

BOARD OF EDUCATION MEETING
Bill Brod Community Center, Room 127
Wednesday, April 13, 2016

4:30 pm EXECUTIVE SESSION (Community Center, Room 126)

Executive Session will be convened under ORS 192.660(2)(i) to evaluate the chief executive officer. In accordance with ORS 192.660(4), all matters discussed in Executive Session must remain undisclosed.

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

Dinner with Budget Committee appointee Wade Byers.

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

1. Winter Athletics – Director Jim Martineau 20
2. Environmental Learning Center / Newell Creek Headwaters Presentation – Dean Bob Cochran p 5
3. Bond Projects Report: Industrial Technical Center Update – Dean Bob Cochran p 7
4. Bond Projects Report: Title IX Upgrades for Randall Locker Room – Dean Bob Cochran p 9

RECESS

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

I CALL TO ORDER – Chair Jean Bidstrup

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 and Regular Sessions) 03.09.16 R15/16-41a p 11
 - b. Monthly Financial Report – Director Robuck R15/16-41b p 21
 - c. Capital Projects (Bond) Financial Report – Director Robuck R15/16-41c p 23
 - d. Policy Approval – President Truesdell R15/16-41d p 25

- V NEW BUSINESS – ACTION**
- | | | |
|--------------------------------------------------------------------------------|-----------|------|
| 2. Bond Projects Workforce Goals – Vice President Jim Huckestein | R15/16-42 | p 41 |
| 3. College Safety Framework after Decommissioning – President Joanne Truesdell | R15/16-43 | p 43 |
| 4. Budget Committee Appointment – Vice President Jim Huckestein | R15/16-44 | p 53 |
- VI COLLEGE REPORTS**
- | | | |
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| 5. Accreditation Preparation – Vice President David Plotkin | | p 55 |
| 6. Sabbatical Report – Sharon Parker | | p 57 |
| 7. Anniversary Update – Associate Vice President Shelly Parini | | |
- VII NEW BUSINESS – FIRST READ**
- | | | |
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| 8. Policy Revisions – President Joanne Truesdell | | p 59 |
| 9. 2016/17 Board Meeting Schedule – President Joanne Truesdell | | p 67 |
- VIII BOARD OPERATIONS**
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| 10. Personnel Report – Dean Patricia Anderson Wieck | | p 71 |
| 11. Future Board Agenda Items – Board Chair (Refer to Board Planning Calendar) | | |
| <u>Operations Reports:</u> | | |
| 12. Board Chair Business Report | | |
| -President’s Evaluation | | |
| 13. Clackamas Community College Education Foundation – Jean Bidstrup, Board Liaison | | |
| 14. Oregon Community College Association – Ron Adams, Board Liaison | | |
| 15. Bond Project Citizen Oversight Committee – Jane Reid, Co-Chair | | |
| 16. Board of Education Community Reports | | |
- IX ASSOCIATION REPRESENTATIVE REPORTS AND COMMENTS**
- | | | |
|-----------------------------------------------------------------------|--|--|
| 17. Associated Student Government (ASG) – Brent Finkbeiner, President | | |
| 18. Full-Time Faculty – Bruce Nelson, President | | |
| 19. Part-Time Faculty – Lauren Zavrel, President | | |
| 20. Classified – Enrique Farrera, President | | |

RECESS

EXECUTIVE SESSION (Community Center, Room 126)

The Clackamas Community College Board of Education will meet in Executive Session under ORS 192.660(2)(d):
To conduct deliberations by the governing body with those designated to carry on labor negotiations.

X ADJOURNMENT

Note: CCC Board of Education meetings are held in accordance with open meeting laws and accessibility requirements. Individuals requiring assistance or accommodations due to a disability should contact the Disability Resource Center at 503-594-3181 at least 48 hours in advance of this meeting.

DATES TO REMEMBER

2015-16

Monday, April 11

Wednesday, April 13

Mon-Wed, May 2-4

Tuesday, May 3

Wednesday, May 4

Wednesday, May 11

Wednesday, May 11

Saturday, May 21

Monday, May 30

Thursday, June 9

Friday, June 10

Wednesday, June 22

Board Work Session/Retreat, 1:00 p.m. RR220

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

NWCCU Accreditation Visit

OCCA All Oregon Academic Team Brunch, 9:30-1:30, Salem

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

50th Anniversary Birthday Party (details TBA)

Memorial Day, College closed

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

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

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

CCC Board of Education – Topic Summary	
Topic:	Environmental Learning Center/Newell Creek Headwater project update
Date:	April 13, 2016
Presenter:	Bob Cochran
Division/Department:	Campus Services
RECOMMENDATION:	Informational Only

REASON FOR BOARD CONSIDERATION:

Informational update on the status of the construction drawings for the Environmental Learning Center/Newell Creek Headwaters Project.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Completion of the Environmental Learning Center/Newell Creek Headwater project aligns with the 2013-16 Strategic Priority to Improve Community Connections.

BACKGROUND:

In July 2014, the college was awarded the Metro Nature in the Neighborhood Capital Grant. Since that time, the project team has been working on completing the construction drawings for the facility. The design team includes YGH Architects, Lango-Hanson Landscape Architects, Pacific Habitat Service, and KPFF Engineers.

Construction drawings and specifications are near 75% complete.

BUDGET IMPACT/SOURCE OF FUNDS:

Metro Nature in the Neighborhood Matching Grant funds, donations, in-kind contributions, etc.

ATTACHMENTS:

None

FUTURE REPORT:

Staff will bring additional items to the Board for approval as needed.

WORK SESSION**AGENDA ITEM WS3**

CCC Board of Education – Topic Summary	
Topic:	Industrial Technical Center (ITC) Update
Date:	April 4, 2016
Presenter:	Bob Cochran/Opsis Architects
Division/Department:	Campus Services
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

The Board has requested to receive regular reports on the status of bond projects.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Construction of an Industrial Technical Center will fulfill one of the commitments made to our community during the bond campaign

BACKGROUND:

College staff and staff from Opsis Architects have been working on the design of the Industrial Technical Center project. The project has been through the Programming Phase with staff (manufacturing facility, THOW, and campus services staff) and is currently in the Schematic Design Phase. The design team will present the outcome of the Programming Phase and present the progress on the Schematic Design to the Board of Education.

BUDGET IMPACT/SOURCE OF FUNDS:

Bond proceeds are paying for the design and construction services associated with this project.

ATTACHMENTS

None

FUTURE REPORT:

Staff will return to the Board of Education requesting approval of the contractor selected to construct Industrial Technical Center in the late spring 2016.

CCC Board of Education – Topic Summary	
Topic:	Title IX Upgrades for Randall Hall Locker Room
Date:	April 13, 2016
Presenter:	Bob Cochran/Mickey Yeager
Division/Department:	College Services
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

The Board has requested to receive regular reports on the status of bond projects.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Upgrading the locker rooms in Randall Hall will put CCC in compliance with Title IX and ADA requirements and fulfill the commitment made to our community during the bond campaign.

BACKGROUND:

The Randall Hall Locker Rooms are original with the building’s construction in 1972. Not only are these facilities outdated and in dire need of renovation, but during a 2012 Civil Rights review, were deemed non-compliant. Specifically the report stated:

Clackamas Community College has a men’s locker room, a men’s team room, and a combination women’s locker/team room. The facilities are not comparable in size or amenities. The men’s locker room and team room are allotted twice the amount of space as the women’s locker/team room.

To remedy these problems (aging facilities and non-comparable facilities) the college has retained RSS Architects from Woodburn, Oregon, to complete the design of the locker room renovation. The scope of services for RSS Architects includes Tenant Improvements of approximately 8,500 SF of men’s and women’s locker rooms, ADA accessible gender neutral shower/toilet/changing room, team rooms, staff locker rooms, and public toilet rooms to meet Title IX gender equity requirements and current ADA accessibility codes.

RSS Architects has completed an ADA and Title IX compliant schematic design of the Randall locker rooms, team rooms, and restroom facilities renovation. The plan is currently out for construction cost estimating and detailed mechanical design. Programming and design was done in collaboration with Jim Martineau (HLPE), Patricia Anderson Wieck (CCC Title IX Coordinator), Christina Bruck (Disabilities Resource Coordinator), Karin Moscon (Oregon Department of Education, Civil Rights Education Specialist), and Campus Services staff.

BUDGET IMPACT/SOURCE OF FUNDS:

Bond proceeds will be used for the design and construction of these projects.

FUTURE REPORT:

The status of this project will be included in the Board’s monthly project update.

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Work and Regular Sessions from March 9, 2016
Date:	April 13, 2016
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for March 9, 2016



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

EXECUTIVE SESSION

Executive Session was convened under ORS 192.660(2)(i) in Room CC126 at 5:00 p.m. with the following people present: Jean Bidstrup, Richard Oathes, Greg Chaimov, Chris Groener, Jane Reid, Ron Adams, Dave Hunt, and OSBA representative Spencer Lewis.

President’s Evaluation

The Board reviewed the results from the president’s evaluation survey with OSBA representative Spencer Lewis.

Executive Session adjourned at 5:35 p.m.

WORK SESSION

Chair Jean Bidstrup called the work session of the Clackamas Community College Board of Education to order at 5:38 p.m. on Wednesday, March 9, 2016, in the Bill Brod Community Center at Clackamas Community College.

