

**BOARD OF EDUCATION MEETING**  
**Bill Brod Community Center, Room 127**  
**Wednesday, October 12, 2016**

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

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

1. Board Goals Status Report – President Joanne Truesdell

p 5

**RECESS**

**6:00 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)

**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) 07.27.16
- b. Monthly Financial Report – Director Chris Robuck

R16/17-8a    p 9

R16/17-8b    p 17

- |    |  |           |      |
|----|--|-----------|------|
| c. | Capital Projects (Bond) Financial Report – Director Chris Robuck   | R16/17-8c | p 19 |
| d. | Oregon Institute of Technology Demolition Change Order #2 – Dean Bob Cochran   | R16/17-8d | p 21 |
| e. | Special Inspections for Bond Projects – Dean Bob Cochran   | R16/17-8e | p 25 |
| f. | Contracting Authority – Vice President Jim Huckestein  | R16/17-8f | p 29 |
| g. | Designating Depositories, Authorizing Payments, and Naming Custodians of College Funds – Vice President Jim Huckestein | R16/17-8g | p 33 |

**V COLLEGE REPORTS**

- |    |  |  |      |
|----|--|--|------|
| 2. | President’s Business Report – President Joanne Truesdell |  |      |
|    | - New Staff Introductions                                |  |      |
|    | - Legislative Information and Plan                       |  |      |
| 3. | Summer Enrollment Report – Director BJ Nicoletti         |  | p 37 |

**VI NEW BUSINESS – ACTION**

- |    |   |          |      |
|----|---|----------|------|
| 4. | Full-time Faculty Contract 2016-2019 – Vice President David Plotkin | R16/17-9 | p 39 |
|----|---|----------|------|

**VII BOARD OPERATIONS**

- |     |   |  |      |
|-----|---|--|------|
| 5.  | Personnel Report – Dean Patricia Anderson Wieck   |  | p 41 |
| 6.  | Future Board Agenda Items – Board Chair (Refer to Board Planning Calendar)                  |  |      |
| 7.  | Board Chair Business Report   |  |      |
| 8.  | Clackamas Community College Education Foundation – Jean Bidstrup, Board Liaison             |  |      |
| 9.  | Oregon Community College Association – Ron Adams, Board Liaison                             |  |      |
| 10. | Oregon School Boards Association Legislative Policy Committee – Ron Adams, Committee Member |  |      |
| 11. | Bond Project Citizen Oversight Committee – Jane Reid, Co-Chair                              |  |      |
| 12. | Board of Education Community Reports  |  |      |

**VIII ASSOCIATION REPRESENTATIVE REPORTS AND COMMENTS**

- |     |  |  |      |
|-----|--|--|------|
| 13. | Associated Student Government (ASG) – Jairo Rodriguez, President |  |      |
| 14. | Full-Time Faculty – Nora Brodnicki, President                    |  |      |
| 15. | Part-Time Faculty – Leslie Ormandy, President                    |  | p 43 |
| 16. | Classified – Enrique Farrera, President                          |  | p 45 |

**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, October 5-8

**Wednesday, October 12**

Friday, October 28

Wednesday-Saturday, November 2-5

Thursday, November 10

Friday, November 11

**Wednesday, November 9**

Thursday-Friday, November 24-25

Thursday, December 1

**Wednesday, December 14**

Thursday, December 8

Friday & Monday, December 23 & 26

Friday, January 2

**Wednesday, January 11**

Monday, January 16

Monday-Friday, February 13-17

TENTATIVE - February 7

**Wednesday, February 8**

Monday, February 20

Thursday, February 23

**Wednesday, March 8**

TENTATIVE - March 12

Monday-Friday, March 27-31

**Wednesday, April 12**

**Friday, April 21**

April TBA

**Wednesday, May 3**

Wednesday, May 10

**Wednesday, May 10**

Monday, May 29

Thursday, June 15

Friday, June 16

**Wednesday, June 21**

ACCT Leadership Congress

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

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

OCCA Annual Conference, Sun River

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

Veterans Day, College closed

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

Thanksgiving break, College closed

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

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

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

Winter break, College closed

New Year's Day, College closed

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

Martin Luther King, Jr. Day, College closed

ACCT National Legislative Summit, Washington D.C.

Winter Inservice

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

Presidents' Day, College Closed

Skills Contest

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

Scholarship Reception, 2:00 pm, Randall Gym

Spring Break

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

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

OCCA All Oregon Academic Team Brunch

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

Spring Retiree Event, 2:00, Gregory Forum

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

Memorial Day, College closed

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

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

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



<b>CCC Board of Education – Topic Summary Page</b>	
<b>Topic:</b>	Board Goals for 2016-2017
<b>Date:</b>	October 12, 2016
<b>Presented By:</b>	Joanne Truesdell
<b>Division/Department:</b>	President’s Office
<b>Recommendation:</b>	This is a status update and individual board members will provide input on direction and measures.

**REASON FOR BOARD CONSIDERATION:**

The Clackamas Community College Board of Education is responsible for identifying Board Goals in support of the College’s Mission. The Board considers community, business, and government engagement conversations, student success data, economic, and population data from which to build annual goals.

**EXPECTED OUTCOME:**

**College Readiness**

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

Deepen K-12 district Board/Administration with CCC Board/Administration

Focus 2016-17 Community Engagement conversations regarding CCC partnerships with their district.

Status

Board members Adams and Hunt attended the Clackamas Education Service District’s annual convening of school board members and superintendents.

Board members, please review your school district meeting schedule in your folders. Please choose up to two meeting date’s between January and June that meet your availability. We will then begin scheduling those meetings.

**Academic Innovation and Relevance**

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

Continue to support First year Faculty Experience and expand support a continued 2<sup>nd</sup> year for the cohort.

Request assessment on leadership development for all staff.

Create an onboarding experience relevant for all new employees

### Status

Year 2 of First Year Faculty cohort were introduced to the board at the September meeting. An evaluation report of Year 1 cohort was reviewed. Faculty will return in January to have dinner with the board and provide an update on their experience.

Employee onboarding process will be reported to the board winter term.

Assessment for leadership development for all staff will occur once the first phase of the assessment process related to accreditation is completed May 1, 2017.

### **Financial Sustainability**

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

Advocate for capital and safety appropriation requests

Assist CCC Foundation in capital and scholarship fund efforts.

