

BOARD OF EDUCATION MEETING
Bill Brod Community Center, Room 127
Tuesday, December 20, 2016

(Reschedule of the December 14 meeting, which was canceled due to inclement weather)

9:30 am EXECUTIVE SESSION (Barlow Hall, Room 221)

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)

10:00 am REGULAR SESSION (Barlow Hall, Room 221)

I CALL TO ORDER – Chair Richard Oathes

II ROLL CALL

III CONSENT AGENDA

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

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|---|------------|------|
| 1. Approval of: | | |
| a. Minutes (Work, Regular, and Executive Sessions) 11.09.16 | R16/17-15a | p 5 |
| b. Monthly Financial Report | R16/17-15b | p 11 |
| c. Capital Projects (Bond) Financial Report | R16/17-15c | p 13 |
| d. Non-Credit Training Certificates | R16/16-15d | p 15 |

IV NEW BUSINESS – ACTION

- | | | |
|---|-----------|------|
| 2. Part-Time Faculty Contract – Vice President David Plotkin | R16/17-17 | p 21 |
| 3. Program Suspensions | R16/17-18 | p 23 |
| 4. Program Approval: AAS Industrial Maintenance Technology Degree | R16/17-19 | p 25 |
| 5. Program Approval: Industrial Maintenance Technology Certificate of Completion | R16/17-20 | p 33 |
| 6. Program Approval: Industrial Maintenance Technology-Mechanical Maintenance Certificate of Completion | R16/17-21 | p 39 |
| 7. Contract Award: CMCG Selection for Industrial Technical Center | R16/17-22 | p 45 |

V BOARD OPERATIONS

- | | | |
|--|-----------|------|
| 8. Resolution on Right to Learn – President Joanne Truesdell | R16/17-23 | p 47 |
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X 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

Thursday, December 8	All Staff Recognition, 12:00 p.m. and 8:30 p.m.
December 12-15	Legislative Days
Wednesday, December 14	Board of Education Meeting, 5:00 p.m., CC 127
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
Wednesday, February 8	Board of Education Meeting, 5:00 p.m., CC 127
Friday, February 10	Winter Inservice, 1:00-4:00 p.m.
Monday-Friday, February 13-17	ACCT National Legislative Summit, Washington D.C.
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
Thursday, May 18	ELC Groundbreaking, details TBA
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:	Minutes of the Work, Regular, and Executive Sessions from November 9, 2016
Date:	December 14, 2016
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for November 9, 2016

**BOARD OF EDUCATION MEETING
MINUTES
November 9, 2016**

EXECUTIVE SESSION

Board Chair Richard Oathes Convened Executive Session under ORS 192.660(2)(d) and 192.660(2)(e) on Wednesday, November 9, 2016, in the Bill Brod Community Center Room CC126 at 5:15 p.m. with the following people present: Board Chair Richard Oathes and Members Jean Bidstrup, Jane Reid, 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.

Real Property

Staff discussed a real estate issue with the Board.

Executive Session adjourned at 6:13 p.m.

WORK SESSION

Board Chair Richard Oathes called the work session of the Clackamas Community College Board of Education to order at 6:20 p.m. on Wednesday, November 9, 2016, in Room CC127 of the Bill Brod Community Center at Clackamas Community College.

Student Research Poster

Vice President David Plotkin introduced instructor Ida Flippo and student Teresa McCook, who shared a poster that Teresa and student Chelsea Vincenzi created on implicit bias in students pursuing a law enforcement career. The poster recently won second place in a competition held by the Western Association of Criminal Justice. There were no other community colleges in the competition, so they

competed against Masters and PhD level entries. Teresa shared details about her experience at the competition and said it was a great learning experience.

Employee Onboarding

Dean Patricia Anderson Wieck and the HR staff introduced themselves, and presented information on a new employee onboarding program, which includes a time-specific checklist, peer mentoring, and engagement activities. Patricia said this process is for new hires. They are also looking into an onboarding process for transfers of current employees.

The Work Session recessed at 7:05 p.m.

REGULAR SESSION

CALL TO ORDER

Chair Richard Oathes called the regular meeting of the Clackamas Community College Board of Education to order at 7:05 p.m. on Wednesday, November 9, 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, Chris Groener, Jane Reid, and Greg Chaimov. Dave Hunt and Ron Adams 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 Geiger, Executive Director Paul Moredock, Executive Director Jack Hardy, Dean Dion Baird, and 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) 10.12.16
- b. Monthly Financial Report
- c. Capital Projects (Bond) Report
- d. Revise Investment Policy

R16/17-10 Greg Chaimov moved, Chris Groener seconded the motion, to approve consent agenda items a through d. Motion passed unanimously.

COLLEGE REPORTS

President's Report

President Joanne Truesdell:

- Invited everyone to the classified appreciation day and evening activities on Thursday.
- Provided an update on accreditation activities and expressed appreciation for everyone leading and participating in this work.
- Introduced Executive Director Jack Hardy, who introduced Marketing team members Kevin Anspach and Justin Montgomery and reported on the national College Marketing & Public Relations awards. CCC won six medals:
 - Special Event Promotion (gold)
 - Poster (gold)
 - President's Coin (gold)
 - Sports Program (gold)
 - Special Event Promotion (silver)
 - Logo (bronze)
- As this is his last board meeting, she thanked Vice President Jim Huckestein for his work over the last three years and presented him with a retirement gift.

Audit Report

Director Chris Robuck introduced auditor Kenneth Kuhns and reviewed items of particular interest in the audit report. Ken reported on the audit process and findings and said the college records were clean and in great shape. CCC was given a clean and unmodified opinion by the auditors. CCC was found in compliance with one exception. There was more money invested in the Local Government Investment Pool (LGIP) than state law permits. Chris said this happened due to depositing the bond funds. This situation has been corrected by Board approval to invest in the Oregon Local Government Intermediate Fund (OLGIF). Ken said no material weaknesses were found in the audit, federal money internal controls had no weaknesses and CCC is in compliance with terms of the major programs that were audited, including financial aid.

Board Member Jean Bidstrup asked if withdrawals and deposits are reviewed to meet federal guidelines and are appropriate, for both the college and the Foundation. Ken said auditors confirm Foundation investments comply with Foundation policy and review compliance with the donor's intent, such as in endowments. Much of that money is restricted, and the wishes of the donor are considered during an audit.

Financial Forecast

Vice President Jim Huckestein presented the updated five year forecast and reviewed the changes from last year's forecast. CCC received additional revenue due to a smaller decline in enrollment than other community colleges in the state. Our Fall 2016 enrollment is up 8%, and is trending better than the statewide average.