High School Connections

Director Jaime Clarke introduced members of her team and reported much of what the Office of Education Partnerships does is connecting with the local high schools. They work with nine out of the ten school districts in the county, and some charter schools outside of the county. More than 4,000 students are enrolled in the program, primarily juniors and seniors but not exclusively. The participant demographics mirror the campus population. Jaime reviewed how instructors are selected and some of the challenges with getting them qualified.

President Joanne Truesdell said CCC did not receive a competitive grant to work with our regional high schools. Other colleges received it and are farther ahead in the process than CCC, but we are making it work and students have been loyal to us.

Jaime shared information on the Advanced College Credit program - what subjects students take, what schools have the highest participation; and reviewed changes they are considering for the future. She briefly reviewed other programs: Expanded Options, High School CTE, High School Plus, and Smart internships.

The Office of Education Partnerships is also overseeing the use of the money high schools received as part of the bond commitment. Each school was awarded \$40,000 to make a connection between high school and college. Colton High purchased Chromebooks to increase students' digital literacy. Many high schools are still deciding what they want to do with the funds.

In response to a question from the Board, Jaime said the best return on investment is Advanced College Credit. That program fee funds the rest of the initiatives. Once there is an established process, they will promote the options more and anticipate more success.

Clackamas Academy of Industrial Science (CAIS)

CAIS Principal Kyle Laier reported CAIS is a high school focused on preparing students for careers in the manufacturing industry. CCC has been very involved in the school and we have a special relationship with CAIS. Some students decide not to follow that career path and use CCC to supplement their learning. Principal Laier talked about their Diploma Plus program, which allows students to earn an Associates degree while in high school and about CCC's High School Plus program, which places CCC instructors on the CAIS campus teaching machining or industrial first aid & safety. CAIS is also one of the heaviest users of CCC's Expanded Options, which sends high school students to CCC to get their AAOT. 35 CAIS students are at CCC full time.

CAIS welding instructor Justin Voskuil reported CAIS has taken first place in welding at the Skills Competition for the last 4 or 5 years. Six students achieved AWS (American Welding Society) certification. Those students could conceivably get jobs right now.

Kyle said Expanded Options students have been very dependent on their counselors. This year, the students did a tour of programs at CCC as freshman, and then had follow up training which included their parents and covered registering, class selection, student services, and tips on how to be successful at CCC.

Kyle shared that CAIS got half of the OCSD's bond funds and will spend it on their machine shop to be able to offer classes to more students. Future plans also include re-engaging with automotive opportunities and getting more spaces in the renewable energy program.

Financial Forecast

Vice President Jim Huckestein shared the factors that went into the revised financial projections. Projections now include short list items from the Budget Advisory Group work. Changes from last year's forecast include a CCSF of \$550M, the current economic recovery, the fact that the global economy is weaker, and some of the PERS reforms were overturned.

Jim reviewed the economic outlook and the history of recessions and timing. It is likely that there will be a recession sometime in the years covered by this projection. Property taxes are more stable but since

enrollment has been declining, tuition revenues have been declining. Annual tuition increases help to stabilize that revenue as the percent of state revenue that community colleges receive is also declining. The small annual tuition increases are so we don't have huge increase in one year as has happened in the past. Jim said he included a 1% increase in enrollment for next year due to the Oregon Promise.

The long term outlook shows that by 2021, we will have no surplus over the minimum fund balance. The PERS bill kicks in during 2017/18 and creates an operating deficit. Jim reviewed changes in PERS returns and rates.

FTF President Bruce Nelson asked if the previous large tuition increase was after a period of no increases. President Joanne Truesdell responded that during the 2001 recession, the Board increased tuition \$1, then no increase the next year, then \$1, then none. By the time we got to 2008, we had no fund balance to get through the recession. At that time, not only did we not get what we expected in CCSF, there were clawbacks. We eliminated a quarter of our staff and still had to raise tuition \$5 two years in a row. It could have been different if the Board had made different choices at that time, but all colleges were making those kind of decisions. Tuition used to be 14% of our revenue, and now it is closer to 40%. It is much harder for students to manage an unpredictable increase in tuition. Much better to have a smaller, anticipated increase.

Jim said the benefit of looking out at least five years gives the college time to make changes to avoid problems.

Board Member Dave Hunt asked why the CCSF is projected to go down in 2017/19. Jim said because state funding is equalized and CCC earns more in property taxes, our CCSF funding will go down.

The Work Session recessed at 7:10 p.m. Chair Jean Bidstrup announced Regular Session will convene at 7:15 p.m.

REGULAR SESSION

CALL TO ORDER

Chair Jean Bidstrup called the regular meeting of the Clackamas Community College Board of Education to order at 7:16 p.m. on Wednesday, March 9, 2016, in the Bill Brod Community Center at Clackamas Community College, Room 127.

ROLL CALL

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

College Representatives in attendance: President Joanne Truesdell, Vice President Jim Huckestein, Vice President David Plotkin, ASG President Brent Finkbeiner, Full-time Faculty Association President Bruce Nelson, Part-time Faculty President Lauren Zavrel, and Classified President Enrique Farrera.

Others in attendance: Dean Phillip King, Associate Dean Matthew Altman, Director Chris Robuck, Director BJ Nicoletti, Public Information Officer Lori Hall, Dean Sue Goff, Dean Bill Waters, Dean Patricia Anderson Wieck, Dean Cynthia Risan, Associate Dean Darlene Geiger, Dean Bob Cochran, Board Secretary Denice Bailey (Recorder), other staff members, and business representatives.

COMMENTS FROM CITIZENS

There were none.

CONSENT AGENDA

The Board considered the approval of the following:

- a. Minutes (Work and Regular Sessions) 2.10.16
- b. Monthly Financial Report – Director Robuck
- c. Capital Projects (Bond) Report – Director Robuck
- d. Academic Calendar 2017/18 & 2018/19 – Vice President Plotkin
- e. Policy Approval – President Truesdell
 - i. AC-AR: Discrimination Complaint Procedure
 - ii. BBF: Board Member Standards of Conduct
 - iii. BBFB: Board Member Ethics and Nepotism
 - iv. BC/BCA: Board Organization/Board Organizational Meeting
 - v. BCB: Board Officers
 - vi. BCBA: Representatives to the Board
 - vii. BCD: Board/President Relationships
 - viii. BCF: Advisory Committees to the Board
 - ix. BCG: Legal Counsel
 - x. BD/BDA: Board Meetings/Regular Board Meetings
 - xi. BDB: Special and Emergency Board Meetings
 - xii. BDC: Executive Sessions

R15/16-38 Greg Chaimov moved, Richard Oathes seconded the motion, to approve consent agenda items a through e. Motion passed unanimously.

COLLEGE REPORTS

President's Business Report

President Joanne Truesdell shared the recent campus safety update sent via an all-staff email from Vice President Jim Huckestein and the answers to questions that the Board had previously asked about the Clackamas County Sheriff's Office (CCSO) decommissioning of our campus safety officers. Board Member Dave Hunt asked if the goal is to have the same level of coverage after the decommissioning. Joanne said yes, or this could be an enhancement of current services.

Classified President Enrique Farrera said it is unfortunate CCC cannot continue with the commissioned police officers, but hopes we can continue the conversation to keep an armed presence in the future. Students and staff support armed officers.

Board Member Ron Adams asked if Student Resource Officers (SROs) are typically armed. Joanne said yes, they are employees of the local police jurisdiction. Ron asked if there would be an SRO present at the Harmony or Wilsonville campuses. Vice President Jim Huckestein said the typical work schedule is four ten-hour days. The CCSO said two officers are needed to cover all three campuses. We would schedule them to be on the Oregon City campus during peak times, but there could be overlap. There would also be two manager positions during peak times. There will be more oversight at Harmony during construction and after construction, we are budgeting for a campus safety officer there with some other assigned duties.

Enrique asked if contracting for an SRO is outsourcing our current safety officers. Jim said the SRO will do the same job as they do now as police officers. Our public safety officers do many more personal services. An SRO is a police officer, will liaise with CCC and get to know campus and personnel here. They are still full blown police officers. Joanne added our current officers are responsible for BERT training and working with cadets. An SRO will not do these type of tasks. It is much more effective to continue those connections with our current officers.

ASG President Brent Finkbeiner said the two most important things for students are an armed police officer presence and personal services, such as escorts to places where people feel unsafe. We need to look outside of campus safety officers to increase safety and need to inform students and staff how to protect themselves.

Ron said we are the only one out of 17 community colleges in the state that has armed officers. Jim said community colleges cannot form police districts on our own, the law that doesn't allow it. We happened to be located in an area that was remote enough that the local sheriff provided the commission to our officers.

Board Chair Jean Bidstrup asked if the proposed campus safety manager would be trained and armed. Joanne said trained yes, but we cannot say yet if that person would be armed. The Board needs to have that conversation.

Sabbatical Abstracts & Sabbatical Report

Art Department Chair Nora Brodnicki said 12 faculty members took sabbatical leaves last year. There is a committee that oversees the applications and gets to read all the reports upon the faculty's return. She said it is great to be surrounded by faculty who love learning and improving their teaching. Faculty will make presentations tonight and at the April and May board meetings.

Board Member Ron Adams said he was surprised there were 12. Nora clarified they weren't all gone at the same time and they are careful to not have too many faculty out of the same department. The maximum number of sabbaticals is 20 in a year. The classes are covered by part-time faculty. President Joanne Truesdell said if the Board wants to see the full reports, they are kept in the library for seven years.