Communicate capital cost escalation and its impact on Bond 2014 projects

<http://www.clackamas.edu/BondInformation/>

### Status

The Higher Education Coordinating Commission Agency Request Budget includes capital, deferred maintenance and safety requests. The November election will to a large extent determine the revenue that will be projected in the Governor's balanced budget that is due December 1<sup>st</sup>, and therefore how much if any of these requests is included.

Capital Article XI G:

2017-2019 Science Complex - \$8,000,000

2019-2021 Student Services and Community Commons - \$8,000,000

Deferred Maintenance:

2017-2019 \$40 million represents the amount needed in addition to our bond projects to address most of our deferred maintenance backlog that was identified in the facilities condition assessment prior to the bond campaign.

Safety:

2017-2019: Lottery or XI G: \$2.6 million

Security improvements for our campuses, such as a new emergency notification system, access controls, ID card system, surveillance cameras and backup emergency power.

### **Guided Pathways**

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

Identify on Tentative Annual Calendar Work Session and Regular Session topics that influence Guided Pathways.

Identify on all career pathway, one-year and two-year degree program approval recommendations how the program recommending approval supports Guided Pathways principles and implementation.

Track key measures of retention and completion. The board has receives monthly information on student enrollment, retention and completion. In addition, there are periodic work sessions that highlight a program or data point related to retention and completion efforts. Topics such as degree approval, First Year Experience for students, Core Theme Indicator data are examples.

<b>Metric Check</b>				
2015 Cohort First Year Term Persistence	FT 68.74% / PT 47.21% Fall to Spring			
2014 Cohort First Year Term Persistence	FT 79.56% / PT 49.79% Fall to Spring			
2013 Cohort First Year Term Persistence	FT 77.27% / PT 53.99% Fall to Spring			
2012 Cohort First Year Term Persistence	FT 74.25% / PT 44.44% Fall to Spring			
FTF Success Rate within 150% of time 2010, 2011, and 2012 Cohort	Grad 19%, Transfer 29%, Success 48% for 2015-16 Grad 22%, Transfer 26%, Success 48% for 2014-15 Grad 14%, Transfer 33%, Success 48% for 2013-14			
Transfer Awards 2015	AA 266   AS 83   OTM 346   AGS 251   Total 864			
CTE Awards 2015	AAS 228   Cert CC 405   Total 633			
FTE Enrollment	2015/SU	2016/SU	2015/FA	2016/FA
	535.95	547.36	1651.26	1700.49





<b>CCC BOARD OF EDUCATION – TOPIC SUMMARY</b>	
Topic:	Minutes of the Work, Regular, and Executive Sessions from September 14, 2016
Date:	October 12, 2016
Division/Department:	President’s Office
<b>RECOMMENDATION:</b>	Approval of the Minutes for September 14, 2016



**BOARD OF EDUCATION MEETING  
MINUTES  
September 14, 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, September 14, 2016, in the Bill Brod Community Center at Clackamas Community College.

Board Goals Status Report

This item was deferred to the October meeting.

Accreditation Report

Vice President David Plotkin introduced Deans Bill Waters and Cynthia Risan. They are here to report on accreditation progress, tasks, and timeline. They are working on five projects:

1. Special Report regarding Substantive Change, due on October 15, 2016
2. Year One Accreditation Report, due on May 1, 2017
3. Addendum to Year One Report regarding recommendations 1, 2, and 3, due on May 1, 2017
4. Recommendations 2 and 3 addressed and resolved, due in Spring 2018
5. Ad Hoc Report on recommendation 4 and 5, due in Fall 2018

David reviewed the recommendations from the spring 2016 accreditation visit and what will be reported in the upcoming Year One Report.

Bill reported on the substantive change process. We report all changes to the Northwest Commission on Colleges and Universities (NWCCU) and the Oregon Department of Education (ODE). This makes sure our curriculum processes are solid and we are reporting the right information to the Commission.

Cynthia reported on recommendation 2 from NWCCU, which states “...the institution develop identifiable and assessable learning outcomes for the general education-related instruction components

of applied degree and certificate programs.” She shared what related instruction is for AAS degree and for a certificate of completion and reviewed the timeline.

Bill reported on recommendation 3: “...the institution fully integrate assessment of student learning outcomes at the program and degree level, and utilize those assessments to document student achievement and inform academic planning and improvement.” This is the deepest and most complex recommendation. We have the program learning outcomes, but we need to standardize the way we assess the outcomes and it needs to be consistent among faculty members. Bill said everyone he has talked with on campus has engaged seriously and helpfully in the conversation about this. He met with leaders of all three employee associations and met with full-time faculty senate and the classified association. They all want to know how to help make this a success.

Board Member Dave Hunt asked if the new policy on academic freedom could be done by the end of fall. David said the language exists and just needs to be refined and to go through the shared governance process. President Joanne Truesdell said this isn’t just about the learning environment inside the classroom, it is about the responsibility of everyone on campus to think about how we engage and what we say. She hopes to have a first reading on the revised policy in January.

David spoke about recommendations 4 and 5. They are not due until 2018 so do not have as intense of a focus right now. Recommendation 4 is regarding having our core theme planning integrated with other planning. We currently do this but it has not been communicated well. Recommendation 5 states CCC needs to adopt meaningful, valid, and reliable core theme indicators. David reported on the progress made to date on both recommendation.

Joanne said she will give update on this each month during her President’s Report.

The Work Session recessed at 6:34 p.m.

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

#### **EXECUTIVE SESSION**

Executive Session was convened in Room CC126 at 6:37 p.m. with the following people present: Board Chair Richard Oathes and Members Dave Hunt, Jane Reid, Ron Adams, Greg Chaimov, and Chris Groener; HR Dean Patricia Anderson Wieck; Vice Presidents Jim Huckestein and David Plotkin; President Joanne Truesdell; and Recorder Denice Bailey.

#### **Labor Negotiations**

Staff discussed labor negotiations with the Board.

Exec session adjourned at 6:58

#### **REGULAR SESSION**

##### **CALL TO ORDER**

Chair Richard Oathes called the regular meeting of the Clackamas Community College Board of Education to order at 7:01 p.m. on Wednesday, September 14, 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, Jane Reid, Dave Hunt, Ron Adams, Greg Chaimov and Chris Groener. Jean Bidstrup was 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 Phillip King, Dean Patricia Anderson Wieck, Dean Cynthia Risan, Associate Dean Tara Sprehe, Associate Dean Matthew Altman, Associate Dean Donna Larson, Dean Bob Cochran, Dean Dion Baird, PIO Lori Hall, 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) 07.27.16
- b. Monthly Financial Report, June 2016 – Director Robuck
- c. Monthly Financial Report, July 2016 – Director Robuck
- d. Capital Projects (Bond) Report – Director Robuck
- e. Associate of Science Degree with PSU – Dean Waters

**R16/17-5** Jane Reid moved, Chris Groener seconded the motion, to approve consent agenda items a through e. Motion passed unanimously.