Jim reviewed changes to the budget development process this year and the forecast assumptions. He also reviewed the general fund projection through 2020/21. President Joanne Truesdell said we will determine what we need in the 2017/19 biennium and make the necessary changes in the 2017/18 year. We will involve the Budget Advisory Group and will start on November 29. In December, we will bring forward proposed budget principles for Board approval.

SAIL BOAT Status Report

Vice President Jim Huckestein introduced Angela Douglas and Patti Miles from the inici group. Patti reported there has been a great response to the Student Applied and Integrated Learning (SAIL) and Business Opportunity Achievement Target (BOAT) programs. Angela added the programs are in full swing and shared information about the progress toward the goals of each program.

NEW BUSINESS – ACTION

Classified Employee Contract

Vice President Jim Huckestein said the proposed Classified agreement satisfied both parties' needs and recommends Board approval. President Joanne Truesdell expressed appreciation for both the administrative and the classified bargaining teams.

R16/17-11 Greg Chaimov moved, Chris Groener seconded the motion to approve the contract between the CCC Association of Classified Employees and the CCC Board of Education, effective July 1, 2016, through June 30, 2019. Motion passed unanimously.

Administrative/Confidential Employee Compensation

Vice President Jim Huckestein said as the college's bargaining units are finalizing their agreements, we to look at the Administrative/Confidential group of employees. This group is not a union. The college provides an annual adjustment to their salary. The health insurance benefit adjustment is same as full-time faculty received.

We are going to be looking at this group's salary schedule and modifying it, likely reducing the number of steps. The new salary schedule will come back to the Board in spring for approval.

R16/17-12 Jean Bidstrup moved, Greg Chaimov seconded the motion to approve salary, benefits, and employment-related changes for Administrative/Confidential employees, effective July 1, 2016, through June 30, 2017. Motion passed unanimously.

President's Compensation

Chair Richard Oathes asked for a motion for modification to the President's contract.

R16/17-13 Greg Chaimov moved, Jane Reid seconded the motion to approve modification to the employment contract between the President and the Board of Education of Clackamas Community College, effective July 1, 2016, through June 30, 2018. Motion passed unanimously.

BOARD OPERATIONS

Oregon School Board Association Election

Chair Richard Oathes asked the Board to review the information provided and determine whether to participate in the OSBA election. The Board discussed.

R16/17-14 Greg Chaimov moved, Chris Groener seconded the motion to elect Carlos Castaneda to the OSBA Board of Directors in Position 7. Motion passed unanimously.

The Board chose not to take action on the legislative priorities and policies. Board Secretary Denice Bailey will complete the online ballot and make it part of the official meeting minutes.

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 Member Jean Bidstrup would like to see a summary of sabbaticals over the last five years with information on how sabbaticals increase student success. Full-time Faculty President Nora Brodnicki said abstracts of all sabbaticals are provided to the Board each year. After discussion, Nora agreed to bring the idea to the sabbatical committee.

Board Chair Business Report

Chair Richard Oathes invited those who attended the recent OCCA conference to report on their experience:

- Board Member Jane Reid attended seven sessions and particularly appreciated the one on Growth Mindset by CCC faculty member Jil Freeman. She asked if this could be scheduled as a future work session. Jane also appreciated the opportunity to see fellow board members from across the state.
- Board Member Jean Bidstrup agreed Jil's presentation was engaging and effective. She also attended the Pipeline to Jobs presentation by Linn-Benton Community College. It was a really interesting concept and they earned a lot of money for the program.

Clackamas Community College Education Foundation Report

Board Member Jean Bidstrup reported:

- The Foundation's \$10 million campaign is up to \$11,305,780. The campaign runs through December.
- The Gold Rush event was held October 28 and netted \$225,000 for the Military Families Scholarship Endowment.
- An ELC Sustainability Endowment has been established to provide funding to maintain the ELC grounds. A tree sculpture will be commissioned and placed at the entrance to the ELC. Staff and community members are invited to purchase a leaf for \$250 and have their name appear on a plaque on or near the sculpture. This is the College's gift to the community for its 50th birthday.

OCCA Report

No report due to Board Member Ron Adams' absence.

OSBA Legislative Policy Committee Report

No report due to Board Member Ron Adams' absence.

Bond Project Citizen Oversight Committee (COC) Report

Board Member and COC Co-Chair Jane Reid reported she was unable to attend the last meeting, so Jamie Damon chaired the meeting. She reviewed the topics discussed at the meeting. The next meeting will discuss legislative action and naming opportunities.

Board of Education Community Reports

Chris Groener reported he attended the OCCA conference.

Greg Chaimov reported he attended the Gold Rush event and the OCCA conference.

Jane Reid reported she attended the ACCT Conference and the OCCA conference. She said the Estacada School District bond did not pass which will be hard for the school district.

REPRESENTATIVE REPORTS AND COMMENTS

Associated Student Government President Jairo Rodriguez:

- He visited Southern Oregon Community College over the weekend for the first official meeting with OCCSA, still interim chair.
- He expressed appreciation for a generous donation to the Cougar Cave from Board Member Ron Adams.
- The election party had a nice turnout. He thanked Megan for her work to make it happen. Board Member Jane Reid asked what kind of support we can provide for students in the aftermath of the presidential election. Jairo said students just want a safe environment where they can study and get an education. He is optimistic that the country will unite.

Full-Time Faculty Association President Nora Brodnicki:

- The production of The Glass Menagerie opens on Thursday and runs through next week.
- A group, including the association presidents, met to talk about civility on campus with Jil Freeman. Nora has been sending links to FTF on how to talk about civility.

Part-Time Faculty Association President Leslie Ormandy:

- Provided a cd for Board members on confidence, focus, and concentration.

Classified Association President Enrique Farrera reported:

- He is happy that the Board supported the classified contract. He thanked the bargaining team.
- He is working on the association bylaws.

President Joanne Truesdell thanked Enrique for his role at HECC and for bringing important questions to the table around capital requests.

As there was no other business to come before the Board, the meeting was adjourned at 8:49 p.m.