English Instructor James Bryant-Trerise shared details of his sabbatical. He proposed honoring the native Clackamas people by naming a campus building after Clackamas poet and storyteller Victoria Howard. Joanne said at the ground breaking for the ELC or another bond celebrations, we will plan on having a naming ceremony that will involve the confederated tribes. She will connect with James on this matter.

OIT to Harmony Phase II Transition

Dean Bob Cochran reminded the Board that last month he shared drawings of the Harmony Phase II building and next month he will be sharing drawings of Industrial Technical Center (ITC). This month, he is here to discuss the transition from OIT to Harmony Phase II. We need to relocate people during the demolition of OIT and construction of the new building. The North Clackamas Chamber of Commerce has moved into their new location. The Small Business Development Center and Pacific Northwest Defense Coalition needed locations and will both have space in Harmony Phase 1 for now. Eight classrooms and two computer labs will have to relocate. Modular classrooms are being moved from the Oregon City campus to the Harmony campus. Harmony Director Sunny Olsen is making adjustments and will have only one computer lab this term.

Bob reviewed the process for deconstruction of OIT and said the wrecking ball will be there in June.

An Open House is scheduled at the Harmony campus on March 16 from 4:00 to 7:00 p.m. Several of our partners will be there. There will be tours of the old Ickes Junior High.

NEW BUSINESS – FIRST READ

Policy Revisions – Section B

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

- Policy BDD: Board Meeting Procedure
- Policy BDDC: Board Meeting Agenda
- Policy BDDG: Minutes of the Meetings
- Policy BDDH: Public Comment in Board Meeting
- Policy BF: Policy Development and Review
- Policy BFCA: Administrative Regulations
- Policy BG: Board-Staff Communications
- Policy BHB: Board Member Development
- Policy BHD: Expenses of Board Members
- Policy BHE: Board Member Liability Insurance

The Board discussed formal vs. informal visits to the college. These policies will come to the April Board meeting for approval in the Consent Agenda.

Workforce Goals

Dean Bob Cochran introduced inici group Project Manager Patty Miles and Intern Angela Douglas, who presented a follow-up report from the last meeting. Patti said the Board had asked inici to substantiate the diversity recommendation of 10%. She shared research from a recent Portland Metropolitan diversity study. The main take-away from the data is the Portland metro area has an aspirational target of 10% which they typically meet or exceed. Portland Community College had a 20% goal and they achieved it.

Angela said the Board's second request was a clarification of the process to achieve the workforce goals: "carrot" vs "stick." She shared the drawbacks, risks, and benefits of both approaches.

The recommendation from inici is to maintain equity and diversity goal of 10% and amend to "aspirational goal;" to extend the scope of diversity goal to include professional services; to encourage participation in CCC's BOAT (Business Opportunities Achievement Target) program, rather than make it a requirement; and to avoid a higher diversity goal with tighter requirements

Board Member Greg Chaimov asked what it means to make it an aspirational goal. Patti replied it means that it is not a fixed goal, it isn't tracked. Board Member Dave Hunt said there is some overlap of categories, but this recommendation is less stringent than the previous recommendation. Angela said it is just semantics, it is basically the same goal. Board Member Ron Adams is concerned that aspirational goals usually are not met.

Classified Association President Enrique Farrera suggested removing the word aspirational. Patti said inici does not recommend making this a fixed goal. They are confident they will meet the goal.

President Joanne Truesdell said even if we are confident that the 10% can be achieved, we have to balance between the Board goal of utilizing local businesses with a regional market where more minority service providers may be found. She is glad to see the addition of professional services. The goal is not on each project but on the overall construction work.

Greg Chaimov asked how we would behave differently if the goal were set at 15%. Patti responded no differently. She is confident we could achieve it but concerned about the market. A recent RFP was sent to 15 firms and all of them were too busy to respond. We want to achieve the goal and Patti feels 15% would be challenging in this market. Ron Adams does not want to move the goal to 15% with our demographics. He is happy with recommendation with the elimination of the word aspiration.

Dave Hunt said we talked previously about focusing on businesses who adopt a continuing education model or giving a benefit to companies with an apprenticeship program. Angela said the SAIL (Student Applied Integrated Learning) program covers this and has rewards built in. Dave clarified that the program is for CCC student interns. He is talking about those companies who offer permanent internships or apprenticeships. Patti said we will write in our RFP that we encourage those things.

NEW BUSINESS – ACTION

2016/17 Tuition and Fees

Vice President Jim Huckestein reviewed the recommendation and the data that was included in the agenda materials. He reported funds for campus security have been moved into the budget process.

ASG President Brent Finkbeiner reported his findings on how students feel about the tuition increase. He has made classroom presentations and has spoken personally to students. At the end, the majority of the students can tolerate the increase. Very few said it would interfere with their continuing education. Many students do not know that CCC is one of the lowest cost colleges in the state. Once they are fully informed, they support the increase.

R15/16-39 Ron Adams moved, Richard Oathes seconded the motion, to approve a \$3 per credit hour increase in in-state tuition for the 2016/17 year.

Board Member Dave Hunt said after hearing feedback from students and looking at the statistics and the increase in minimum wage, he is much more comfortable supporting the increase, but suggested we talk about it as a way to pay for safety and security measures rather than to pay for PERS liability. Board Member Ron Adams said there are so many factors along with the reduced forecast, it is just flat reality. If the proposed tax initiatives pass, we may want to revisit this based on the budget. Board Chair Jean Bidstrup asked if he wanted to amend the motion. Ron said no, but would like the motion to include a footnote to reconsider tuition if the financial picture improves. President Joanne Truesdell said it could be a footnote during the budget approval process.

Motion passed unanimously.

Joanne will work with Jim and the Executive Committee to prepare a budget note to re-examine tuition in the event of a financial upturn and to insure there are sufficient reserves for PERS in the budget.

Contract Approval: Opsis Architecture, LLP

Dean Bob Cochran presented the recommendation to award a contract to Opsis Architecture for design of the Industrial Technical Center and reviewed the process. State rules require a Request for Quote (RFQ), then we review the proposals received, conduct interviews, and select the most qualified person.

FTF President Bruce Nelson asked if this is in line with earlier estimates. Bob said there has been an escalation in costs in all areas of construction. It is about 11% higher than estimates. We are saving some money by combining the Barlow parking lot with the ITC project.

R15/16-40 Dave Hunt moved, Jane Reid seconded the motion, to adopt the resolution to authorize the Vice President of College Services to enter into a contract with Opsis Architecture for design services associated with the Industrial Technical Center/Barlow parking lot project in the amount of \$2,200,000. Motion passed unanimously.

BOARD OPERATIONS

Personnel Report

The Board reviewed the list of employment changes.

Future Board Agenda Items

- The Board reviewed the planning calendar. April 11 from 1:00 to 5:00 has been selected for the Board retreat.
- Board Chair Jean Bidstrup and Board Secretary Denice Bailey will begin the process for the board self-evaluation.
- Board Member Jane Reid requested a report on Open Education Resources.

Board Chair Business Report

No report.

Clackamas Community College Education Foundation Report

Chair Jean Bidstrup reported the Foundation has raised \$9,566,087 toward the goal of \$10 million. Grants and letters of intent are being submitted to various Foundations for the Newell Creek/ELC project. Currently, they have \$1.3 million toward the project including a \$100,000 cash gift from President Emeritus John and Marilynne Keyser.

The scholarship reception will be held this coming Sunday, March 13. Two other important dates for everyone's calendar are the June 2 donor recognition celebration and October 28 for the Gold Rush event to benefit the Military Families Scholarship Endowment. Jack Hoffman, Jim Thurber and the gang from the acclaimed Gold Rush reality show will be on-hand to help raise funds. The event will be held at Camp Withycombe in Clackamas.

OCCA Report

Board Member Ron Adams said there is an OCCA meeting tomorrow with several subjects being covered, including what do we want to move into the 2017 session and what do we expect from OCCA, in addition to information on the Oregon promise, and our safety requests. Ron said he believes OCCA is an advocacy group. They have allowed themselves to be put into a policy-making position. Ron doesn't know what will be recommended but he hopes the community college presidents' desires take precedence over OCCA's desires. It will be a tough conversation.

President Joanne Truesdell said there is another new CCWD director, Patrick Crane. She appreciates his work around data and expectations and believes he will do well. One thing that is different at OCCA as a staffing organization, is that there is less board adoption of specific legislative directions. During the safety & security ask, she tried to get the OCCA Board to make a motion, but staff had not created a

motion for them to act on. She suggested the CCC Board push for motions from OCCA on things they want to take action on and request more formal positions be taken, particularly on capital asks and funding asks. Board Member Jane Reid asked if this can be a phone call or is it only comments at the OCCA Board meeting. Joanne recommended starting at the board meeting and follow up with phone calls. Ron said there are not many presidents that understand how things work with the legislature. Joanne said another piece is individual college requests that are surprises to the rest of the colleges. Board Member Dave Hunt said college boards and presidents seem to be united in their opinions.

Bond Project Citizen Oversight Committee (COC) Report

Board Member Jane Reid reported she met with Associate Vice President Shelly Parini and Public Affairs Specialist Max Wedding to prepare the agenda for the next meeting, which is scheduled for Tuesday, May 17, at 7:30 a.m. at the Oregon City Campus. She said the agenda will include a walking tour of the campus.

