

**BOARD OF EDUCATION MEETING**  
**Bill Brod Community Center, Room 127**  
**Wednesday, June 28, 2017**

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

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

1. Website Redesign Update – Executive Director Jack Hardy p 5
2. Foundation Annual Report – Foundation Executive Director Paul Moredock p 7

**RECESS**

**6:30 pm BUDGET HEARING (Community Center, Room 127)**

1. Hearing on the Proposed 2017/18 Budget  
*This time is designated for comments on the 2017/18 Proposed Budget only. All speakers must sign-in on the “Speaker Sign-In Sheet” provided on the table at the entry-way to CC 127. Everyone signing in must print legibly, note their address, and whether they are a student, staff, or community member. Comments are limited to three minutes. This is an opportunity for testimony. Respectful consideration is expected for all comments.*

**6:35 pm REGULAR SESSION (Community Center, Room 127)**

**I CALL TO ORDER – Chair Richard Oathes**

**II ROLL CALL**

**III COMMENTS FROM CITIZENS**

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

**IV CONSENT AGENDA**

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

1. Approval of:
  - a. Minutes (Executive, Work, and Regular Sessions) 5.10.17 R16/17-50a p 9
  - b. Minutes (Retreat/Work Session) 5.19.2017 R16/17-50b p 17

- |   |            |      |
|---|------------|------|
| c. Monthly Financial Report – Director Chris Robuck                               | R16/17-50c | p 19 |
| d. Capital Projects (Bond) Financial Report – Director Chris Robuck               | R16/17-50d | p 21 |
| e. Revision to 17/18 Board Meeting Schedule – President Truesdell                 | R16/17-50e | p 23 |
| f. Contract Award: 2017/18 Schedule Printing & Mailing – Exec Director Jack Hardy | R16/17-50f | p 27 |

**V COLLEGE REPORTS**

- |   |  |      |
|---|--|------|
| 2. President’s Business Report – President Joanne Truesdell                 |  |      |
| - New Hire Introductions  |  |      |
| - Recognize Outgoing Association Presidents                                 |  |      |
| - Recognize Board Members Jean Bidstrup and Richard Oathes                  |  |      |
| 3. Oregon Local Government Intermediate Fund Report – Director Chris Robuck |  | p 29 |

**VI NEW BUSINESS – ACTION**

- |  |           |      |
|--|-----------|------|
| 4. President Profile & Timeline – Search Co-Chairs Jane Reid and Ron Adams         | R16/17-51 | p 31 |
| 5. 2016/17 Budget Amendment – Vice President Alissa Mahar                          | R16/17-52 | p 37 |
| 6. 2017/18 Budget Adoption – Vice President Alissa Mahar                           | R16/17-53 | p 39 |
| 7. 2017/18 Budget Appropriations – Vice President Alissa Mahar                     | R16/17-54 | p 41 |
| 8. Contract Award: DeJardin Expansion/Transit Center – Vice President Alissa Mahar | R16/17-55 | p 45 |
| 9. Contract Award: Bond Project Coordination Phase V – Vice President Alissa Mahar | R16/17-56 | p 51 |
| 10. Contract Award: Env. Learning Center/Newell Creek Headwaters – VP Alissa Mahar | R16/17-57 | p 55 |
| 11. High School Pathway Easement – Vice President Alissa Mahar                     | R16/17-58 | p 59 |
| 12. Professional Roster – Vice President Alissa Mahar                              | R16/17-59 | p 71 |
| 13. Administrative/Confidential Compensation – President Joanne Truesdell          | R16/17-60 | p 73 |

