>	<u>14%</u>	<u>59,250,419</u>	<u>57,151,824</u>	<u>2,098,595</u>
Net revenue (expenditures)	<u>\$ 816,783</u>		816,783		(1,886,699)		(8,294,974)	(5,842,299)	2,452,675
Fund balance at start of year			17,413,120		18,670,489		17,413,120	17,743,955	330,835
Fund balance at report date			<u>\$18,229,903</u>		<u>\$16,783,790</u>		<u>\$ 9,118,146</u>	<u>\$11,901,656</u>	<u>\$ 2,783,510</u>

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

8,478,489

AMOUNTS USED FOR BUDGET AND FORECAST

State comm college support: CCSF for 2017-19 (in millions)	\$ 570	\$ 570
Property taxes: Increase over prior year	4.5%	4.5%
Tuition, net of waivers: Change in student FTEs from prior year	3.0%	0.0%
Personnel services:		
PERS rate as % of actual General Fund wages	22.6%	22.6%

Projected is less than budget for estimated vacancy rate.

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.

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	September 13, 2017
Prepared by:	Alissa Mahar - VP of College Services Jeff Shaffer - Dean of Business Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report - Capital Projects (Bond) Fund

August 2017 Snapshot

REVENUES	Bond Proposal	Revised Budget	Life-to-Date Actuals
Bond Sales	\$ 90,000,000	\$ 89,993,913	\$ 89,993,913
Premiums associated with bond sales		9,924,985	9,924,985
Interest	800,000	600,000	283,076
State Grant Harmony	8,000,000	8,000,000	
State Grant ITC	8,000,000	8,000,000	
State Grant DeJardin/Pauling Science	-	8,140,000	
State Grant Student Services/Comm Ctr	-	8,140,000	
Other Grants/Donations/Foundation (see below)	5,000,000	-	
ConnectOregon Grant		1,762,950	
Randall Seismic Grant		1,500,000	
ODOT Grant		98,703	
Other small donations/grants (Energy Trust/WES)		22,000	22,000
General Fund Transfer for Incidentals	-	2,000,000	2,000,000
Subtotal of gross revenues:	\$ 111,800,000	\$ 138,182,551	\$ 102,223,974
(less expenses related to bond sales and State Grant fees)	(400,000)	(1,467,180)	(643,180)
Revenue Totals:	\$ 111,400,000	\$ 136,715,371	\$ 101,580,794
EXPENSES (by Project)			
Refunding of Harmony Debt (complete June 2015)	Bond Proposal	Planned Expenses	Life-to-Date Actuals
Refunding of Debt	\$ 14,700,000	\$ 14,717,927	\$ 14,717,927
	\$ 14,700,000	\$ 14,717,927	\$ 14,717,927
OIT (Complete August 2016)	Bond Proposal	Planned Expenses	Life-to-Date Actuals
Purchase		\$ 4,214,977	\$ 4,208,741
Demolition		526,318	578,564
	\$ 4,700,000	\$ 4,741,295	\$ 4,787,305
Harmony West (Est. Complete November 2017)	Bond Proposal	Planned Expenses	Life-to-Date Actuals
Soft Costs (Architect, Eng. PM, Permits, Legal)		\$ 3,166,884	\$ 2,249,768
Direct Construction		12,726,000	7,547,130
Furniture/Fixtures/Equipment		1,070,000	223,910
Contingency		1,048,944	
	\$ 16,000,000	\$ 18,011,828	\$ 10,020,808
Industrial Technical Center Site (Est. Complete June 2018)	Bond Proposal	Planned Expenses	Life-to-Date Actuals
Soft Costs (Architect, Eng. PM, Permits, Legal)		\$ 2,495,306	\$ 2,501,588
Direct Construction	\$ 16,000,000	16,221,158	-
Furniture/Fixtures/Equipment	2,100,000	2,635,000	175,328
Contingency		1,622,115	
	\$ 18,100,000	\$ 22,973,579	\$ 2,676,916
Barlow Lot and Douglas Loop (Est. Complete June 2018)	Bond Proposal	Planned Expenses	Life-to-Date Actuals
Soft Costs (Architect, Eng. PM, Permits, Legal)		\$ 582,950	\$ 321,263
Direct Construction		4,150,061	-
Contingency		415,000	-
	\$ 14,200,000	\$ 5,148,011	\$ 321,263
DeJardin-Pauling Science Complex (Est. Complete May 2019)	Bond Proposal	Planned Expenses	Life-to-Date Actuals
DeJardin/Parking	\$ 7,600,000	\$ 9,693,000	\$ 131,456
Pauling Renovations		3,475,000	-
Transit Center & Path to 213 & Path to Oregon City High	2,000,000	2,665,000	2,228
Contingency		167,000	
	\$ 9,600,000	\$ 16,000,000	\$ 133,684
Student Services/Community Common (Est. Complete Fall 2021)	Bond Proposal	Planned Expenses	Life-to-Date Actuals
Construction		\$ 25,266,392	\$ -
Contingency		-	-
	\$ 19,600,000	\$ 25,266,392	\$ -