December 14, 2016
Date

Denice Bailey, Recorder

Richard Oathes, Board Chair

Joanne Truesdell, Clerk

Topic:	Monthly financial report -- All funds
Date:	December 14, 2016
Presenter	Alissa Mahar, 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 October 31, 216

	<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	\$ 14,465,355	\$ 16,850,493	\$ (2,385,138)	\$ 16,285,351
Fee	2,000,970	982,836	892,168	90,668	2,091,638
Innovation	-	630,930	103,374	527,556	527,556
Debt Service	2,444,082	1,701,646	-	1,701,646	4,145,728
Capital Projects (Bond)	25,120,777	-	3,366,271	(3,366,271)	21,754,505
Staff Computer Replacemt	-	150,000	-	150,000	150,000
Equipment Replacement	1,551,798	606,726	124,582	482,144	2,033,942
Major Maintenance	2,912,459	490,918	91,902	399,016	3,311,475
Student Technology	471,185	316,098	128,062	188,036	659,221
Internal Service	311,250	72,560	93,826	(21,266)	289,984
Bookstore	1,237,580	727,829	755,149	(27,321)	1,210,259
Customized Training	557,608	175,914	138,296	37,618	595,226
Intramurals and Athletics	35,782	142,955	126,101	16,854	52,636
Student Life & Leadership	138,738	39,672	12,529	27,142	165,880
Computer Lab	113,143	20,708	8,115	12,594	125,737
Retirement	1,832,617	750,000	260,785	489,215	2,321,832
Student Financial Aid	49,964	6,169,154	6,908,768	(739,614)	(689,650)
Grants and Contracts	666,045	485,762	960,569	(474,807)	191,238
WIOA Grant	(1)	617,469	617,468	1	(0)
Insurance Reserve	291,520	100,000	34,416	65,584	357,105
PERS Reserve	1,000,000	2,000,000	-	2,000,000	3,000,000
Total	<u><u>\$ 59,406,006</u></u>	<u><u>\$ 30,646,531</u></u>	<u><u>\$ 31,472,874</u></u>	<u><u>\$ (826,343)</u></u>	<u><u>\$ 58,579,663</u></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
R16/17-15b**

Topic:	Monthly financial report -- General Fund
Date:	December 14, 2016
Prepared by:	Alissa Mahar - 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	October 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	\$ 3,566,274	25%	\$ 7,006,282	50%	\$ 7,108,787	55%	\$ 14,022,081	\$ 14,398,893	\$ 376,812
Property taxes	33,403	0%	178,892	1%	231,385	1%	17,775,438	17,869,331	93,893
Tuition, net of waivers	(240,607)	-2%	6,181,446	42%	5,756,451	41%	14,581,349	14,655,560	74,211
Other revenue	153,522	7%	842,483	38%	542,570	31%	2,189,076	1,829,567	(359,509)
Transfers in	-	0%	256,254	111%	70,000	100%	230,000	70,000	(160,000)
Total revenue	<u>3,512,592</u>	<u>7%</u>	<u>14,465,355</u>	<u>30%</u>	<u>13,709,192</u>	<u>30%</u>	<u>48,797,944</u>	<u>48,823,351</u>	<u>25,407</u>
EXPENDITURES									
Personnel services	3,270,118	9%	9,529,286	25%	8,985,086	24%	38,377,350	38,941,895	(564,545)
Materials and services	544,002	8%	2,741,374	39%	2,592,791	41%	6,974,414	6,772,909	201,505
Capital outlay	1,691	1%	13,227	10%	49,294	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>3,815,811</u>	<u>8%</u>	<u>16,850,493</u>	<u>34%</u>	<u>13,989,005</u>	<u>31%</u>	<u>49,884,624</u>	<u>50,381,350</u>	<u>(496,726)</u>
Net revenue (expenditures)	<u>\$ (303,219)</u>		(2,385,138)		(279,812)		(1,086,680)	(1,557,999)	(471,319)
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>\$16,285,349</u>		<u>\$15,431,185</u>		<u>\$17,526,818</u>	<u>\$17,112,488</u>	<u>\$ (414,330)</u>
								<u>8,478,489</u>	

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%	3.0%
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
R16/17-15c**

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	December 14, 2016
Prepared by:	Alissa Mahar - 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 October 31, 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>2,000,000</u>	<u>2,000,000</u>	<u>34,025,345</u>

EXPENDITURES

Planning

Project management (inici)			242,810						
OR City land use application			10,748						
Oregon City master planning			103,797						

Harmony phase II

	fall 2017	20,000,000							
Purchase land & OIT building		4,200,000		4,208,741					
Project management				166,187					
OIT building demo				580,648					
Legal, set up modulars, etc.				124,362					
Architect and engineering				1,405,630					
Construction				1,189,360					

Industrial Technical Center

	spring 2018	12,000,000							
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	Expected Completion	Budget	Actual, inception to October 31, 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					87,225				
Architect and engineering					1,002,347				
Legal					3,117				
Surveying					25,644				
Geotechnical investigation					23,901				
Fees					55,363				
Equipment					45,000				
Miscellaneous other					13,226				
DeJardin addition		10,000,000							
Project management						876			
Major maintenance		26,000,000							
Project management							67,977		
IT network infrastructure & wireless		2,000,000					1,904,222		
Meyers Road extension		4,000,000					25,540		
Elevator and ADA upgrades							66,374		
Title IX							2,027,336		
Barlow Automotive remodel		10,000,000							
North tunnel remodel (Randall)							2,840		
Clairmont electrical service							17,621		
Roofing							675,607		
Safety and security upgrades							-		
Costs paid from unrestricted \$								211,080	
Total expenditures		<u>108,917,927</u>	<u>357,356</u>	<u>7,674,927</u>	<u>1,255,823</u>	<u>876</u>	<u>4,787,517</u>	<u>211,080</u>	14,287,578
COMMITTED: contracts minus expenditures to date									<u>14,342,291</u>
AVAILABLE: not yet spent or committed									<u>5,395,476</u>

CCC Board of Education – Topic Summary	
Topic:	Non-Credit Training Certificates (NCTC)- Oregon Victims Assistance Basic Academy, Leadership Academy, QuickBooks, Women in Leadership
Date:	December 14, 2016
Presenter:	Bill Waters, Dean
Division/Department:	Curriculum, Planning, and Research
RECOMMENDATION:	Approval of Non-Credit Training Certificates, effective Spring Term 2017

REASON FOR BOARD CONSIDERATION:

The Office of Community Colleges and Workforce Development (CCWD) has approved Non-Credit Training Certificates for Clackamas Community College. These certificates are Oregon Victims Assistance Basic Academy, Leadership Academy, QuickBooks, and Women in Leadership.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

These new Non-Credit Training Certificates will provide students the opportunity to build skills necessary for employment in a variety of industries within our community.

BACKGROUND:

The passing of House Bill 2410 allows community colleges to develop and issue Non-Credit Training Certificates (NCTC). These are the first NCTCs that Clackamas Community College has created based on community and industry need.

BUDGET IMPACT/SOURCE OF FUNDS:

These Non-Credit Training Certificates were created using existing workshops, and will require no additional budget for the supporting departments.

ATTACHMENTS:

NCTC Program Application Forms for Oregon Victims Assistance Basic Academy, Leadership Academy, QuickBooks, and Women in Leadership.