**VII BOARD OPERATIONS**

- |   |  |      |
|---|--|------|
| 14. Personnel Report – Dean Patricia Anderson Wieck   |  | p 75 |
| 15. Future Board Agenda Items – Board Chair (Refer to Board Planning Calendar)                  |  |      |
| 16. Board Chair Business Report   |  |      |
| 17. President Search Update – Jane Reid & Ron Adams, Co-Chairs                                  |  |      |
| 18. Clackamas Community College Education Foundation – Jean Bidstrup, Board Liaison             |  |      |
| 19. Oregon Community College Association – Ron Adams, Board Liaison                             |  |      |
| 20. Oregon School Boards Association Legislative Policy Committee – Ron Adams, Committee Member |  |      |
| 21. Bond Project Citizen Oversight Committee – Jane Reid, Co-Chair                              |  | p 77 |
| 22. Board of Education Community Reports  |  |      |

**VIII ASSOCIATION REPRESENTATIVE REPORTS AND COMMENTS**

- |  |  |      |
|--|--|------|
| 23. Associated Student Government (ASG) – Jairo Rodriguez, President |  |      |
| 24. Full-Time Faculty – Nora Brodnicki, President                    |  | p 81 |
| 25. Part-Time Faculty – Leslie Ormandy, President                    |  | p 87 |
| 26. Classified – Enrique Farrera, President                          |  |      |

**IX 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

### 2016-17

Thursday, June 15

Friday, June 16

**Wednesday, June 28**

Friday, June 30

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**

Reception to honor Jean Bidstrup and Richard Oathes, 5:30 p.m.



<b>CCC Board of Education – Topic Summary</b>	
Topic:	Website Redesign Update
Date:	June 28, 2017
Presenter:	Jack Hardy / Jessie Kirk
Division/Department:	College Relations & Marketing
<b>RECOMMENDATION:</b>	This item is for information only

**REASON FOR BOARD CONSIDERATION:**

This is a project update on the website redesign.

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

The new website will be a friendly and welcome marketing tool to recruit prospective students to enroll at the college. It will be easier to navigate and will be optimized for mobile devices.

**BACKGROUND:**

The most recent cosmetic change to the website occurred two years ago with the last major overhaul in 2012. The new design incorporates features recommended by primary research, including prospective students.

**BUDGET IMPACT/SOURCE OF FUNDS:**

This is paid for out of the general fund and is already budgeted.

**ATTACHMENTS:**

None at this time.

**FUTURE REPORT:**

In January 2018, we will provide the Board with an update on the website usage.



<b>CCC Board of Education – Topic Summary</b>	
Topic:	Foundation Annual Report 2016-17, Goals for 2017-18
Date:	June 28, 2017
Presenter:	Paul Moredock, CCC Foundation Executive Director
Division/Department:	CCC Foundation
<b>RECOMMENDATION:</b>	This item is for information only

**REASON FOR BOARD CONSIDERATION:**

Each year, the Foundation reports on accomplishments toward its goals for the current year, and outlines strategic goals for the coming Academic Year.

**BACKGROUND:**

Paul Moredock, Executive Director of the CCC Foundation, will review 2016 Campaign and 2016 Scholarships as well as Foundation Staff and Board updates.

**ATTACHMENTS:**

A handout will be given showcasing student thank you letters for scholarship donors.





<b>CCC BOARD OF EDUCATION – TOPIC SUMMARY</b>	
Topic:	Minutes of the Executive, Work, and Regular Sessions from May 10, 2017
Date:	June 28, 2017
Division/Department:	President’s Office
<b>RECOMMENDATION:</b>	Approval of the Minutes for May 10, 2017



**BOARD OF EDUCATION MEETING  
MINUTES  
May 10, 2017**

**EXECUTIVE SESSION**

Board Chair Richard Oathes convened Executive Session under ORS 192.660(2)(e) and (k) on Wednesday, May 10, 2017, in the Bill Brod Community Center Room CC126 at 5:35 p.m. with the following people present: Board Chair Richard Oathes and Members Chris Groener, Dave Hunt, Ron Adams, Jean Bidstrup, Jane Reid, and Greg Chaimov; Dean Bob Cochran; Vice President David Plotkin; Vice President Alissa Mahar; President Joanne Truesdell; PIO Lori Hall, Interim College Safety Director Wendi Babst, Executive Assistant Greer Gaston, Recorder Denice Bailey, and a member of the press.