Other Projects	Bond Proposal	Planned Expenses	Life-to-Date Actuals
Automotive	\$ 3,100,000	\$ 3,531,000	\$ 810
Campus Safety and Security	700,000	600,000	2,337
Clairmont Seismic Improvements		400,000	6,041
Clairmont Upgrades (Electrical)	3,400,000	200,000	106,383
Classroom Upgrades	800,000	800,000	-
Douglas Loop Completion		2,000,000	-
Elevators		1,080,384	515,884
IT Upgrades	5,000,000	2,013,379	2,013,642
Land Use		32,810	32,810
Oregon City Master Plan		250,000	112,079
Meyers Road	4,200,000	2,000,000	700,270
Randall Seismic Rehab (Match Requirement)	1,200,000	3,641,599	2,999
Randall Tunnel Remodel		500,000	3,415
Reroofs	5,200,000	2,700,000	864,974
Title IX/Randall	300,000	2,472,956	2,385,471
Water system upgrades	2,000,000	2,000,000	
General Fund funded Incidentals		2,000,000	321,875
Project Management		750,000	452,559
	\$ 25,900,000	\$ 26,972,128	\$ 7,521,549
Overall Bond Contingency		2,884,211	
Expense Totals:	\$ 106,100,000	\$ 136,715,371	\$ 40,179,452

CCC Board of Education – Topic Summary	
Topic:	First Year Faculty Experience Pilot Year Evaluation Summary
Date:	September 13, 2017
Presenter:	Jil Freeman
Division/Department:	CPR Division/Instructional Support & Professional Development
RECOMMENDATION:	This item is for information only

REASON FOR BOARD CONSIDERATION:

The college has completed the second year of the First Year Faculty Experience (FYFE), and this is a report looking at both the year two cohort and cumulative FYFE data to this point, including program evaluation findings and participant and stakeholder feedback.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Inform and update the Board on the progress, successes and upcoming improvements to this program, which is designed to improve instruction and faculty on-boarding, and instill the best practices for student success at CCC.

BACKGROUND:

The First Year Faculty Experience (FYFE) is a year-long learning, training, and community building program for all new full-time faculty members at Clackamas Community College. New full-time faculty are required to participate in the program during their first year and are granted a course release each fall, winter and spring term to facilitate their participation.

The Board was given an overview of the FYFE pilot year evaluation report and planned changes in September 2016 and heard from the FYFE cohort members in May 2017.

Over the course of the FYFE year, participants were given pre, mid, and post tests to measure their knowledge and comfort levels in the key program areas and learning outcomes. The FYFE program is housed in the Instructional Support & Professional Development Department, and the Office of Institutional Research led the program evaluation. Over the 2014-15 academic year, a thorough needs analysis and stakeholder input process were conducted to shape the design, curriculum and desired outcomes of the FYFE program.

FYFE program outcomes:

By the end of the FYFE program, faculty should be able to:

1. Articulate the mission, values and core themes of CCC.
2. Design, develop and deliver courses based in the best practices of learner-centered curriculum design and instruction.
3. Assess student learning using a variety of techniques aligned to the outcomes and objectives of a course.
4. Describe the student community of CCC and align instructional and support strategies accordingly.

5. Access and navigate CCC's organizational, communication and support systems.
6. Articulate, describe and assess the role and associated expectations of a CCC instructor.
7. Develop and articulate a dynamic teaching philosophy and practice.
8. Create and nurture professional relationships within the CCC community.

FYFE Content Overview:

FYFE is built around five key content areas, including curriculum development, assessment and classroom management (Curriculum & Classroom); navigating the CCC systems, policies, campuses and resources (Compass); building and strengthening the CCC community and culture of learning (Community & Culture); understanding student learning needs, engagement and experiences, and resources for students (CCC Students); and exploring the role, practices and expectations of an excellent instructor (Craft). The program is designed to be applicable across disciplines, departments and divisions, so discipline and content-specific training will not be provided.

BUDGET IMPACT/SOURCE OF FUNDS:

The cost of FYFE varies from year-to-year, based on the number of new full-time faculty hired (each new faculty member has one course release per term to participate in FYFE).