Non-Credit Technical Certificate (NCTC) Application

NCTC Title: Oregon Victim Assistance Basic Academy

Reason for Certificate:

Community Request

Industry Request

Labor Market Info

Current NCT Program

NCTC Breakdown:

Course Number	Course Title	Contact Hours
XHS-C008	Oregon Victim Assistance Basic Academy	40 hrs
TOTAL Number of Hours		40

Certificate Description:

The mission of the Oregon State Victim Assistance Academy (SVAA) is to provide information and learning experiences to victim service providers and allied professionals to expand their knowledge and assist in developing their skills to better serve the needs of victims. The Basic Academy is designed for advocates who have been working in their positions for less than one year; however, some attendees have had extensive experience in some of the topics that are covered in the academy. The 40-hour curriculum includes courses that cover the tenets of basic advocacy and a breadth of victim services. The Basic Academy is mandatory for all victim service providers working in district attorney-based victim assistance programs. Advocates from community-based agencies, including domestic violence and sexual assault agencies and programs that address child abuse, may also attend this academy.

Student Learning Outcomes:

Upon successful completion of this workshop, students will be able to:

1. Define and compare the roles of various victim service professionals.
2. Identify pre- and post-victimization issues important to the recovery of crime victims.
3. Practice trauma-informed communication.
4. Describe the roles of VSP's and VAP's in helping victims to be aware of, assert and enforce their crime victim rights.

Syllabus Requirements: [Course Syllabus Required Elements](#)

Non-Credit Technical Certificate (NCTC) Application

NCTC Title: Leadership Academy

Reason for Certificate:

Community Request

Industry Request

Labor Market Info

Current NCT Program

NCTC Breakdown:

Course Number	Course Title	CIP Code	Outcomes Included	Number of Clock Hours	Total Clock Hours
XSDP-C010	Leadership Academy – Leading Individuals	52.0201	Y	23	23
XSDP-C011	Leadership Skills Practicum – Leading Individuals	52.0201	Y	5	5
XSDP-C012	Leadership Academy – Building Teams	52.0201	Y	23	23
XSDP-C013	Leadership Skills Practicum – Building Teams	52.0201	Y	5	5
XSDP-C014	Leadership Academy – Organizational Impact	52.0201	Y	23	23
XSDP-C015	Leadership Skills Practicum – Organizational Impact	52.0201	Y	5	5
XSDP-C016	Leadership Academy – Capstone Project	52.0201	Y	25	25
TOTAL Number of Clock Hours					109

Certificate Description:

This three part interactive workshop will focus on beginning leadership skills needed for upcoming and emerging leaders in the workplace. Students will learn about their own leadership styles as well as how to lead individuals, build a team and how to positively impact their organization.

Student Learning Outcomes:

1. Describe the differences between the roles of individual contributors and leaders of individuals
2. Describe the difference between the roles of leading individuals and building/leading teams.
3. Describe the difference between the roles of building/leading teams, and leading teams that understand and positively impact organizational goals and objectives.
4. Demonstrate application of their leadership skills by completing a work based project.

Syllabus Requirements: Course Syllabus Required Elements

Non-Credit Technical Certificate (NCTC) Application

NCTC Title: QuickBooks

Reason for Certificate:

Community Request

Industry Request

Labor Market Info

Current NCT Program

NCTC Breakdown:

Course Number	Course Title	Contact Hours
XSBM-C001	QuickBooks Pro: Part I	17 hours
XSBM-C002	QuickBooks Pro: Part II	10 hours
TOTAL Number of Hours		27 hours

Certificate Description:

Find out how to set up QuickBooks correctly the first time. If you are new to QuickBooks or have little direct accounting experience, this course will help you get started. Topics include but are not limited to company set up, modifying the Chart of Accounts, entering sales, and paying bills, backup and restore company files, customize the QuickBooks Icon Bar, export and import lists into QuickBooks, and customize invoices and reports.

Student Learning Outcomes:

Students will know the basics of using QuickBooks to set up and maintain business records as well as be able to identify what training or business experience they will need to be able to use QuickBooks in the business.

Syllabus Requirements: Course Syllabus Required Elements

Non-Credit Technical Certificate (NCTC) Application

NCTC Title: Women in Leadership and Management Academy

Reason for Certificate:

Community Request

Industry Request

Labor Market Info

Current NCT Program

NCTC Breakdown:

Course Number	Course Title	Contact Hours
XSDP C009	Women in Leadership & Management Academy	27
TOTAL Number of Hours		27

Certificate Description:

This interactive workshop will focus on the beginning leadership skills needed for leading individuals in business/industry/organizational settings. Participants will learn the difference between the roles of individual contributors and leaders of individual. An emphasis will be given to application of newly acquired leadership skills to current workplace environments.

Student Learning Outcomes:

Upon successful completion of this workshop, students will be able to:

1. Describe the differences between the roles of individual contributors and leaders of individuals
2. Demonstrate beginning skills needed for leading individuals

Syllabus Requirements: Course Syllabus Required Elements

CCC Board of Education – Topic Summary	
Topic:	Part-Time Faculty Contract
Date:	December 14, 2016
Presenter:	David Plotkin, Vice President
Division/Department:	Executive Offices
RECOMMENDATION:	Approval of the contract between the Clackamas Community College Part-Time Faculty Association and the Board of Education of Clackamas Community College, effective July 1, 2016, through June 30, 2019.

REASON FOR BOARD CONSIDERATION:

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

BACKGROUND:

The bargaining sessions with Part-Time Faculty and the Administrative Bargaining Team began on February 22, 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 November 30, 2016, the Clackamas Community College Administrative Bargaining Team reached a tentative agreement with the Part-Time Faculty Association (PTFA) on a new three-year contract. The PTFA will vote on the new contract by December 14.

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

ATTACHMENTS:

None

CCC Board of Education – Topic Summary	
Topic:	Program Suspensions: Energy and Resource Management Associate of Science Degree Program, Energy and Resource Management Certificate of Completion, Occupational Health and Safety Career Pathway Certificate, Utility Trade Preparation: Lineworker Career Pathway Certificate, Utility Workforce Readiness Career Pathway Certificate, and the Utility Field Technician Career Pathway Certificate.
Date:	December 14, 2016
Presenter:	Bill Waters, Dean
Division/Department:	Curriculum, Planning, and Research
RECOMMENDATION:	Approval of the program suspensions as listed above, Spring Term 2017

REASON FOR BOARD CONSIDERATION:

The Curriculum Office recommends suspension of the Energy and Resource Management Associate of Science Degree Program, Energy and Resource Management Certificate of Completion, Occupational Health and Safety Career Pathway Certificate, Utility Trade Preparation: Lineworker Career Pathway Certificate, Utility Workforce Readiness Career Pathway Certificate, and the Utility Field Technician Career Pathway Certificate. Curriculum Committee will review these suspensions on December 02, 2016.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The suspension of these programs is in support of the Financial Sustainability and Academic Innovation and Relevance Strategic Priorities. There is insufficient demand for these programs, and our resources can better support students in other areas.