School Safety Plan

Staff discussed the school safety plan with the Board.

Real Property

Staff discussed a real estate issue with the Board.

Executive Session was adjourned at 6:23 p.m.

**BUDGET COMMITTEE MEETING**

See separate Budget Committee minutes.

The Budget Committee meeting adjourned at 6:40 p.m.

**LOCAL CONTRACT REVIEW BOARD**

At 7:00 p.m., Chair Richard Oathes opened the Local Contract Review Board Hearing for public comment on the Construction Manager, General Contractor delivery model for the construction of the DeJardin Expansion project, and asked speakers who had signed up to come forward.

As there were none, the hearing was closed at 7:02 p.m.

### **REGULAR SESSION**

#### **CALL TO ORDER**

Chair Richard Oathes called the regular meeting of the Clackamas Community College Board of Education to order at 7:02 p.m. on Wednesday, April 12, 2017, in the Bill Brod Community Center at Clackamas Community College, Room 127.

#### **ROLL CALL**

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

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

Others in attendance: Director BJ Nicoletti, Dean Sue Goff, Interim Dean Tara Sprehe, Dean Bob Cochran, Director Jarett Gilbert, Dean Cynthia Risan, Director Jack Hardy, Director Chris Robuck, PIO Lori Hall, Director Lisa Davidson, Associate Dean John Ginsberg, Associate Dean Donna Larson, other CCC faculty and staff, students, and a member of the press.

#### **COMMENTS FROM CITIZENS**

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

There were none.

#### **CONSENT AGENDA**

The Board considered the approval of the following:

- a. Minutes (Work, Regular, and Executive Sessions) 4.12.17
- b. Minutes (Special Session) 04.20.17
- c. Monthly Financial Report
- d. Capital Projects (Bond) Report
- e. 2017/18 Board Meeting Schedule
- f. Revision to 2016/17 Board Meeting Schedule
- g. Support for Beaver Creek Employment Area
- h. Manufacturing Equipment Report

**R16/17-44** Greg Chaimov moved, Chris Groener seconded the motion, to approve Consent Agenda items a through h. Motion passed unanimously.

Chair Richard Oathes announced there would be a slight change to the agenda, and the Board would first meet the consultant for the president search and appoint members to the committee.

#### **President Search Committee Appointments**

Board Member Ron Adams reminded the Board that they approved a search consultant at the April 12 Board meeting. He introduced Consultant Preston Pulliams from Gold Hill Associates. Ron reported eight forums have been held to gather information for the president profile, and we are getting a lot of good

information. He reviewed the proposed timeline for the search. Preston said conducting the forums has been great; everyone is expressing very positive feedback about the college. It is a very competitive environment for presidents, but CCC should attract good candidates. Ron encouraged everyone to attend the remaining forums and said an on-line survey will be opened in the next day or so.

Ron asked the Board to officially appoint the following members to the search committee: Board members Ron Adams, Jane Reid, and Dave Hunt; Dean Bill Waters; Transition Liaison Amanda Coffey; Executive Assistant Denice Bailey, and consultant Preston Pulliams.

**R16/17-49** Greg Chaimov moved, Chris Groener seconded the motion to appoint members to the President Search Advisory Committee as presented in agenda item 10a. Motion passed unanimously.

## **COLLEGE REPORTS**

### President's Report

President Joanne Truesdell asked for staff introductions:

- Connections with Business and Industry (CBI) Executive Director Lisa Davidson introduced her new Project Coordinator, Willie Fisher.
- Vice President Alissa Mahar introduced the new Dean of Business Services Jeff Shaffer, who will begin at the college on June 1.

Joanne thanked PIO Lori Hall for coordinating the legislative work. Last Friday, she, Board Member Dave Hunt, and others were in the audience while community college presidents testified. She reported our capital request has been well received. Lori is also coordinating letters from our community to let legislators know of the importance of the DeJardin Science Complex. Today, we were asked to submit information to OCCA on how we would meet the state match. It was good to say we have our match in hand.