Board of Education Community Reports

- Ron Adams said he toured the Environmental Learning Center. The proposed layout will look good for the May groundbreaking. It is on target and coming along.
- Greg Chaimov gave a bond presentation to the Milwaukie Rotary and said it was well received.
- Richard Oathes had no report.
- Dave Hunt reported he, Jean Bidstrup, and Greg Chaimov provided a bond report to the North Clackamas School District. They were very enthusiastic. He expressed appreciation for Max Wedding presence at his last presentation. He and Joanne Truesdell attended the Gladstone School District auction that focused on college readiness.
- Jane Reid attended the CCC Theater production of Shadow Testament. She said it was wonderful and Sue Mach is incredible playwright. A young woman from Estacada played the lead role. As of today, she is on contract with the Estacada School District to be their Community Outreach Coordinator.
- Chris Groener did an Oregon City Council bond presentation with Dean Bob Cochran. President Joanne Truesdell added CCC received the Partner of the Year award from the Oregon City Chamber and the CCC Foundation also received a recognition. She will be at the Oregon City Chamber for the State of the Schools presentation.

REPRESENTATIVE REPORTS AND COMMENTS

Associated Student Government President Brent Finkbeiner reported:

- Last week was ASG's rummage sale. It was extremely successful and raised more than \$390. They donated anything unsold to Goodwill. Proceeds from the sale will go into the food boxes for spring break.
- They are planning for the Get Out the Vote campaign and have decided to partner with the Oregon Student Foundation. That will continue through fall for the presidential election.
- They are getting ready for welcome week, with activities every day and many on Wednesday. The Lending Library will be open the first week of spring term.
- The OCCSA board meeting last weekend was held at UCC. They have a temporary organizer and Brent hopes it can become permanent.
- They are doing a service project which will be April 8-9 during which they will partner with an assisted living facility. They are also partnering with NAACP at an elementary school in Eugene.

Full-Time Faculty Association President Bruce Nelson reported:

- New sculptures are being placed around campus now and will be here through the anniversary celebration on May 21.
- The play of Shadow Testament is over but other performances are coming up. There is a production of Urinetown in spring.
- Terry Mackey put out a press release about CCC becoming part of the Orbis Alliance which allows our students access to library materials from participating colleges in the region.
- Kathleen Hollingsworth has a jazz festival this weekend. These performances are huge recruiting events for the department.
- Yvonne Smith was named to the executive committee of AARP Oregon.

Part-Time Faculty Association President Lauren Zavrel reported (report provided by FTF President Bruce Nelson):

- At the next Board meeting, she will bring Leslie Ormandy who she anticipates will be next year’s PTF president.
- There were two more GEDs earned in jail.
- The Incident Management task force includes three members of PTF. This is a great example of where PTF really contribute to the college.

Classified Association President Enrique Farrera reported:

- He was recently in Eugene to meet with the governor about safety issues.
- He encouraged the employee associations to use the political power they have to move legislation or agendas forward.
- Classified employees are the backbone of the college. They don’t get the recognition of their work often but they have a great impact on many of our accomplishments.

Open Session was recessed at 9:45 p.m. Board Chair Jean Bidstrup announced the Board will reconvene in Executive Session under ORS 192.660(2)(d).

Executive Session was convened in Room CC126 at 9:50 p.m. with the following people present: Board Chair Jean Bidstrup; Board Members Richard Oathes, Dave Hunt, Greg Chaimov, Jane Reid, Ron Adams, 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.

Adjourned 10:52 p.m.

April 13, 2016
Date

Denice Bailey, Recorder

Jean Bidstrup, Board Chair

Joanne Truesdell, Clerk

Topic:	Monthly financial report -- All funds
Date:	April 13, 2016
Presenter	Jim Huckestein, Vice President of College Services Chris Robuck, Director of Fiscal Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report- All Funds

ALL FUNDS
Statement of Revenue, Expenditures and Changes in Fund Balance
2015-16 at February 29, 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	\$ 15,710,997	\$ 40,488,605	\$ 27,759,524	\$ 12,729,081	\$ 28,440,078
Fee	1,352,895	2,956,640	2,139,753	816,886	2,169,781
Innovation	205,202	470,000	506,515	(36,515)	168,688
Debt Service	2,602,461	7,833,105	1,596,737	6,236,367	8,838,829
Capital Projects (Bond)	33,581,430	75,255	6,307,401	(6,232,146)	27,349,283
Equipment Replacement	1,538,129	250,000	156,135	93,865	1,631,994
Lottery Bond Improvemts	44,691	-	101,038	(101,038)	(56,347)
Major Maintenance	3,181,598	521,511	454,497	67,014	3,248,612
Student Technology	270,833	673,546	200,953	472,593	743,426
Internal Service	564,706	167,828	194,719	(26,891)	537,815
Bookstore	1,277,494	1,374,968	1,441,954	(66,986)	1,210,508
Customized Training	417,442	379,374	315,056	64,318	481,760
Intramurals and Athletics	10,580	289,017	207,310	81,706	92,286
Student Life & Leadership	169,251	116,698	108,979	7,719	176,971
Computer Lab	115,874	44,124	29,982	14,141	130,016
Retirement	1,676,869	1,000,000	574,622	425,378	2,102,246
Student Financial Aid	18,210	13,670,534	14,668,396	(997,862)	(979,651)
CASE Grant	-	178,003	178,003	-	-
Grants and Contracts	604,091	1,607,023	1,632,518	(25,495)	578,596
WIA Grant	(1)	1,246,234	1,246,233	1	(0)
Insurance Reserve	215,042	100,000	3,625	96,375	311,417
PERS Reserve	1,000,000	-	-	-	1,000,000
Total	<u><u>\$ 64,557,795</u></u>	<u><u>\$ 73,442,463</u></u>	<u><u>\$ 59,823,952</u></u>	<u><u>\$ 13,618,511</u></u>	<u><u>\$ 78,176,306</u></u>

Notes

Lottery Bond Improvements, Student Financial Aid, and grant funds (CASE, Grants & Contracts, and WIA): 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
R15/16-41b**

Topic:	Monthly financial report -- General Fund
Date:	April 13, 2016
Prepared by:	Jim Huckestein - VP of College Services Chris Robuck - Director of Fiscal Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report - General Fund

GENERAL FUND	February 2016		Year to Date 2015-16		Year to Date 2014-15		Fiscal Year 2015-16		Projected is Better (Worse) than Budget
	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Budget	Projected	
REVENUE									
State comm college support	\$ -	0%	\$10,797,316	84%	\$10,070,636	76%	\$12,844,886	\$14,787,185	\$ 1,942,299
Property taxes	(1,112,804)	-7%	15,620,838	93%	14,934,403	97%	16,795,698	17,009,988	214,290
Tuition, net of waivers	2,618,969	18%	12,610,955	89%	12,493,658	88%	14,162,536	13,752,512	(410,024)
Other revenue	156,925	9%	1,389,496	79%	1,357,204	78%	1,768,241	1,717,618	(50,623)
Transfers in	-	0%	70,000	100%	436,200	98%	70,000	70,000	-
Total revenue	<u>1,663,090</u>	<u>4%</u>	<u>40,488,605</u>	<u>89%</u>	<u>39,292,102</u>	<u>87%</u>	<u>45,641,361</u>	<u>47,337,303</u>	<u>1,695,942</u>
EXPENDITURES									
Personnel services	2,981,041	8%	21,134,946	58%	20,144,589	57%	36,717,121	35,916,837	800,284
Materials and services	392,517	6%	4,121,645	65%	3,913,855	65%	6,306,467	6,113,727	192,740
Capital outlay	12,830	4%	141,100	48%	87,516	35%	295,500	147,725	147,775
Transfers out	-	0%	2,361,833	96%	1,721,427	100%	2,461,833	2,461,833	-
Total expenditures	<u>3,386,388</u>	<u>7%</u>	<u>27,759,524</u>	<u>61%</u>	<u>25,867,387</u>	<u>60%</u>	<u>45,780,921</u>	<u>44,640,122</u>	<u>1,140,799</u>
Net revenue (expenditures)	<u>\$ (1,723,297)</u>		12,729,081		13,424,714		(139,560)	2,697,181	2,836,741
Fund balance at start of year			15,710,997		12,180,027		15,117,000	15,710,997	593,997
Fund balance at report date			<u>\$28,440,078</u>		<u>\$25,604,741</u>		<u>\$14,977,440</u>	<u>\$18,408,178</u>	<u>\$ 3,430,738</u>
								9,080,828	

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)	\$ 500	\$ 550
Property taxes: Increase over prior year	4.5%	4.5%
Tuition, net of waivers: Change in revenue from prior year	-2.0%	-5.0%
Personnel services: Projected wages are 2% less than budget to account for turnover and vacancies		
PERS rate as % of actual General Fund wages	19.6%	19.6%
Materials and services: Except where actual is known, projected is 5% less than budget for underutilization		
Fund balance in excess of minimum 10% of revenue, excluding July state appropriation payment		

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

CONSENT AGENDA

**AGENDA ITEM 1c
R15/16-41c**

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	April 13, 2016
Prepared by:	Jim Huckestein - VP of College Services Chris Robuck - Director of Fiscal Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report - Capital Projects (Bond) Fund

