

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

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

5:15 pm EXECUTIVE SESSION (Community Center, Room 126)

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

- To conduct deliberations by the governing body with those designated to carry on labor negotiations. ORS 192.660(2)(d)
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions. ORS 192.660(2)(e)

6:15 pm WORK SESSION (Community Center, Room 127)

1. Student Research Poster - Instructor Ida Flippo
2. Employee Onboarding – Dean Patricia Anderson-Wieck

p 5

p 9

RECESS

7:00 pm REGULAR SESSION (Community Center, Room 127)

I CALL TO ORDER – Chair Richard Oathes

II ROLL CALL

III COMMENTS FROM CITIZENS

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

IV CONSENT AGENDA

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

1. Approval of:
 - a. Minutes (Work, Regular, and Executive Sessions) 10.12.16

R16/17-10a p 19

- | | | |
|---|------------|------|
| b. Monthly Financial Report – Director Chris Robuck | R16/17-10b | p 25 |
| c. Capital Projects (Bond) Financial Report – Director Chris Robuck | R16/17-10c | p 27 |
| d. Revise Investment Policy – Director Chris Robuck | R16/17-10d | p 29 |

V COLLEGE REPORTS

- | | | |
|---|--|------|
| 2. President’s Business Report – President Joanne Truesdell | | |
| - New Staff Introductions | | |
| - Accreditation Update | | |
| - National College Marketing & Public Relations Awards | | |
| 3. Audit Report – Vice President Jim Huckestein | | p 47 |
| 4. Financial Forecast – Vice President Jim Huckestein | | p 49 |
| 5. Bond Workforce Goals Update – Dean Bob Cochran | | p 51 |

VI NEW BUSINESS – ACTION

- | | | |
|---|-----------|------|
| 6. Classified Employee Contract – Vice President Jim Huckestein | R16/17-11 | p 59 |
| 7. Administrative/Confidential Compensation – Vice President Jim Huckestein | R16/17-12 | |
| 8. President’s Contract Modification – Chair Richard Oathes | R16/17-13 | |

VII BOARD OPERATIONS

- | | | |
|---|-----------|------|
| 9. Oregon School Boards Association Election – Chair Richard Oathes | | |
| - OSBA Board Position 7 | R16/17-14 | p 61 |
| - OSBA Resolution 1 | R16/17-15 | p 68 |
| 10. Personnel Report – Dean Patricia Anderson Wieck | | p 79 |
| 11. Future Board Agenda Items – Board Chair (Refer to Board Planning Calendar) | | |
| 12. Board Chair Business Report | | |
| - OCCA Conference Report | | |
| 13. Clackamas Community College Education Foundation – Jean Bidstrup, Board Liaison | | |
| 14. Oregon Community College Association – Ron Adams, Board Liaison | | |
| 15. Oregon School Boards Association Legislative Policy Committee – Ron Adams, Committee Member | | |
| 16. Bond Project Citizen Oversight Committee – Jane Reid, Co-Chair | | |
| 17. Board of Education Community Reports | | |

VIII ASSOCIATION REPRESENTATIVE REPORTS AND COMMENTS

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|--|--|------|
| 18. Associated Student Government (ASG) – Jairo Rodriguez, President | | p 81 |
| 19. Full-Time Faculty – Nora Brodnicki, President | | p 83 |
| 20. Part-Time Faculty – Leslie Ormandy, President | | p 85 |
| 21. 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>
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DATES TO REMEMBER

2016-17

Wednesday-Saturday, November 2-5	OCCA Annual Conference, Sun River
Thursday, November 10	Classified Appreciation Dessert, 2:00 p.m. and 9:00 p.m.
Friday, November 11	Veterans Day, College closed
Wednesday, November 9	Board of Education Meeting, 5:00 p.m., CC 127
Thursday-Friday, November 24-25	Thanksgiving break, College closed
Thursday, December 1	Winter Retiree Reception, 1:30 p.m., Gregory Forum
Wednesday, December 14	Board of Education Meeting, 5:00 p.m., CC 127
Thursday, December 8	All Staff Recognition, 12:00 p.m. and 8:30 p.m.
Friday & Monday, December 23 & 26	Winter break, College closed
Friday, January 2	New Year's Day, College closed
Wednesday, January 11	Board of Education Meeting, 5:00 p.m., CC 127
Monday, January 16	Martin Luther King, Jr. Day, College closed
Monday-Friday, February 13-17	ACCT National Legislative Summit, Washington D.C.
TENTATIVE - February 7	Winter Inservice
Wednesday, February 8	Board of Education Meeting, 5:00 p.m., CC 127
Monday, February 20	Presidents' Day, College Closed
Thursday, February 23	Skills Contest
Wednesday, March 8	Board of Education Meeting, 5:00 p.m., CC 127
TENTATIVE - March 12	Scholarship Reception, 2:00 pm, Randall Gym
Monday-Friday, March 27-31	Spring Break
Wednesday, April 12	Board of Education Meeting, 5:00 p.m., CC 127
Friday, April 21	Board of Education Retreat 1:00-5:00, TBA
April TBA	OCCA All Oregon Academic Team Brunch
Wednesday, May 3	Budget Committee Meeting, 5:00 p.m., Gregory Forum
Wednesday, May 10	Spring Retiree Event, 2:00, Gregory Forum
Wednesday, May 10	Budget Committee/Board of Education Meeting, 5:00 p.m., CC 127
Monday, May 29	Memorial Day, College closed
Thursday, June 15	GED & Adult High School Diploma Graduation Ceremony, 7:00 p.m.
Friday, June 16	College Certificate & Degree Graduation Ceremony, 7:00 p.m.
Wednesday, June 21	Board of Education Meeting, 5:00 p.m., CC 127

CCC Board of Education – Topic Summary	
Topic:	Student Research Poster
Date:	November 9, 2016
Presenter:	Ida Flippo and students Teresa McCook and Chelsea Vincenzi
Division/Department:	TAPS/Education, Human Services and Criminal Justice
RECOMMENDATION:	This item is for Board information only

REASON FOR BOARD CONSIDERATION:

This item is for Board information only.

RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Strategic Priority: *Academic Innovation and Relevance*

This was an innovative project, involving knowledge of and excellence in research applied to current events and concerns relevant to the Criminal Justice profession.

BACKGROUND:

The Western Association of Criminal Justice (WACJ) invites students to enter a research poster contest at their yearly conference. CCC Criminal Justice faculty asked interested students to participate. On a short timeline, these two students completed the research during summer term and, with the assistance of faculty members, submitted an abstract to the competition. Their entry was accepted, and they competed in October at the WACJ Conference. Several CCC faculty and staff gave the students input on their poster, presentation, and anticipated questions. There were 11 poster entries. Clackamas Community College was the only community college represented. CCC’s students won second place in a field of upper division, Master’s and Ph.D. level entries. The students received a travel award from the Council on Undergraduate Research to help offset the expenses of attending.

BUDGET IMPACT/SOURCE OF FUNDS:

Not applicable

ATTACHMENTS:

Poster

INTRODUCTION

United States media coverage has suggested that law enforcement decision-making can be based upon skin color, leading the researchers to question if there exists a higher level of race-related bias in individuals who choose to pursue careers in law enforcement. Using Harvard University's Project Implicit Association Test, the researchers measured race preferences among a diverse group of respondents.

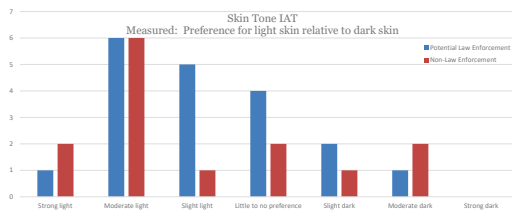
MEDIA PORTRAYALS

Recent media reports portray several shootings of unarmed black men by white officers, and imply that these shootings are based upon either a racist criminal justice system or upon the white officers' individual bias against African-Americans. Are the police really targeting this specific demographic or is the media trying to make us think that is what is happening? (McLaughlin, 2015)

These incidents and the subsequent reporting have often led to both peaceful and violent protests across the nation., which have been sometimes divisive and sometimes therapeutic. Is the problem systemic racism or is it individual bias, drawing upon the individual's experience and perspective? Are people who are drawn to a career in law enforcement more likely to be biased against certain people based upon the color of their skin? The researchers were interested in moving beyond what we see on the nightly news, and exploring the latter question further.



Portland police officer Bret Barnum shares a hug with Ferguson protester Devonte Hart in Portland, Oregon



METHODS

The researchers gathered data using Harvard's Project Implicit-Implicit Association Test (IAT), which is web-based, and an additional demographic questionnaire. The IATs were developed by Project Implicit, which is described on its website as "...a non-profit organization and international collaboration between researchers who are interested in implicit social cognition - thoughts and feelings outside of conscious awareness and control. The goal of the organization is to educate the public about hidden biases and to provide a 'virtual laboratory' for collecting data on the Internet." (Project Implicit Research Group, 2011)

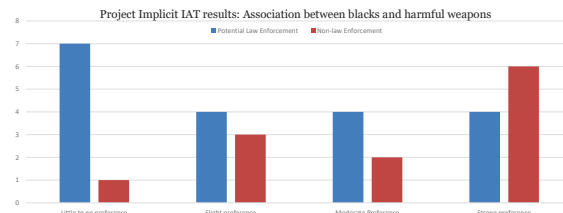
Three IATs were administered: The Race IAT, measuring an individual's preference for white people over black people, the Skin Tone IAT, measuring a preference for light skin relative to dark skin, and the Weapons IAT, determining a person's association of blacks with harmful or dangerous weapons. (Nosek, et al)

Participants were students in introductory criminal justice courses at a community college in Oregon. The demographic questionnaire asked about the person's age, race, gender, education, and occupation, in addition to whether or not they were pursuing a career in law enforcement. The survey and questionnaire were anonymous, and the data was compiled and analyzed based on the results of the survey and questionnaire.

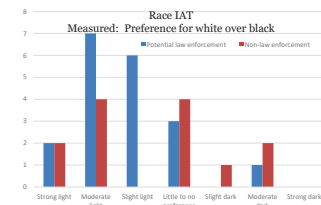
37% of respondents pursuing a law enforcement career identified as white, and 63% identified as Hispanic, African American, or other. 57% of respondents not pursuing a law enforcement career identified as white, while 43% identified as non-white.

RESULTS

Initial results were inconclusive in some areas, suggesting that while there are differences in race preference based on the race of an individual, there is not a higher level of race-related bias in individuals who are pursuing law enforcement careers. In fact, as illustrated in the figure below, there may be less bias among students pursuing a career in law enforcement than in other areas.



At the first 2016 Presidential debate, when asked if she believed that police were implicitly biased against black people, Hillary Clinton responded, "...I think implicit bias is a problem for everyone, not just police...when it comes to policing, since it can have literally fatal consequences, I have said, in my first budget, we would put money into that budget to help us deal with implicit bias by retraining a lot of our police officers." (Blake, 2016)



DISCUSSION AND SUGGESTIONS FOR FURTHER STUDY

- The sample was small, and the researchers intend to gather more results from a larger sample in the future.
- Results should be further analyzed based upon the identified race of respondents; it is interesting that the population of the community college is mostly white; however a large percentage of the participants pursuing law enforcement careers identified as non-white.
- The researchers are interested in comparing results to similar studies that might be conducted on subjects who are currently working in the law enforcement field.
- More information could be gathered from the Project Implicit site about the general population's results on these IATs.
- Although these initial results were inconclusive and a larger sample would be ideal, preliminary analysis indicates no evidence of significant racial bias among community college students at this institution who are planning to enter the law enforcement field, compared to their peers who are not.

FINAL THOUGHTS

We would like to leave you with this:

Knowing that this is a highly controversial topic and opinions vary, it is important to not take things at face value and to utilize critical thinking skills; form your own opinion based on values, ethics, and research.

"Responsibility to yourself means refusing to let others do your thinking, talking, and naming for you; it means learning to respect and use your own brains and instincts; hence, grappling with hard work."

— Adrienne Rich

REFERENCES

1. McLaughlin, E. C. (2015, April 21). *There aren't more police shootings, just more coverage*. Retrieved October 2, 2016, from CNN.com: <http://www.cnn.com/2015/04/20/us/police-brutality-video-social-attitudes/>
2. Project Implicit Research Group. (2011). *About Us*. Retrieved October 2, 2016, from Project Implicit: <https://implicit.harvard.edu/implicit/aboutus.html>
3. Nosek, B. A., Smyth, F. L., Hansen, J. J., Devos, T., Lindner, N. M., Katifli (Ranganath), K. A., Smith, C. T., Olson, K. R., Chugh, D., Greenwald, A. G., & Banaji, M. R. (2007). Pervasiveness and correlates of implicit attitudes and stereotypes. *European Review of Social Psychology*, 18, 36-88.
4. Blake, A. (2016, September 26). *The first Trump-Clinton presidential debate transcript, annotated*. Retrieved October 2, 2016, from WashingtonPost.com: <https://www.washingtonpost.com/news/the-fix/wp/2016/09/26/the-first-trump-clinton-presidential-debate-transcript-annotated/>
5. Rich, A. (1977). *Speeches at Convocation of Douglass College, Claiming an Education*. <http://image.oregonlive.com/home/dlve-media>
6. http://i.abcnews.com/images/Politics/ABC_HF_clinton_trump

CCC Board of Education – Topic Summary	
Topic:	Employee Onboarding
Date:	November 9, 2016
Presenter:	Patricia Anderson Wieck Vicki Hedges
Division/Department:	Human Resources Division
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

One of the Board’s 2016-17 goals under Academic Innovation and Relevance was to create an onboarding experience relevant for all new employees. Human Resources staff will provide a status report for this initiative and a draft of the checklist.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

- Provide a guideline for supervisors and employees during the new hire process
- Introduce new employees to the College culture, mission, and strategic priorities
- Improve early employee engagement and retention
- Reduce initial training time and improve productivity

BACKGROUND:

In the past each new employee has been developed independently without a documented process. This has created inconsistencies in onboarding. This approach unifies the onboarding process and provides a foundation for success.

BUDGET IMPACT/SOURCE OF FUNDS:

There are no short term budget implications. The long term budget implications include tracking software for pre-boarding and evaluation activities.

ATTACHMENTS:

Onboarding Checklist

FUTURE REPORT:

The program will be assessed in June and the onboarding guidelines will be finalized.