Joanne thanked Associate Dean Darlene Geiger for leading the effort around our Title II reapplication. CCC has to compete for funds every three years. These funds are very important for Skills Development and GED students.

### Sabbatical Report

Interim Dean Tara Sprehe introduced Lupe Martinez, who reported on her sabbatical activities. Lupe provided some background on how she came to CCC. She has a great desire to help Latino students get into higher education, enrich their skills, and give them a base of knowledge.

### Education Savings Account

Vice President David Plotkin provided some background information about a partnership with Clackamas Federal Credit Union and introduced Interim Dean Tara Sprehe. Tara provided details about this savings program for students, in which students can earn \$3 for every \$1 saved. We will promote the program this summer and early fall. It takes six months for students to become eligible and they must attend a financial literacy class. We will market the program to currently enrolled work-study students. The admissions and recruitment team will communicate this program to prospective students.

Tara responded to questions from the Board.

### College Safety Report

Vice President Alissa Mahar and Interim Director of College Safety Wendi Babst reported that CCC is moving forward with a Campus Resource Officer (CRO) agreement with the Oregon City Police Department (OCPD). The Board approved hiring armed resource officers in the 2016/17 budget. OCPD Chief Jim Band is in the audience. OCPD will be able to patrol at all three campuses. Wendi said this is going to supplement our existing safety program and will not reduce services currently provided by our campus safety officers.

Chief Band said he is excited to partner with CCC. He sees the college as a community within their community. His number one goal is that CCC likes what we create together.

President Joanne Truesdell said the CRO will serve under our Student Right to Learn Policy. OCPD does not do immigration enforcement and this partnership does not change the Board policy and our routine procedures when ICE agents come onto campus. We will have input in selecting the officer to serve in this role.

### Winter Enrollment Report

Director BJ Nicoletti provided information to the Board on Winter Term Enrollment. Enrollment was down 7.2%. Most of that is attributed to a change in procedure for Accelerated College Credit students. It also was a tough winter term with the multiple snow days.

### **NEW BUSINESS – ACTION**

#### Ground Lease with Clackamas County Fire District #1 (CCFD)

Vice President Alissa Mahar reported the Board previously authorized staff to enter into negotiations with CCFD and presented the results of that negotiation. She reviewed the proposed parameters of the lease agreement.

Board Member Jean Bidstrup said our relationship with the CCFD should not preclude us from collecting the full value of the lease.

Board Member Greg Chaimov asked if it is possible to put into the parameters that the building must be built to last for a certain period of time, say 40 years. Karl Schulze, from the inci group, replied yes, but it is difficult to monitor compliance. The Harmony West building was built as a 100 year building. Not all components will last that long, like carpet. It would be reasonable to request the CCFD administration building be built as a 50 to 100 year building. Board Member Dave Hunt asked if that requirement will cause us a problem in negotiation with CCFD. Alissa said it would not.

**R16/17-45** Greg Chaimov moved, Jane Reid seconded the motion to approve the CCC – CCFD ground lease parameters as set for in agenda item 7, with the addition that the parameters include a 50 year building. Greg Chaimov, Jane Reid, Ron Adams, Richard Oathes, Dave Hunt, and Chris Groener voted for the motion. Jean Bidstrup voted against. Motion passed.

#### Construction Manager/General Contractor (CM/GC) for the Construction of the DeJardin Expansion and Transit Center Project

Dean Bob Cochran and Karl Schulze reviewed the requirements for approving the CM/GC delivery method for the DeJardin Expansion and Transit Center project. We are using this method for the Industrial Technical Center. Karl said this project includes a remodel in addition to new construction. It

is a complex project. Utilizing the CM/GC method will be more cost effective and will create safety boundaries for students on campus during construction.

**R16/17-46** Dave Hunt moved, Jane Reid seconded the motion to approve the exemption from the standard Design, Bid, Build delivery method of procurement of construction services and approve the CM/GC delivery model for the construction of the DeJardin Expansion and Transit Center. Motion passed unanimously.