		REVENUE AND EXPENDITURES, inception to February 29, 2016						
<u>Expected Completion</u>	<u>Budget</u>	<u>All Projects</u>	<u>Harmony Phase II</u>	<u>Industrial Tech Ctr</u>	<u>DeJardin Addition</u>	<u>Major Maintenance</u>	<u>Project Related</u>	<u>Total</u>
NET REVENUE								
Proceeds/premium of debt issue		46,948,269						
Bond sale costs		(386,747)						
Refunding of long-term debt	14,000,000	(14,717,927)						
Net bond proceeds		31,843,594						31,843,594
Interest earned on bond proceeds		88,675						88,675
State grants for construction			-	-				-
Foundation contributions								-
Unrestricted General Fund transfer							2,000,000	2,000,000
Net revenue		<u>31,932,269</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,000,000</u>	<u>33,932,269</u>

EXPENDITURES

Planning

Project management (inici)		94,465
OR City land use application		4,411
Oregon City master planning		101,938

Harmony phase II

	fall 2017	20,000,000	
Purchase land & OIT building		4,200,000	4,208,741
Project management			40,993
OIT building demo			7,914
Legal, set up modulars, etc.			26,319
Architect and engineering			636,320
Construction			-

Industrial Technical Center

	fall 2018	18,000,000
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		REVENUE AND EXPENDITURES, inception to February 29, 2016							
Expected Completion	Budget	All Projects	Harmony Phase II	Industrial Tech Ctr	DeJardin Addition	Major Maintenance	Project Related	Total	
Project management				11,666					
Architect and engineering				34,756					
DeJardin addition	10,000,000								
Project management					654				
Major maintenance	26,000,000								
IT network infrastructure & wireless	2,000,000					1,471,386			
Meyers Road extension	4,000,000					25,540			
Project management						60,323			
Elevator and ADA upgrades						2,170			
Title IX						8,688			
Barlow Automotive remodel	10,000,000								
North tunnel remodel (Randall)						768			
Costs paid from unrestricted \$							20,926		
Total expenditures	<u>108,200,000</u>	<u>200,815</u>	<u>4,920,287</u>	<u>46,422</u>	<u>654</u>	<u>1,568,874</u>	<u>20,926</u>	6,757,979	
COMMITTED: contracts minus expenditures to date								<u>3,617,582</u>	
AVAILABLE: not yet spent or committed								<u>23,556,709</u>	

CCC Board of Education – Topic Summary	
Topic:	Policy Revisions/Adoptions
Date:	April 13, 2016
Presenter:	Joanne Truesdell, President
Division/Department:	Executive Offices
RECOMMENDATION:	Adoption of Board Policies as listed

REASON FOR BOARD CONSIDERATION:

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

BACKGROUND:

Board policies were most recently reviewed in 2011.

This set of policies was presented for first reading at the March 9 Board meeting.

BUDGET IMPACT/SOURCE OF FUNDS:

No fiscal impact is associated with the adoption of policies

ATTACHMENTS:

- Policy BDD: Board Meeting Procedure
- Policy BDDC: Board Meeting Agenda
- Policy BDDG: Minutes of the Meetings
- Policy BDDH: Public Comment in Board Meeting
- Policy BF: Policy Development and Review
- Policy BFCA: Administrative Regulations
- Policy BG: Board-Staff Communications
- Policy BHB: Board Member Development
- Policy BHD: Expenses of Board Members
- Policy BHE: Board Member Liability Insurance

FUTURE REPORT:

As other policies are approved, they will be brought to the Board for a first reading, then adoption.

Clackamas Community College

Code: **BDD**
Adopted: 1/11/06
Readopted: 9/14/11
Orig. Code(s): 213

Board Meeting Procedure

A majority of the Board (four members) shall constitute a quorum. The affirmative vote of the majority of members of the entire Board is required to transact any business.

The vote of each member on all motions will be recorded in the minutes.

If a Board member chooses to abstain from voting and the abstention is due to a conflict of interest, the Board member shall state the conflict of interest, such abstention will be recorded.

Official business of the Board will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised, Procedure in Small Boards*, as may be modified by the Board, will govern the Board in its deliberation.

The chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)
[ORS 244.120\(2\)](#)
[ORS 341.283](#)

Board Meeting Agenda

The agenda of all regular meetings of the Board will be prepared by the President, or in his/her absence, the deputy clerk, in consultation with the Board chair and/or vice chair. Requests for placing items on the agenda will be forwarded by the vice president to the President. Agenda items, complete with any accompanying informational backup material, will be submitted to the President's office, allowing sufficient time to meet the distribution deadline.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. Upon Board action the removed item will then be placed on the regular agenda.

The agenda will be established following a general order established by Board resolution. Opportunity for the audience to be heard will be included. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the Board agrees to consider them.

The agenda will be distributed to members of the Board one week prior to the date of the regular monthly meeting. The agenda will be available to the press and to interested patrons through the President's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

Members of the public may request a copy of the agenda at the President's office.

Individuals visually impaired will receive an agenda, any related supporting materials available to the general public and minutes in an appropriate alternative format upon request of at least 48 hours notice prior to and/or following a public meeting.

Appropriate auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternate, equally effective communications will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

[ORS 192.640](#)

[ORS 341.283](#)

Americans with Disabilities Act of 1990; Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630; 28 C.F.R. Part 35.

Cross Reference(s):

BDDG - Minutes of the Meetings

BDDH - Public Comment in Board Meeting

Minutes of the Meetings

The Board secretary/clerk will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon Public Meetings Laws.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of approved current minutes at the President's office. Minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

An updated copy of the meeting minutes will be maintained and made available to staff and other interested patrons.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)
[ORS 341.283](#)

Letter Opinion, Office of the Attorney General, #0905 (November 20, 1970).

Public Comment in Board Meeting

All meetings of the Board, with the exception of executive sessions, will be open to the public. The Board invites citizens to attend Board meetings to become acquainted with the program and operation of the College. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids¹ and services.

Auxiliary aids and services for disabled persons will be available at no charge to the individual.

All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternative, equally effective means of communication will be used.

Audience

During an open session of a Board meeting, members of the public are specifically invited to present comment during the designated portion of the agenda. At the discretion of the Board chair, further public participation may be allowed.

The Board may exclude from any such public or executive session, during the examination of a witness, any or all other witnesses in the matter being investigated by the Board.

Request for an Item on the Agenda

A member of the public may request the President to consider an item of concern to be placed on the agenda of a regular Board meeting. This request should be made in writing and presented to the President for consideration.

Procedures for Public Participation in Meetings

The Board will establish procedures for public participation in open meetings. The purpose of these procedures will be to inform the public how to effectively comment in Board meetings for the best

¹Auxiliary aids include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Brailled materials and large print.

interests of the individual, the College and its patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

Letters, Petitions or Written Comments

Letters, petitions or written comments may be accepted at any Board meeting. No action will be taken in response to a letter, petition or written comments before the next regular meeting. Letters, petitions or written comments will be referred to the President for consideration and recommendation.

Criticisms of Staff Members

Speakers may offer objective criticism of College operations and programs, but the Board will not hear complaints concerning individual College personnel. The Board chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)

[ORS 165.540](#)

[ORS 192.610 - 192.690](#)

[ORS 341.283](#)

Americans with Disabilities Act of 1990; Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630; 28 C.F.R. Part 35.

Cross Reference(s):

BDDC - Board Meeting Agenda

Policy Development and Review

Development

The Board has the authority and responsibility to establish policy. The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board will exercise its leadership in the operation of the College.

The policies shall be consistent with Oregon Revised Statutes, Oregon Administrative Rules and all federal laws and regulations. Policies do not encompass all laws relating to the College's activities. All College employees will be expected to know and will be held responsible for observing all provisions of law pertinent to their activities as College employees.

The President will furnish necessary information and make recommendations on new policies and on policy changes.

Adoption

The formal adoption of policies will be recorded in the Board minutes. Only those written statements so adopted and so recorded will be regarded as official Board policy.

Any formal motion or action of the Board which, as a revision of existing policy, creates, amends or supplements policy will be called to the attention of the Board when reviewing the minutes for formal adoption.

Board policy documents will be made available in printed or electronic form. When additions, deletions or amendments are made to Board policy, the addition, deletion or amendment will carry the adoption date and the corrected copy will be made available at the earliest opportunity.

Revision

Board policies will be subject to alteration, addition or deletion only upon majority vote of the Board at any regular or special meeting in which all members have been notified in writing of the proposed alteration, addition or deletion at least 24 hours in advance. In most cases, a first reading of the policy will be scheduled on a regular meeting agenda prior to its adoption at a subsequent regular meeting.

A proposed change in policy will not be made at the meeting in which the change is proposed unless an emergency arises. A majority vote of the Board is required to declare an emergency situation.

Suspension

In the event of emergency or special circumstances, the operation of any section or sections of policies not established by law or specifically listed in collective bargaining agreements may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

Review

To keep written policies current and relevant, the Board will annually review and update its policies. The Board also will evaluate the implementation and effect of such policies. The President has continuing responsibility to alert the Board of all policies that may need revision.

END OF POLICY

Legal Reference(s):

[ORS 341.283](#)

[ORS 341.290\(2\)](#)

[OAR 589-008-0100](#)

Administrative Regulations

Administrative regulations are detailed directions governing the operation of the College.