In 2016-17, FYFE had a budget of \$75,000 that is housed in the Instructional Support and Professional Development Department budget.

ATTACHMENTS:

None

CCC Board of Education – Topic Summary	
Topic:	Oregon Promise
Date:	September 13, 2017
Presenter:	Tara Sprehe, Dean
Division/Department:	Academic Foundations and Connections
RECOMMENDATION:	This item is for information only

REASON FOR BOARD CONSIDERATION:

This information is being shared at the Board's request.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Oregon Promise plays a significant role in our ability to assist those students who may not otherwise attend college. It supports our College Readiness and Financial Stability Strategic Priorities by ensuring some of our most financially challenged students have access to aid and increasing our enrollment.

BACKGROUND:

Oregon Promise begins its second year as a state funded financial assistance program to eligible students. Though the criteria has changed between last year and the current academic year, Clackamas Community College remains committed to communicating and assisting these eligible students with their goals of obtaining an education.

BUDGET IMPACT/SOURCE OF FUNDS:

Budget impacts are indirect and absorbed by the appropriate department and division. This includes materials used to contact Oregon Promise eligible students, overtime funds spent to help the Office of Financial Aid repackage financial aid award letters, and time spent connecting with students to ensure they get a successful start to the academic year.

ATTACHMENTS:

None.

FUTURE REPORT:

More information will be presented on the Oregon Promise at the December Board meeting.

CCC Board of Education – Topic Summary	
Topic:	Construction Manager/General Contractor (CM/GC) Alternative Delivery Method for Randall Hall Seismic Upgrades
Date:	September 13, 2017
Presenter:	Bob Cochran, Dean
Division/Department:	Campus Services
RECOMMENDATION:	Approval of Resolution R17/18-4, authorizing the college to pursue a CM/GC delivery method for the Seismic Upgrades to Randall Hall.

REASON FOR BOARD CONSIDERATION:

Approval of an alternative delivery method from the standard Design-Bid-Build requires the approval of the Board of Education acting as the Local Contract Review Board.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Approval of Resolution R17/18-4 will allow the college to proceed with selecting a contractor to aid in the design, provide value engineering, and construction of the Randall Hall Seismic Upgrade project.

BACKGROUND:

For several years, the college has been applying to the State of Oregon for a Seismic Rehabilitation Grant to assist in the seismic upgrades to Randall Hall. In spring of 2017, the college was awarded \$1.5 million from the State of Oregon to assist in the Randall Hall Seismic Rehabilitation project. The remaining funds (\$1.9 million) will be from the 2014 Bond proceeds.

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

The CM/GC procurement method allows the owner (Clackamas Community College) to select a qualified contractor early on in the project to assist with design, provide value engineering and in the end save the project time and expense. To change from the standard Design-Bid-Build construction model, the Board of Education, acting as the Local Contract Review Board (LCRB), must pass a Resolution allowing the change from the standard procurement method. The Oregon Administrative Rule, Division 49 – General

Provisions Related to Public Contracts for Construction Services state that an alternative method (specifically) CM/GC can be used if found applicable by the LCRB. The rules require fourteen findings (ORS279.335 (2)(B)) to be addressed and a public hearing held prior to approval of the CM/GC procurement method by the LCRB.

The findings are draft until after the public hearing and modifications made by the LCRB. The findings are necessary to facilitate discussion and are not intended to be yes/no decision making tools.

The **draft** fourteen findings and CCC's responses are as follows.

1. How many persons are available to bid:

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

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

The estimated construction budget for the Randall Rehabilitation project \$3,641,599. The operating cost of the building would not change with this project and is roughly estimated at \$100,000 per year and includes utilities and maintenance/custodial personnel.

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

Public benefits resulting from the CM/GC method may include reduced cost from the selected contractor's value engineering and added flexibility of the currently very tight project schedule to complete the project. The target completion date is late summer 2018 to ensure use by the athletic department in fall term (and potential use in the summer should construction activities allow). The CM/GC method will help staff and consultants to better determine and manage project scope and cost estimates early in the project ensuring that the overall project schedule is met.

4. Whether value engineering techniques may decrease the cost.

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

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

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

6. Likely increases in public safety.

Utilization of the CM/GC method with an experienced contractor should result in safety issues being addressed both during design and construction and long term use of the completed facility. In addition, this facility will be constructed during some occupancy when staff, students and visitors are present.

Using the CM/GC model will allow a very detailed safety plan not only for the construction materials and workers, but the circulation of students, staff and visitors.

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

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

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

The exemption will not affect the source of the funding for the Randall Seismic Rehabilitation project. The \$3.4 million dollar project is funded from a state grant (\$1.5 million) and the remaining using 2014 Bond proceeds.