#### Final Contract Approval – DeJardin Architects

This item was moved to a future meeting.

#### Harmony West Furniture

Dean Bob Cochran asked the Board to approve a contract for furniture for bond projects.

**R16/17-48** Greg Chaimov moved, Chris Groener seconded the motion to approve a contract to Pacific Furnishings in an amount not to exceed \$450,000 for space planning and coordination of furniture purchasing and installation of furniture for all bond projects. Motion passed unanimously.

#### President Search Committee Appointments

This item was discussed earlier in the meeting.

### **BOARD OPERATIONS**

#### Personnel Report

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

#### Future Board Agenda Items

The Board reviewed the planning calendar. We will provide a 2017/18 planning calendar at the June meeting.

Board Vice Chair Jane Reid asked to have another retreat scheduled after July 1. Once the election has been certified we will reach out to our new Board members to schedule.

#### Board Chair Business Report

President Joanne Truesdell reviewed a few of the highlights of the Board goals status report. Board Member Ron Adams clarified that the Board outreach this year focused on the school districts but the high school principals were not present. We don't get the same traction with district level administrators. Joanne said we will work on scheduling a meet and greet next year. We can coordinate individual meetings and arrange for staff to attend with the Board. Vice President David Plotkin said one of the things the deans will be working on over the summer is paralleling the Board's goals with the high schools.

#### Clackamas Community College Education Foundation Report

Board Member Jean Bidstrup reported:

- The Foundation was recently involved in the Music, Performance, and Technology (MPT) Festival. Guest artists inspired and mentored current MPT students and provided feedback in a number of areas. This event was sponsored by a mini-grant.
- 18 projects were submitted for mini-grants this year and have been forwarded to the mini-grant committee for review.

- Event Coordinator, Tammy McKay, is leading the charge for the upcoming Invitational Golf Tournament on July 17 at Arrowhead Golf Club, and The Corporate Challenge which will be held August 14 at Willamette Valley Country Club.

#### OCCA Report

Board Member Ron Adams said the CCC capital construction request was positively received, but the legislature has not voted on it yet. We are high on the list and should be included. PIO Lori Hall has asked for letters in support of the DeJardin expansion and he encouraged everyone to write one. Board Member Dave Hunt said there is a sense that the community college funding request was appropriately sized and reasonable. The universities are asking for a lot of money.

#### OSBA Legislative Policy Committee Report

Board Member Ron Adams reported the Legislative Policy Committee has not met recently.

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

Vice Chair Jane Reid reported the next COC meeting is June 14 at Harmony. Dean Bob Cochran will do a bond project update, VP Alissa Mahar will do college report, PIO Lori Hall will provide a legislative update, and the group will take a tour of Harmony West.

#### Board of Education Community Reports

Richard Oathes reported he attended a Canby School Board meeting and it went well.

Ron Adams encouraged everyone to attend a president search forum and said it helps to have a Board member there. He is enjoying them. He said students at the forum requested more classes at both Wilsonville and Harmony. He also pulled weeds at the ELC.

Jean Bidstrup reported she will be doing a presentation at the North Clackamas School Board meeting tomorrow.

Chris Groener reported he will be at the ELC groundbreaking.

Jane Reid reported on Monday, she made a presentation at the Colton School Board meeting, attended a president search forum, attended the Foundation meeting, and had both phone and in-person meetings regarding the president search.

Greg reported he attended the North Clackamas Education Foundation's 25<sup>th</sup> anniversary gala.

Dave Hunt reported he has been in Salem attending meetings, went to the Advisory Committee dinner, and the Clackamas Manufacturing Forum in Oregon City.

### **REPRESENTATIVE REPORTS AND COMMENTS**

#### Associated Student Government President Jairo Rodriguez reported:

- Field Day is scheduled for May 31
- ASG will take a tour of Harmony West. He is excited for it to be completed.