The President is authorized to formulate such administrative regulations appropriate for the implementation of policies adopted by the Board and necessary for the consistent operation of the College.

When approved by the President, administrative regulations shall be distributed to all affected individuals as appropriate.

The Board may review any administrative regulation and may direct its revision if, in the Board's judgment, such regulation is not consistent with adopted policies.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)

Board-Staff Communications

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the President.

Staff Communications to the Board

All formal communications or reports to the Board or any Board committee from staff members will be submitted through the President. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the College. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to Board meetings, which provide an opportunity to observe the Board's deliberations on matters of staff concern.

Board Communications to Staff

All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the President. The President will provide appropriate communication to keep staff fully informed of the Board's priorities, concerns and actions.

Visits to Campus

Campus visits by Board members will be regarded as informal expressions of interest in College affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of staff, including the President and other supervisors.

END OF POLICY

Legal Reference(s):

[ORS 341.283](#)
[ORS 341.290\(2\)](#)

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Clackamas Community College

Code: **BHB**
Adopted: 9/14/05
Readopted: 9/14/11
Orig. Code(s): 207

Board Member Development

In order that the progress and development of the College be properly assessed, and its constituency be well represented and informed, all members of the Board are encouraged to attend and participate in meetings, conferences or organizations of which the College is a member, or those by which such attendance or participation would benefit the College.

The College may reimburse Board members for actual and necessary expenses for attending meetings, conferences, or organizations that benefit the College.

END OF POLICY

Legal Reference(s):

[ORS 341.283](#)
[ORS 341.290\(2\)](#)

Cross Reference(s):

BHD - Expenses of Board Members

Clackamas Community College

Code: **BHD**
Adopted: 5/11/05
Readopted: 9/14/11
Orig. Code(s): 209

Expenses of Board Members

Members of the Board and budget committee of the College shall receive no compensation for their services, but they shall be allowed their actual and necessary expenses incurred in the performance of their official duties.

Travel, meals, lodging and registration fee expenses shall be reimbursed to members attending Board and budget committee meetings and other meetings, when such attendance has been approved by the Board.

Board members may be reimbursed, when paid admission is required of the general public, for attending College athletic events and other activities as part of their responsibilities of being informed about College operations. The College will establish accounting procedures consistent with this policy.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#) (2)(a), (c)
[ORS 341.283](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, Advisory Opinion 93A-1007 (Nov. 18, 1993).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINION 97A-1004 (Apr. 21, 1997).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Cross Reference(s):

BBAA - Individual Board Member's Authority and Responsibilities
BHB - Board Member Development
DLC - Expense Reimbursements

Clackamas Community College

Code: **BHE**
Adopted: 9/14/05
Readopted: 9/14/11
Orig. Code(s): 219

Board Member Liability Insurance

The Board will purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively from claims made against them as a result of official Board actions taken in the course of official duties.

Members shall, however, not be protected in cases of malfeasance or willful or wanton neglect of duty.

END OF POLICY

Legal Reference(s):

[ORS 30.260 - 30.300](#)
[ORS 341.287](#)
[ORS 341.290](#)

CCC Board of Education – Topic Summary	
Topic:	Bond Projects Workforce Goals
Date:	April 13, 2016
Presenter:	Jim Huckestein/Karl Schultz
Division/Department:	College Services/inici group
RECOMMENDATION:	Approve the bond projects workforce goals for equity and diversity of 10%, include professional services in the diversity goal, and encourage participation in the BOAT program instead of making it a requirement.

REASON FOR BOARD CONSIDERATION:

At the Board’s request, staff and the inici group have developed goals for utilizing the local workforce, business, and students on bond-related capital construction projects.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Setting workforce goals will allow the college to keep the commitment made to our community during the bond campaign.

BACKGROUND:

During the bond campaign, the college committed to ensuring both students and Clackamas County businesses received opportunities to benefit from the passage of the bond. At the October 2016 Board of Education meeting, staff and members of the inici group discussed options for setting goals to meet this commitment. From that meeting inici group staff developed the SAIL BOAT white paper, which was reviewed at the February 10 Board meeting.

Also at the February 10 meeting, Karl Schultz (inici group) and Jim Huckestein discussed the progress made on determining those goals and potential methods for achieving success by the contracting community. Board members requested a report on the anticipated success rates using a “carrot” versus using a “stick,” and what an achievable workforce goal is for our area.

The inici group reported back to the Board on March 9, recommending maintaining an equity and diversity goal of 10%, extending the scope of the diversity goals to include professional services, and encouraging participation in CCC’s BOAT (Business Opportunities Achievement Target) rather than making it a requirement.

BUDGET IMPACT/SOURCE OF FUNDS:

This is not directly tied to a direct budget expenditure but will be included in all major bond capital contracts.

CCC Board of Education – Topic Summary	
Topic:	College Safety framework after decommissioning
Date:	April 13, 2016
Presenter:	Joanne Truesdell
Division/Department:	President’s Office
RECOMMENDATION:	The Board adopt resolution R15/16-43X which authorizes the College to provide for public safety utilizing existing full-time and part-time staff who are certified as DPSST unarmed security professionals, and authorizes the addition of a DPSST certified unarmed security professional manager, and is augmented by up to two full-time equivalent School Resource Officers from local law enforcement jurisdictions.

REASON FOR BOARD CONSIDERATION:

Notice of decommissioning of Campus Safety officers was received from Clackamas County Sherriff’s Office in February 2016. This requires a new configuration of the safety and security program at the College to be effective July 1, 2016.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Providing an educational environment that is safe and secure promotes all aspects of the mission and Core Themes.

BACKGROUND:

Clackamas Community College is unique among Community Colleges in Oregon in that the public safety officers were commissioned by the Clackamas County Sheriff’s Office (CCSO) and had police powers. The practice of special commissions has been on the decline in Clackamas County and Clackamas Community College was the last active agreement in effect. The College was notified in February 2016 that the intergovernmental agreement with CCSO providing commissions for Clackamas Community College’s public safety officers and expires June 30, 2016, would not be renewed.

The College is transitioning many aspects of its safety and security programs as well as its emergency preparedness and response planning. The budget proposed budget for 2016-2017 reflects the following changes:

- The Director of College Safety, currently under recruitment, reports to the Vice President of College Services;
- An additional manager position which is a working officer/manager responsible for the day to day coordination, training, and supervision of the College Safety officers.
- Recognizes that College Safety Officers have responsibilities that are more than patrol oriented. Examples include; Cadet Supervision, Building Emergency Response Team coordination, Oregon Health and Safety Administration assessment; etc.

The recommendation balances the needs for additional officer presence with the risk and liability concerns for the College.

BUDGET IMPACT/SOURCE OF FUNDS:

The option recommended requires an additional investment of \$320,000 per fiscal year for School Resource Officers (SRO). The budget also reflects \$101,000 for the addition of the Public Safety Officer/Manager associated with this recommendation. The general fund of the College provides the resources for College Safety.

ATTACHMENTS

Matrix of options for providing safety on campus
Resolutions R15/16-43X, R15/16-43Y, and R15/16-43Z

The following matrix identifies the current configuration (prior to the July 1, 2016, decommissioning) compared to the three Resolutions presented for Board consideration: 43X, 43Y, 43Z.

Types of CCC Personnel: Officer/Manager (O/M) Full-time Classified (FTC) Part-time Classified (PTC) Part-time Non- Commissioned (PTNC)		Commissioned Officers of CCSO	Armed	DPSST Reserve Academy Trained Required	CSSO Monthly Arms Qualifying	CSSO Monthly Defense Tactics	DPSST Security Professional Certification	# of School Resource Officers (SRO) CCSO or OCPD	Total FTE	Personnel Cost CCC or SRO
Current Employee Type	4.0 FTC	Yes	Yes	Yes	Yes	Yes		4	\$331,073 CCC	
	PTC	Yes	Yes	Yes	Yes	Yes				
	PTNC	No	No	No	No	No				
Res. 43X Employee Types	1.0 O/M	No	No	No	No	No	Unarmed Security Professional	Yes Up to 2 FTE	7	\$320,000 SRO
	4.0 FTC									
	PTNC									\$432,073 CCC
Res. 43Y Employee Types	1.0 O/M	No	Yes	Yes	Yes	Yes	Armed Security Professional	Yes Up to 2 FTE	7	\$320,000 SRO
	4.0 FTC		No	No	No	No	Unarmed Security Professional			\$432,073 CCC
	PTNC									
Res. 43Z Employee Types	1.0 O/M	No	Yes	Yes	Yes	Yes	Armed Security Professional	None	5	\$432,073 CCC
	4.0 FTC		No	No	No	No	Unarmed Security Professional			
	PTNC									

Student CWE Cadets participate in the College Safety Department. In all instances, Cadets are non-sworn and remain unarmed.