BACKGROUND:

These programs historically have had low student enrollment and as a result are being suspended.

BUDGET IMPACT/SOURCE OF FUNDS:

No budget impact.

ATTACHMENTS:

None

CCC Board of Education – Topic Summary	
Topic:	New Program: AAS Industrial Maintenance Technology degree
Date:	December 14, 2016
Presenter:	Bill Waters, Dean
Division/Department:	Curriculum, Planning, and Research
RECOMMENDATION:	Approval of New Associate of Applied Science Degree in Industrial Maintenance Technology, effective Fall Term 2017

REASON FOR BOARD CONSIDERATION:

The Curriculum Committee is seeking Board of Education approval of the Associate of Applied Science Industrial Maintenance Technology degree.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The Associate of Applied Science Industrial Maintenance Technology (IMT) will prepare students to succeed as maintenance technicians in industry. Graduates of this field can expect excellent employment opportunities as well as the ability to move along a career path. That path can lead to management/supervisory positions, licensure as an industrial electrician, and continued education in a B.A.S program. The addition of this program supports the *Academic Innovation and Relevance* and the *Guided Pathways* strategic priorities.

BACKGROUND:

The department has completed a market analysis of this discipline and determined that current and future need is much greater than average. Interviews with numerous hiring managers indicate that this discipline is severely underserved in our region. An industrial advisory board, formed to explore the program, has given their enthusiastic support to move forward.

BUDGET IMPACT/SOURCE OF FUNDS:

This program will be initially funded through the Tech Hire grant. The three-year grant will allow for the development of six new courses and provide funding for instruction and tooling.

ATTACHMENT:

New Program Form- AAS Industrial Maintenance Technology

Associate of Applied Science (AAS) degrees are intended to prepare graduates for direct entry into the workforce.

This form provides additional information required by the NWCCU for accreditation. Signed copies must be submitted two weeks prior to Curriculum Committee meetings

Program Presenter	Mike Mattson
Program Department/Division	Manufacturing Technology
Program Type	Associate of Applied Science
Complete Program Title	Industrial Maintenance Technology
Credit Total (91-108)	97-98

Catalog description of new program

Must match description from CCWD state application

Industrial Maintenance Technology (IMT) is a program that prepares students to succeed as maintenance technicians in industry. IMT graduates perform mechanical and electrical maintenance of manufacturing equipment such as machine tools, automated process equipment and buildings systems to keep production operational. Maintenance technicians study subjects from a wide variety of technical disciplines ranging from welding to industrial electronics to robotics. This is a high-wage, high-demand field that typically attracts talented people who are excellent problem solvers and enjoy challenging work.

Similar to an existing program?

No

Program-Level Student Learning Outcomes

Upon successful completion of this program, students should be able to:

- Work safely in an industrial environment around machinery, power equipment, heat, chemicals and electricity.
- Troubleshoot, install and repair complex electromechanical systems by using knowledge of electrical and mechanical fundamentals, diagnostic instruments, and hand and power tools.
- Use knowledge of manufacturing and welding processes to execute the repair and replacement of machine elements.
- Effectively apply computer technology to the automation and control of manufacturing and building systems
- Communicate effectively through graphical means including schematics, diagrams, engineering drawing and sketches to determine system functions to effect repairs and improve performance.

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

**Program-Level Assessment Plan
In Progress**

Courses in the Program
Use CCC Course Catalog format
Attached. See pages 5 & 6

Related Instruction Courses in the Program

Approved Course List

Communication – WR-101

Computation – MTH-050 & MTH-080

Human Relations – COMM-100 or COMM-100A, B C

Physical Education/Health/Safety/First Aid – MFG-107

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

Will there be revenues associated with the new program?

(i.e. bonds, grants, reallocation)

 Yes No

Revenue Source	Amount (\$)	Year/Term
TechHire Grant		1 year prior to program
--	250,000	1 st year of program
--	250,000	2 nd year of program
--	250,000	3 rd year of program

New Courses needed? Yes No

Course Title	Credit Hours	Term
Schematic Reading	22	Fall/16
Industrial Machinery I	66	Winter/17
Preventative Maintenance	44	Spring/17
Rigging & Lifting	44	Fall/17
Industrial Machinery II	66	Fall/17
PLCs II	66	Summer/17

New Sections needed? Yes No**Additional faculty needed?** Yes No

	Number	Term
Full-time	0	
Part-time	2	Winter/17

New physical facilities and equipment needed? Yes No

Facility/Equipment Description	Cost	1 st Term/Year
Tooling	35,000	W/17

New Student Services needed?[Link to student services listed in the current catalog](#) Yes No

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

Please explain how the current Student Services will accommodate the needs of the new program

No extraordinary help required. Business as usual for students.

Other expenses?

Yes

No

Cynthia R. [unclear]

Dean Signature/Date

[Signature] 11/21/16

Department Chair Signature/Date

**Faculty/Program Lead Signature/Date
(optional)**

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

INDUSTRIAL MAINTENANCE TECHNOLOGY

Associate of Applied Science Degree

Program code: PROGRAM.CODE

Program Description:

Industrial Maintenance Technology (IMT) is a program that prepares students to succeed as maintenance technicians in industry. IMT graduates perform mechanical and electrical maintenance of manufacturing equipment such as machine tools, automated process equipment and buildings systems to keep production operational. Maintenance technicians study subjects from a wide variety of technical disciplines ranging from welding to industrial electronics to robotics. This is a high-wage, high-demand field that typically attracts talented people who are excellent problem solvers and enjoy challenging work.

PROGRAM OUTCOMES

Upon successful completion of this program, students should be able to:

- Work safely in an industrial environment around machinery, power equipment, heat, chemicals and electricity.
- Troubleshoot, install and repair complex electromechanical systems by using knowledge of electrical and mechanical fundamentals, diagnostic instruments, and hand and power tools.
- Use knowledge of manufacturing and welding processes to execute the repair and replacement of machine elements.
- Effectively apply computer technology to the automation and control of manufacturing and building systems
- Communicate effectively through graphical means including schematics, diagrams, engineering drawing and sketches to determine system functions to effect repairs and improve performance.

CAREERS

IMT graduates find careers as maintenance mechanics, millwrights, process technicians, maintenance machinists, building engineers, robotics technicians and industrial electrician apprentices.