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Onboarding New Employees

Why Onboard?

Beginning a new job can be an overwhelming and challenging experience. At Clackamas Community College (CCC) we want employees to have a successful transition to their new roles. We are committed to provide the knowledge, tools, and resources to support employee effectiveness. Orienting a new employee takes a partnership between the supervisor, the employee's co-workers, Human Resources (HR) and many other divisions during the onboarding process. By working together we can increase the employee's satisfaction and retention, encourage strong performance, and expedite an employee's ability to perform and contribute, and create a sense of shared vision and belonging to our Community.

Onboarding includes several steps to help new employees' transition into their new roles at Clackamas Community College and should take approximately one year in order for the employee and supervisor to experience a full cycle of activities within the position.

Human Resources Orientation

New employees will meet with a Human Resources representative on or before their first day of employment for approximately 30 minutes. During this time new employees will complete their initial required new hire paperwork, and receive a checklist of requirements and action items and other helpful information for the next step of the onboarding experience, which includes mandatory reading and online training. Please visit the [Human Resources website](#) to see a copy of the online Mandatory Onboarding: <http://www.clackamas.edu/internal/hr/>

New Employee Onboarding

New Employee Onboarding will include topics such as CCC history, an overview of each campus, the College structure, student life, diversity, benefits, and campus tour. This overview of CCC will assist new employees in having an overall understanding of the College. Employees will automatically be scheduled to attend new employee orientation meeting during their first month of employment. HR will notify new employees of new employee onboarding process by including this information during their first-day meeting with Human Resources and via email. We will send supervisors an email to inform them when their employee is scheduled to attend new employee onboarding activities and meetings and send a reminder a few days prior to each meeting. New employee onboarding activities typically occur over the span of a year.



Division/Department Onboarding Checklist

The division/department onboarding begins with the employee's hire and continues through at least the probationary period. In order to assist supervisors and departments in welcoming and onboarding new employees, we have prepared a Division/Department Onboarding Checklist. Please feel free to modify this checklist for relevance and needs of your division/department and send any suggestions to HR at hr@clackamas.edu or 503-594-3458.

Prior to the Employee's First Day

Welcome and Staff Communication

- Provide a welcome letter or email to the employee confirming the start date, time, location and other pertinent details.
- Inform staff and appropriate individuals of the new employee's arrival.
- Compile a welcome packet for the new employee with key information e.g. job description, organization chart, department marketing booklets, contact list(s), etc.
- Schedule time on your calendar to meet with the new employee on the first day of work, both at the beginning of the day and at the end of the day to debrief.
- Prepare employee's computer, phone, workstation (including ergonomic information/special needs or accommodations), and stock with basic supplies e.g. writing tools, stapler, etc.
- If possible, have a card or other communication signed by co-workers welcoming the employee. Feel free to add a personal touch or appropriate item to welcome the employee at their workstation.

Employee Login and System Access

- Request the relevant "myClackamas" login and email address and access.
Requested via ITS. Please allow up to 7 days processing time.
- Order business cards and office name plate, if applicable.
Requested via Duplication. Please allow up to 7-14 days processing time.
- Order applicable keys.
Requested via Campus Services. Please allow up to 7 days processing time.

Training and Development

- Develop a training plan for the employee. If another employee will be doing the training, discuss in advance of the employee's arrival.



- Notate probationary period end date, performance checkpoints and onboarding dates on your calendar.

HR will provide dates for all HR-initiated meetings and for probationary evaluation dates, and will send an outlook reminder when applicable.

- Identify a peer mentor or “buddy” or other suitable coach for your employee. This is someone who is an effective resource, to whom the employee will ask questions and who will provide support and encouragement to the new employee. Connect with the identified Peer Mentor or coach to ask about assisting in this role and explain the expectations of this role. (For peer mentoring see information on [Peer Mentoring](#). For coaching, contact Human Resources)

Add other activities below:

Employee's First Day

Communication and Physical Access

- Be present to welcome the new employee and provide instructions. If you must be away, appoint someone to act on your behalf.
- Help employee become familiar with his/her work station.
- Provide a secure place to store personal belongings, as necessary.
- Conduct a tour of the work location/department, pointing out bulletin boards, mail drop points, meeting rooms, copy and fax areas, break room, cafeteria, recycling bins, smoking areas and the smoking policy, emergency exits, fire extinguishers and first aid supplies.

Training and Development

- Review and discuss the employee's job description.
- Discuss the training schedule, upcoming meetings and what the employee should expect during the first few weeks of employment.
- Provide the employee an overview of the division/department explaining who does what, how their work impacts CCC and how the employee's role fits into the division/department and college. This overview should include mission fulfillment and strategic priorities.
- Speak with the new employee about the purpose and expectations of peer mentoring or coaching.



Risk Management and Guidelines

- Provide the employee with emergency preparedness information e.g. emergency procedures for their building. Collect emergency contact information including home phone, cell phone, and who to contact in the event of an emergency.
- Inform employee of appropriate safety training e.g. safe work practices, hazardous chemicals present in the workplace, location of Material Safety Data Sheets, etc. Contact the Campus Safety Director with questions at ext. 6451.
- Discuss maintaining confidentiality and taking the FERPA training, if appropriate. Contact the Registrar with questions at ext. 3370.
- Ensure employee has adequate time to complete mandatory HR trainings including *SafeColleges* trainings.

Work Expectations and Culture

- Explain work hours, lunch and break times as is relevant.
- Review holidays, academic calendar, inclement weather and college closure procedure.
- Explain guidelines for appropriate attire and professional behavior.

Add other activities below:

Employee's First Week (may also include the first day)

Supervisor-Employee Engagement

- Talk about each person's preferred operating styles, including your management style, communication, leadership expectations.
- Communicate with the employee often to check in, monitor progress and answer questions.
- Ensure employee has relevant system access and other resources.

Training and Development

- Discuss expectations about customer service e.g. phone etiquette, turnaround time on phone calls/emails, etc.
- Provide employee with initial relevant tasks/assignments and overview of systems and tools.
- Talk about key professional memberships, meeting attendance and reporting expectations.



Welcome and Staff Communication

- Explain the process for ordering office supplies and resources they may need to do their job e.g. calendar, preferred work tools, etc.
- Discuss time reporting and show how to complete the appropriate form. Explain how to notify supervisor of an absence, and the process for requesting leave.
- Begin to introduce the employee to partner division/department and college staff/faculty. Provide a list of contacts with phone numbers/email addresses.
- Continue to introduce the employee to appropriate department and college staff. Assist the employee in coming up with position-relevant questions to ask.
- Add employee's name and contact information to department materials e.g. department website, list serves, key meetings.

Add other activities below:

During Employee's First Month (may include first day and first week)

Employee Engagement

- Make sure employee has attended his/her scheduled new employee orientation session(s) with Human Resources.
- Encourage the employee to attend campus events and sign up for committees.
- Review *myClackamas* and *25Live*, as applicable.
- Introduce employee to external partners and explain engagement expectations, e.g. Community or other meeting attendance.
- Encourage employee to complete New Employee Passport.

Training and Development

- Hold development conversations and document clear, shared understanding of expected work product and results and establish how results will be measured.
- Explain the ongoing performance evaluation process.
- Establish development focus and support resources for effective results.
- Ensure employee is scheduled to attend quarterly new employee orientation with HR.



Risk Management and Guidelines

- Explain the probationary period, review the job performance expectations, and begin setting goals to accomplish within their first 90 days.
- Review key College and department policies, procedures, and manuals.
- Introduce employee to BERT on their 'home' floor.
- Discuss expectations about maintaining computer and department security.
- Ensure employee has completed the mandatory online orientation trainings and returned the signed documentation to Human Resources.

Add other activities below:

During Employee's First Year

Continuous Onboarding Cycle and Development

- Continue activities of first day/week/month as applicable. Most are cyclical.
- Monitor for behavior, learning and fit and provide coaching/coaching opportunities as needed for you and the employee.
- Enlist continual employee and stakeholder feedback on onboarding process, employee development and engagement.

Add other activities below:

This checklist is to be used as a guide and should not be considered all-inclusive. Please add any additional division/department specific items to this checklist.

If you have suggestions for improving this checklist please contact Human Resources at hr@clackamas.edu or 503-594-3458.

Peer Mentoring

Often it is helpful for new employees to have a Peer Mentor. The purpose of this relationship is to provide the new employee with additional assistance and support in the onboarding process. The Peer Mentor is not the supervisor and should not assume such a role.

Basic expectations of the mentor:

- Be a guide and resource on where to obtain information e.g. online resources, written materials, contacts at CCC, etc.
- Be a referral source. Assist the employee in identifying whom to contact for what.
- Be available to answer employee questions.
- Introduce the employee to other staff members.
- Provide support and help build the employee's confidence in performing his/her job.
- Help the new employee overcome the potential stresses of the new job.
- Assist the employee in problem solving.
- Help the employee understand the culture of engagement at the college.
- Encourage attendance at, and participation in CCC events.

Being a Peer Mentor can be a rewarding experience. Thinking about who would be an appropriate mentor is an important step in the success of the peer mentoring relationship.

Considerations for selecting peer mentors:

- Are they interested in being a Peer Mentor?
- Do they have the time and capacity to take on this role?
- Do they display positive attitudes with regards to their roles and about the college?
- Do they embody the appropriate knowledge of the division and CCC?
- Are they patient and allow room for others to learn without being overbearing?
- Are they respectful to others and are respected by their peers?
- Have they completed probation? Is their current performance satisfactory?
- Have they completed the mandatory Safe Colleges new hire trainings?

Tips for success:

- Speak with the Peer Mentor about the responsibilities of being a Peer Mentor.
- Speak with the new employee about the purpose of Peer Mentoring and what to expect.
- Determine a time frame for the Peer Mentoring partnership e.g. 90 days or 6 months.
- Check in regularly with both the Peer Mentor and the new employee.
- Thank the Peer Mentor and acknowledge his/her role.

Creating a Peer Mentoring partnership is a positive way to assist new employees' transition into their new roles. Peer Mentors most often find their role rewarding while gaining responsibility and helping a co-worker. If you have any questions about Peer Mentoring, please contact Human Resources at hr@clackamas.edu or 503-594-3458.

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Work, Regular, and Executive Sessions from October 12, 2016
Date:	November 9, 2016
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for October 12, 2016



**BOARD OF EDUCATION MEETING
MINUTES
October 12, 2016**

WORK SESSION

Board Chair Richard Oathes called the work session of the Clackamas Community College Board of Education to order at 5:30 p.m. on Wednesday, October 12, 2016, in the Bill Brod Community Center at Clackamas Community College.

Board Goals Status Report

President Joanne Truesdell said a schedule of the school district board meetings has been included in the Board Members’ folders and would like to know their preferences for when a presentation can be scheduled. The Board discussed.

The community profiles are being updated. For the school district presentations, Director Jaime Clarke will also provide specific information for ACC partnerships. One element of the presentation will be the bond and what that money has been used for and will have a PowerPoint or video. Board Member Ron Adams asked if we will be able to tell from what school districts Oregon Promise students have come. Director BJ Nicoletti said we can get that information. She will get it to PIO Lori Hall to include in the community profiles.

In addition to visiting the local school boards, the Board talked about potentially doing outreach at specific high schools, or having high schools come on site for a conversation about CCC. Interim Dean Tara Sprehe said CCC annually hosts a six hour meeting in May which may be a good outreach opportunity for the Board. Some Board Members were concerned that this event is too late in the year for students. Associate Dean Darlene Geiger will forward information about the event to the Board Secretary for distribution to the Board.

Joanne reported on the other Board goals:

- Academic Innovation – The Board continues to support the First Year Faculty Experience. It has been very successful. Joanne recommended that we submit a presentation to ACCT on the program.
- Assess Leadership Development for All Staff - This hasn't started this yet, but we are working on assessment across the college. The Board will see more about this in spring.
- Onboarding – This summer we piloted an onboarding procedure on new administrative staff. The process is not just about getting keys, but also about what people need to know quickly to get up to speed. The Board will hear more about this at the next meeting.
- Guided Pathways – This connects into our assessment process. We are not as far along as we anticipated because we are working on assessment, but we are making progress.
- Financial Sustainability – PIO Lori Hall provided an update on this year's work with the legislature. Board Member Ron Adams said if anyone is serious about going to legislative days, it would be very beneficial to have business partners attend with us.

The Board discussed the effect the November election could potentially have on the budget. Joanne said staff is starting to create a framework for investment, in the event we receive additional funding from the state. The program assessments now underway will also determine where we would invest. Board Member Dave Hunt said the more specificity we can provide the legislature, the greater the benefit we will see. Vice President Jim Huckestein said correcting the deferred payment from the 2001-03 biennia would really help CCC. Joanne said she will provide a draft framework for investment at the November Board meeting for Board review and guidance.

The Board reviewed and asked question regarding the metrics provided in the goals status report. Joanne suggested Director BJ Nicoletti sit in on the next Executive Committee meeting to determine what statistics the Board would like to see.

The Work Session recessed at 6:16 p.m.

Board Chair Richard Oathes announced the Board will meet in Executive Session under ORS 192.660(2)(d) and 192.660(2)(e), and Regular Session will convene at 7:00.

EXECUTIVE SESSION

Executive Session was convened in Room CC126 at 6:19 p.m. with the following people present: Board Chair Richard Oathes and Members Dave Hunt, Ron Adams, Jean Bidstrup, and Chris Groener; HR Dean Patricia Anderson Wieck; Dean Bob Cochran, Vice Presidents Jim Huckestein and David Plotkin; President Joanne Truesdell; and Recorder Denice Bailey.

Labor Negotiations

Staff discussed labor negotiations with the Board.

Real Property

Staff discussed a real estate issue with the Board.

Executive Session adjourned at 7:15

REGULAR SESSION

CALL TO ORDER

Chair Richard Oathes called the regular meeting of the Clackamas Community College Board of Education to order at 7:18 p.m. on Wednesday, October 12, 2016, in the Bill Brod Community Center at Clackamas Community College, Room 127.

ROLL CALL

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

College Representatives in attendance: President Joanne Truesdell, Vice President Jim Huckestein, Vice President David Plotkin, ASG President Jairo Rodriguez, Full-time Faculty President Nora Brodnicki, Part-time Faculty President Leslie Ormandy, Classified President Enrique Farrera, and Board Secretary Denice Bailey (Recorder).