RESOLUTION NO. R15/16-43X

CLACKAMAS COMMUNITY COLLEGE

A RESOLUTION APPROVING THE CONFIGURATION OF COLLEGE SAFETY AFTER DECOMMISSIONING

WHEREAS, Clackamas Community College was informed by Clackamas County Sherriff's Office in February of 2016 that the Intergovernmental Agreement that extends police powers to Campus Safety officers as commissioned officers will not be renewed and therefor will expire in June 2016; and

WHEREAS, the Board recognizes its duty to provide a safe and secure educational environment, structured to provide for the personal safety and public safety interests of students, faculty, staff and community campus users and to direct the President to develop programs, policies and practices that address safety and security; and

WHEREAS, the decommissioning has necessitated a change in the manner in which College Safety is provided; and

WHEREAS, the Board has received feedback from students, faculty, staff and the community on their considerations regarding public safety at the College and considered this input; and

WHEREAS, the Board has considered maintaining or increasing the number of peace officers and security personnel, the budget implications of each option, the risk management and liability implications, the requirements for supervision and management of the College Safety program; and

WHEREAS, the Board has received and considered the recommendations from local law enforcement; and

WHEREAS, Clackamas Community College currently has four full-time officers and several part-time officers affected by this change; and

WHEREAS, it is in the best interest of the College to balance the perceived desires for security of campus with the desire to provide an open atmosphere for collegiate activity;

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

Clackamas Community College is authorized to provide for public safety utilizing existing full-time and part-time staff who are certified as DPSST unarmed security professionals, and authorizes the addition of a DPSST certified unarmed security professional manager, and is augmented by up to two full-time equivalent School Resource Officers from local law enforcement jurisdictions.

Any and all actions taken by the President or designees to cause Clackamas Community College to provide for College Safety, or otherwise in furtherance of these resolutions is hereby ratified and approved.

The President of Clackamas Community College, or designees, for and on behalf of and in the name of the Clackamas Community College, are authorized to do and perform such acts and deeds and execute, acknowledge, and deliver all agreements as may be necessary, desirable or appropriate in

connection with the provision of College Safety and security programs determined by the President or designee, in their reasonable discretion.

ADOPTED by the Board of Education of the Clackamas Community College District, Clackamas County, Oregon this 13th day of April, 2016.

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

By: _____
Chair

ATTEST:

By: _____
President

RESOLUTION NO. R15/16-43Y

CLACKAMAS COMMUNITY COLLEGE

A RESOLUTION APPROVING THE CONFIGURATION OF COLLEGE SAFETY AFTER DECOMMISSIONING

WHEREAS, Clackamas Community College was informed by Clackamas County Sherriff's Office in February of 2016 that the Intergovernmental Agreement that extends police powers to Campus Safety officers as commissioned officers will not be renewed and therefor will expire in June 2016; and

WHEREAS, the Board recognizes its duty to provide a safe and secure educational environment, structured to provide for the personal safety and public safety interests of students, faculty, staff and community campus users and to direct the President to develop programs, policies and practices that address safety and security; and

WHEREAS, the decommissioning has necessitated a change in the manner in which College Safety is provided; and

WHEREAS, the Board has received feedback from students, faculty, staff and the community on their considerations regarding public safety at the College and considered this input; and

WHEREAS, the Board has considered maintaining or increasing the number of peace officers and security personnel, the budget implications of each option, the risk management and liability implications, the requirements for supervision and management of the College Safety program; and

WHEREAS, the Board has received and considered the recommendations from local law enforcement; and

WHEREAS, Clackamas Community College currently has four full-time officers and several part-time officers affected by this change; and

WHEREAS, it is in the best interest of the College to balance the perceived desires for security of campus with the desire to provide an open atmosphere for collegiate activity;

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

Clackamas Community College is authorized to provide for public safety utilizing existing full-time staff who are certified as DPSST armed security professionals, part-time staff who are certified as DPSST unarmed security professionals, authorizes the addition of a full-time DPSST certified armed security professional manager, and augmented by up to two full-time equivalent School Resource Officers from local law enforcement jurisdictions.

Any and all actions taken by the President or designees to cause Clackamas Community College to provide for College Safety, or otherwise in furtherance of these resolutions is hereby ratified and approved.

The President of Clackamas Community College, or designees, for and on behalf of and in the name of the Clackamas Community College, are authorized to do and perform such acts and deeds and

execute, acknowledge, and deliver all agreements as may be necessary, desirable or appropriate in connection with the provision of College Safety and security programs determined by the President or designee, in their reasonable discretion.

ADOPTED by the Board of Education of the Clackamas Community College District, Clackamas County, Oregon this 13th day of April, 2016.

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

By: _____
Chair

ATTEST:

By: _____
President

RESOLUTION NO. R15/16-43Z

CLACKAMAS COMMUNITY COLLEGE

A RESOLUTION APPROVING THE CONFIGURATION OF COLLEGE SAFETY AFTER DECOMMISSIONING

WHEREAS, Clackamas Community College was informed by Clackamas County Sherriff's Office in February of 2016 that the Intergovernmental Agreement that extends police powers to Campus Safety officers as commissioned officers will not be renewed and therefor will expire in June 2016; and

WHEREAS, the Board recognizes its duty to provide a safe and secure educational environment, structured to provide for the personal safety and public safety interests of students, faculty, staff and community campus users and to direct the President to develop programs, policies and practices that address safety and security; and

WHEREAS, the decommissioning has necessitated a change in the manner in which College Safety is provided; and

WHEREAS, the Board has received feedback from students, faculty, staff and the community on their considerations regarding public safety at the College and considered this input; and

WHEREAS, the Board has considered maintaining or increasing the number of peace officers and security personnel, the budget implications of each option, the risk management and liability implications, the requirements for supervision and management of the College Safety program; and

WHEREAS, the Board has received and considered the recommendations from local law enforcement; and

WHEREAS, Clackamas Community College currently has four full-time officers and several part-time officers affected by this change; and

WHEREAS, it is in the best interest of the College to balance the perceived desires for security of campus with the desire to provide an open atmosphere for collegiate activity;

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

Clackamas Community College is authorized to provide for public safety utilizing existing full-time staff who are certified as DPSST armed security professionals, part-time staff who are certified as DPSST unarmed security professionals, and authorizes the addition of a DPSST armed security professional manager.

Any and all actions taken by the President or her designees to cause Clackamas Community College to provide for College Safety, or otherwise in furtherance of these resolutions is hereby ratified and approved.

The President of Clackamas Community College, or designees, for and on behalf of and in the name of the Clackamas Community College, are authorized to do and perform such acts and deeds and execute, acknowledge, and deliver all agreements as may be necessary, desirable or appropriate in

connection with the provision of College Safety and security programs determined by the President or designee, in their reasonable discretion.

ADOPTED by the Board of Education of the Clackamas Community College District, Clackamas County, Oregon this 13th day of April, 2016.

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

By: _____
Chair

ATTEST:

By: _____
President

CCC Board of Education – Topic Summary	
Topic:	Budget Committee Appointment
Date:	April 13, 2016
Presenter:	Jim Huckestein, Vice President
Division/Department:	College Services
RECOMMENDATION:	Appoint Wade Byers to the Budget Committee for a three year term in Position/Zone 3, with a term expiration date of 6/30/2019.

REASON FOR BOARD CONSIDERATION:

The Board must appoint a person to fill the vacancy in Budget Committee Position/Zone 3.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Appointment of involved community members to the Budget Committee is relevant to Strategic Priority 3: Stabilize the College's Fiscal Health and Strategic Priority 4: Improve Community Connections.

BACKGROUND:

The Budget Committee includes the Board of Education and seven volunteers appointed by the Board for three-year terms. The Budget Committee receives the budget message, deliberates on the proposed budget, and approves the budget.

At the July 22, 2015, meeting, the Board re-appointed Budget Committee Members Dave McTeague from Zone 2, Christine Didway from Zone 4, and Michael McNichols from Zone 7; and declared a vacancy in Zone 3.

The vacancy was advertised on the college website and in local papers. No applications were received, so personal recruitment was done. Wade Byers has agreed to stand for appointment to the Budget Committee in Zone 3 for a three year term expiring on June 30, 2019.

BUDGET IMPACT/SOURCE OF FUNDS:

There is no cost to appoint Budget Committee members.

ATTACHMENTS:

None

CCC Board of Education – Topic Summary	
Topic:	Accreditation Visit Review
Date:	April 13, 2016
Presenter:	David Plotkin, Vice President
Division/Department:	Instruction and Student Services
RECOMMENDATION:	This information-only item is to review what to expect during the accreditation visit on May 2-4.

REASON FOR BOARD CONSIDERATION:

The Northwest Commission on Colleges and Universities, the regional accreditor for Clackamas Community College, will visit the campus for a regular comprehensive evaluation visit on May 2-4, 2016. They will refer to CCC's 7 Year Self-Study, appendices and exhibits to determine if the institution is fulfilling its mission according to the core themes and objectives adopted by the board. Regional accreditation is critical for the continuing operation of CCC, and the Board must be informed of the processes surrounding the self-study and visit.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

- The Board will be reminded of the background and rationale for regional accreditation.
- The Board will understand the process behind the crafting of CCC's 7-year Self-Study.
- The Board will be familiar with documents and resources it should review before the evaluation visit.

BACKGROUND:

The Board has been integral in crafting the core themes and objectives for accreditation, and has had regular reports on past visit, the accreditation standards, and indicators of mission fulfillment. This informational brief is to provide them with an update.

ATTACHMENTS:

Hard copies of the Year Seven Self-Study Report were sent to the Board members

FUTURE REPORT:

The Board will receive another update after the conclusion of the evaluation visit, at the May 2016 Board meeting.

CCC Board of Education – Topic Summary	
Topic:	Sabbatical Report
Date:	April 13, 2016
Prepared By:	Sharon Parker
Division/Department:	Business
Issue Before the Board:	Informational report on sabbatical activities

REASON FOR BOARD CONSIDERATION:

The Board annually reviews the Sabbatical Abstracts and hears reports from instructors on their sabbatical activities.