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

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

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

An experienced CM/GC contractor will have the opportunity to coordinate with design professionals regarding the technical aspects of the project throughout the design phases.

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

The Randall Rehabilitation project is considered “renovation” of an existing structure.

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

Randall Hall may be partially occupied during construction depending on construction scheduling and athletic needs.

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

It is assumed at this time that the project will be a single phase project (during the summer of 2019).

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

The college will utilize staff, our program managers (the inci Group who has managed over one billion dollars of GM/GC projects), and the college attorney (Berry, Elsner, and Hammond) each with expertise in the CM/GC model of construction delivery to ensure a complete and comprehensive CM/GC contract.

Following approval by the Local Contract Review Board (LCRB) for the CM/GC procurement method, staff and the design team will develop a Request for Qualifications for CM/GC services. Responses will be reviewed, scored and interviews will be held. Staff will return to the LCRB for approval of the contract with the selected CM/GC.

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

BUDGET IMPACT/SOURCE OF FUNDS:

The Randall Seismic Upgrade project will be funded using State of Oregon Seismic Rehabilitation grant funds (\$1.5 million) and 2014 Bond Proceeds (\$1.9 million).

ATTACHMENTS:

Resolution R17/18-4

FUTURE REPORT:

Updates will be provided by future presentations and the Dean's monthly bond update report.

RESOLUTION
R17/18-4

A RESOLUTION OF THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION, ACTING AS THE LOCAL CONTRACT REVIEW BOARD, AUTHORIZING THE APPROVAL FOR AN ALTERNATIVE CONTRACTING METHOD, SPECIFICALLY THE CONSTRUCTION MANAGEMENT/GENERAL CONTRACTOR MODEL, FOR THE CONSTRUCTION OF THE RANDALL HALL SEISMIC UPGRADE PROJECT.

WHEREAS, Clackamas Community College was awarded a \$1.5 million seismic rehabilitation grant and has received funds from the 2014 Bond passage, and

WHEREAS, seismic upgrades are needed for Randall Hall to ensure the college and the community have a facility that can be used for sheltering, emergency response, and a point of dispensary for the county and Red Cross, and

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

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

WHEREAS, on August 28, a notice was advertised in the Daily Journal of Commerce giving two weeks' notice of the public hearing and a link to the college's findings, and

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

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

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

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

Resolution adopted by the Clackamas Community College Board of Education, this 13th day of September, 2017.

Jane Reid, Board Chair

ATTEST

Joanne Truesdell, President

CCC Board of Education – Topic Summary	
Topic:	Construction Manager/General Contractor (CM/GC) Alternative Delivery Method for Barlow Hall Automotive Renovations
Date:	September 13, 2017
Presenter:	Bob Cochran
Division/Department:	Campus Services
RECOMMENDATION:	Approval of Resolution R17/18-5, authorizing the college to pursue a CM/GC delivery method for renovations to the Barlow Hall Automotive space.

REASON FOR BOARD CONSIDERATION:

Approval of an alternative delivery method from the standard Design-Bid-Build requires the approval of the Board of Education acting as the Local Contract Review Board.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Approval of Resolution R17/18-5 will allow the college to proceed with selecting a contractor to aid in the design, provide value engineering, and construct the Barlow Automotive Renovation project. When complete, this project will directly and indirectly impact Academic Relevance and Innovation by providing a high quality program and environment for the Automotive Department.

BACKGROUND:

In November of 2014, the voters within the College district passed Ballot Measure 3-447 resulting in \$90 million of funds to be spent on new facilities and major maintenance items at the college. Since that time, college staff has been working on several capital and major maintenance projects including the Harmony West project, the Industrial Technical Center, DeJardin/Pauling Science complex, Randall Locker room upgrades, and several roofing and elevator upgrades.

This topic addresses the construction delivery method requested to be used for Barlow Hall Automotive Renovations. Upon the completion of the Industrial Technical Center (ITC), machining equipment will be moved from Barlow Hall to the ITC. This will leave a vacancy to be filled by the Automotive Department. The college is currently seeking proposals from architectural firms interested in providing design services for the Barlow Hall Automotive Renovations project.

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

The CM/GC procurement method allows the owner (Clackamas Community College) to select a qualified contractor early on in the project to assist with design, provide value engineering and in the end save the project time and expense. To change from the standard design-bid-build construction model, the Board of Education, acting as the Local Contract Review Board (LCRB), must pass a Resolution allowing the change from the standard procurement method. The Oregon Administrative Rule, Division 49 – General Provisions Related to Public Contracts for Construction Services state that an alternative method (specifically) CM/GC can be used if found applicable by the LCRB. The rules require fourteen findings (ORS279.335 (2)(B)) to be addressed and a public hearing held prior to approval of the CM/GC procurement method by the LCRB.