Others in attendance: Director Chris Robuck, Director BJ Nicoletti, Dean Sue Goff, Dean Bill Waters, Dean Patricia Anderson Wieck, Dean Cynthia Risan, Interim Dean Tara Sprehe, Associate Dean Darlene, Dean Bob Cochran, PIO Lori Hall, other CCC faculty and staff.

COMMENTS FROM CITIZENS

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

There were none.

CONSENT AGENDA

The Board considered the approval of the following:

- a. Minutes (Work, Regular, and Executive Sessions) 09.14.16
- b. Monthly Financial Report
- c. Capital Projects (Bond) Report
- d. Oregon Institute of Technology Demolition Change Order #2
- e. Special Inspection for Bond Projects
- f. Contracting Authority
- g. Designating Depositories, Authorizing Payments, and Naming Custodians of College Funds

R16/17-8 Jean Bidstrup moved, Chris Groener seconded the motion, to approve consent agenda items a through g. Motion passed unanimously.

COLLEGE REPORTS

President's Report

President Joanne Truesdell:

- Provided an update on the partnership with the Clackamas County Sheriff's Office to provide armed officers on campus. Announced that Campus Safety Officer Pete Kandratieff has accepted the position of Interim Manager of Campus Safety while we work on filling the Manager and Director positions.
- Reported she was invited to the Governor's Task Force on Campus Safety and Resilience for community colleges and universities. Areas under development include Response, Continuity, and

Recovery; Public Safety and Law Enforcement; Physical Security and Infrastructure; and Threat Assessment and Prevention.

- Provided an update on the accreditation work underway on campus. Joanne complimented Dean Bill Waters on the work.
- Introduced new administrators:
 - Paul Moredock, new Executive Director of the Foundation
 - Alissa Mahar, new Vice President of College Services

Summer Enrollment Report

Director BJ Nicoletti provided the Board with the enrollment numbers from summer term.

NEW BUSINESS – ACTION

Full-time Faculty Contract

Vice President David Plotkin reported that negotiations were done under the principles developed by the Board and the tentative agreement lives up to those principles.

R16/17-9 Ron Adams moved, Chris Groener seconded the motion to approve the contract between the Clackamas Community College Education Association (Full-Time Faculty) and the Clackamas Community College Board of Education, effective July 1, 2016, through June 30, 2019. Motion passed unanimously.

BOARD OPERATIONS

Personnel Report

The Board reviewed the list of employment changes on the personnel report.

Future Board Agenda Items

The Board reviewed the planning calendar.

Board Chair Business Report

Chair Richard Oathes asked for reports from those Board members who attended ACCT. Board Members Jean Bidstrup, Chris Groener, and Dave Hunt shared information about the sessions they attended.

Clackamas Community College Education Foundation Report

Board Member Jean Bidstrup reported:

- Paul Moredock has been hired as the Executive Director of the Foundation.
- The Foundation Board authorized \$1,500 to be used to establish emergency transportation grants as requested by CCC Transportation Analyst Luke Norman and the ASG.
- As of September 30, the campaign has reached \$11,223,192. A campaign celebration was held September 15.
- The Gold Rush, a fundraiser for the Military Families Scholarship Endowment, is scheduled for Friday, October 28, at Camp Withycombe. Special guests will be Jack Hoffman and Jim Thurber of the Discovery Channel's Gold Rush series.

President Joanne Truesdell added that the Gold Rush event was on the front page of the *Oregon City News* today, above the fold!

OCCA Report

Board Member Ron Adams had no report

OSBA Legislative Policy Committee Report

Board Member Ron Adams reported OSBA came out with the legislative recommendations and reforms. They want to amend the Oregon constitution to require the legislation to provide funding at the level of the Quality Education Model that was developed in 2000. The legislature can avoid funding at that level by saying that they do not have the money, and have done that every year since. Ron reviewed other items recommended by OSBA.

Ron attended the OSBA regional meeting. They are remaining neutral on Ballot Measure 97. They are supporting Ballot Measure 98, funding of CTE classes at the high school. They are neutral on Ballot Measure 99, which creates a new requirement that lottery funds go to provide outdoor school.

Board Member Dave Hunt said OSBA has done a lot of great things, but this revenue report is a debacle. It calls for any new revenue generated to go to K-12 education. OSBA is supposed to support community colleges as well. Some of their other recommendations have been submitted before and had no support.

Bond Project Citizen Oversight Committee (COC) Report

No report due to Board Member and COC Co-Chair Jane Reid's absence.

Board of Education Community Reports

Ron Adams reported he just returned from a hunting trip, spending six days with no outside contact.

Jean Bidstrup met with Lori DeRemer for a tour of the college, and met with Representative Reardon over lunch.

Dave Hunt participated on the Board Inservice panel and he enjoyed it. The feedback from the session was very positive.

REPRESENTATIVE REPORTS AND COMMENTS

Associated Student Government President Jairo Rodriguez reported:

- The free food market is every Thursday for the remainder of the term. 100 people each week have been helped.
- There will be a party on election day in the community center at 5:00 pm. He is hoping to engage students in politics and encouraged everyone to attend.
- The Day of the Dead celebration starts October 31. There will be a week and a half of festivities, such as pumpkin carving.
- This weekend, he is going to the OCCSA summit at Chemeketa Community College, which is their first official meeting. He is serving as interim chair.

Full-Time Faculty Association President Nora Brodnicki:

- Provided a report on recent activities and accomplishments of full-time faculty.
- Commented that Mark Yannotta holds the record for longest time span (16 years) for earning his doctoral degree.

Board Member Jean Bidstrup said she appreciated having the report in writing.

Part-Time Faculty Association President Leslie Ormandy:

- Provided a report on recent activities and accomplishments of part-time faculty.

- Reported she is enjoying the weird contest she is holding with PTF.
- Her association members are participating on committees, and it is nice to know they have been participating in shared governance. She will make sure this continues.

Classified Association President Enrique Farrera:

- Provided a report on recent activities and accomplishments of classified staff.
- Reported he has been active on the campaign trail with other members that support community colleges, so you might see him in your neighborhood.
- Reported he will be attending HECC tomorrow and will communicate back to the Board and associations across the state.

As there was no other business to come before the Board, the meeting was adjourned at 8:06 p.m.

November 9, 2016
Date

Denice Bailey, Recorder

Richard Oathes, Board Chair

Joanne Truesdell, Clerk

Topic:	Monthly financial report -- All funds
Date:	November 9, 2016
Presenter	Jim Huckestein, Vice President of College Services Chris Robuck, Director of Fiscal Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report- All Funds

ALL FUNDS
Statement of Revenue, Expenditures and Changes in Fund Balance
2016-17 at September 30, 2016

	<u>Fund Balance at Start of Year</u>	<u>Revenue and Other Sources</u>	<u>Expenditures and Other Uses</u>	<u>Net Revenue (Expenditures)</u>	<u>Fund Balance at Report Date</u>
General	\$ 18,670,489	\$ 10,947,723	\$ 13,028,751	\$ (2,081,028)	\$ 16,589,461
Fee	2,000,970	852,096	634,011	218,085	2,219,055
Innovation	-	630,930	23,131	607,799	607,799
Debt Service	2,444,082	871,032	-	871,032	3,315,114
Capital Projects (Bond)	25,120,777	-	2,046,874	(2,046,874)	23,073,903
Staff Computer Replacemt	-	150,000	-	150,000	150,000
Equipment Replacement	1,551,798	597,659	80,930	516,729	2,068,527
Major Maintenance	2,912,459	490,918	48,780	442,138	3,354,597
Student Technology	471,185	323,561	99,117	224,443	695,628
Internal Service	311,250	50,854	69,188	(18,334)	292,916
Bookstore	1,237,580	605,991	631,527	(25,536)	1,212,044
Customized Training	557,608	113,417	106,468	6,949	564,557
Intramurals and Athletics	35,782	133,352	93,208	40,144	75,926
Student Life & Leadership	138,738	36,968	9,181	27,787	166,525
Computer Lab	113,143	21,202	2,616	18,587	131,730
Retirement	1,832,617	750,000	197,758	552,242	2,384,860
Student Financial Aid	49,964	2,429,447	5,830,865	(3,401,419)	(3,351,454)
Grants and Contracts	666,045	267,121	778,605	(511,484)	154,561
WIOA Grant	(1)	282,327	434,809	(152,482)	(152,483)
Insurance Reserve	291,520	100,000	34,381	65,619	357,139
PERS Reserve	1,000,000	2,000,000	-	2,000,000	3,000,000
Total	<u>\$ 59,406,006</u>	<u>\$ 21,654,596</u>	<u>\$ 24,150,199</u>	<u>\$ (2,495,603)</u>	<u>\$ 56,910,403</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 1b
R16/17-10b**

Topic:	Monthly financial report -- General Fund
Date:	November 9, 2016
Prepared by:	Jim Huckestein - VP of College Services Chris Robuck - Director of Fiscal Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report - General Fund

GENERAL FUND	September 2016		Year to Date 2016-17		Year to Date 2015-16		Fiscal Year 2016-17		Projected is Better (Worse) than Budget
	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Budget	Projected	
REVENUE									
State comm college support	\$ -	0%	\$ 3,440,007	25%	\$ 3,506,947	27%	\$ 14,022,081	\$ 14,265,217	\$ 243,136
Property taxes	45,190	0%	145,489	1%	185,799	1%	17,775,438	17,869,331	93,893
Tuition, net of waivers	517,829	4%	6,422,053	44%	5,976,994	42%	14,581,349	14,390,692	(190,657)
Other revenue	109,584	5%	683,919	31%	399,414	23%	2,189,076	1,814,227	(374,849)
Transfers in	-	0%	256,254	111%	70,000	100%	230,000	70,000	(160,000)
Total revenue	<u>672,604</u>	<u>1%</u>	<u>10,947,723</u>	<u>22%</u>	<u>10,139,154</u>	<u>22%</u>	<u>48,797,944</u>	<u>48,409,467</u>	<u>(388,477)</u>
EXPENDITURES									
Personnel services	2,686,216	7%	6,259,607	16%	5,959,317	16%	38,377,350	39,111,507	(734,157)
Materials and services	262,159	4%	2,191,000	31%	2,148,692	34%	6,974,414	6,772,909	201,505
Capital outlay	4,138	3%	11,536	9%	48,784	17%	126,273	119,959	6,314
Transfers out	-	0%	4,566,607	104%	2,361,833	96%	4,406,587	4,546,587	(140,000)
Total expenditures	<u>2,952,513</u>	<u>6%</u>	<u>13,028,751</u>	<u>26%</u>	<u>10,518,625</u>	<u>23%</u>	<u>49,884,624</u>	<u>50,550,962</u>	<u>(666,338)</u>
Net revenue (expenditures)	<u>\$ (2,279,909)</u>		(2,081,028)		(379,471)		(1,086,680)	(2,141,495)	(1,054,815)
Fund balance at start of year			18,670,487		15,710,997		18,613,498	18,670,487	56,989
Fund balance at report date			<u>\$16,589,459</u>		<u>\$15,331,526</u>		<u>\$17,526,818</u>	<u>\$16,528,992</u>	<u>\$ (997,826)</u>
								8,912,992	

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

AMOUNTS USED FOR BUDGET AND PROJECTIONS

State comm college support: CCSF for 2015-17 (in millions)	\$ 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%	1.0%
Personnel services: Projected wages are 4% less than budget to account for turnover and vacancies		
PERS rate as % of actual General Fund wages	19.1%	19.6%
Materials and services: Except where actual is known, projected is 5% less than budget for underutilization		
Fund balance in excess of minimum 10% of revenue, excluding July state appropriation payment		

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

CONSENT AGENDA

**AGENDA ITEM 1c
R16/17-10c**

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	November 9, 2016
Prepared by:	Jim Huckestein - VP of College Services Chris Robuck - Director of Fiscal Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report - Capital Projects (Bond) Fund

	Expected Completion	Budget	Actual, inception to September 30, 2016					Project Related	Total
			All Projects	Harmony Phase II	Industrial Tech Ctr	DeJardin Addition	Major Maintenance		
NET REVENUE									
Proceeds/premium of debt issue			46,948,269						
Bond sale costs			(386,747)						
Refunding of long-term debt		14,717,927	(14,717,927)						
Net bond proceeds			31,843,594						31,843,594
Interest earned on bond proceeds			181,751						181,751
State grants for construction				-	-				-
Foundation contributions									-
Unrestricted General Fund transfer								2,000,000	2,000,000
Net revenue			<u>32,025,345</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000,000</u>	<u>34,025,345</u>

EXPENDITURES

Planning

Project management (inici)		210,481
OR City land use application		10,748
Oregon City master planning		103,649

Harmony phase II

	fall 2017	20,000,000	
Purchase land & OIT building		4,200,000	4,208,741
Project management			124,441
OIT building demo			544,605
Legal, set up modulars, etc.			117,454
Architect and engineering			1,325,830
Construction			108,492

Industrial Technical Center

	spring 2018	12,000,000
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	Expected Completion	Budget	Actual, inception to September 30, 2016					Project Related	Total
			All Projects	Harmony Phase II	Industrial Tech Ctr	DeJardin Addition	Major Maintenance		
Barlow parking lot	spring 2018	6,000,000							
Project management					59,202				
Architect and engineering					819,424				
Legal					2,386				
Surveying					25,644				
Geotechnical investigation					12,793				
Fees					1,055				
Miscellaneous other					13,105				
DeJardin addition		10,000,000							
Project management						876			
Major maintenance		26,000,000							
Project management							67,587		
IT network infrastructure & wireless		2,000,000					1,883,345		
Meyers Road extension		4,000,000					25,540		
Elevator and ADA upgrades							65,122		
Title IX							1,032,607		
Barlow Automotive remodel		10,000,000							
North tunnel remodel (Randall)							2,840		
Clairmont electrical service							-		
Roofing							410,517		
Costs paid from unrestricted \$								207,645	
Total expenditures		<u>108,917,927</u>	<u>324,879</u>	<u>6,429,563</u>	<u>933,609</u>	<u>876</u>	<u>3,487,557</u>	<u>207,645</u>	11,384,129
COMMITTED: contracts minus expenditures to date									<u>17,231,258</u>
AVAILABLE: not yet spent or committed									<u>5,409,959</u>

CCC Board of Education – Topic Summary	
Topic:	Revise Investment Policy
Date:	November 9, 2016
Presenter:	Chris Robuck, Director of Fiscal Services
Division/Department:	Business Office
RECOMMENDATION:	Adopt changes to investment policy which were recommended by the Oregon State Treasury’s Oregon Short Term Fund Board

REASON FOR BOARD CONSIDERATION:

On September 12, 2016, the Board approved an updated investment policy. That policy was submitted to the Oregon State Treasury (OST) for their review. At their meeting on October 13, 2016, the OST’s Oregon Short Term Fund Board recommended the changes detailed below; staff agree with the recommendations.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Board approval of the revised policy dated November 9, 2016, is requested so that staff may proceed with the application to participate in the Oregon Local Government Intermediate Fund (OLGIF), an investment pool for local governments made available by the OST on July 1, 2016. The college currently keeps cash in excess of the day’s needs in the Oregon State Treasury’s Local Government Investment Pool (LGIP). Based on historical market performance, it is anticipated that the returns generated over extended periods will be greater in OLGIF than in shorter maturity vehicles such as the LGIP.