## **COLLEGE REPORTS**

### President's Report

President Joanne Truesdell:

- Welcomed new faculty introductions
  - Joan San-Claire, Accounting
  - Rodney Walters, Horticulture
  - Frank Kilders, Horticulture
  - Amy Ellis, ASL
  - Mark Devendorf, Digital Media
  - Frank Corona, Project Management
  - Tamera Vanderwerf, Nursing
  - Bruce Mulligan, Welding
  - Alan Smith, Skills Development
  - Elizabeth Carney, Assessment Coordinator
- Asked Dean Bob Cochran to introduce the contractor for Harmony Phase II. Chris Prah and John Zarh from Kirby Nagelhout provided background on the company and said they are excited to work on this project.

### First Year Faculty Experience (FYFE) Report

Instructional Designer Jil Freeman and Research Associate Bill Calabrese provided a report on last year's pilot of the FYFE program. CCC is the only community college in the state of Oregon, and probably on the west coast, who does a full-year professional development program for new faculty. Jil thanked the Board for making this program possible. Bill talked about the pre-, mid-, and post-program assessment and the results. Faculty in the program appreciated having a cohort going through the process together and many would be interested in a second year program. Jil reviewed the changes that will be made to the program for the 2016/17 cohort.

Classified President Enrique Farerra asked Jil to include how classified staff interact with faculty in the program. He also asked that part-time faculty and classified staff be admitted into the program.

Board Member Ron Adams asked if the program has been well-received by the full-time faculty, and if we should have a program for 10-year faculty as well. Jil agreed there is a need for a "senior faculty" program but it would require more support/funding for the department to be able to implement it. Assessment Coordinator Elizabeth Carney will be a great asset in developing more professional development activities for existing faculty.

### End of Year Enrollment Report

No report was given due to presenter illness.

### Grant Award: Oregon Department of Transportation

Dean Phillip King introduced Transportation Systems Analyst Luke Norman, who supports many departments at the college. Luke reported CCC was awarded a \$98,703 grant from the Oregon Department of Transportation which will improve access to the college for students who are walking or biking. The grant will fund the construction of a 0.2 mile 10-foot wide path with ADA compliant ramps to complete a sidewalk gap from the college entrance at OR 213 to the Community Center. The college must provide a funding match of \$11,297.

Board Member Jane Reid asked about the timeline for the project. Luke responded we will be coordinating it with the new transit center, DeJardin Phase II, and the Student Community Center bond projects. It is likely two years out.

### Grant Award: ConnectOregon

Transportation Systems Analyst Luke Norman reported CCC received a \$1,762,950 grant from ConnectOregon, which will allow us to construct a transit center at the Oregon City Campus. It will provide room for 12 bus bays, doubling our capacity; and a paved, 12-foot wide path from the transit center to the Oregon City High School property line. The grant includes funds for design work and sign installation. This work will be aligned with our bond construction. The college must provide a funding match of \$700,000. Board Member Dave Hunt said he does not recall if ConnectOregon has ever awarded a grant to a community college.

### Printing Project Report

Director Chris Robuck reported over the years, various college departments have purchased copiers, black and white printers, color printers, and fax machines, creating offices full of machines. We have recently purchased multi-function devices that do all of those functions in one machine. This change eliminated about 150 copiers, printers, and fax machines. In addition, Chris now has accurate data on

the costs and usage of printing across the college. FTF President Nora Brodnicki added that some of the printers are now available for student use.

## **NEW BUSINESS – ACTION**

### Investment Policy

Director Chris Robuck reviewed the reason for the changes to the investment policy and the language that has been added to allow CCC to invest in the Oregon Local Government Intermediate Fund (OLGIF).

**R16/17-6** Greg Chaimov moved, Jane Reid seconded the motion to approve the updated investment policy. Motion passed unanimously.

### Approve Investment in Oregon Local Government Intermediate Fund (OLGIF)

Director Chris Robuck said college funds are currently in the bank or invested in the state's Local Government Investment Pool (LGIP). The state has opened up the intermediate fund for investment and she is asking for approval to invest in the fund. This is not a money market account, it is purchasing shares which could increase or decrease in value. There is a higher return, but with a higher risk. Staff will manage the risk by only investing funds that are in reserves that are not needed for three or four years. Chris's job will be to monitor how much cash is needed to operate the college so we do not need to withdraw money from this account.

Board Member Dave Hunt asked if the time frame is shorter than regular mutual funds. Vice President Jim Huckestein said the LGIP is 18 months, OLGIF is longer than that but shorter than regular mutual funds. With LGIP, we can pull our money out any day. With OLGIF, you can only pull funds out once per month.

**R16/17-7** Greg Chaimov moved, Jane Reid seconded the motion to approve investment in the OLGIF. Motion passed unanimously.

Board Chair Richard Oathes read the following statement for the record:

*The governing body of the Clackamas Community College District acknowledges the following:*

- *Members of this body and investment staff have read and understand the "Oregon Local Government Intermediate Fund Information Pamphlet" provided by Oregon State Treasury;*
- *Investments in OLGIF are subject to loss; and*
- *Investments into OLGIF and divestments from OLGIF may be subject to restriction by Oregon State Treasury.*

**R16-17-7a** Greg Chaimov moved, Jane Reid seconded the motion, to approve the related Statement of Understanding. Chris Groener, Dave Hunt, Richard Oathes, Jane Reid, and Greg Chaimov voted for the motion. Ron Adams voted against. Motion passed.

President Joanne Truesdell suggested Board members who have further questions on this issue contact Chris or Jim directly.

### Special Inspection RFPs

This item will be moved to the October meeting.

## **BOARD OPERATIONS**

### Personnel Report

The Board reviewed the list of employment changes on the personnel report. President Joanne Truesdell announced that Dean Phillip King has accepted an executive level position at a college in California. October 7 will be his last day. She commented on the high quality of faculty he has hired into the college and said he has set up the institution well for future success. She thanked him for his six years of service at CCC.