The findings are draft until after the public hearing and modifications made by the LCRB. The findings are necessary to facilitate discussion and are not intended to be yes/no decision making tools.

The **draft** fourteen findings and CCC's responses are as follows.

1. How many persons are available to bid?

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

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

The estimated construction budget for the Barlow Automotive Renovations project is \$3,531,000. The operating cost of the building would not change with this project and is roughly estimated at \$50,000 per year and includes utilities and maintenance/custodial personnel.

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

Public benefits resulting from the CM/GC method may include reduced cost from the selected contractor's value engineering and added flexibility of the currently very tight project schedule to complete the project. The target completion date is spring/summer 2019 to ensure use by the automotive department for fall term 2019. The CM/GC method will help staff and consultants to better determine and manage project scope and costs estimates early in the project ensuring that the overall project schedule is met.

4. Whether value engineering techniques may decrease the cost.

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

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

Designing for and constructing educational automotive projects such as this project can be a specialized field requiring expertise in facilities of varying components. The current climate for construction appears high based on preliminary review by staff and CCC program manager. A CM/GC can address costs early on in the design process and the design and/or scope can be modified to meet financial constraints. In addition, they can advise on material selection and provide recommendations on materials that are cost effective and steer the team away from expensive material or material shortages. This will save project costs and reduce schedule risk for the construction of this project.

6. Likely increases in public safety.

Utilization of the CM/GC method with an experienced contractor should result in safety issues being addressed both during design and construction and long term use of the completed facility. In addition, this facility will be constructed during some occupancy when staff, students and visitors are present. Using the CM/GC model will allow a very detailed safety plan not only for the construction materials and workers, but the circulation of students, staff and visitors.

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

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

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

The exemption will not affect the source of the funding for the Barlow Automotive Upgrade project. The \$3.5 million dollar project is funded using 2014 Bond proceeds.

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

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

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

An experienced CM/GC contractor will have the opportunity to coordinate with design professionals regarding the technical aspects of the project throughout the designing phases.

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

The Barlow Hall Automotive Renovations project is considered “renovation” of an existing structure.

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

The formal section of Barlow Hall will be occupied during the construction activities. The automotive section may be partially occupied and the soon-to-be-vacated manufacturing area will be vacant during construction.

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

It is assumed at this time that the project has two phases; the completion of the north wing (currently the manufacturing space) and will be followed by the completion of the south wing (current automotive section).

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

The College will utilize staff, our program managers (the inici Group, who has managed over one billion dollars of GM/GC projects), and the college attorney (Berry, Elsner, and Hammond), each with expertise in the CM/GC model of construction delivery to ensure a complete and comprehensive CM/GC contract.

BUDGET IMPACT/SOURCE OF FUNDS:

The Barlow Automotive Renovations will be paid for using 2014 Bond Proceeds.

ATTACHMENTS:

Resolution R17/18-5

FUTURE REPORT:

Updates will be provided by future presentations and the Dean's monthly bond update report.

RESOLUTION
R17/18-5

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

WHEREAS, Clackamas Community College has received funds from the 2014 Bond passage, and

WHEREAS, renovations to the college's Automotive spaces was listed in the 2014 Strategic Facilities Assessment; and

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

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

WHEREAS, on August 28, a notice was advertised in the Daily Journal of Commerce giving two weeks' notice of the public hearing and a link to the college's findings, and

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

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

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

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

Resolution adopted by the Clackamas Community College Board of Education, this 13th day of September, 2017.

Jane Reid, Board Chair

ATTEST

Joanne Truesdell, President

CCC Board of Education – Topic Summary	
Topic:	Professional Roster – Structural Engineers
Date:	September 13, 2017
Presenter:	Bob Cochran, Dean
Division/Department:	College Services
RECOMMENDATION:	Approval the college’s roster of structural engineers

REASON FOR BOARD CONSIDERATION:

The Board of Education should be aware and approve the college’s professional and construction services roster.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Not applicable

BACKGROUND:

From time to time, the college has developed a roster of professional services for use for smaller projects (capital and bond related) within state and college purchasing guidelines. To develop these rosters, the college followed state purchasing rules, including public advertising, for the services needed and a formal selection process. To that end, the college has selected the following firms to be included in a professional roster pool for smaller projects needing structural engineering professional services:

- | |
|------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Allstructure Engineering, LLC • Catena Consulting Engineers • KPFF |
|------------------------------------------------------------------------------------------------------------------------------------------|

Per state rules, the college must follow purchasing guidelines with respect to these services;

- For services less than \$75,000, the college should obtain quotes when feasible.
- For services between \$75,000 and \$100,000, the college must obtain three competitive quotes.
- Services greater than \$100,000 require a formal request for Bids/Proposals.