#### Full-Time Faculty Association President Nora Brodnicki reported:

- Compose is scheduled for May 20.
- Melissa Jones and *The Clackamas Print* won 17 awards in a collegiate news contest.

- The student art show opens May 16, and the awards ceremony is from 12:00-1:00 p.m.
- Elections are over, Casey Simms will be president next year and Laurette Scott is president-elect.

Part-Time Faculty Association

The Board reviewed the information included in the agenda materials.

Classified Association president Enrique Farrera reported:

- The Classified Association was recognized by OEA for its bargaining contract. He thanked the staff who worked on the contract.
- Elections are coming up.
- Association members are in training.

President Joanne Truesdell said this is the best part of the year for her. Graduation is coming and she is looking forward to it.

As there was no other business to come before the Board, the meeting was adjourned at 8:38 p.m.

June 28, 2017  
Date

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

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

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





<b>CCC BOARD OF EDUCATION – TOPIC SUMMARY</b>	
Topic:	Minutes of the Board Retreat from May 19, 2017
Date:	June 28, 2017
Division/Department:	President’s Office
<b>RECOMMENDATION:</b>	Approval of the Minutes for May 19, 2017



**BOARD OF EDUCATION RETREAT/WORK SESSION  
MINUTES  
May 19, 2017**

**RETREAT/WORK SESSION**

**CALL TO ORDER**

Chair Richard Oathes called the retreat/work session of the Clackamas Community College Board of Education to order at 12:30 p.m. on Friday, May 19, 2017, in Roger Rook Hall, Room 220 at Clackamas Community College.

**ROLL CALL**

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

Others in attendance: Search Advisory Committee Members Amanda Coffey and Bill Waters, Consultant Preston Pulliams, Board Members-elect Rob Wheeler and Irene Konev, and Recorder Denice Bailey.

**PRESIDENT PROFILE**

Board Vice Chair Jane Reid welcomed everyone and asked everyone to provide a brief introduction. Board Member Ron Adams explained that the president profile will be approved at the June 28 Board meeting, what it will be used for, and the process so far. Once the profile has been approved by the board, recruitment for the position starts.

Consultant Preston Pulliams asked the Board what they saw as opportunities and challenges for the new president, and the group worked on the language of the profile. Examples of profiles from other colleges were distributed.

The group discussed marketing strategies. We will take out an ad in The Chronicle of Higher Education in July. Other advertising possibilities are the League of Innovation, AACC, LinkedIn, Indeed, and many other, more targeted, publications.

Preston suggested the Board determine a salary range by September. He will help with contract negotiations.

As there was no other business to come before the Board, the meeting was adjourned at 3:00 p.m.

**June 28, 2017**  
\_\_\_\_\_  
**Date**

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

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

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

Topic:	Monthly financial report -- All funds
Date:	June 28, 2017
Presenter	Alissa Mahar, Vice President of College Services Chris Robuck, Director of Fiscal Services
Division/Department:	College Services/Business Services
<b>Recommendation:</b>	<b>Approval of monthly financial report- All Funds</b>