### Future Board Agenda Items

The Board reviewed the planning calendar.

### Board Chair Business Report

Chair Richard Oathes had no report.

### Clackamas Community College Education Foundation Report

- Board Member Jean Bidstrup was absent, so Chair Richard Oathes provided the Foundation report: Recruitment for the Executive Director position is underway and they hope to have an announcement by the end of September.
- The Corporate Challenge was a success, with an estimated \$75,000 raised.
- The staff drive kicks off on Tuesday at Inservice. They will encourage staff to donate to the ELC. FTF President Nora Brodnicki added the Foundation will be working with the welding departments to create a metal tree, similar to the one by the community garden. Donors to the ELC will have their name engraved on a leaf on the tree.
- The Foundation's annual meeting and donor recognition is tomorrow night. The theme is Toast to a Successful Campaign. The \$10M campaign concludes at the end of this year, and is currently at \$11,087,455.

### OCCA Report

Board Member Ron Adams reported outgoing and incoming members of the OCCA executive committee met regarding strategic planning and came up with six objectives. The HECC report to the governor recommended that community college funding go from \$550M to \$772M. That is a 44% increase, and is based on Measure 97 passing. The capital projects included \$8M for CCC and we are 4<sup>th</sup> on the list.

Board Member Dave Hunt said the six objectives are making progress on college transfer legislation; connecting high school Career Technical Education to apprenticeship programs; technical housekeeping with CGCC; SNAP connection; Oregon Promise fixes; Applied Baccalaureate; technical fixes for building inspector programs; and a licensed professional counselor program.

### OSBA Legislative Policy Committee Report

Board Member Ron Adams had no report.

### Bond Project Citizen Oversight Committee (COC) Report

Board Member Jane Reid reported the next COC meeting is October 6 on the Harmony campus. The meeting will include a recap on the work done over the summer and the status of Harmony Phase II construction. The Harmony subcommittee met and Dean Bob Cochran did a project review, introduced personnel from contractor Kirby Nagelhout, and talked about the building material salvage. Jane is unable to attend the next meeting but Jamie Damon will chair the meeting.

Board of Education Community Reports

Chris Groener attended the Environmental Learning Center (ELC) salmon bake and it was very good.

Ron Adams appreciated Chris speaking at the ELC event on his behalf. Ron went to the Wetlands and Wellies event, which was attended by wetlands people from across the state. Shelly Parini and Renee Harber were introducing the Newell Creek restoration project and it was a great friend-making day.

Dave Hunt has attended a couple of education town halls. It is nice to be able to raise community college issues at those forums.

Greg Chaimov made a bond presentation at the Workforce Development meeting, attended the ParTee on the Green, the Harmony Oversight Subcommittee, and a party honoring Shelly Parini.

Jane was part of the Workforce Development bond presentation, attended the Corporate Challenge, and the production of The Music Man. She is active in Estacada School District bond campaign, and brought the US navy band to the city. It was great.

**REPRESENTATIVE REPORTS AND COMMENTS**

Associated Student Government President Jairo Rodriguez reported:

- He will be working with OCCSA this fall.

Full-Time Faculty Association President Nora Brodnicki reported:

- FTF and administration will be working on accreditation. It is very important to include PTF and classified in the accreditation work.
- Bargaining is ongoing. She is very pleased with the work the team has been doing all summer.

Part-Time Faculty Association President Leslie Ormandy reported:

- Bargaining in ongoing.
- The post office has declared her dead and since her association members are not official employees yet, she is working with phantoms.

Classified Association President Enrique Farrera reported:

- He will provide a written report in the future.
- He thanked Vice President Jim Huckestein for his work in bargaining.

President Joanne Truesdell said next week’s Inservice theme is Supporting Every Student. She recognized the planning team and invited the Board to attend the all-staff breakfast on Tuesday.

As there was no other business to come before the Board, Open Session was adjourned at 8:50 p.m.

October 12, 2016  
Date

\_\_\_\_\_  
Denice Bailey, Recorder

\_\_\_\_\_  
Richard Oathes, Board Chair

\_\_\_\_\_  
Joanne Truesdell, Clerk





Topic:	Monthly financial report -- All funds
Date:	October 12, 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 August 31, 2016

	<u>Fund Balance at Start of Year</u>	<u>Revenue and Other Sources</u>	<u>Expenditures and Other Uses</u>	<u>Net Revenue (Expenditures)</u>	<u>Fund Balance at Report Date</u>
General	\$ 18,670,489	\$ 9,935,805	\$ 10,067,106	\$ (131,301)	\$ 18,539,188
Fee	2,000,970	811,354	247,969	563,385	2,564,355
Innovation	-	510,000	15,555	494,445	494,445
Debt Service	2,444,082	839,401	-	839,401	3,283,483
Capital Projects (Bond)	25,120,777	-	250,495	(250,495)	24,870,282
Staff Computer Replacemt	-	150,000	-	150,000	150,000
Equipment Replacement	1,551,798	500,000	69,959	430,041	1,981,839
Major Maintenance	2,912,459	490,918	8,775	482,143	3,394,602
Student Technology	471,185	290,013	72,570	217,443	688,628
Internal Service	311,250	17,936	32,818	(14,881)	296,369
Bookstore	1,237,580	42,763	177,393	(134,630)	1,102,950
Customized Training	557,608	36,435	61,753	(25,317)	532,290
Intramurals and Athletics	35,782	116,190	65,440	50,750	86,532
Student Life & Leadership	138,738	33,244	6,669	26,575	165,313
Computer Lab	113,143	19,003	2,115	16,888	130,031
Retirement	1,832,617	750,000	132,957	617,043	2,449,661
Student Financial Aid	49,964	1,248,585	1,387,887	(139,302)	(89,337)
Grants and Contracts	666,045	37,959	402,755	(364,795)	301,249
WIOA Grant	(1)	125,270	282,084	(156,814)	(156,815)
Insurance Reserve	291,520	100,000	8,590	91,410	382,931
PERS Reserve	1,000,000	2,000,000	-	2,000,000	3,000,000
<b>Total</b>	<u>\$ 59,406,006</u>	<u>\$ 18,054,877</u>	<u>\$ 13,292,890</u>	<u>\$ 4,761,987</u>	<u>\$ 64,167,993</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  
R16/17-8b**