BUDGET IMPACT/SOURCE OF FUNDS:

Projects and fees will be paid by a variety of funds depending of the specific task including capital funds, department fee funds, bond funds, etc.

ATTACHMENTS:

None

FUTURE REPORT:

If this applies to a bond related project, staff will update during the monthly bond update.

CCC Board of Education – Topic Summary	
Topic:	Oregon School Boards Association Nominations
Date:	September 13, 2017
Presenter:	Jane Reid, Chair
Division/Department:	Board of Education
RECOMMENDATION:	<ol style="list-style-type: none"> 1) Nominate Ron Adams for election to Position 7 of the OSBA Legislative Policy Committee. 2) Determine if anyone on the CCC Board is interested in being nominated for the OSBA Board.

REASON FOR BOARD CONSIDERATION:

The nomination window for the Oregon School Boards Association (OSBA) election ends on Friday, September 29, at 5:00 p.m.

BACKGROUND:

Founded in 1946, OSBA is governed by a member-elected board and serves K-12 public school boards, public charter school boards, education service district boards, community college boards, and the State Board of Education. Through legislative advocacy at state and federal levels, board leadership training, employee management assistance and policy, legal and financial services, OSBA helps locally-elected volunteers fulfill their complex public education roles.

As a member of the OSBA, the CCC Board of Education is eligible to participate on the OSBA Board and the Legislative Policy Committee, and to vote on nominations for those positions and resolutions that amend the OSBA Constitution or adopt legislative priorities.

Board Member Ron Adams has indicated he would like to be nominated for a second term in Position 7 on the Legislative Policy Committee.

BUDGET IMPACT/SOURCE OF FUNDS:

There is no cost associated with nominating candidates for the OSBA Board or Legislative Policy Committee.

ATTACHMENTS:

2017 OSBA Election Calendar

FUTURE REPORT:

The Board will vote on the nominated candidates for the OSBA Board and Legislative Policy Committee, and any proposed resolutions, at the November 8 meeting. Newly elected members take office January 1, 2018.

2017 OSBA Elections Calendar

Adopted by the Board January 20, 2017

Nomination and election of regional members of the OSBA board of directors holding even-numbered positions and <u>all</u> LPC representatives		
August 21, 2017		Notice of position vacancies, candidate information packets, and official nomination forms shall be distributed to all incumbent directors, LPC members and boards in eligible regions.
August 21, 2017 through September 29, 2017		A school board nominating one or more of its regional board members to an open position must do so by formal resolution of the board and timely submission of the nomination forms to the office of the OSBA. Nominations are closed after this date.
No later than October 13, 2017		Official ballots are distributed to member boards in each region 30 days prior to the date of the election, but no later than October 13.
No earlier than November 1, 2017		Member boards are asked to vote on the candidates of their choice for their region <u>no earlier than</u> November 1, 2017, following the conclusion of all OSBA Fall Regional Meetings.
November 13, 2017 through December 15, 2017		Submission of votes to OSBA. Each member board in the appropriate region shall have one vote in the regional elections for members of the OSBA board of directors and the LPC. The person receiving a majority of the votes cast for any position on the OSBA board of directors shall be elected.
As soon as possible		In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes cast shall be declared elected.
January 1, 2018		Newly elected officers, regional members of the OSBA board of directors and LPC members officially take office.

OSBA Resolution Election		
No later than September 29, 2017		All resolutions to be submitted to the membership for a vote must be received at the OSBA offices.
No later than October 13, 2017		Resolution details, along with an official ballot, will be sent to the membership.
November 13, 2017 through December 15, 2017		Each member board in the state shall vote in the general election on resolutions and constitutional amendments using the weighted voting system outlined in the constitution.

OSBA Officer Election		
September 15-16, 2017, or no later than September 29, 2017		The currently seated OSBA board of directors meets to elect officers. Candidates receiving a majority of the votes cast for any officer position on the OSBA board shall be elected.