ATTACHMENTS:

The policy changes, highlighted in red in the attached update, are as follows.

1. Page 9 of 15, section IX. 1. iv., maximum % holdings
 - Policy approved September 12: The maximum % holding in the Oregon Local Government Intermediate Fund (OLGIF) was listed at 100%, since this is the sole intended investment.
 - Recommended change: The table includes the LGIP as an investment (the Oregon Short Term Fund). The maximum investment in the OLGIF should be calculated as a portion of the combined total, so it has been reduced to 30%.
2. Page 10 of 15, section IX. 2. ii., portfolio investment maturities
 - Policy approved September 12: The OST sample policy of 2013, which was used for our update, provided that 100% of the portfolio was to have a maturity of less than 3 years. This did not anticipate the OLGIF, which can exceed that period.
 - Recommended change: The Oregon Short Term Fund Board suggested an explicit exclusion for OLGIF, which has been added.
3. Page 11 of 15, section IX. 3. iv., callable securities
 - Policy approved September 12: The maximum percent of callable securities was 50%.
 - Recommended change: The maximum percent of callable securities is reduced to 25%.

FUTURE REPORT:

A report on investment performance in the OLGIF will be provided in 2017.

BUSINESS OFFICE POLICY: Investments

EFFECTIVE DATE: November 9, 2016

AUTHOR: Chris Robuck (based on OSTF sample policy for local governments dated 3-2-15)

I. Purpose

This Investment Policy defines the parameters within which funds are to be invested by Clackamas Community College (the College). The College is a Community College whose purpose is to provide programs in academic and career and technical education subjects pursuant to ORS Chapter 341. This policy also formalizes the framework, pursuant to ORS 294.135, for the College's investment activities to ensure effective and judicious management of funds within the scope of this policy.

These guidelines are intended to be broad enough to allow designated investment staff to function properly within the parameters of responsibility and authority, yet specific enough to adequately safeguard the investment assets.

II. Governing Authority

Clackamas Community College's investment program shall be operated in conformance with Oregon Revised Statutes and applicable Federal Law. Specifically, this investment policy is written in conformance with ORS 294.035; 294.040; 294.052; 294.135; 294.145; and 294.810. All funds within the scope of this policy are subject to regulations established by the state of Oregon. Any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

III. Scope

This policy applies to activities of Clackamas Community College with regard to investing the financial assets of operating funds, capital funds, reserve funds, and bond proceeds. The College does not have retirement funds, deferred compensation plans, and other funds not covered by this policy. The amount of funds falling within the scope of this policy over the next three years is expected to range between \$20 million and \$60 million.

IV. General Objectives

The primary objectives, in priority order, of investment activities shall be:

1. Preservation of Invested Capital

Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The goal is to mitigate credit risk and interest rate risk.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all reasonably anticipated operating requirements. Furthermore, the portfolio should consist largely of securities with active secondary or resale markets. A portion of the portfolio also may be placed in the Oregon Short Term Fund which offers next-day liquidity, and the Oregon Local Government Intermediate Fund, in which shares may be redeemed monthly. Where possible and prudent, the portfolio should be structured so that investments mature concurrent with anticipated demands.

3. Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration the safety and

liquidity needs of the portfolio. Although return consists of both principal return (gains and losses due to market value fluctuations) and income return (yield), this policy discourages active trading and turnover of investments. Investments should generally be held to maturity.

V. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported and appropriate action is taken to control adverse developments within a timely fashion as defined in this policy.

The "prudent person" standard states:

“Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. Disclosure shall be made to the governing body. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of Clackamas Community College. Officers and employees shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS Chapter 244.

3. Delegation of Authority and Responsibilities

i. Governing Body

The Board of Education will retain ultimate fiduciary responsibility for invested funds. The governing body will receive reports, pursuant to, and with sufficient detail to comply with ORS 294.085 and 294.155.

ii. Delegation of Authority

Authority to manage investments within the scope of this policy and operate the investment program in accordance with established written procedures and internal controls is granted to the Vice President of College Services, hereinafter referred to as Investment Officer, and derived from the following: ORS 294.035 to 294.053, 294.125 to 294.145, and 294.810.

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. The

Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

All participants in the investment process shall seek to act responsibly as custodians of the public trust. No officer or designee may engage in an investment transaction except as provided under the terms of this policy and supporting procedures.

iii. Investment Committee

The Board of Education may seek to establish an investment committee to provide guidance to the Investment Officer(s) and monitor investment policy compliance.

iv. Investment Adviser

The Vice President of College Services may engage the services of one or more external investment managers to assist in the management of the entity's investment portfolio in a manner consistent with this investment policy. Investment advisers may be hired on a non-discretionary basis. All investment transactions by approved investment advisers must be pre-approved in writing by the Investment Officer and compliant with this Investment Policy. If Clackamas Community College hires an investment adviser to provide investment management services, the adviser is authorized to transact with its direct dealer relationships on behalf of Clackamas Community College.

Note: Oregon Revised Statutes (ORS) do not restrict hiring investment advisers on a discretionary basis. However, the OSTF Board cautions against hiring investment advisers on a fully discretionary basis. Therefore this sample policy only allows for non-discretionary investment advisers.

VI. Transaction Counterparties, Investment Advisers and Depositories

1. Broker/Dealers

The Investment Officer shall determine which broker/dealer firms and registered representatives are authorized for the purposes of investing funds within the scope of this investment policy. A list will be maintained of approved broker/dealer firms and affiliated registered representatives.

The following minimum criteria must be met prior to authorizing investment transactions. The Investment Officer may impose more stringent criteria.

- i. Broker/Dealer firms must meet the following minimum criteria:**
 - A.** Be registered with the Securities and Exchange Commission (SEC);
 - B.** Be registered with the Financial Industry Regulatory Authority (FINRA).
 - C.** Provide most recent audited financials.
 - D.** Provide FINRA Focus Report filings.
- ii. Approved broker/dealer employees who execute transactions with the College must meet the following minimum criteria:**
 - A.** Be a registered representative with the Financial Industry Regulatory Authority (FINRA);
 - B.** Be licensed by the state of Oregon;

- C. Provide certification (in writing) of having read; understood; and agreed to comply with the most current version of this investment policy.
- iii. The Investment Officer may want to establish policy for engaging broker/dealer firms and registered representatives that are more restrictive than stated in this policy. Additional requisites or due diligence items may include:
- A. Positive references from at least three other community college or municipal clients.
 - B. As part of the periodic due diligence review, inquiries with other community college or municipal clients with regard to their recent experiences with broker/dealer firms or registered representatives and any change in relationship status.
 - C. Requirement that approved registered representatives provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.
 - D. Requirement that prospective registered representatives have an established history of advising with community college or municipal clients with similar amounts of assets under management.
- iv. Periodic (at least annual) review of all authorized broker/dealers and their respective authorized registered representatives will be conducted by the Investment Officer. Factors to consider would be:
- A. Pending investigations by securities regulators.
 - B. Significant changes in net capital.
 - C. Pending customer arbitration cases.
 - D. Regulatory enforcement actions.

Professional conduct; regulatory filing history; and registration status for any registered broker/dealer firm or for an individual registered representative can be researched at the FINRA website using the FINRA BrokerCheck[®] service.

- www.finra.org/Investors/ToolsCalculators/BrokerCheck/

Additional information (including state issued Enforcement Orders) on brokers and registered representatives licensed by the state of Oregon may also be obtained from the Oregon Department of Consumer and Business Services Division of Finance and Corporate Securities.

- www.cbs.state.or.us/external/dfcs/

2. Investment Advisers

A list will be maintained of approved advisers selected by conducting a process of due diligence.

- i. The following items are required for all approved Investment Advisers:
 - A. The investment adviser firm must be registered with the Securities and Exchange Commission (SEC) or licensed by the state of Oregon; (*Note: Investment adviser firms with assets under management > \$100 million must be registered with the SEC, otherwise the firm must be licensed by the state of Oregon*)
 - B. All investment adviser firm representatives conducting investment transactions on behalf of Clackamas Community College must be registered representatives with FINRA;

- C. All investment adviser firm representatives conducting investment transactions on behalf of Clackamas Community College must be licensed by the state of Oregon;
 - D. Certification, by all of the adviser representatives conducting investment transactions on behalf of this entity, of having read, understood and agreed to comply with this investment policy.
- ii. A periodic (at least annual) review of all authorized investment advisers will be conducted by the Investment Officer to determine their continued eligibility within the portfolio guidelines. Factors to consider would be:
- A. Pending investigations by securities regulators.
 - B. Significant changes in net capital.
 - C. Pending customer arbitration cases.
 - D. Regulatory enforcement actions.

Professional conduct and regulatory filing history for any registered investment adviser or for individual adviser representatives can be researched on the Securities and Exchange Commission's (SEC) Investment Adviser Public Disclosure website.

The SEC's Investment Adviser Public Disclosure website provides access to the registration form ("Form ADV") that the adviser filed. Form ADV contains information about an investment adviser and its business operations. Additionally, it contains disclosure about certain disciplinary events involving the adviser and its key personnel.

The website also allows users to search for an individual investment adviser representative and view that individual's professional background and conduct, including current registrations, employment history, and disclosures about certain disciplinary events involving the individual.

- www.adviserinfo.sec.gov/IAPD/Content/Search/iapd_Search.aspx

- iii. The Investment Officer may want to establish guidelines or policy for engaging investment advisers' services that are more restrictive than stated in this policy. Additional requisites or due diligence items may include:
- A. Positive references from at least three other community college or municipal clients of a prospective investment adviser firm.
 - B. As part of the periodic due diligence review, inquiries with other community college or municipal clients of approved investment advisers with regard to their recent experiences with the adviser and any change in the relationship status.
 - C. Requirement that approved investment advisers provide notification within 30 days of a relationship termination by an Oregon based community college or municipal entity.
 - D. Requirement that approved investment adviser provide notification within 30 days of any formal investigations or disciplinary actions initiated by federal or state regulators.
 - E. Requirement that prospective investment advisers have an established history of advising other community college or municipal clients with similar amounts of assets under management.

3. Depositories

- i. All financial institutions who desire to become depositories must be qualified Oregon Depositories pursuant to ORS Chapter 295.

4. Competitive Transactions

- i. The Investment Officer shall obtain and document competitive bid information on all investments purchased or sold in the secondary market. Competitive bids or offers should be obtained, when possible, from at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.
- ii. In the instance of a security for which there is no readily available competitive bid or offering on the same specific issue, then the Investment Officer shall document quotations for comparable or alternative securities.
- iii. When purchasing original issue instrumentality securities, no competitive offerings will be required as all dealers in the selling group offer those securities as the same original issue price. However, the Investment Officer is encouraged to document quotations on comparable securities.
- iv. If an investment adviser provides investment management services, the adviser must retain documentation of competitive pricing execution on each transaction and provide upon request.

VII. Administration and Operations

1. Delivery vs. Payment

All trades of marketable securities will be executed (cleared and settled) by delivery vs. payment (DVP) to ensure that securities are deposited in Clackamas Community College's safekeeping institution prior to the release of funds.

2. Third-Party Safekeeping

Securities will be held by an independent third-party safekeeping institution selected by the College. All securities will be evidenced by safekeeping receipts in the College's name. Upon request, the safekeeping institution shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

3. Internal Controls.

The investment officer and Board of Education are responsible for establishing and maintaining an adequate internal control structure designed to reasonably assure that invested funds are invested within the parameters of this Investment policy and, protected from loss, theft or misuse. Specifics for the internal controls shall be documented in writing. The established control structure shall be reviewed and updated periodically by the Investment Officer.

The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- i. Compliance with Investment Policy
 - ii. Control of collusion.
 - iii. Separation of transaction authority from accounting and record keeping.
 - iv. Custodial safekeeping.
 - v. Avoidance of physical delivery of securities whenever possible and address control requirements for physical delivery where necessary.
 - vi. Clear delegation of authority to subordinate staff members.
 - vii. Confirmation of transactions for investments and wire transfers in written or digitally verifiable electronic form.
 - viii. Dual authorizations of wire and automated clearing house (ACH) transfers
 - ix. Staff training
 - x. Review, maintenance and monitoring of security procedures both manual and automated.
4. An external auditor shall provide an annual independent review to assure compliance with Oregon state law and College policies and procedures.

VIII. Suitable and Authorized Investments

1. Permitted Investments

The following investments are permitted pursuant to ORS 294.035, 294.040, and ORS 294.810. *(Note: Permitted investments may be more restrictive than ORS 294.035 and 294.810).*

- *US Treasury Obligations: U.S. Treasury and other government obligations that carry the full faith and credit guarantee of the United States for the timely payment of principal and interest.*
- *US Agency Obligations: Senior debenture obligations of US federal agencies and instrumentalities or U.S. government sponsored enterprises (GSE).*
- *Oregon Short Term Fund.*
- *Oregon Local Government Intermediate Fund.*
- *Corporate Indebtedness*
 - 1. *Commercial Paper issued under the authority of section 3(a)2 or 3(a)3 of the Securities Act of 1933.*
 - 2. *Corporate Bonds*
- *Repurchase Agreements*
- *Municipal Debt*
- *Bankers Acceptances*
- *Qualified Institution Time Deposits/Savings Accounts/Certificates of Deposit.*

A list of Investments allowed under ORS 294.035, 294.040 and 294.810 may be found on the Oregon State Treasury website at the following links:

- www.ost.state.or.us/Services/LocalGov/Summary.of.Liquid.Investments.asp
- www.ost.state.or.us/Services/SampleInvestment/link_V.1.asp

2. Approval of Permitted Investments

If additional types of securities are considered for investment, per Oregon state statute they will not be eligible for investment until this Policy has been amended and the amended version adopted by the Board of Education.