Topic:	Monthly financial report -- General Fund
Date:	October 12, 2016
Prepared by:	Jim Huckestein - VP of College Services Chris Robuck - Director of Fiscal Services
Division/Department:	College Services/Business Services
Recommendation:	<b>Approval of monthly financial report - General Fund</b>

GENERAL FUND	August 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	
<b>REVENUE</b>									
State comm college support	\$ 3,440,007	25%	\$ 3,440,007	25%	\$ 3,506,947	27%	\$ 14,022,081	\$ 13,730,274	\$ (291,807)
Property taxes	41,580	0%	100,299	1%	134,023	1%	17,775,438	17,775,437	(1)
Tuition, net of waivers	1,275,485	9%	5,904,224	40%	5,512,094	39%	14,581,349	14,209,874	(371,475)
Other revenue	203,359	9%	421,275	19%	336,672	19%	2,189,076	1,691,019	(498,057)
Transfers in	-	0%	70,000	30%	70,000	100%	230,000	70,000	(160,000)
Total revenue	<u>4,960,431</u>	<u>10%</u>	<u>9,935,805</u>	<u>20%</u>	<u>9,559,737</u>	<u>21%</u>	<u>48,797,944</u>	<u>47,476,604</u>	<u>(1,321,340)</u>
<b>EXPENDITURES</b>									
Personnel services	1,800,153	5%	3,573,772	9%	3,400,720	9%	38,377,350	36,834,767	1,542,583
Materials and services	1,054,946	15%	1,919,329	28%	1,834,643	29%	6,974,414	6,727,008	247,406
Capital outlay	5,459	4%	7,398	6%	42,380	14%	126,273	119,959	6,314
Transfers out	160,000	4%	4,566,607	104%	2,361,833	96%	4,406,587	4,406,587	-
Total expenditures	<u>3,020,558</u>	<u>6%</u>	<u>10,067,106</u>	<u>20%</u>	<u>7,639,576</u>	<u>17%</u>	<u>49,884,624</u>	<u>48,088,321</u>	<u>1,796,303</u>
Net revenue (expenditures)	<u>\$ 1,939,873</u>		(131,301)		1,920,160		(1,086,680)	(611,717)	474,963
Fund balance at start of year			18,670,487		15,710,997		18,613,498	18,588,868	(24,630)
Fund balance at report date			<u>\$18,539,186</u>		<u>\$17,631,157</u>		<u>\$17,526,818</u>	<u>\$17,977,151</u>	<u>\$ 450,333</u>
								8,635,871	

*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 revenue from prior year	1.0%	1.0%
Personnel services: Projected wages are 2% less than budget to account for turnover and vacancies		
PERS rate as % of actual General Fund wages	19.1%	19.1%
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  
R16/17-8c**

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	October 12, 2016
Prepared by:	Jim Huckestein - VP of College Services Chris Robuck - Director of Fiscal Services
Division/Department:	College Services/Business Services
<b>Recommendation:</b>	<b>Approval of monthly financial report - Capital Projects (Bond) Fund</b>

**REVENUE AND EXPENDITURES, inception to August 31, 2016**

	<u>Expected Completion</u>	<u>Budget</u>	<u>All Projects</u>	<u>Harmony Phase II</u>	<u>Industrial Tech Ctr</u>	<u>DeJardin Addition</u>	<u>Major Maintenance</u>	<u>Project Related</u>	<u>Total</u>
<b>NET REVENUE</b>									
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)			195,547						
OR City land use application			10,748						
Oregon City master planning			103,501						

**Harmony phase II**

fall 2017 20,000,000

Purchase land & OIT building		4,200,000		4,208,741					
Project management				110,916					
OIT building demo				326,385					
Legal, set up modulars, etc.				91,360					
Architect and engineering				1,325,830					
Construction				108,392					

**Industrial Technical Center**

spring 2018 12,000,000

		<b>REVENUE AND EXPENDITURES, inception to August 31, 2016</b>							
<b>Expected Completion</b>	<b>Budget</b>	<b>All Projects</b>	<b>Harmony Phase II</b>	<b>Industrial Tech Ctr</b>	<b>DeJardin Addition</b>	<b>Major Maintenance</b>	<b>Project Related</b>	<b>Total</b>	
<b>Barlow parking lot</b>	spring 2018								
Project management				52,556					
Architect and engineering				638,735					
Legal				2,386					
Surveying				25,644					
Geotechnical investigation				12,793					
Fees				1,055					
Miscellaneous other				325					
<b>DeJardin addition</b>	10,000,000								
Project management					876				
<b>Major maintenance</b>	26,000,000								
Project management						67,203			
IT network infrastructure & wireless	2,000,000					1,881,203			
Meyers Road extension	4,000,000					25,540			
Elevator and ADA upgrades						65,122			
Title IX						1,024,347			
Barlow Automotive remodel	10,000,000								
North tunnel remodel (Randall)						2,840			
Roofing						154,097			
<b>Costs paid from unrestricted \$</b>							203,131		
Total expenditures	<u>108,917,927</u>	<u>309,797</u>	<u>6,171,624</u>	<u>733,494</u>	<u>876</u>	<u>3,220,352</u>	<u>203,131</u>	10,639,274	
<b>COMMITTED: contracts minus expenditures to date</b>								<u>17,648,427</u>	
<b>AVAILABLE: not yet spent or committed</b>								<u>5,737,645</u>	

<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Oregon Institute of Technology (OIT) Demolition Change Order #2
<b>Date:</b>	October 12, 2016
<b>Presenter:</b>	Bob Cochran, Dean
<b>Division/Department:</b>	Campus Services
<b>RECOMMENDATION:</b>	Adopt Resolution R16/17-8d authorizing the college to increase the contract with Konell Construction and Demolition Corporation in the amount of \$34,647 for the abatement of additional hazardous material found during the demolition of the Oregon Institute of Technology building.

**REASON FOR BOARD CONSIDERATION:**

During the final demolition of OIT, additional asbestos was found in the walls and piping systems. This required additional hazardous waste abatement and incurring costs exceeding the previous change order request of \$182,775 and the 10% contingency built into the contract.

**EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:**

The demolition of the OIT facility was an integral part of the construction of Harmony Phase 2. When complete, this facility will allow the college to provide additional offerings and provide the Allied Health Programs with all necessary classes at the Harmony Campus.