Full-Time Personnel Report

From 6/20/2017 - 7/19/2017

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
NEW HIRES			
Ivan Acosta	Admissions Counselor	Classified	6/26/2017
Lisa Reynolds	Associate Dean, Arts & Sciences	Administrative	7/1/2017
Sara Sellards	Executive Assistant, VP of InSS	Confidential	7/11/2017
SEPARATIONS			
Tiffany Taylor	Workforce Advisor	Classified	6/28/2017
Ryan West	Director, Financial Aid	Administrative	6/30/2017
Bill Calabrese	Research Associate	Classified	7/19/2017
Sarah Dapolonia	Human Resources Coordinator	Confidential	7/19/2017
RETIRED			
Chris Robuck	Dean, Business Services	Administrative	6/30/2017
PROMOTION			



Full-Time Personnel Report

From 7/20/2017 - 8/19/2017

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
NEW HIRES			
Nicholas Ellingson	Maintenance Carpenter	Classified	7/31/2017
SEPARATIONS			
Ryan Burch	Account Receivable Specialist	Classified	8/17/2017
RETIRED			
Dena Gillenwater	Administrative Assistant, AFAC	Classified	7/31/2017
PROMOTION			

CCC Board of Education – Topic Summary	
Topic:	Associated Student Government Report
Date:	September 13, 2017
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:

- Sept 5-9: ASG officers and myself attended the Oregon Community College Student Conference hosted by OSLAP. I as Interim Chair of OCCSA will be recruiting memberships for the year.
- Sept 14: Clackamas Cougar Kickoff.
- Summer grants were given out for the first time. Transportation and Child Care grants were the only two available.
- Deadline for Fall grant applications is Sept 29th
- Come check out Weeks of Welcome. The first two weeks of term will be filled with different events.

ASSOCIATION REPRESENTATIVE REPORTS**AGENDA ITEM VIII-3**

CCC Board of Education – Topic Summary	
Topic:	Part-time Faculty Association Report
Date:	September 13, 2017
Presenter:	Leslie Ormandy, President
Division/Department:	Part-time Faculty Association
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

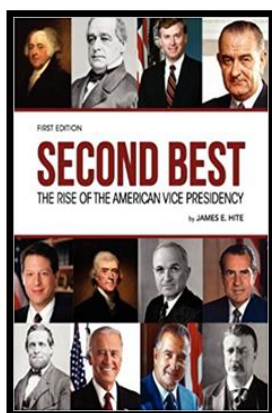
This is a monthly report for Board information.

Board of Education Report September 13, 2017

Due to the cyclical nature of our contracting with CCC, a majority of the Part-time Faculty is currently between contracts with CCC. We expect to return to work for CCC September 26, 2017 when the college has need of experienced and dedicated – and often long term – Part-time Faculty Association instructors, librarians, coaches, counselors, etc.

Tying up last years’ business – Last December when the Cougar Cave was experiencing great need of dental care items for our students, PTFA member Cindi Garner saw a problem she could do something about. Through her auspices, Volunteers in Medicine in Oregon City worked with their partner Triangle Smiles in Tigard (and others) to donate toothbrush kits from Tigard Triangle Smiles to the Cougar Caves.

Publications, Interviews, Art Showing



James Hite ... Watch and listen to CCC Political Science instructor James Hite speaks with CSPAN2 about his book *Second Best: The Rise of the American Vice Presidency*. You can listen to his interview discussion concerning the historical importance of the Vice Presidents of the US at: <https://www.c-span.org/video/standalone/?429866-2/second-best&popoutPlayer>

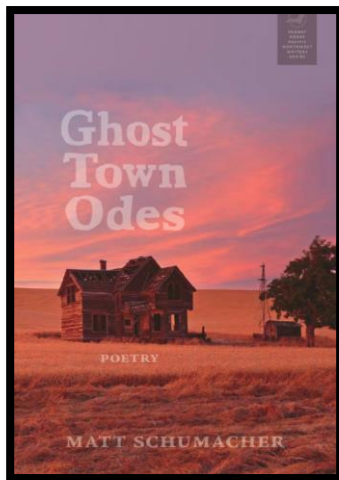
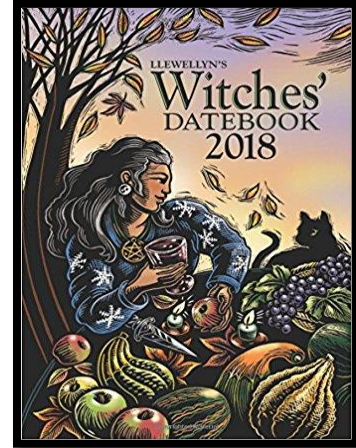
- ISBN-10:** 1621312690
- ISBN-13:** 978-1621312697

Sue Pesznecker, English Department and CMC, has spent the past year working with several other members of the English Department producing an OER textbook for the WRD 98 class. While obviously a picture of that cover might be a great choice, I have chosen *Llewellyn's Witches Datebook 2018* for this Board Report. Nicely cover designed.