BACKGROUND:

Sharon Parker will give a report on her sabbatical activities:

Data analysis shows that programs offered by CCC's Business and Computer Science (BACS) department support living wage jobs and have above average job growth and sufficient job openings in the 5 county region to absorb program graduates. BACS programs address a majority of Oregon's top high wage, high demand jobs, and a majority of fast growing occupations in business and computer science within the 5-county region. Opportunities exist for BACS to create new or modified programs to support current and emerging occupations. The information in this report can be used to support program evaluation, planning, development, and marketing; and student advising.

FUTURE REPORT:

Sabbatical reports will be presented at the April and May Board meetings. The Board will hear a report on the 2015-16 Sabbaticals in March of 2017.

CCC Board of Education – Topic Summary	
Topic:	Policy Revisions
Date:	April 13, 2016
Presenter:	Joanne Truesdell, President
Division/Department:	Executive Offices
RECOMMENDATION:	This is a first read of policies that have been approved by the Board Policy Review Committee.

REASON FOR BOARD CONSIDERATION:

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

BACKGROUND:

Board policies were most recently reviewed in 2011.

The Board Policy Review Committee approved this set of policies on March 9. They have been presented for a first read at Presidents’ Council and College Council.

BUDGET IMPACT/SOURCE OF FUNDS:

No fiscal impact is associated with the adoption of policies

ATTACHMENTS:

- Policy CB: Chief Executive Officer
- Policy CBA: Qualifications and Duties of the President
- Policy CBB: Recruitment and Appointment of the President
- Policy CHCA: Approval of Handbooks and Directives
- Policy CI: Temporary Administrative Arrangements

FUTURE REPORT:

These policies will be included in the Consent Agenda for adoption at the April 13 Board meeting. As other policies are approved, they will be brought to the Board for a first reading, then adoption.

Chief Executive Office

The President is the College's chief executive officer and has, under the Board's direction, general supervision of all programs, personnel and activities of the College. The President is responsible for managing the College under the Board's policies and is accountable to the Board for that management.

The President may delegate to other personnel the exercise of any powers and the discharge of any duties imposed upon the President by these policies. Delegation of power or duty, however, will not relieve the President of responsibility for action taken under such delegation.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(1\)](#)

Cross Reference(s):

CBG - Evaluation of the President

Qualifications and Duties of the President

General Responsibility

The President shall serve as the executive officer for the Board. The administration of the College shall be delegated to the President, who shall carry out these administrative responsibilities and functions in accordance with the policies adopted by the Board. The execution of all decisions made by the Board concerning the internal operation of the College shall be delegated to the President who shall also perform such other chief executive administrative duties as may be assigned by the Board.

Responsibilities and Duties

1. The President will assist the Board by:
 - a. Being responsible for carrying out the general policies of the College as approved by the Board, the rules and regulations of the ~~State Board of Education~~ **Higher Education Coordinating Commission (HECC)** and Oregon Revised Statutes;
 - b. Initiating policies for Board consideration and developing administrative regulations to implement those policies, evaluating the effectiveness of all College regulations and rules;
 - c. Administering the planning, development and maintenance of a positive educational program which conforms with the adopted policies of the Board;
 - d. Recommending for the Board's consideration policies on organization, finance, instruction, physical plant and other functions of the College program;
 - e. Studying the requirements of the College for new construction and recommending needs to the Board;
 - f. Keeping the Board continuously informed of the progress and needs of the College.

2. The President is responsible for:
 - a. Preparing all agendas for meetings of the Board or delegating this responsibility in the event of absence;
 - b. Having the minutes of Board meetings recorded;
 - c. Signing the minutes of all special and regular meetings and transmitting a copy of the minutes of the previous meeting(s) to each member of the Board before each regular meeting;
 - d. Custodial responsibility for all records, proceedings and documents of the Board;
 - e. Attending all meetings of the Board and participating in all its deliberations;
 - f. Developing and putting into action administrative regulations consistent with Board policy;
 - g. Recommending to the Board the appointment of all professional personnel, defining the duties and assigning of work to all personnel;
 - h. Hiring all other College personnel;
 - i. Discipline, up to and including ~~suspension~~ **termination**, of employees;
 - j. Conducting continuous studies of the development and needs of the College and keeping the Board and the public informed;

- k. Supervising the preparation and administration of the annual budget with recommendations for adoption.
3. The President serves as:
- a. The representative to meetings and conferences with federal, state and local accrediting associations and other agencies requiring College participation (This responsibility may be delegated if necessary.);
 - b. The representative to meetings, conferences and public events deemed to be of value to the College. These may, and should, be delegated to other College officials in accordance with the best interests of the College;
 - c. A nonvoting ex-officio member or guest of all committees, meetings, organizations or gatherings held by the public, students or College employees on the College campus.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(1\)](#)

[OAR 589-002-0100](#)

Cross Reference(s):

CBG - Evaluation of the President

Recruitment and Appointment of the President

The Board considers foremost among its responsibilities the selection and appointment of a President who can effectively translate into action the Board's policies and the community's aspirations for its College.

To provide the most capable leadership available for the College, the Board may engage in a nationwide search for applicants for the position of President whenever a vacancy in that position occurs.

The Board shall develop and adopt the standards (candidate qualities and work experience), criteria (application, screening and hiring process) and policy directives (promote from within, state and/or national search) to be used in hiring the President or interim President at a meeting open to the public and at which the public has had an opportunity to comment.

The Board may seek the advice and counsel of interested individuals and/or of an advisory committee and/or it may hire consultants to assist in screening candidates and to encourage the filing of applications by professional educators who meet the qualifications. Final selection, however, will rest with the Board after a thorough consideration of qualified applicants.

The Board will appoint the President by a majority vote of the Board members at a meeting for which notice has been given of the intended action.

At the time of his/her appointment, the President will be issued an initial contract with the length of the contract, salary and benefits as mutually negotiated and determined. The Board ~~will~~ **may**, thereafter, fix the President's salary, ~~and~~ **benefits, and term** annually, prior to the beginning of the new fiscal year.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(7\)\(d\)](#)
[ORS 341.283](#)

[ORS 341.290\(1\), \(2\)](#)

Approval of Handbooks and Directives

In order that pertinent Board policies, administrative regulations, College rules and procedures may be known by all staff members, patrons and students affected, College administrators are granted authority to issue staff and student handbooks.

It is essential that the contents of all handbooks conform with Board policies and regulations. It is also important that all handbooks bearing the name of the College be of a quality that reflects favorably on the College.

The President or designee will review and approve handbooks. All handbooks published are to be made available to the Board for informational purposes.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)

Temporary Administrative Arrangements

In the absence of the President, the President shall designate the person who has administrative responsibility and notify the Board chair as necessary.

In the event the President is disabled or otherwise unavailable to serve, the Board will assign the President's duties as appropriate.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)

CCC Board of Education – Topic Summary	
Topic:	2016-17 Board Meeting Schedule
Date:	April 13, 2016
Prepared By:	Joanne Truesdell, President
Division/Department:	Executive Offices
Issue Before the Board:	First read on dates for the Board of Education meetings for the 2016/17 fiscal year

REASON FOR BOARD CONSIDERATION:

As stated in Policy BD/BDA: Board Meetings/Regular Board Meetings, the Board of Education is responsible for setting the schedule of board meetings each year.

BACKGROUND:

The proposed calendar of meetings follows the past practice of holding meetings on the second Wednesday of the month, with the following exceptions:

- The July 2016 meeting will be held on the last Wednesday of the month (July 27)
- There is no meeting in August 2016
- The June 2017 meeting will be held on the third Wednesday of the month (June 21)

This calendar also sets May 3 as a meeting date for the Budget Committee, and April 21 as the date for the Board Retreat.

BUDGET IMPACT/SOURCE OF FUNDS:

There is no cost associated with setting the Board meeting calendar.

ATTACHMENTS:

Tentative 2016/17 Board meeting schedule

FUTURE REPORT:

After incorporating any feedback from the Board, the 2016/17 Board meeting schedule will be brought to the May Board meeting for approval in the Consent Agenda.

2016-2017

Tentative Board Meeting Schedule

July '16						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August '16						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '16						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '16						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '16						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '17						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March '17						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April '17						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '17						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '17						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- Board Meeting
- Budget Committee Meeting
- Board Retreat

- ACCT Leadership Congress
- OCCA Annual Conference



Personnel Report

From 02/20/2016 - 03/19/2016

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
NEW HIRES			
Laura Funnemark	Academic & Career Coach	Classified	2/29/2016
Luke Norman	Transportation Systems Analyst	Classified	3/1/2016
Kristin Hawkins	Bookstore Bookkeeper	Classified	3/14/2016
SEPARATIONS			
Robert Bitter	Business & Industry Training Coordinator	Administrative	2/29/2016
Stephanie Akright	Science Lab Assistant	Classified	2/26/2016
Heather Arbuckle	Academic & Career Coach	Classified	3/8/2016
Vickie Fish	Custodian	Classified	3/10/2016
Mary Collins	Software Applications Specialist	Classified	3/11/2016
Peter Chow	Systems Engineer	Classified	3/18/2016
RETIRED			
Sara Simmons	HR Generalist	Confidential	2/29/2016