3. Prohibited Investments

i. Private Placement or “144A” Securities

Private placement or “144A” securities are not allowed. For purposes of the policy, SEC Rule 144A securities are defined to include commercial paper privately placed under section 4(a)(2) of the Securities Act of 1933.

ii. US Agency Mortgage-backed Securities

US agency mortgage-backed securities such as those securities issued by FNMA and FHLMC are not allowed.

iii. Securities Lending

The College shall not lend securities nor directly participate in a securities lending program.

4. Demand Deposits and Time Deposits

i. All demand deposits and time deposits (Examples of time deposits are: certificates of deposit and savings accounts) shall be held in qualified Oregon depositories in accordance with ORS Chapter 295.

ii. Demand deposits in qualified depository institutions are considered cash vehicles and not investments and are therefore outside the scope and restrictions of this policy. Pursuant to ORS 294.035(3)(d), time deposits, certificates of deposit and savings accounts are considered investments and within the scope of this policy.

5. Repurchase Agreements

i. ORS 294.035 (3)(j) requires repurchase agreement collateral to be limited in maturity to three years and priced according to percentages prescribed by written policy of the Oregon Investment Council or the Oregon Short Term Fund Board.

ii. ORS 294.135 (2) limits the maximum term of any repurchase agreement to 90 days.

iii. On March 12, 1996, the OSTF Board adopted the following margins:

A. US Treasury Securities: 102%

B. US Agency Discount and Coupon Securities: 102%

C. Mortgage Backed and Other*: 103%

*Limited to those securities described in ORS 294.035(1)

IX. Investment Parameters

1. Credit Risk

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. Credit risk will be mitigated by the following guidelines:

i. Diversification

It is the policy of Clackamas Community College to diversify its investments. Where appropriate, exposures will be limited by security type; maturity; issuance, issuer, and security type. Allowed security types and Investment exposure limitations are detailed in the table below.

ii. Recognized Credit Ratings

Investments must have a rating from at least one of the following nationally

recognized statistical ratings organizations (NRSRO): Moody’s Investors Service; Standard & Poor’s; and Fitch Ratings Service as detailed in the table below. Ratings used to apply the guidelines below should be investment level ratings and not issuer level ratings.

iii. Portfolio Average Credit Rating

The minimum weighted average credit rating of the portfolio’s rated investments shall be Aa/AA/AA by Moody’s Investors Service; Standard & Poor’s; and Fitch Ratings Service respectively.

iv. Exposure Constraints and Minimum Investment Credit Ratings.

The following table limits exposures among investments permitted by this policy.

Issue Type	Maximum % Holdings	Minimum Ratings Moody’s / S&P / Fitch
US Treasury Obligations	100%	None
US Agency Securities	100%	-
Per Agency (Senior Obligations Only)	33%	-
Oregon Short Term Fund	Maximum allowed per ORS 294.810	-
Oregon Local Government Intermediate Fund (OLGIF)	30%	
Bankers’ Acceptances	25% ⁽¹⁾	A1+/P1/F1+
Time Deposits/Savings Accounts/Certificates of Deposit ⁽²⁾	50%	-
Per Institution	25%	
Repurchase Agreements	5%	-
Corporate Debt (Total)	15% ⁽³⁾	-
Corporate Commercial Paper	15% ⁽³⁾	
Per Issuer	2.5% ⁽⁴⁾	A1/P1/F1
Corporate Bonds	10% ⁽³⁾	
Per Issuer	2.5% ⁽⁴⁾	Aa/AA/AA
Municipal Debt (Total)	10%	-
Municipal Commercial Paper	10%	A1/P1/F1
Municipal Bonds	10%	Aa/AA/AA

⁽¹⁾ 25% Maximum per ORS 294.035(D)

⁽²⁾ As authorized by ORS 294.035(3)(d)

⁽³⁾ 35% Maximum per ORS 294.035(D)

⁽⁴⁾ 5% Maximum per ORS 294.035(D)

v. Restriction on Issuers With Prior Default History

Per ORS 294.040, the bonds of issuers listed in ORS 294.035 (3)(a) to (c) may be purchased only if there has been no default in payment of either the principal of or the interest on the obligations of the issuing county, port, school district or city, for a period of five years next preceding the date of the investment.

2. Liquidity Risk

Liquidity risk is the risk that an investment may not be easily marketable or redeemable. The following strategies will be employed to mitigate liquidity risks:

- i. The value of at least 25% of funds available for investing or three months of budgeted operating expenditures will be invested in the Oregon Short Term Fund, with a qualified depository institution, or investments maturing in less than 90 days to provide sufficient liquidity for expected disbursements.
- ii. Funds in excess of liquidity requirements are allowed for investments maturing in greater than one year. However, longer-term investments tend to be less liquid than shorter term investments. Portfolio investment maturities will be limited as follows:

Total Portfolio Maturity Constraints:

Maturity Constraints	Minimum % of Total Portfolio
Under 90 days	25% or three months Estimated Operating Expenditures
Under 1 year	50%
Under 3 years	100%

For the maturity calculation, investments in the Oregon Local Government Intermediate Fund (OLGIF) are deemed to be under 3 years in maturity.

- iii. Reserve or Capital Improvement Project monies may be invested in securities exceeding the maximum term if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.
- iv. Larger issuance sizes enhance liquidity as there are likely to be a greater number of investors. Issuance sizes above a minimum amount qualify a corporate or municipal debt bond issuance for index eligibility. Index eligible bonds have a significantly larger investor base which improves liquidity.
- v. Limiting investment in a specific debt issuance improves secondary market liquidity by assuring there are other owners of the issuance.

Issue Type	Maximum % of Issuance* (Par)
US Agency Securities	50%
Corporate Debt (Total)	-
Corporate Commercial Paper	100%
Corporate Bonds	25%
Municipal Bonds	25%

*The par amount issued under a single CUSIP.

3. Interest Rate Risk

Longer-term investments have the potential to achieve higher returns but are also likely to exhibit higher market value volatility due to the changes in the general level of interest rates over the life of the investment(s). Interest rate risk will be mitigated by providing adequate liquidity for short term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. Certain types of securities, including

variable rate securities, securities with principal pay-downs prior to maturity, and securities with embedded options, will affect the interest rate risk profile of the portfolio differently in different interest rate environments. The following strategies will be employed to control and mitigate adverse changes in the market value of the portfolio due to changes in interest rates:

- i. Where feasible and prudent, investment maturities should be matched with expected cash outflows to mitigate market risk.
- ii. To the extent feasible, investment maturities not matched with cash outflows, including liquidity investments under one year, should be staggered to mitigate re-investment risk.
- iii. No commitments to buy or sell securities may be made more than 14 days prior to the anticipated settlement date, or receive a fee other than interest for future deliveries.
- iv. The maximum percent of callable securities in the portfolio shall be 25%.
- v. The maximum stated final maturity of individual securities in the portfolio shall be three years, except as otherwise stated in this policy.
- vi. The maximum portfolio average maturity (measured with stated final maturity) shall be 1.5 years.

X. Investment of Proceeds from Debt Issuance

1. Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. Bond proceeds shall be invested in accordance with the parameters of this policy and the applicable bond covenants and tax laws.
2. Funds from bond proceeds and amounts held in a bond payment reserve or proceeds fund may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for resale and are maturity matched with outflows. Consequently, surplus funds within the scope of ORS 294.052 are not subject to this policy's liquidity risk constraints within section IX (2).

XI. Investment of Reserve or Capital Improvement Funds

1. Pursuant to ORS 294.135(1)(b), reserve or capital Improvement project monies may be invested in securities exceeding three years when the funds in question are being accumulated for an anticipated use that will occur more than 18 months after the funds are invested, then, upon the approval of the governing body of the county, municipality, school district or other political subdivision, the maturity of the investment or investments made with the funds may occur when the funds are expected to be used.

XII. Guideline Measurement and Adherence

1. Guideline Measurement

Guideline measurements will use par value of investments.

2. Guideline Compliance:

- i.** If the portfolio falls outside of compliance with adopted investment policy guidelines or is being managed inconsistently with this policy, the Investment Officer shall bring the portfolio back into compliance in a prudent manner and as soon as prudently feasible.
- ii.** Violations of portfolio guidelines as a result of transactions; actions to bring the portfolio back into compliance and; reasoning for actions taken to bring the portfolio back into compliance shall be documented and reported to the Board of Education.
- iii.** Due to fluctuations in the aggregate surplus funds balance, maximum percentages for a particular issuer or investment type may be exceeded at a point in time. Securities need not be liquidated to realign the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

XIII. Reporting and Disclosure

1. Compliance

The Investment Officer shall prepare a report at least quarterly that allows the Board of Education to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the investment oversight body. The report will include, at a minimum, the following:

- i.** A listing of all investments held during the reporting period showing: par/face value; accounting book value; market value; type of investment; issuer; credit ratings; and yield to maturity (yield to worst if callable).
- ii.** Average maturity of the portfolio at period-end.
- iii.** Maturity distribution of the portfolio at period-end.
- iv.** Average portfolio credit quality of the portfolio at period-end.
- v.** Average weighted yield to maturity (yield to worst if callable investments are allowed) of the portfolio.
- vi.** Distribution by type of investment.
- vii.** Transactions since last report.
- viii.** Distribution of transactions among financial counterparties such as broker/dealers.
- ix.** Violations of portfolio guidelines or non-compliance issues that occurred during the prior period or that are outstanding. This report should also note actions (taken or planned) to bring the portfolio back into compliance.

2. Performance Standards/ Evaluation

At least annually, the Investment Officer shall report comparisons of investment returns to relevant alternative investments and comparative Bond Indexes. The performance of the portfolio should be compared to the performance of alternative investments such as available certificates of deposit; the Oregon Short Term Fund; US Treasury rates; or against one or bond indices with a similar risk profile (e.g., Bond indexes comprised high grade investments and maximum maturities of three years).

When comparing performance, all fees and expenses involved with managing the portfolio shall be included in the computation of the portfolio's rate of return.

3. Marking to Market.

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly.

4. Audits

Management shall establish an annual process of independent review by the external auditor to assure compliance with internal controls. Such audit will include tests deemed appropriate by the auditor.

5. Exemption

For any quarter during which the College's investments are solely in the Oregon Short Term Fund and/or the Oregon Local Government Intermediate Fund, these Reporting and Disclosure requirements do not apply.

XIV. Policy Maintenance and Considerations

1. Review

The investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

The annual report should also serve as a venue to suggest policies and improvements to the investment program, and shall include an investment plan for the coming year.

If the College's current and planned investments are solely in the Oregon Short Term Fund and/or the Oregon Local Government Intermediate Fund, the investment policy shall be reviewed at least every five years.

2. Exemptions

Any investment held prior to the adoption of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested as provided by this policy.

3. Policy Adoption and Amendments

This investment policy and any modifications to this policy must be formally approved in writing by the Board of Education of Clackamas Community College.

This policy must be submitted to the Oregon Short Term Fund (OSTF) Board for review if:

- i. This policy allows maturities beyond 18 months unless the funds are being accumulated for a specific purpose, including future construction projects, and upon approval of the Board of Education, the maximum maturity date matches the anticipated use of the funds (ORS 294.135(1)(b) and 294.135(3)).

And either:

- A. This policy has never been submitted to the OSTF Board for comment;

Or

B. Material changes have been made since the last review by the OSTF Board.

Regardless of whether this policy is submitted to the OSTF Board for comment, this policy shall be re-submitted not less than annually to the Board of Education for approval. If the College's current and planned investments are solely in the Oregon Short Term Fund and/or the Oregon Local Government Intermediate Fund, the investment policy shall be reviewed at least every five years.

XV. List of Documents Used in Conjunction with this Policy

(The following is a list of suggested documents that may be used in conjunction with this policy)

- Listing of authorized personnel
- Relevant investment statutes and ordinances
- Description of benchmark(s)
- Master repurchase agreements and tri-party agreements
- Listing of authorized broker/dealers and financial institutions
- Credit studies for securities purchased and financial institutions used
- Safekeeping agreements
- Wire transfer agreements
- Sample investment reports
- Methodology for calculating rate of return
- Broker confirmations and safekeeping receipts

CCC Board of Education – Topic Summary	
Topic:	Audit Report
Date:	November 9, 2015
Presenter:	Jim Huckestein, Vice President
Division/Department:	College Services
RECOMMENDATION:	This item is presented for information only

REASON FOR BOARD CONSIDERATION:

The College is required by Oregon statute (ORS 297.425), various grant awards, and debt covenants to prepare an annual financial report, audited by independent CPAs. Kenneth Kuhns & Co., selected by a competitive process in 2012-13, audits both the College and Foundation annual reports.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

This is a compliance item which provides independent testing and assessment of our financial statements, internal controls, financial aid processing, charges to federal grants, and so forth. A timely report with unqualified audit opinions provides assurances to the Board, external funders, and the public about financial management of the College.

BACKGROUND:

Not applicable.

BUDGET IMPACT/SOURCE OF FUNDS:

Not applicable.

ATTACHMENTS:

The Comprehensive Annual Financial Report was sent to the Board and Budget Committee members and is available upon request or online at http://www.clackamas.edu/Budget_Committee.aspx

FUTURE REPORT:

November 2017.

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

REASON FOR BOARD CONSIDERATION:

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

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

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

BACKGROUND:

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

BUDGET IMPACT/SOURCE OF FUNDS:

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

ATTACHMENTS:

N/A

FUTURE REPORT:

N/A

CCC Board of Education – Topic Summary	
Topic:	SAIL/BOAT Bond Workforce Goals Update
Date:	November 9, 2016
Presenter:	Angela Douglass/Patti Miles, inici group
Division/Department:	Campus Services
RECOMMENDATION:	Information only

REASON FOR BOARD CONSIDERATION:

Information only

BACKGROUND:

After the bond passage in November of 2014, college staff worked with the Board of Education and the inici group to set workforce and student goals for the bond projects. The Student Applied and Integrated Learning (SAIL) program encourages architects, contractors, sub-contractors, and other members of the project team to involve CCC students in their project work. The Business Opportunity Achievement Target (BOAT) program encourages the use of minority, women, and emerging small and veteran businesses. For the SAIL program, the goal was set at 1,000 hours of student involvement in the Bond projects. For the BOAT program, the goal was set at 10% of the bond projects.