Product Dimensions: 5.7 x 0.6 x 8.1 inches

Calendar: 168 pages

ISBN-10: 0738737747



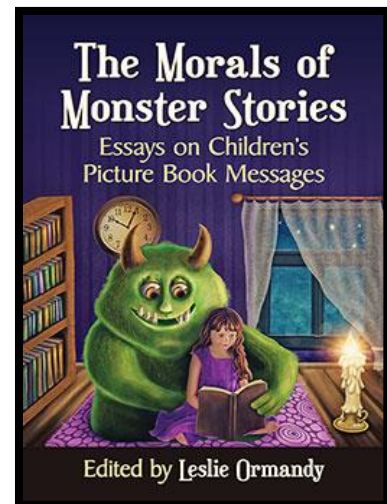
Matt Schumacher, English Department, has thus far published five books, all poetry. The two earliest books are *Spilling the Moon* and *The Fire Diaries*, both published by Wordcraft of Oregon. . Schumacher was interviewed on NPR about it a couple months back.

<http://www.opb.org/radio/programs/thinkoutloud/segment/legislative-update-ghost-town-odes-sage-grouse-agreement/> A poem from it was a finalist for the Golden Spur Award from Western Writers of America this year.

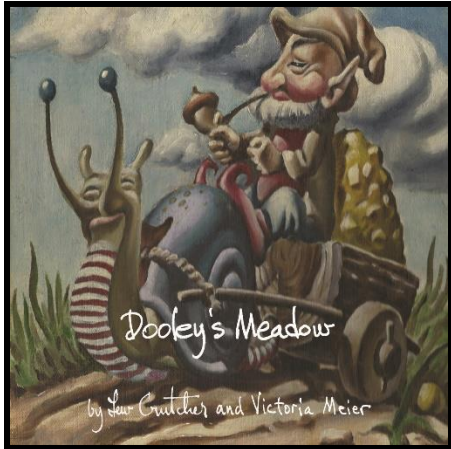
- ISBN-10:** 0997154926
- ISBN-13:** 978-0997154924

Leslie Ormandy, English Department and PTFA President, strayed away from her usual publications about vampires to examine the methods used by media to assimilate children through picture books. She didn't stray too far though since these essays get us up close and personal to what, and whom, adults consider monsters and how they use design features to instruct children to feel the same.

- ISBN-10:** 1476664846
- ISBN-13:** 978-1476664842



Victoria Meier, ESL, has learned a great deal about writing, editing, teamwork, and publication while self publishing a children's book, *Dooley's Meadow*. It's based on stories her father used to tell and illustrated with his paintings and drawings. It's available through BookBaby,

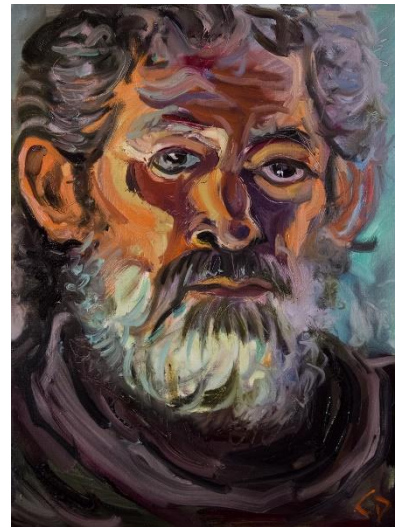


There are wee folk living in the world, and they may not be very far away. Dooley the brownie and his good friend Blue Snail have important work to keep them busy in the meadow. They spend the year mining Yellow, but what do the elves use it for? Beautiful color illustrations bring these pages to life.

Chris Dreger, Art Department, Artist and Instructor.



CDreger Mosaic on PingPong Paddle



CDreger-Portrait Bearded man

Dreger teaches at several colleges, as well as CCC, yet finds time to show his own art frequently at many galleries about town. His students' art may be viewed at

<http://www.chrisdreger.com/teaching-portfolio-reviews.html#section-portfolio>.

He currently has 9 paintings hanging at a New Season's location in their 'gallery' section, and he am curating a show at CCC in The Alexander Gallery in November titled Local Portraits NW, an invitational show. This show will feature NW artists, including some CCC faculty, and other NW artists.

Kjirsten Severson, artist and Art department instructor

It's called *A Very Big Typographical Art Project* and was published by a local gallery, Rising Room Gallery, under her name.

In this Art Book she describes an attempt to make visible the creative paradox that makes language possible. She does so through the images of her art and also through chapters that give a philosophical story of imagination and reason.

Book available at < <http://risingroomgallery.com/publications.html> >