For information contact *Mike Mattson*, 503-594-3322 or mattsonm@clackamas.edu

INDUSTRIAL MAINTENANCE TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE DEGREE: 1ST YEAR

FALL TERM		CREDITS
IMT-104	Reading Schematics and Symbols	2
MFG-103	Machining/Fab & Maint Trades	3
MFG-107	Industrial Safety & First Aid	3
MFG-109	Computer Literacy for Technicians	3
MFG-130	Basic Electricity I	3
MTH-050	Technical Mathematics I	3
WINTER TERM		
EET/IMT-139	Principles of Troubleshooting I	2
IMT-120	Industrial Machinery I	3
MFG-131	Basic Electricity II	3
MFG-140	Fluid Power	3
MTH-080	Technical Mathematics II	3
COMM-100	Basic Speech Communication	3
SPRING TERM		
IMT-110	Preventative Maintenance	2
MFG-132	Basic Electricity III	3
MFG-221	Materials Science	3
MFG-280	Cooperative Work Experience	2
WR-101	Communication Skills: Occupational Writing	3
	Technical Elective	3

INDUSTRIAL MAINTENANCE TECHNOLOGY

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

ASSOCIATE OF APPLIED SCIENCE DEGREE: 2ND YEAR

FALL TERM		CREDITS
EET/IMT 239	Principles of Troubleshooting II	2
IMT-108	Rigging & Lifting	2
IMT-215/		
EET-215	Electromechanical Systems I	2
IMT-220	Industrial Machinery II	3
WLD-150	Welding Processes	4
	Technical Elective	3
WINTER TERM		
CDT-108A	Introduction to SolidWorks	3
or CDT-103	AutoCAD	4
IMT 225/		
RET 213	Electromechanical Systems II	2
MFG 209	Programming and Automation	3
IMT 223	Instrumentation & Controls	3
IMT 233	Programmable Logic Controllers I	3
	Technical Elective	3
SPRING TERM		
MET 170	Introduction to Manufacturing Processes	3
MFG 219	Robotics	3
IMT 234	Programmable Logic Controllers II	3
MFG 280	Cooperative Work Experience	2
	Technical Elective	3
<i>Credits required for degree</i>		<i>97-98</i>

INDUSTRIAL MAINTENANCE TECHNOLOGY PROGRAM ELECTIVES

Any course with a MFG, WLD, EET, GIS, SM, CDT, or MET prefix not included in the Industrial Maintenance Technology program or other technical course with approval.

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

CCC Board of Education – Topic Summary	
Topic:	New Program: Industrial Maintenance Technology Certification of Completion
Date:	December 14, 2016
Presenter:	Bill Waters, Dean
Division/Department:	Curriculum, Planning, and Research
RECOMMENDATION:	Approval of New Certificate of Completion in Industrial Maintenance Technology, effective Fall Term 2017

REASON FOR BOARD CONSIDERATION:

The Curriculum Committee is seeking Board of Education approval of the Industrial Maintenance Technology Certificate of Completion.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The Industrial Maintenance Technology (IMT) Certificate of Completion curriculum mirrors the first year courses of the Industrial Maintenance Technology (IMT) Associate of Applied Science degree and prepares students to succeed as maintenance technicians in industry. Graduates of this field can expect excellent employment opportunities as well as the ability to move along a career path. The addition of this program supports the *Academic Innovation and Relevance* and the *Guided Pathways* strategic priorities.

BACKGROUND:

The department has completed a market analysis of this discipline and determined that current and future need is much greater than average. Interviews with numerous hiring managers indicate that this discipline is severely underserved in our region. An industrial advisory board, formed to explore the program, has given their enthusiastic support to move forward.

BUDGET IMPACT/SOURCE OF FUNDS:

This program will be initially funded through the Tech Hire grant. The three-year grant will allow for the development of six new courses and provide funding for instruction and tooling.

ATTACHMENT:

New Program Form- CERT Industrial Maintenance Technology

Certificates of Completion between 45-60 credits have a defined job entry point and are completed in one year.

This form provides additional information required by the NWCCU for accreditation. Signed copies must be submitted two weeks prior to Curriculum Committee meetings.

Program Presenter	Mike Mattson
Program Department/Division	Manufacturing Technology
Program Type	Certificate of Completion (One Year)
Complete Program Title	Industrial Maintenance Technology Mechanical Maintenance Certificate
Credit Total (45-60)	48

Catalog description of new program

Must match description from CCWD state application

Industrial Maintenance Technology (IMT) mechanical maintenance certificate is a program that prepares students to succeed as mechanical maintenance technicians in industry. Graduates perform mechanical maintenance of manufacturing equipment such as machine tools, process equipment and buildings systems to keep production operational. Mechanical Maintenance technicians study subjects from a wide variety of technical disciplines ranging from welding to fluid power. This is a high-wage, high-demand field that typically attracts talented people who are excellent problem solvers and enjoy challenging work.

Similar to an existing program?

No

Program-Level Student Learning Outcomes

Upon successful completion of this program, students should be able to:

- Work safely in an industrial environment around machinery, power equipment, heat, chemicals and electricity.
- Troubleshoot, install and repair basic electromechanical systems by using knowledge of electrical and mechanical fundamentals, diagnostic instruments, and hand and power tools.
- Use knowledge of manufacturing and welding processes to execute the repair and replacement of machine elements.
- Communicate effectively through graphical means including schematics, diagrams, engineering drawing and sketches to determine system functions to effect repairs and improve performance.

Program-Level Assessment Plan

In Progress

Courses in the Program

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

Use CCC Course Catalog format

Attach document or click to enter text.

Related Instruction Courses in the Program

Approved Course List

Communication – WR-101

Computation – MTH-050 & MTH-080

Human Relations – COMM-100 or COMM-100A, B C

Physical Education/Health/Safety/First Aid – MFG-107

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

Will there be revenues associated with the new program?

(i.e. bonds, grants, reallocation)

 Yes No

Revenue Source	Amount (\$)	Year/Term
TechHire Grant		1 year prior to program
--	250,000	1 st year of program
--	250,000	2 nd year of program
--	250,000	3 rd year of program

New Courses needed? Yes No

Course Title	Credit Hours	Term
Schematic Reading	22	Fall/16
Industrial Machinery I	66	Winter/17
Preventative Maintenance	44	Spring/17
Rigging & Lifting	44	Fall/17
Industrial Machinery II	66	Fall/17
PLCs II	66	Summer/17

New Sections needed? Yes No**Additional faculty needed?** Yes No

	Number	Term
Full-time	0	
Part-time	2	Winter/17

New physical facilities and equipment needed? Yes No

Facility/Equipment Description	Cost	1 st Term/Year
Tooling	35,000	W/17

New Student Services needed?

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

Link to student services listed in the current catalog

Yes

No

Please explain how the current Student Services will accommodate the needs of the new program

No extraordinary help required. Business as usual for students.

Other expenses?