This update will share the current status of the program.

BUDGET IMPACT/SOURCE OF FUNDS:

Bond funds are used to pay general and sub-contractors.

ATTACHMENTS

SAIL/BOAT status sheet.

FUTURE REPORT:

Updates will be included in the monthly bond updates.

Summary

Bond Projects Workforce Goals

SAIL/BOAT Program Update

November 9, 2016

General Program Updates

- Fact sheets and tracking documents have been finalized
- Workforce SAIL/BOAT webpage has been created
- Opportunities for students for the 2016/2017 school year are under way

BOAT Program Update

Documents are being distributed to Prime Contractors, who are beginning to submit information on qualifying firms. So far, **16** qualifying subcontractors have been contracted for the bond projects. The Harmony West project is currently tracking at **21%** of overall contract value.

- **Harmony Phase II (Harmony West):**
 - 1 MBE/WBE (OIT Abatement-Demolition)
 - 2 ESB/Clackamas County
 - 2 ESB
 - 8 Clackamas County
- **Facility and Campus Upgrades:**
 - 1 WBE (Elevator/ADA Upgrades)
 - 1 MBE (Title IX Randall Hall Locker Room Upgrades)
 - 1 ESB (Title IX Randall Hall Locker Room Upgrades)

SAIL Program Update

Kirby Nagelhout, General Contractor for Harmony West, is very excited to include students in project work. They have issued a memo detailing opportunities they can offer, including internships, Cooperative Work Experience (CWE), site tours, and presentations. The memo will be issued to faculty along with the SAIL/BOAT program fact sheets.

The first official SAIL program student participation event occurred Wednesday, October 26, 2016. The Associated Student Government met at the Harmony Community Campus, where inici and CCC presented a brief bond update, and Kirby Nagelhout and Hennebery Eddy gave a presentation on the Harmony West project. Fifteen (15) students attended this 30-minute presentation, for a total of **7.5 hours**.

Upcoming opportunities for student involvement include a building mockup for Harmony West, CWE internships, site tour of Harmony West, and elevator upgrades viewing in the spring.

Firm	Scope of Work	MWESB Status					Student											Remarks
		Minority	Women	ESB	Veteran	Clackamas County	Hours			Status		Opportunities						
							Day	Week	Month	Paid	Unpaid	Internship	Mentorship	Job Shadow	Coop. Work Exp.	Present./Seminar	Site/Office Tour	
HPII																		
1	IRS	Abatement	•	•													Federally certified, applied for state MBE/WBE certification; approval pending. OIT Abatement-Demolition project	
2	Bell Hardware	Doors and hardware supply				•												
3	SI Contracting, Inc.	Concrete Reinforcing (Rebar) installation			•	•												
4	Michael's Precast Concrete	Precast architectural concrete supplier				•												
5	Bill Erickson Heavy Coonstruction, Inc.	Erosion control, clearing, excavation, fill, asphalt/concrete/foundation/slab baserock (Earthwork)				•												
6	Affinity NW Landscaping	Landscaping			•	•												
7	Grow Construction, LLC	Cast-in-Place Concrete			•													
8	Sawtooth Caulking, Inc.	Dampproofing, waterproofing			•													
9	Sound Fire Protection	Fire Protection System				•												
10	Clima-Tech	HVAC Controls				•												
11	Frontier Roofing	Roofing				•												
12	Interior Tech	Folding Partition				•												
13	Shields Painting Corp.	Paintings and Coatings				•												
SAIL:																		
1	Hennebery Eddy, Kirby Nagelhout	Harmony West Design and Construction									•					•	30-minute presentation at Harmony West to the Associated Student Government (ASG) meeting	
2																		
ITC																		
1																		
2																		
3																		
4																		
5																		
FCU																		
1	CIDA	Architecture			•												Elevator upgrades	
2	LG Contractors, Inc.	Drywall/Acoustical	•														Title IX Randall Hall Locker Room Upgrades	
3	York Custom Mechanical, Inc.	Plumbing			•												Title IX Randall Hall Locker Room Upgrades	
4																		
5																		
DeJardin																		
1																		
2																		
3																		
4																		
5																		

Bond Projects
Business Opportunity Achievement Target (BOAT)
 Workforce Tracking Form

This form must be completed by the prime for each sub-contractor/Vendor sub-contractor who meets the requirements. Businesses who make efforts to meet the bond projects equity and diversity workforce goal of 10% will be recognized by CCC. Refer to **BOAT** program fact sheet for details.

Prime Contractor:

Date:

No.	Sub-Contractor or Vendor		Scope of Work	Contract Amount	Certification				
					MBE	WBE	ESB	Veteran	Clack. County
1	Name:	LG Contractors, Inc.	Drywall/Acoustical	\$58,596.00	X				
	Address:	300 S. Evergreen Rd. #148							
2	City/ST/Zip:	Woodburn, OR 97071	Plumbing	\$299,430.00			x		
	Phone:	971.201.0883							
3	Email:	imgironleo24@gmail.com							
	CCB No.:	201232							
4	Name:	York Custom Mechanical, Inc.							
	Address:	3587 Cherry Ave. NE							
5	City/ST/Zip:	Keizer, OR 97303							
	Phone:	503.584.1771							
	Email:	ashley.york@yorkcustom.com							
	CCB No.:	203341							

Bond Projects
Business Opportunity Achievement Target (BOAT)
 Workforce Tracking Form

This form must be completed by the prime for each sub-contractor/Vendor sub-contractor who meets the requirements.
 Businesses who make efforts to meet the bond projects equity and diversity workforce goal of 10% will be recognized by CCC. Refer to **BOAT** program fact sheet for details.

Prime Contractor:
Date:

No.	Sub-Contractor or Vendor		Scope of Work	Contract Amount	Certification				
					MBE	WBE	ESB	Veteran	Clack. County
1	Name: Affinity NW Landscaping Address: 8536 SW St. Helens Dr. Suite C City/ST/Zip: Wilsonville, OR 97062 Phone: 503-807-8213 Email: korey@affinitynw.biz CCB No.: 210308	Landscaping	\$339,471.00			•		•	Cert. No.:10348
2	Name: SI Contracting, Inc. Address: 26250 S Mill Creek Circle City/ST/Zip: Mulino, OR 97042 Phone: 503-969-7665 Email: james@sicontractinginc.com CCB No.: 158780	Concrete Reinforcing Install	\$40,135.00			•		•	Cert. No.: 9537
3	Name: Grow Construction, LLC. Address: 7900 SW Hunziker, St. City/ST/Zip: Tigard, OR 97223 Phone: (503) 278-5332 Email: info@grow-construction.com CCB No.: 191492	Cast-in-Place Concrete	\$523,847.00			•			Cert. No.:7344
4	Name: Bill Erickson Heavy Construction Address: 15720 S Harley City/ST/Zip: Oregon City, OR 97045 Phone: (503) 655-3478 Email: billerickson@comcast.net CCB No.: 63443	Earthwork	\$699,500.00					•	Cert. No.
5	Name: Bell Hardware Address: 26300 SW 95th Ave, Suite 102 City/ST/Zip: Wilsonville, OR 97062 Phone: (503) 570-9412 Email: CCB No.: 137369	Doors & Hardware	\$219,354.00					•	Cert. No.:
6	Name: Michaels Pre-Cast Concrete Address: 35115 SE HWY 211 City/ST/Zip: Boring, OR 97009 Phone: (503) 668-4073 Email: mark@michaelsprecast.com CCB No.:	Precast Architectural Concrete Supplier	\$81,715.00					•	Cert. No.:

7	Name:	Sawtooth Caulking, Inc.	Dampproofing Waterproofing	\$28,076.00	•	Cert. No.:5873
	Address:	110 S Adams St.				
8	City/ST/Zip:	Lafayette, OR 97127	Fire Protection System	\$133,870.00	•	Cert. No.:
	Phone:	(503) 864-3335				
9	Email:	tyler@sawtoothcaulking.com	HVAC Controls	\$215,930.00	•	Cert. No.:
	CCB No.:	146335				
10	Name:	Sound Fire Protection	Roofing	\$167,885.00	•	Cert. No.:
	Address:	10772 SE HWY 212				
11	City/ST/Zip:	Clackamas, OR 97015	Folding Partition	\$49,004.00	•	Cert. No.:
	Phone:	(503) 655-2990				
12	Email:	archer@soundfirepro.com	Paintings & Coatings	\$127,660.00	•	Cert. No.:
	CCB No.:	70003				
7	Name:	Clima-Tech	Roofing	\$167,885.00	•	Cert. No.:
	Address:	4107 SE International Way				
8	City/ST/Zip:	Milwaukie, OR 97222	Folding Partition	\$49,004.00	•	Cert. No.:
	Phone:	800-660-9755				
9	Email:	henri.ostiguy@clima-tech.com	Paintings & Coatings	\$127,660.00	•	Cert. No.:
	CCB No.:	106370				
10	Name:	Frontier Roofing	Folding Partition	\$49,004.00	•	Cert. No.:
	Address:	PO Box 2651				
11	City/ST/Zip:	Oregon City, OR 97045	Paintings & Coatings	\$127,660.00	•	Cert. No.:
	Phone:	(503) 632-7903				
12	Email:	rexfroterroofing@yahoo.com	Paintings & Coatings	\$127,660.00	•	Cert. No.:
	CCB No.:	185195				
7	Name:	Interior Tech	Paintings & Coatings	\$127,660.00	•	Cert. No.:
	Address:	9720 SW Hillman Ct. Ste. 805				
8	City/ST/Zip:	Wilsonville, OR 97062	Paintings & Coatings	\$127,660.00	•	Cert. No.:
	Phone:	(503) 643-9480				
9	Email:	chris.leonetti@interior-tech.com	Paintings & Coatings	\$127,660.00	•	Cert. No.:
	CCB No.:	63245				
10	Name:	Shields Painting Corp	Paintings & Coatings	\$127,660.00	•	Cert. No.:
	Address:	PO Box 22309				
11	City/ST/Zip:	Milwaukie, OR 97269	Paintings & Coatings	\$127,660.00	•	Cert. No.:
	Phone:	(503) 658-2502				
12	Email:	Shields_Paint@yahoo.com	Paintings & Coatings	\$127,660.00	•	Cert. No.:
	CCB No.:	132719				

CCC Board of Education – Topic Summary	
Topic:	Classified Employee Contract
Date:	November 9, 2016
Presenter:	Jim Huckestein, Vice President
Division/Department:	College Services
RECOMMENDATION:	Approval of the contract between the Clackamas Community College Association of Classified Employees (ACE) and the Board of Education of Clackamas Community College, effective July 1, 2016, through June 30, 2019.

REASON FOR BOARD CONSIDERATION:

The ACE Contract expired on June 30, 2016.

BACKGROUND:

The bargaining sessions with ACE and the Administrative Bargaining Team began on February 5, 2016. The College based the negotiations on three Board goals. These goals are:

- **Sustainability** – The College must be able to meet the needs of the district we serve through sustainable and fiscally responsible practices and management flexibility as we anticipate the next three years and beyond.
- **Fairness** – The College is committed to being equitable to all employee groups and recognizes the employee groups may differ in the way financial resources are distributed across their members/our employees.
- **Competitiveness** – The College recognizes the current market and desires to be in the middle, taking a moderate, but strategic stance on how our salary schedules and benefits compete for qualified personnel.

On October 18, 2016, the Clackamas Community College Administrative Bargaining Team reached a tentative agreement with the Association of Classified Employees on a new three-year contract. The ACE will vote on the new contract on November 8.

If the contract is ratified by the association, a memo outlining the changes to the contract for will be distributed at the Board meeting.

SOURCE OF FUNDS:

Salaries and benefits for Classified employees are paid for out of general and other funds.

ATTACHMENTS:

None

CCC Board of Education – Topic Summary	
Topic:	Oregon School Boards Association Election
Date:	November 9, 2016
Presenter:	Richard Oathes, Chair
Division/Department:	Board of Education
RECOMMENDATION:	OSBA requests the Board take action on two items: 1) The application of Carlos Castaneda to the OSBA Board of Directors in Position 7. 2) The resolution to adopt the OSBA 2017-18 Legislative Priorities and Policies as recommended by the Legislative Policy Committee.

REASON FOR BOARD CONSIDERATION:

The voting window for the Oregon School Boards Association (OSBA) election is from November 14 to December 16, 2016.

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 in the election of officers to the OSBA Board and the Legislative Policy Committee, and to vote on resolutions that amend the OSBA Constitution or adopt legislative priorities.

After the Board has taken action on the candidates, the Board Secretary will submit the vote through the OSBA on-line ballot.

BUDGET IMPACT/SOURCE OF FUNDS:

There is no cost associated with participating in the OSBA election.

ATTACHMENTS:

2016 OSBA Election Ballot

FUTURE REPORT:

Election results will be announced before the end of the year. Newly elected members take office January 1, 2017.

NOMINATION FORM OSBA BOARD OF DIRECTORS REGIONAL MEMBER

September 26, 2016 _____

Betty Reynolds, OSBA President-Elect
Oregon School Boards Association
1201 Court Street NE, Ste 400
Salem, OR 97301
Fax: 503-588-2813
E-mail: OSBAelections@osba.org

Nominations are due by 5 p.m., September 30, 2016.

Return this form, all candidate information forms, and your photo to the OSBA office.

Fax to: 503-588-2813

E-mail to: osbaelections@osba.org

Mail to: Oregon School Boards Association

1201 Court Street NE, Ste 400

Salem, OR 97301

Dear Betty Reynolds:

With this letter, our board nominates the candidate named below to the OSBA Board of Directors for Clackamas County region, position #7.

CANDIDATE INFORMATION

Name: Carlos Castaneda

District/ESD/Community College: Gladstone School District #115

Address: 18355 Tryon Ct

City: Gladstone, Oregon 97027 _____

E-mail: castanedac@gladstone.k12.or.us Phone: 503.869.8785

This nomination was approved by an official action of our board of directors at a duly called meeting on September 26, 2016. _____.