**BACKGROUND:**

At the May 2016 Board of Education Meeting, the Board approved Resolution R15/16-49 authorizing the college to enter into a contract with Konell Construction and Demolition Corporation for the demolition of the Oregon Institute of Technology building. That resolution approved a base cost of \$280,814.90 (with a 10% contingency of \$28,081 for unknowns that may be encountered during the demolition process) for a total approved cost of \$308,896 for the hazardous waste abatement and demolition of the OIT facility.

At the June 2016 Board of Education Meeting, the Board approved Resolution R15/16-59 authorizing the college to approve a change order in the amount of \$182,775 for asbestos found and abated at that time. The reason for this request was that the contractor found additional asbestos-containing material in the gym floor mastic, floor tiles, and under carpet that required abatement.

Staff hoped that Change Order #1 had covered the remaining costs. However as demolition progressed, additional asbestos material was found in the walls and piping systems. It took the demolition activities to expose these materials. The abatement and disposal of this addition hazardous waste cost \$62,728.

The final demolition amount of \$526,318 exceeds the original approved amount including the 10% contingency approved under R1/16-49 (\$308,896) and Change Order 1 (\$182,775) therefore must be approved the Board of Education.

It should be noted that if this asbestos had been discovered earlier, the total price would be reflective of the total cost now requested.

Total Demolition Cost	\$526,318
Resolution R15/16-49	-\$308,896 base bid \$280,814 plus 10% contingency of \$28,081
Resolution R15/16-59 (CO #1)	-\$182,775
Resolution R16/17-8d (CO #2)	-\$ 34,647

Total approval request \$34,647 for Change Order #2

**BUDGET IMPACT/SOURCE OF FUNDS:**

This project will be paid for from 2014 bond proceeds.

**ATTACHMENTS:**

Resolution R16/17-8d

**FUTURE REPORT:**

None - This project is complete.

**RESOLUTION NO. R16/17-8d  
CLACKAMAS COMMUNITY COLLEGE**

**A RESOLUTION OF THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION AUTHORIZING THE COLLEGE TO APPROVE ADDITIONAL COSTS FOR KONELL CONSTRUCTION AND DEMOLITION CORPORATION FOR ADDITIONAL HAZARDOUS WASTE ABATEMENT AND DEMOLITION OF THE DALE ICKES/OREGON INSTITUTE OF TECHNOLOGY BUILDING.**

**WHEREAS**, In 2015, Clackamas Community College purchased the remaining interest in the Dale Ickes / Oregon Institute of Technology building (OIT) from the Oregon Institute of Technology; and

**WHEREAS**, the college has determined that the OIT facility is beyond its useful life and should be abated of hazardous materials and demolished; and

**WHEREAS**, the college followed procurement rules in advertising for and scoring contractors who submitted qualifications and pricing for the hazardous waste abatement and demolition of the facility; and

**WHEREAS**, Konell Construction and Demolition Corporation was selected as the most qualified and lowest bid to provide the services outlined in the Request for Proposals issued by the college; and

**WHEREAS**, the Board of Education approved Resolution R15/16-49 in the amount of \$308,896 for hazardous waste abatement and demolition including a 10% contingency and R15/16-59 in the amount of \$182,775 for addition hazardous waste abatement and demolition for asbestos found in the flooring systems, and

**WHEREAS**, additional asbestos containing material was discovered in the walls and interior piping systems at the facility after approval of Resolutions R15/16-49 and R15/16-59 and the cost exceeds the approved contingency amount and the amount approved by R15/16-59.

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

**SECTION 1:** The Board of Education authorizes the college to approve R16/17-8d for the final demolition cost with Konell Construction and Demolition Corporation for a price of \$34,647, the balance of the final cost of the demolition project.

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

ADOPTED by the Board of Education of the Clackamas Community College District, Clackamas County, Oregon, this 12<sup>th</sup> day of October, 2016.

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

By: \_\_\_\_\_  
Chair, Board of Education

**ATTEST:**

By: \_\_\_\_\_  
President/Clerk





<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Special Inspections for Bond Projects
<b>Date:</b>	October 12, 2016
<b>Presenter:</b>	Bob Cochran, Dean
<b>Division/Department:</b>	Campus Services
<b>RECOMMENDATION:</b>	Approval of Resolution R16/17-8e authorizing the College to enter into a contract with Mayes Testing for special inspection work associated with Bond Capital Construction projects.

**REASON FOR BOARD CONSIDERATION:**

Special inspections are required for large, complex construction projects, like those underway at Clackamas Community College. These “special” inspections include the testing of soils, concrete, rebar, steel members fitting and welds and masonry to name a few. Each of these tests are complex and must be completed by an employee certified in that area. There are many firms locally that provide all these inspections under one contract.

**EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:**

Special inspections are an integral part of the construction of the new facilities for the college. When complete, these facilities will allow the college to provide additional offerings at both the Oregon City Campus and the Harmony Community Campus.

**BACKGROUND:**

On July 11, 2016, the college issued an advertisement requesting proposals from Special Inspection firms interested in providing these services to the college. The RFP requested the firm’s history, availability, staff, location, and a schedule of fees for testing services that may be required over the course of all the building bond projects. Six firms responded, and their proposals were reviewed and scored. Reviewers looked at the firm’s history, availability, proximity to the projects and testing costs.

After thorough review of the six submitted proposals, it is recommended that CCC contract services with Mayes Testing for special inspection services based on the following:

1. Cost competitive menu of pricing for potential special inspection services for the bond projects.
2. History with both CCC and inici group as Mayes has successfully worked on past and current projects with a proven success in providing services, being responsive, and timely issuance of required reports.
3. A Portland-based firm with large depth of related special inspection experience(s).
4. Commitment to workforce participation and current relationships with MWESB/W firms, thereby contributing to the college’s SAIL BOAT program.

**BUDGET IMPACT/SOURCE OF FUNDS:**

It is roughly estimated that each building will require approximately \$100,000 of special inspection services. This approval is for the entire bond project with language that allows the college to cancel the contract should there be performance issues with the company.

**ATTACHMENTS**

Resolution R16/17-8e

**FUTURE REPORT:**

Updates will be included in the monthly bond updates.