Yes

No

11/15/14 _____ *Carthia R. ...* **Dean Signature/Date**
11/15/14 _____ *[Signature]* **Department Chair Signature/Date**
_____ **Faculty/Program Lead Signature/Date**
(optional)

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

CCC Board of Education – Topic Summary	
Topic:	New Program: Industrial Maintenance Technology (IMT)- Mechanical Maintenance
Date:	December 14, 2016
Presenter:	Bill Waters, Dean
Division/Department:	Curriculum, Planning, and Research
RECOMMENDATION:	Approval of New Certificate of Completion for IMT Mechanical Maintenance, effective Fall Term 2017

REASON FOR BOARD CONSIDERATION:

The Curriculum Committee is seeking Board of Education approval of the IMT Mechanical Maintenance Pathway Certificate.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The Mechanical Maintenance Certificate of Completion prepares students to succeed as a traditional mechanic in industry. Graduates of this field can expect excellent employment opportunities as well as the ability to move along a career path. The addition of this program supports the *Academic Innovation and Relevance* and the *Guided Pathways* strategic priorities.

BACKGROUND:

The department has completed a market analysis of this discipline and determined that current and future need is much greater than average. Interviews with numerous hiring managers indicate that this discipline is severely underserved in our region. An industrial advisory board, formed to explore the program, has given their enthusiastic support to move forward.

BUDGET IMPACT/SOURCE OF FUNDS:

This program will be initially funded through the Tech Hire grant. The three-year grant will allow for the development of six new courses and provide funding for instruction and tooling.

ATTACHMENT:

New Program Form- CERT IMT Mechanical Maintenance

Certificates of Completion between 45-60 credits have a defined job entry point and are completed in one year.

This form provides additional information required by the NWCCU for accreditation. Signed copies must be submitted two weeks prior to Curriculum Committee meetings.

Program Presenter	Mike Mattson
Program Department/Division	Manufacturing Technology
Program Type	Certificate of Completion (One Year)
Complete Program Title	Industrial Maintenance Technology
Credit Total (45-60)	50

Catalog description of new program

Must match description from CCWD state application

Industrial Maintenance Technology (IMT) certificate is a program that prepares students to succeed as maintenance technicians in industry. IMT graduates perform mechanical and electrical maintenance of manufacturing equipment such as machine tools, automated process equipment and buildings systems to keep production operational. Maintenance technicians study subjects from a wide variety of technical disciplines ranging from welding to industrial electronics to robotics. This is a high-wage, high-demand field that typically attracts talented people who are excellent problem solvers and enjoy challenging work.

Similar to an existing program?

No

Program-Level Student Learning Outcomes

Upon successful completion of this program, students should be able to:

- Work safely in an industrial environment around machinery, power equipment, heat, chemicals and electricity.
- Troubleshoot, install and repair basic electromechanical systems by using knowledge of electrical and mechanical fundamentals, diagnostic instruments, and hand and power tools.
- Use knowledge of manufacturing and welding processes to execute the repair and replacement of machine elements.
- Communicate effectively through graphical means including schematics, diagrams, engineering drawing and sketches to determine system functions to effect repairs and improve performance.

Program-Level Assessment Plan In Progress

Courses in the Program Use CCC Course Catalog format

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

Attach document or click to enter text.

Related Instruction Courses in the Program

Approved Course List

Communication – WR-101

Computation – MTH-050 & MTH-080

Human Relations – COMM-100 or COMM-100A, B C

Physical Education/Health/Safety/First Aid – MFG-107

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

Will there be revenues associated with the new program?

(i.e. bonds, grants, reallocation)

Yes No

Revenue Source	Amount (\$)	Year/Term
TechHire Grant		1 year prior to program
--	250,000	1 st year of program
--	250,000	2 nd year of program
--	250,000	3 rd year of program

New Courses needed?

Yes No

Course Title	Credit Hours	Term
Schematic Reading	22	Fall/16
Industrial Machinery I	66	Winter/17
Preventative Maintenance	44	Spring/17
Rigging & Lifting	44	Fall/17
Industrial Machinery II	66	Fall/17
PLCs II	66	Summer/17

New Sections needed?

Yes No

Additional faculty needed?

Yes No

	Number	Term
Full-time	0	
Part-time	2	Winter/17

New physical facilities and equipment needed?

Yes No

Facility/Equipment Description	Cost	1 st Term/Year
Tooling	35,000	W/17

New Student Services needed?

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

Link to student services listed in the current catalog

Yes

No

Please explain how the current Student Services will accommodate the needs of the new program

No extraordinary help required. Business as usual for students.

Other expenses?

Yes

No

11/15/14



Gertiea Rees

Dean Signature/Date

11/15/14



Department Chair Signature/Date

Faculty/Program Lead Signature/Date

(optional)

For questions and assistance, contact Curriculum Office at curriculum@clackamas.edu

CCC Board of Education – Topic Summary	
Topic:	CMGC Selection for Industrial Technical Center
Date:	December 14, 2016
Presenter:	Bob Cochran
Division/Department:	Campus Services
RECOMMENDATION:	Award a contract to Lease Crutcher Lewis, LLC, for Construction Manager/General Contractor (CMGC) Services for the pre-construction and construction of the Industrial Technical Center in the amount of \$50,000.

REASON FOR BOARD CONSIDERATION:

The second major project using the proceeds of the 2014 bond is the construction of the Industrial Technical Center building on the Oregon City Campus. This 46,000 square foot building will include manual and Computer Numerical Control (CNC) machining space, industry partner space, two computer labs, five classrooms, a flex lab and renewable energy learning space, staff offices and support areas. The project also includes the complete renovation of the Barlow Parking lot.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The construction of the Industrial Technical Center will allow the college to enhance Career Technical Educational offerings in the area of manufacturing and renewable energy in a new and expanded facility.

BACKGROUND:

In December 2015, a contract with Opsi Architects was approved by the Board of Education to provide design services for the Industrial Technical Center. Work has been underway for about a year on the design and development of construction drawings and specifications for the project.

In June 2016, the Board of Education approved an alternative method of construction delivery for the Industrial Technical Center; specifically the Construction Manager/ General Contractor method. This construction delivery method allows the owner (Clackamas Community College) to select a qualified contractor to assist with design, provide value engineering and, in the end, save the project time and expense.

In October 2016, the college issued Request for Proposals for General Contractors interested in providing CMGC services for the construction of the Industrial Technical Center Building. Nine contractors submitted proposals and cost estimates for CMGC services. Staff and stakeholders reviewed and scored these proposals and selected five firms to interview. Interviews were held on December 2.

Staff will be presenting the results of the three phases of the selection process; cost, proposals and interviews.

BUDGET IMPACT/SOURCE OF FUNDS:

The ITC and Barlow Parking Lot will be funded from Bond proceeds.

ATTACHMENTS:

Pending

FUTURE REPORT:

Staff will update the Board of Education using the monthly update format. It is also anticipated that an introduction to the General Contractor will occur during the January Board of Education meeting.