Sincerely, _____



(Board chair signature)

Name: Sharon Soliday

District: Gladstone School District #115 _____

Address: 17789 Webster Rd

City: Gladstone, OR 97027 _____

Candidate Questionnaire

OSBA Board of Directors

Name: Carlos Arturo Castañeda Date: September 29, 2016

District/ESD/CC: Gladstone SD 115 Position: School Board Member

I certify that if elected, I will faithfully serve as a member of the OSBA board of directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Signed: Carlos A Castañeda

Be brief; please limit your responses to 50 words per question.

1. Describe in your own words the mission and goals of OSBA.

OSBA is dedicated to promote and advocate for student achievement K-12 and Community college and ESD. OSBA provides School Board Members with effective training and resources.

2. What do you want to accomplish by serving on the OSBA board of directors?

A personal goal is to be a voice representing the minorities groups, bringing concerns and issues that have been silent for years for lack of representation.

A global goal would be to find ways to engage the different ethnicities/minorities groups represented in our district.

3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.

I will bring to the boards of directors a multicultural perspective, knowledge of different languages, cultures, and social behaviors awareness.

(continued)

4. What do you see as the two most challenging issues faced by OSBA?

OSBA most challenging issues is financing for adequate civil funding and student achievement.

5. What do you see as the two most challenging issues faced by your region?

Continuing to adequately address the preparation of high schoolers for career-college/job readiness.

Ensuring that the newcomers are ready for school. Involving the community to support our families of younger learners.

6. What is your plan for communicating with boards in your region?

I will work in partnership with OSBA, participating very actively through e-mails, phone calls, personal visit, personal communication. Be available as needed for our local, regional meetings.

Deadline: Friday, September 30, 2016, 5 p.m.

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

Candidate personal/professional resume

OSBA Board of Directors

Name: Carlos Arturo Castañeda Date: September 29, 2016

Address: 18355 Tryon Court

City / ZIP Gladstone, OR 97027

Business phone: 503-869-8785

Fax (if applicable): _____

Residence phone: 503-869-8785

E-mail: printing@printkolor.com

District/ESD/CC: Gladstone 115

Term expires: 2019 Years on board: 1 year

Deadline: September 30, 2016, 5 p.m.

Send your picture (head shot, labeled with your last name). A high-resolution digital photo is preferred but a print is acceptable. E-mail to OSBAelections@osba.org or mail to: Oregon School Boards Association
1201 Court St NE, Ste 400
Salem, OR 97301

Work or service performed for OSBA or local district (include committee name and if you were chair):

I have been a Gladstone School board member since July 1st, 2015.

Other education board positions held/dates:

President for the Black/Minority Caucuss September, 2016

Occupation (Include at least the past five years):

Employers: PRINTKOLOR BUSINESS OWNER

Dates: 2011 to Present

Buel's Impression Printing

2003-2013

(Continued)

Schools attended (Include official name of school, where and when):

High school: Colombia

College: Couples Communication Classes at George Fox University
Clackamas Community College

Degrees earned: N/A

Education honors and/or awards: N/A

Other applicable training or education:

Printing, Graphic Design, Web Design, Networking, IT tech.

Activities, other state and local community services:

Conservative Baptist Northwest Family Camp Director from 2001 to 2009
Montavilla Baptist Church IT Tech Director, Sound and video technician and software/support manager.

Hobbies/special interests:

Cycling
Dirt biking
Cooking

Business/professional/civic group memberships; offices held and dates:

Clackamas Chambers of Commerce, 2013-2014
Gladstone Business Owners
Rotary Club 2014-2015

Additional comments:

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.



Resolution to adopt the OSBA 2017-18 Legislative Priorities and Policies as recommended by the Legislative Policy Committee

WHEREAS, the OSBA Legislative Policy Committee is charged under the OSBA Constitution with developing the association’s recommended Legislative Priorities and Policies, and

WHEREAS, the OSBA Legislative Policy Committee met on January 30-31, 2106, and April 22-23, 2016, to develop the Proposed OSBA Legislative Priorities and Policies for 2017-18, and

WHEREAS, the OSBA Legislative Policy Committee sent the Proposed OSBA Legislative Priorities and Policies for 2017-18 out to the membership of OSBA for comment and suggested changes, and

WHEREAS, the overwhelming majority of the comments received by the membership were in support of the Proposed OSBA Legislative Priorities and Policies for 2017-18 developed by the OSBA Legislative Policy Committee, and

WHEREAS, the OSBA Legislative Policy Committee met via telephone conference call on August 22, 2016, to review the comments received by the membership, and

WHEREAS, the OSBA Legislative Policy Committee discussed the comments from the membership and made no modifications to the Proposed OSBA Legislative Priorities and Policies for 2017-18, and

WHEREAS, the OSBA Legislative Policy Committee approved the Proposed OSBA Legislative Priorities and Policies for 2017-18 at its August 22, 2016, meeting and urged the OSBA Board of Directors to approve the Proposed OSBA Legislative Priorities and Policies for 2017-18 and place them before the membership for approval.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the Proposed OSBA Legislative Priorities and Policies for 2017-18 be placed before the membership for consideration during the 2016 OSBA election season, and

BE IT FURTHER RESOLVED that the Proposed OSBA Legislative Priorities and Policies for 2017-18 and a copy of this resolution be forwarded to all member boards of the Association in accordance with the OSBA Board of Directors adopted elections calendar.

Submitted by: OSBA Board of Directors



PROPOSED OSBA LEGISLATIVE PRIORITIES FOR 2017-2018
Approved by the Legislative Policy Committee on August 22, 2016

The Oregon School Boards Association (OSBA) believes funding a strong system of public education is the best investment Oregonians can make to strengthen our economy, create thriving communities and improve the quality of life for every Oregonian.

In order to accomplish these goals, OSBA will introduce and support legislation which:

- **Supports Student Achievement:**

OSBA will actively promote legislation that leads to increased academic achievement for all students from early learning through post-secondary. OSBA will advocate to ensure local school boards and communities control the implementation of programs, curriculum and the allocation of resources so that every student is college or career ready upon graduation or completion of their academic program. OSBA will support efforts to increase graduation and high school completion rates, lower the number of drop-outs, close opportunity and academic achievement gaps and provide additional supports for students from traditionally underserved student populations.

- **Provides Stable and Adequate Funding:**

OSBA will actively promote legislation to increase state and federal funding for the public school system to ensure adequate and stable funding for each school district and Education Service District (ESD) so that they may provide a quality public education for every student.

OSBA will actively promote legislation to restructure Oregon's school funding system to eliminate the financial volatility of Oregon's public schools.

OSBA believes a balanced approach is necessary to increase education funding and to provide stable and adequate funding of Oregon's public school system. OSBA will actively promote legislation that strives for this balance by advocating for the restructure of Oregon's revenue system, promoting job creation and increasing opportunities for economic development across Oregon.

- **Local Determination and Shared Accountability:**

OSBA will actively support legislation that gives locally elected boards the ability to make decisions in the best interests of their students and communities for programs, services, curriculum and resource allocations.



OSBA will advocate to ensure each school district is empowered and given the flexibility to determine the educational needs of their students and to provide services and programs that will maximize student achievement.

OSBA will highlight the need for shared accountability to improve student achievement between state and federal policy makers, the business community, locally elected board members, parents, students and community members across Oregon.

- **Opposes Mandates:**

OSBA will actively oppose any federal or state imposed mandate that does not lead to increased academic achievement for students and is not accompanied with the necessary additional funding to implement the mandate, including all costs associated with the mandate.

- **Promotes Capital Construction/Capital Improvements:**

OSBA will continue to actively promote legislation that provides additional state level resources to school districts to help pay for capital construction/capital improvement needs, as well as deferred maintenance costs for all school facilities.

- **Contains Educational System Cost-Drivers:**

OSBA will actively promote legislation that provides relief for school districts from cost drivers that are beyond the control of the local school district or school board. These cost drivers include, but are not limited to, the Public Employees Retirement System (PERS), health insurance and any state or federally mandated program or service.



PROPOSED OSBA LEGISLATIVE POLICIES FOR 2017-2018
Approved by the Legislative Policy Committee on August 22, 2016

Section 1: Finance

PROPOSED 1.1 Investing in Oregon’s Public Schools to Ensure Adequate and Stable Funding

OSBA supports increasing state resources to school districts so that Oregon’s schools are competitive nationally and globally and each school district and Education Service District (ESD) has the funds necessary to fully support operational, instructional and student achievement goals.

OSBA supports the role of locally elected school boards to set spending priorities and opposes using the State School Fund distribution formula to mandate specific expenditures. OSBA supports school funding equalization. OSBA supports continued funding of local option equalization grants; local option property tax revenue should not be included in the State School Fund.

OSBA supports increased funding for all levels of the public education enterprise to support increased achievement for every child and student. OSBA supports the Quality Education Commission's (QEC) effort to promote best practices to improve student outcomes and identify funding necessary to achieve Oregon’s 40-40-20 goal by 2025.

PROPOSED 1.2 Reforming Tax Policy

OSBA supports efforts to provide the revenue necessary to attain the educational goals of Oregon’s education system, restructuring tax policy to reduce the volatility of Oregon’s current system and to provide for a diverse and fair tax system to fund public education in Oregon.

OSBA supports modification of the state's personal and corporate income tax “kicker” law to allow “kicker” funds to be deposited into a “rainy day” account for public education and used in times of economic distress.

OSBA supports the authority of local districts to seek voter approval for supplemental operating revenue from a variety of additional sources, including local option levies.

OSBA supports efforts to modify the property tax system to mitigate the impacts of property tax compression.



PROPOSED 1.3 Mandate Relief, Paperwork Reduction and Public Funds for Public Schools

OSBA advocates for mandate relief and paperwork reductions for school districts and ESDs as a means to streamline bureaucracy, remove duplicative or unnecessary reporting and get more resources into the classroom. OSBA opposes any mechanism that diverts public funds, including tax credits and vouchers, to private, religious or for-profit schools or erodes financial support of the public school system.

PROPOSED 1.4 State Department of Education Supporting Districts

OSBA supports adequate funding for Oregon Department of Education programs and state level initiatives that are sustainable and provide quality technical and programmatic assistance and supports to school districts and ESDs targeted at improving student achievement.

OSBA supports providing resources and supports to school districts and ESDs to support and ensure the equitable distribution of any grant or targeted investment monies.

OSBA opposes any effort to create an accountability or intervention system that would lead to the state take-over of any local school, school district or ESD.

OSBA supports the inclusion of school board members to all state-level workgroups or committees connected to educational issues to allow for input from locally-elected education policy makers.

PROPOSED 1.5 Financial and Program Accountability

OSBA supports a strong system of meaningful school district and ESD financial accountability for the expenditure of public funds and program accountability for student achievement and outcomes.

PROPOSED 1.6 School District Capital and Infrastructure Needs

OSBA supports use of additional state resources and the issuance of state general obligation bonds to assist school districts and ESDs in providing modern, well equipped schools and academically appropriate classrooms and buildings that provide safe, structurally sound and healthy learning environments to promote student achievement.

OSBA supports policies that ensure collaboration at the local level to address the infrastructure needs of school districts, including consideration of the financial impacts of urban renewal, systems development charges and enrollment growth due to new construction.



PROPOSED 1.7 Oregon's Common School Fund

OSBA supports maximizing the assets and the investment returns of the Common School Fund as an additional state resource for school funding in Oregon

OSBA will vigorously advocate before the State Land Board to ensure that it fulfills its fiduciary obligation to manage the resources in the Common School Fund for the greatest benefit of the current and future generations of schoolchildren in Oregon.

Section 2: Programs

PROPOSED 2.1 School Improvement

OSBA supports state-level school improvement efforts provided they are implemented in ways that grant local school officials maximum flexibility to incorporate community needs and priorities.

PROPOSED 2.2 Special Education

OSBA supports increased categorical funding and enhanced levels of state and federal aid for the costs associated with special education programs throughout the education system, including programs for children birth through age 5. OSBA supports full funding for students with the most severe low-incidence, high-cost disabilities, including those served in out-of-district or out-of-state placements.

PROPOSED 2.3 Education Service Districts

OSBA supports the role of ESDs to assist school districts in achieving Oregon's educational goals by providing equitable, high-quality, cost-effective, locally-responsive educational services on a regional basis.

PROPOSED 2.4 Curriculum, Technology and Online Education

OSBA supports providing a well-rounded and rigorous curriculum for all students, including opportunities for music, art, PE, world languages, STEM, career and technical education and co-curricular activities.

OSBA supports curriculum related decisions made at the district level and opposes state or federal instructional mandates.

OSBA supports the use of English Language Learner and dual language immersion programs as a viable way to provide needed supports for emerging bilingual speakers.



OSBA supports increasing access to technology to enhance and support curriculum delivery and promote greater student achievement.

OSBA supports locally developed alternative education programs as a tool to address the varied educational needs of students.

OSBA supports state level funding to support and improve the technology infrastructure available to school districts and ESDs.

OSBA supports removing online education programs from the charter school statute and creating a separate section within the law for online educational programs.

OSBA supports state financial and professional development resources so districts can implement the Oregon state standards and student assessments and provide appropriate information and updates to the public. OSBA supports local control of curriculum and materials related to the Oregon state standards.

PROPOSED 2.5 Public Charter Schools

OSBA supports public, district sponsored charter schools as an additional tool to provide innovative educational options to students.

OSBA opposes changes to the charter school law that would channel public funds to private and religious schools, allow entities other than school district boards to authorize charter schools within their boundaries, mandate direct access to the State School Fund by charter schools or decrease school district funding and oversight of charter schools.

OSBA supports updating the charter school law to require charter school applicants to demonstrate how the charter school will meet the legislatively adopted goals of the charter school law, including how the charter school will provide unique opportunities for children in the school district.

PROPOSED 2.6 Career and Technical Education (CTE)

OSBA supports new and continued partnerships with community colleges, higher education, apprenticeship programs, the business community and other entities to increase educational and career opportunities for students.

OSBA supports changes to teacher licensing laws to allow greater flexibility for individuals who do not hold a traditional teaching license to provide instruction in CTE courses.

OSBA supports funding to ensure the long-term sustainability of new and existing CTE programs.