**RESOLUTION NO. R16/17-8e  
CLACKAMAS COMMUNITY COLLEGE**

**A RESOLUTION OF THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION AUTHORIZING THE COLLEGE TO ENTER INTO A CONTRACT WITH MAYES TESTING TO PROVIDE THE SPECIAL INSPECTIONS FOR THE COLLEGE'S CAPITAL CONSTRUCTION PROJECTS.**

**WHEREAS,** On July 11, 2016, the college advertised for bids in the Daily Journal of Commerce and six firms submitted proposals; and

**WHEREAS,** Reviewers of the proposals looked at the firm's history, availability, proximity to the projects and testing costs for a typical construction project similar to Harmony Phase II, and

**WHEREAS,** It is recommended that the College enter into a contract with Mayes Testing as the most responsive company who submitted a proposal based on:

1. Cost competitive menu of pricing for potential special inspection services for the bond projects,
2. History with both CCC and inici group as Mayes has successfully worked on past and current projects with a proven success in providing services, responsiveness, and timely issue of required reports,
3. A Portland based firm with large depth of related special inspection experience(s), and
4. Commitment to workforce participation and current relationships with MWESB/W firms, thereby contributing to the college's SAIL BOAT program

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

**SECTION 1:** The Board of Education authorizes the college to enter into a contract with Mayes Testing for the special inspection testing for the college's capital construction program estimated at \$100,000 per building.

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

ADOPTED by the Board of Education of the Clackamas Community College District, Clackamas County, Oregon, this 12th day of October, 2016.

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

By: \_\_\_\_\_  
Chair, Board of Education

**ATTEST:**

By: \_\_\_\_\_  
President/Clerk



<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Contracting Authority
<b>Date:</b>	October 12, 2016
<b>Presenter:</b>	Joanne Truesdell, President/Clerk
<b>Division/Department:</b>	President’s Office
<b>RECOMMENDATION:</b>	Adopt the resolution granting Contracting Authority to the Clerk and Deputy Clerk for the period of time from October 31, 2016, through June 30, 2017.

**REASON FOR BOARD CONSIDERATION:**

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

The Board needs to update the authorization due to the hire of a new Vice President of College Services.

**EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:**

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

**BACKGROUND:**

This is an annual agenda item and is part of the organizational items that were included in the July meeting, which now needs to be updated due to the hire of a new Vice President of College Services.

**BUDGET IMPACT/SOURCE OF FUNDS:**

There is no cost related to adopting the resolution.

**ATTACHMENTS:**

Resolution R16/17-8f



**CLACKAMAS COMMUNITY COLLEGE  
RESOLUTION 16/17-8f  
CONTRACTING AUTHORITY  
(2016/2017)**

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

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

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

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

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

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

NOW, THEREFORE, BE RESOLVED, that authority to enter into contracts for personnel expenses, materials & services, equipment and rental of facilities, budgeted recurring grants and other agreements that are deemed necessary for the normal operations of the College and are within budgeted appropriations and purchasing limitations be delegated to the President/Clerk and Vice President of College Services/Deputy Clerk under the terms and conditions of this Resolution for the period October 31, 2016 through June 30, 2017.

DATED, this 12th day of October, 2016

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Clerk





<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Designating Depositories, Authorizing Payments, and Naming Custodians of College Funds
<b>Date:</b>	October 12, 2016
<b>Presenter:</b>	Joanne Truesdell, President/Clerk
<b>Division/Department:</b>	President’s Office
<b>RECOMMENDATION:</b>	Adopt the resolution designating depositories, authorizing payments, and naming the Clerk and Deputy Clerk as custodians of funds for the college for the period of time from October 31, 2016, through June 30, 2017.

**REASON FOR BOARD CONSIDERATION:**

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

The Board needs to update the authorization due to the hire of a new Vice President of College Services.

**EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:**

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

**BACKGROUND:**

This is an annual agenda item and is part of the organizational items that were included in the July meeting, which now needs to be updated due to the hire of a new Vice President of College Services.

**BUDGET IMPACT/SOURCE OF FUNDS:**

There is no cost related to adopting the resolution.

**ATTACHMENTS:**

Resolution R16/17-8g



**CLACKAMAS COMMUNITY COLLEGE  
RESOLUTION 16/17-8g  
DESIGNATING DEPOSITORIES, PAYMENTS AND AUTHORIZING OF SIGNATURES  
2016/2017**

**WHEREAS**, on the 12th day of October, 2016, a meeting was held by the Board of Education of Clackamas Community College District, Oregon, at which meeting a quorum was present and voting, and Joanne Truesdell, the President and Clerk of this District, having applied to the Board for designation of depositories for funds of said district, pursuant to the provisions of 341.703 of Oregon Revised Statutes, now, therefore,

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

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

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

BE IT FURTHER RESOLVED, that the following named persons shall be authorized custodians of College funds to execute checks on the accounts in the above entitled depositories on behalf of the College District with one of the signatures of Joanne Truesdell or Alissa or by authorized facsimile as per approved operating procedures, effective October 31, 2016.

DATED, this 12th day of October, 2016

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Clerk



CCC Board of Education – Topic Summary	
Topic:	Summer Enrollment Report
Date:	October 12, 2016
Presenter:	BJ Nicoletti, Director
Division/Department:	Institutional Research
<b>RECOMMENDATION:</b>	This item is for information only

**REASON FOR BOARD CONSIDERATION:**

This information provides the Board with a detailed picture of FTE, enrollment, demographic and awarding trends. This helps to keep the Board informed about the extent to which: enrollment is viable and representative; and, awarding of degrees and certificates is becoming more robust.

**EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:**

To be determined as we move into a redefinition of core theme indicators. Historically, monitoring enrollment and enrollment relative to community, as well as monitoring awarding, has been considered within our culture of evidence for mission fulfillment and strategic priorities *along with* rates of completion, transfer and employment.

**BACKGROUND:**

Routine monitoring of FTE and awarding trends and commitments.

**BUDGET IMPACT/SOURCE OF FUNDS:**

FTE for Oregon funding model reimbursement.

**ATTACHMENTS:**

Highlights document (available at the meeting)

**FUTURE REPORT:**

The Board will continue to receive FTE and Enrollment updates throughout the year and annually as well as updates on our student outcomes as they become available.



<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Full-Time Faculty Contract
<b>Date:</b>	October 12, 2016
<b>Presenter:</b>	David Plotkin, Vice President
<b>Division/Department:</b>	Instruction and Student Services
<b>RECOMMENDATION:</b>	Approval of the contract between the Clackamas Community College Education Association (Full-Time Faculty) and the Board of Education of Clackamas Community College, effective July 1, 2016, through June 30, 2019.

**REASON FOR BOARD CONSIDERATION:**

The Full-Time Faculty Contract expired on June 30, 2016.