**RESOLUTION NO. R16/17-22
CLACKAMAS COMMUNITY COLLEGE**

A RESOLUTION OF THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION AUTHORIZING THE COLLEGE TO ENTER INTO A CONTRACT WITH LEASE CRUTCHER LEWIS, LLC, FOR THE CONSTRUCTION OF THE INDUSTRIAL TECHNICAL CENTER

WHEREAS, Clackamas Community College has seen a need for expansion of the manufacturing and renewable energy classrooms and laboratories and has named this new building the Industrial Technical Center (ITC); and

WHEREAS, The College has also seen the need to reconstruct the Barlow Parking Lot; and

WHEREAS, the College has hired Opsis Architects, LLC, to design the ITC facility and parking lot and develop construction plans and specification using internal and external stakeholder input; and

WHEREAS, at the June 2016 Board of Education meeting, the Board approved an exemption from the standard design, bid, build delivery method of procurement and allowed the Construction Manager/General Contractor (CM/GC) delivery method for the Industrial Technical Center and Barlow Parking Lot; and

WHEREAS, on October 17, the college advertised for qualified contractors interested in providing the CM/GC delivery of the ITC in the Daily Journal of Commerce, and nine firms submitted proposals; and

WHEREAS, college staff reviewed and scored the nine proposals, interviewed and scored five firms, and completed reference checks on three firms; and

WHEREAS, Lease Crutcher Lewis, LLC, was selected as the most qualified CM/GC for the Industrial Technical Center and Barlow Parking Lot project.

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

SECTION 1: The Board of Education authorizes the college to enter into a contract with Lease Crutcher Lewis, LLC, for the CM/GC services for the Preconstruction and the Construction of the Industrial Technical Center based on conditions of the RFP documentation including the CM/GC contract proposed for this project with the contractor.

SECTION 2: This resolution shall cover preconstruction services for a total fee of \$50,000 and be effective December 15, 2016. Staff will return to the Board of Education at a later time for full CM/GC fees after final negotiations with Lease Crutcher Lewis, LLC.

ADOPTED by the Board of Education of the Clackamas Community College District, Clackamas County, Oregon, this 14th day of December, 2016.

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

By: _____
Chair, Board of Education

ATTEST:

By: _____
President/Clerk

CCC Board of Education – Topic Summary	
Topic:	Right to Learn
Date:	December 14, 2016
Presenter:	Joanne Truesdell, President
Division/Department:	Executive Offices
RECOMMENDATION:	Adopt Resolution R16/17-23 regarding Right to Learn, which implements Board Policy BBA: Board Powers and Duties.

REASON FOR BOARD CONSIDERATION:

The Board of Education has the authority and responsibility to control access to college property, owned, leased, rented or occupied for the purpose of CCC-related education, service, or operations.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Adoption of the resolution will allow staff to implement the mission of CCC, which is to serve the people of the college district with high-quality education and training opportunities that are accessible to all students, adaptable to changing needs, and accountable to the community we serve.

BACKGROUND:

This Resolution directs the President to formalize historical practice in implementing student records confidentiality, the type of information the college is authorized to collect, the authority of college safety officers, the control of access to buildings, and the training of staff.

BUDGET IMPACT/SOURCE OF FUNDS:

The financial impact is associated with the staff time and legal review required to change practice into policy and administrative rules. Using the current Board Policy review schedule, the cost will be nominal as this is ongoing work of the Board.

ATTACHMENTS:

Resolution

RESOLUTION R16/17-23**Right to Learn**

Implementing Board Policy BBA – Board Powers and Duties

WHEREAS, the Clackamas Community College (CCC) Board of Education (Board) is committed to the success of every student at the College and the mission of CCC is to serve the people of the College district with high-quality education and training opportunities that are accessible to all students, adaptable to changing needs and accountable to the community we serve;

WHEREAS, the Board, faculty and staff believe all students have the potential to achieve, and it is the responsibility of our institution to give students the opportunity and support to meet their highest potential;

WHEREAS, the Board is committed to the enforcement of the Family Educational Rights and Privacy Act (FERPA), and therefore does not ask or require of students their immigration status or that of their family members;

WHEREAS, CCC, under FERPA, has approved directory information published and shall not release “non-directory” student record information unless legally compelled to do so;

WHEREAS, the Board has the authority and responsibility to control access to College property, owned, leased, rented or occupied for the purpose of CCC-related education, service or operations and restricts the facilitation or consent to immigration code enforcement unless under court order or in the event of an imminent health or safety risk;

WHEREAS, CCC Campus Safety officers do not have the authority to and will not enforce federal immigration laws;

WHEREAS, the Board believes the physical safety and emotional well-being of all students at the College, and ensuring that our campuses are safe and inviting for all students and their families, is paramount to students being able to achieve (CCC does not tolerate any form of discrimination, harassment or bullying as per policy JFCF/GBNA: Hazing/Harassment/Intimidation/Bullying/Menacing);

WHEREAS, the Board further believes that our students’ ability to achieve success is negatively impacted by external disruption of the educational environment; and

WHEREAS, the Board under ORS 341.290(4) and (17) has the power and duty as outlined in Board Policy BBA to control the use of and access to the grounds, building, books, equipment and other property of the College and prescribe rules for the use and access to public records of

the College that are consistent with ORS 192.420, and education records of students under applicable state and federal law and rules of the State Board of Education.

NOW THEREFORE, THE BOARD RESOLVES:

1. The President shall within the next 90 days, update the Board on the development of processes and procedures that, at a minimum, include the following elements:
 - a. Notification procedures requiring any Immigration and Customs Enforcement (ICE) officer intending to enter any CCC property to first notify the President and the Director of College Safety, in person, of its intention, with adequate notice.
 - b. The authorization of ICE officer's credentials, the inquiry as to their request for access and the legal validity of the request.
 - c. The verification of written authority from ICE instructing them to enter CCC property and for what purpose.
 - d. Steps to be taken that provide for the educational needs, physical and emotional safety of its community members, staff and students who are on College property or at a College function.
 - e. The training, within 90 days of hire, of all appropriate personnel with information on how to respond to ICE personnel who are requesting information about CCC students and families and/or attempting to enter CCC property. Appropriate personnel should be informed on any College procedures for notifying students about inquiries to their educational records including ICE efforts to gain information about students and families.
 - f. Coordination with community, school district, child care and all community partners on College property to support students and families inclusive of ICE-related actions.
2. Pursuant to the Family Educational Rights and Privacy Act (FERPA) and relevant law, CCC staff shall not disclose personal information including, but not limited to, any CCC student immigration status. In addition, no CCC staff member shall ask about any student's immigration status or that of a student's family members.

Dated this 20th day of December, 2016.

ATTEST:

Board Chair

President