PROPOSED 2.7 Post-Secondary Opportunities for High School Students

OSBA supports increased access and opportunities for students to participate in post-secondary programs and classes while enrolled in high school at minimal or no cost to the student.

OSBA supports the creation of a dedicated source of funds to invest in “post graduate scholar” programs that does not dilute the State School Fund.

PROPOSED 2.8 Student Assessment

OSBA supports the use of summative, formative and interim student assessments as a tool to inform students, parents, educators and the community about where students and schools are in their learning progression and determining needed supports for students and schools.

OSBA supports reviewing Oregon’s current student assessment system with the goal of improving assessment literacy, providing timely feedback, maximizing instructional time, deriving the necessary information to improve student learning and minimizing classroom disruption for students and educators.

Section 3: Personnel

PROPOSED 3.1 Collective Bargaining and Management Rights

OSBA supports local control of collective bargaining and opposes statewide bargaining and the creation of a statewide salary schedule. OSBA supports changing the collective bargaining structure to eliminate “status quo” bargaining and establish shorter bargaining time lines. OSBA supports the right of districts to look for ways to contain costs by contracting with outside providers for services.

PROPOSED 3.2 Employee Rights and Benefits

OSBA supports determination and definition of school employee rights and benefits through the collective bargaining process at the local level. OSBA supports an actuarially-sound statewide retirement program for school employees that balances benefit adequacy for employees against costs for employers. OSBA supports local school boards working with employee groups to provide the most cost effective health insurance plans, including Oregon Educators Benefit Board (OEBB) opt out.



PROPOSED 3.3 Teacher and Administrator Licensing

OSBA supports licensing requirements that assure a level of preparation necessary to teach to rigorous academic standards, recognize licenses from other states and understand the challenges districts face attracting and retaining qualified personnel. OSBA supports working collaboratively with the Teacher Standards and Practices Commission (TSPC) and the teacher preparation programs within higher education to prepare educators to increase student achievement and address the needs of all students in Oregon.

OSBA supports additional flexibility to allow more teachers to provide college-level instruction in public high schools.

OSBA supports changes to teacher licensing laws to allow greater flexibility for individuals who do not hold a traditional teaching license to provide instruction in CTE courses.

PROPOSED 3.4 Teacher and Administrator Quality

OSBA recognizes that teacher and administrator quality is one of the most important factors in improving student achievement. OSBA supports local and state programs to provide professional development, mentoring and training for teachers and administrators that is rigorous and leads to a system of continuous improvement and growth in student achievement.

OSBA supports rigorous, quality, ongoing evaluations of teachers and administrators, which include consideration of student achievement and growth. OSBA supports efforts to attract a more diverse workforce, including multi-lingual school employees, which reflects the demographics and needs of Oregon’s students.

Section 4: Governance and Operations

PROPOSED 4.1 State Level Education Policy and the State Board of Education

OSBA supports a state Board of Education as the appropriate state-level policy-making body for elementary and secondary schools.

OSBA strongly supports collaboration between state level policy makers, educators and stakeholders, including school board members, parents and students, when considering policy changes to Oregon’s system of public education.

OSBA believes that any discussion about improving student outcomes must include recognition of and a plan for the needed state investments to implement the goals.



PROPOSED 4.2 Local Governance

OSBA members believe that locally elected school district and ESD boards are best equipped to make decisions in the best interests of their students and communities and will strongly advocate for Oregon's tradition of democratically elected, local governance of school districts. OSBA opposes measures that would place additional restrictions on local voters' ability to govern their school districts.

PROPOSED 4.3 School Safety and Student Wellness

OSBA supports local measures that promote school and student safety, improved social, emotional and behavioral health and other health, nutrition and wellness initiatives in the school environment that benefit students, staff, parents, patrons and the community as a whole.

Section 5: Federal Education Issues

PROPOSED 5.1 Every Student Succeeds Act (ESSA) and the Federal Role in Education

OSBA supports the replacement of No Child Left Behind (NCLB) with the Every Student Succeeds Act (ESSA). OSBA believes that ESSA rightly places responsibility for student success, school improvement and overall K-12 accountability at the state and local level.

OSBA supports collaboration between the Oregon Department of Education and local education stakeholders, including parents and students, when creating and implementing federally mandated state, district and school accountability systems and student assessments. OSBA believes Oregon stakeholders should be empowered to design, create and implement the programs and systems necessary to fulfill the requirements of ESSA.

OSBA believes ESSA collaboration must focus on supports for struggling schools, closing achievement and opportunity gaps for traditionally underserved students and increasing graduation rates for all student sub-groups.

PROPOSED 5.2 K-12 Funding in the Federal Education Budget

OSBA believes that prioritizing and increasing the federal share of funding for special education programs like the Individuals with Disabilities Act (IDEA), Title I programs that serve students who are experiencing poverty, programs that support emerging English or bi-lingual speakers, Carl Perkins CTE grant funds, and child nutrition programs should be a top priority for the U.S. Department of Education, Congress and the President.



OSBA believes federal education funding should be distributed based on student needs not through competitive grants that pit states against each other for limited funds.

OSBA opposes federal education policy or unfunded mandates that do not include financial resources to implement.

PROPOSED 5.3 County Timber Payments

OSBA supports the efforts of Oregon’s Congressional delegation to ensure that funding for the Secure Rural Schools and Community Self-Determination Act (also known as County Timber Payments) continues or that there is a successor program.

OSBA members know that cuts to timber payments do not just impact the school districts in timber country; the loss of timber money is a net loss to the entire funding system and every school and student in Oregon is impacted.



Full-Time Personnel Report

From 09/20/2016 - 10/19/2016

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
NEW HIRES			
Paul Moredock	Executive Director, Foundation	Administrative	10/1/2016
Lisa Davidson	Executive Director, CBI	Administrative	10/3/2016
Kyle Thomas	Academic and Career Coach I	Classified	10/3/2016
Beth Wicklund	Placement and Advising Coordinator	Classified	10/4/2016
Kimberly Hildebrand-Faust	Academic and Career Coach - STEM Transfer	Classified	10/14/2016
SEPARATIONS			
Phillip King	Dean, AFAC	Administrative	10/7/2016
Linda Huseby	Human Resources Business Partner	Confidential	10/7/2016
Pam Allen	ACT-ON Career Coach	Classified	9/30/2016
Kyle Smith	Network Analyst / Service Desk Technician	Classified	10/14/2016
RETIRED			
Jim Huckestein	Vice President, College Services	Administrative	9/30/2016
Janet Wells	Bookstore Merchandiser / Coordinator	Classified	9/30/2016
PROMOTION			

CCC Board of Education – Topic Summary	
Topic:	Associated Student Government Report
Date:	November 9, 2016
Presenter:	Jairo Rodriguez, Presenter
Division/Department:	Associated Student Government
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

This is a monthly report for Board information.

REPORT:

On October 26th, ASG had a meeting at the Harmony Campus for time this year. We got an update about the bond projects and had a great view of the site for the new building. I'd like to thank Angela Douglas, project coordinator for INCI group for coming to us about the idea.

Events:

- October 31 is our pumpkin Craving event, where we will have face painting as well. We will also be promoting our blood drive.
- October 31 is also the day we're selling movie package to student at a discounted price.
- November 2nd is the Day of the Dead celebration in the Community center, where we'll be mourning and celebrating those who have past.
- November 8th is our election party.
- November 15th and 16th is our blood drive.

The Giving Tree will be going up in the Community Center by November 21st.

CCC Board of Education – Topic Summary	
Topic:	Full-time Faculty Association Report
Date:	November 9, 2016
Presenter:	Nora Brodnicki, President
Division/Department:	Full-time Faculty Association
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

This is a monthly report for Board information.

REPORT:

November 2016 FTF Board Report

David Andersen (Art):

This Summer I coordinated the completion and purchase of two student paintings for the Willamette Falls Hospital. Two current CCC art students, Justin Taylor and Kelsey Kruger, created two large scale stretched canvas paintings for installation in the cafeteria at WFH.

The paintings are contemporary interpretations of Willamette Falls and have received rave reviews from hospital employees and patrons. Aaron Curtis at WFH was instrumental in providing this opportunity for our students.

Jil Freeman (ISPD):

I'm presenting about Growth Mindset at the Oregon Community College Association's annual conference the week of November 2nd in Sunriver, OR. I will be highlighting some of CCC's work on our Growth Mindset Instructional Initiative from last year as a model of professional development and how we have incorporated it into some of our organizational conversations.

Frank Kilders (Horticulture):

I was able to receive Fertilizer injector and a plug tray dislodge for the horticulture department through my industry contact. They will be used in several horticulture classes.

Both new item were donated to the college. I do not know if you need to know the cost for both items. Fertilizer injector \$2.000 dislodger \$1700, but again we received them free of charge.

Melissa Jones (Journalism):

I went with eight CCC students to Washington, DC for a the National Associated College Press college media conference Oct. 20-23. This was the first trip to the nation's capital for each of these students and they geeked out on everything they saw, from the Library of Congress to a tour of NPR's headquarters to the White House and the Newseum.

At the conference, we heard keynote speeches from Bob Woodward, one of the Washington Post reporters who broke the Watergate scandal that led to the resignation of Richard Nixon. We also had a keynote from Edward Snowden – via satellite.

On a smaller scale, we attended workshops with professionals and learned how to be better reporters, better photographers and a better adviser!

Kathleen Hollingsworth: (Music)

Her students are a part of the Outlaw Gospel along with members of Mainstream and Playa choir. Sunday, November 20, 2016 | 7:30pm at The Old Church, 1422 S.W. 11th Ave. Portland, Oregon. The cost is \$5 and proceeds to benefit the CCC Vocal Music Department

On December 4th the CCC choir will perform. *The Home for the Holidays* performance will be here on campus in the theatre...7:30pm.

Tory Blackwell: (Science)

Both the EXITO and STEM-CATS programs are getting their mentoring programs up and running this term. Both programs are providing mentoring by faculty to students to help them navigate the sometimes challenging STEM educational and career pathway.

Also, we had our first STEM Talk at the beginning of the term (week 2) with record attendance. About 125 students and faculty attended that talk. We anticipate having 4-5 more STEM Talks on campus this school year, roughly twice per term. The STEM Talks are being organized by members of the STEM workforce and are being paid for primarily by the STEM-CATS and EXITO grants. We are hoping to have a NASA astronaut give a talk in Winter term and that speaker might require us to look for additional funding to cover his speaking fee. He charges a lot more than what we usually have been paying for speakers, but he is also an astronaut!

Carol Dodson: (Nursing)

CCC nursing program had 100% 1st attempt pass rate at the National Council Licensing Examination for registered nurses from our June 2016 graduates and at this time, all of the graduates from that cohort who have sought work as registered nurses are employed as RNs.

Bev Forney: (Business)

The AOP (Administrative Office Professional) Consortium for the State of Oregon hosted an information session on community college technology instructors' use of OER curriculum in teaching Microsoft Office. Beverly Forney attended this as CCC is a member of the AOP.

The Administrative Office Program (within Business & CS Department) is working with Customized training to put together for-credit training for 25 students within the Colville Indian Tribe in the State of Washington. This training will start in November, with a keyboarding class taught by an instructor located in Washington. Pam Akini and Beverly Forney are in charge of this training program.

All Full-Time Faculty:

FTF (and PTF) are continuing weekly Friday sessions to focus our efforts on the task of Program Assessment. Elizabeth Carney and Jil Freeman have been faculty leaders on this Assessment task. This has been a collaborative and productive effort.

CCC Board of Education – Topic Summary	
Topic:	Part-time Faculty Association Report
Date:	November 9, 2016
Presenter:	Leslie Ormandy, President
Division/Department:	Part-time Faculty Association
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

This is a monthly report for Board information.

REPORT:



**Board of Education Report November
2016**

Part Time Faculty Association

Figure A.

I. NEA Emergent Leaders Campus Visit:

NEA Emergent Leaders visited our campus several times in October. focusing attention on all three unions; Classified, Full-Time, and Part-Time. October 20, 2016 they sponsored an all Associations Meet-and-Greet. Beginning in the Community Center with Donuts and Coffee, continuing in the LAC with lunch, and finishing in the Community Center with more donuts and Coffee. Members of all associations were able to attend one or more of the gatherings. Part-Time Faculty Member (Chris Dreger) designed the Tee Shirt logos and a banner for the luncheon, shown above left in Figure A.

II. Safe Colleges Training (Online) is ongoing for our members

III. Incorporation of PTFA into Committees is ongoing

IV. Results of the PTFA Professional Development Fund (PDF)

The Professional Development Fund allows the part-time Faculty of CCC to be reimbursed for approved expenditures for training, conferences, and journals in their particular discipline allowing them obtain training and to remain fresh in their fields. This month, I thought it would be nice to share how the fund allowed one of our members, Ignacio Gonzalez, to utilize fund money to learn a skill that allows him, and his department, to directly impact our students.

Ignacio Gonzalez is a Counselor/Academic Advisor; through use of the Professional Development Funds in the 2015-2016 academic year was able to, in his words, “Take a music production class using Logic Pro X (the name of the software).” This class allowed him to “meet his professional development goal of creating Guided Imagery Exercises for students attending Counseling Services at CCC. Guided Imagery recordings are recorded messages paired with music to encourage individual students to achieve behavioral goals. Goals include relaxation, sleep inducement, anxiety reduction, focus and concentration, among others.” As a result of this class, the Counseling department is creating a library of Guided Imagery exercises free for any student that may need them. The Counseling Department can even create custom exercises for students with specific needs. The counseling/advising department, and Ignacio Gonzalez, are committed to producing one new exercise per term to add to the library of available resources.

There is a great deal of time outside of assigned work hours involved in the creation of these resources (see * below).

V. Bargaining is ongoing

*Tasks required creating guided imagery exercises:

- I. Create a library of keyboard compositions fit for future exercises: 60 to 120 minutes per week
- II. Maintain a library of narration ideas to be used in future exercises: 20 to 30 minutes per week
- III. Review of current trends in guided imagery: 30 to 60 minutes per week
- IV. Recording of the narration for a specific exercise: 30 to 90 minutes (often done at the studio, outside of paid-work hours)
- V. Recording of music for a specific exercise: 2 to 3 hours (must be done at the studio, outside of paid-work hours)
- VI. Editing and mixing of the material: 2-4 hours (must be done at the studio, outside of paid-work hours)