**BACKGROUND:**

The bargaining sessions with Full-Time Faculty 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 September 30, 2016, the Clackamas Community College Administrative Bargaining Team reached a tentative agreement with the Full-Time Faculty Association (FTFA) on a new three-year contract. The FTFA will vote on the new contract on October 11.

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 Full-Time Faculty are paid for out of general and other funds.

**ATTACHMENTS:**

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







## Full-Time Personnel Report

From 08/20/2016 - 09/19/2016

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
<b>NEW HIRES</b>			
Max Wedding	Business Systems Analyst	Classified	8/22/2016
Melissa Deyoe	Accounts Payable Specialist	Classified	8/29/2016
Katie Harvey	Academic & Career Coach	Classified	8/29/2016
Kyle Robillard	Science Lab Assistant	Classified	8/29/2016
Lane Brunner	Web Developer	Classified	9/6/2016
James Fife	Custodian	Classified	9/6/2016
Katie Harwood	Business Systems Analyst	Classified	9/8/2016
Derek Cloo	Library Services Coordinator	Classified	9/12/2016
John Wrenn	Custodian	Classified	9/19/2016
Christine Tappe	Executive Assistant to the Vice President	Confidential	9/6/2016
Christopher Smith	HR Compliance Specialist	Confidential	9/12/2016
Elizabeth Carney	Assessment Coordinator	Faculty	9/12/2016
Francisco Corona	Project Management Instructor	Faculty	9/12/2016
Mark Devendorf	Digital Media Instructor	Faculty	9/12/2016
Amy Ellis	ASL Instructor	Faculty	9/12/2016
Frank Kilders	Horticulture Instructor	Faculty	9/12/2016
Bruce Mulligan	Welding Instructor	Faculty	9/12/2016
Joan San-Claire	Accounting Instructor	Faculty	9/12/2016
Tamera Vanderwerf	Nursing Instructor	Faculty	9/12/2016
Rodney Walters	Horticulture Instructor	Faculty	9/12/2016
<b>SEPARATIONS</b>			
<b>RETIRED</b>			
<b>PROMOTION</b>			
Christina Bruck	Interim Director Office of Education Partnerships	Administrative	9/19/2016
Mark Krewkow	Applied Information Technology Specialist	Classified	9/12/2016



**ASSOCIATION REPRESENTATIVE REPORTS****AGENDA ITEM 15**

<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Part-time Faculty Association Report
<b>Date:</b>	October 12, 2016
<b>Presenter:</b>	Leslie Ormandy, President
<b>Division/Department:</b>	Part-time Faculty Association
<b>RECOMMENDATION:</b>	Information Only

**REASON FOR BOARD CONSIDERATION:**

This is a monthly report for Board information.

**REPORT:**

At the Board meeting, Leslie will

- Introduce and discuss the background of a couple of new hires
- Brag about a couple of longer-time PTFA
- Share student letters thanking one (two if there is more time) members for their stellar teaching



<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Classified Association Report
<b>Date:</b>	October 12, 2016
<b>Presenter:</b>	Enrique Farrera, President
<b>Division/Department:</b>	Classified Association
<b>RECOMMENDATION:</b>	Information Only

**REASON FOR BOARD CONSIDERATION:**

This is a monthly report for Board information.

**REPORT:**

- The Classified Association will be participating in a calling campaign to advocate for measure 97 during the following days. Board Members and administrators are welcome to be part of the phone bank. The Measure will help improve health care services, senior services, and the educational system.
  - Mon, Oct 10 from 4:30 and 7:30 am.
  - Wed, Oct 12 between 4:30 and 7:30 am
  - Mon, Oct 17 between 4:30 and 7:30
  - Wed, Oct 19 between 4:30 and 7:30 am
  
- Inservice was a success as many classified members had the opportunity to attend several workshops and lead sessions.
  
- A total of 97 Classified members attended this year’s Inservice luncheon during the day. In addition, we had six nonunion classified members who participated in our luncheon. The night shift will be having their Inservice luncheon in the next couple of weeks. Kelly Montgomery, the Night Shift Manager sponsored a dinner for the night custodial crew in recognition of the crew's hard work during the summer since they were short staffed.
  
- Congratulation to the following Classified members who were awarded scholarships or need grants to further their education during Inservice:
  - Josh Aman
  - Klaudia Esquivel
  - Bill Calabrese
  - Irene Carrillo
  - Kandie Starr
  
- Clackamas Community College and The Classified Association are still in the bargaining process.
  
- Classified Association President Enrique Farrera, Klaudia Cuevas canvassed with Mark Meek.

- April Smith, provided logistical support.
- April Smith, and Enrique are in a OEA promotional TV commercial
- Enrique is part of a TV commercial with Mark Meek
- Classified Association Presidents and all Association Presidents from across the state attended an OEA gathering this summer and discussed:
  - Measure 97
  - Academic outcomes across the states
  - How to increase student support
  - Enrique Farrera, Classified President was nominated to represent Classified members and Faculty members from across the OEA at an NEA national board. Enrique extends his gratitude to Lesly Ormandy in her support. Enrique declined the nomination to focus on local efforts with HECC, OEA, at the Association.
- Enrique announced to increase diversity awareness within the Association he will create a Diversity Representative within the Associations Executive Board leadership this fall.
- During the summer 10 Association members attended an OEA conference (The association recognizes the collaborative effort of Patricia and her staff that helped the logistics on this matter).
- All of the Associations met during Inservice to increase awareness of our collaborative efforts.
- Enrique provided feedback to HECC on the new testing model that the state is implementing. The report provides multiple recommendations from students and advisors perspectives.

**Special Thanks to the following members who support the association in many ways.**

- |                  |                   |                  |                   |
|------------------|-------------------|------------------|-------------------|
| ● Becky Torres   | Ali Ihrke         | Mathew Larkin    | Eric McBride      |
| ● Dean Walsh     | Barbara Simington | Scott Branscum   | Greg Anderson     |
| ● Sarah Steidl   | James Logan       | Gwenda Oshiro    | Kierstin McDowell |
| ● Sara Alexander | Michelle Baker    | Carl Graham      | Kelly White       |
| ● Klaudia Cuevas | Teri Olsen        | Kelly Steigleder | Travis Swanson    |
| ● April Smith    | Teresa Robertson  | Claudia Fife     | Ric Jenkerson     |
| ● Kandie Starr   | Jennifer Pope     | Jeff Tab         |                   |

Please contact Enrique for further questions regarding this report.