**ALL FUNDS**  
**Statement of Revenue, Expenditures and Changes in Fund Balance**  
2016-17 at April 30, 2017

	<u>Fund Balance at Start of Year</u>	<u>Revenue and Other Sources</u>	<u>Expenditures and Other Uses</u>	<u>Net Revenue (Expenditures)</u>	<u>Fund Balance at Report Date</u>
General	\$ 18,670,489	\$ 44,936,942	\$ 39,742,337	\$ 5,194,605	\$ 23,865,093
Fee	2,000,970	3,084,853	2,701,505	383,348	2,384,319
Innovation	-	770,930	339,440	431,490	431,490
Debt Service	2,444,082	8,398,153	1,452,576	6,945,577	9,389,659
Capital Projects (Bond)	25,120,777	111,325	10,400,756	(10,289,431)	14,831,345
Staff Computer Replacemt	-	150,000	5,730	144,270	144,270
Equipment Replacement	1,551,798	619,281	203,429	415,852	1,967,650
Major Maintenance	2,912,459	490,918	296,621	194,297	3,106,756
Student Technology	471,185	758,623	374,807	383,816	855,001
Internal Service	311,250	280,195	411,536	(131,341)	179,909
Bookstore	1,237,580	1,686,049	1,515,746	170,303	1,407,883
Customized Training	557,608	348,751	351,783	(3,033)	554,575
Intramurals and Athletics	35,782	361,340	333,482	27,859	63,641
Student Life & Leadership	138,738	98,914	85,582	13,332	152,070
Computer Lab	113,143	48,386	39,976	8,410	121,553
Retirement	1,832,617	750,000	618,951	131,049	1,963,667
Student Financial Aid	49,964	16,792,224	19,152,335	(2,360,110)	(2,310,146)
Grants and Contracts	666,045	1,800,669	2,583,405	(782,736)	(116,691)
WIOA Grant	(1)	1,500,898	1,633,541	(132,643)	(132,644)
Insurance Reserve	291,520	100,000	36,598	63,402	354,922
PERS Reserve	1,000,000	2,000,000	-	2,000,000	3,000,000
<b>Total</b>	<u><u>\$ 59,406,006</u></u>	<u><u>\$ 85,088,450</u></u>	<u><u>\$ 82,280,134</u></u>	<u><u>\$ 2,808,316</u></u>	<u><u>\$ 62,214,322</u></u>

**NOTES**

**Student Financial Aid, Grants and Contracts, and WIOA:**

Expenditures for these funds normally occur prior to billing or drawdown of funds. Revenue for reimbursements from grantors are normally billed and recorded in the month subsequent to when the expenditures were incurred, causing a negative fund balance at month end. Final billings and draws at year end will offset any expenditures for the year.

**CONSENT AGENDA**

**AGENDA ITEM 1c  
R16/17-50c**

Topic:	Monthly financial report -- General Fund
Date:	June 28, 2017
Prepared by:	Alissa Mahar - VP of College Services Chris Robuck, Director of Fiscal Services
Division/Department:	College Services/Business Services
<b>Recommendation:</b>	<b>Approval of monthly financial report - General Fund</b>

GENERAL FUND	April 2017		Year to Date 2016-17		Year to Date 2015-16		Fiscal Year 2016-17		Projected is Better (Worse) than Budget
	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Budget	Projected	
REVENUE									
State comm college support	\$ -	0%	\$10,576,060	75%	\$14,675,131	114%	\$14,022,081	\$14,279,233	\$ 257,152
Property taxes	83,473	0%	17,190,707	97%	16,356,040	97%	17,775,438	17,968,979	193,541
Tuition, net of waivers	(289,039)	-2%	14,559,676	100%	13,871,297	98%	14,581,349	14,655,560	74,211
Other revenue	178,200	8%	2,351,938	107%	1,696,729	96%	2,189,076	2,181,071	(8,005)
Transfers in	-	0%	258,561	100%	70,000	100%	259,562	256,254	(3,308)
Total revenue	<u>(27,367)</u>	<u>0%</u>	<u>44,936,942</u>	<u>92%</u>	<u>46,669,198</u>	<u>102%</u>	<u>48,827,506</u>	<u>49,341,097</u>	<u>513,591</u>
EXPENDITURES									
Personnel services	3,340,392	8%	29,465,051	74%	27,099,171	74%	40,030,448	39,053,831	976,617
Materials and services	395,054	5%	5,360,452	75%	5,025,669	80%	7,184,622	6,772,909	411,713
Capital outlay	6,100	5%	94,753	75%	271,317	92%	126,273	119,959	6,314
Transfers out	-	0%	4,822,081	100%	2,361,833	96%	4,822,061	4,566,607	255,454
Total expenditures	<u>3,741,546</u>	<u>7%</u>	<u>39,742,337</u>	<u>76%</u>	<u>34,757,990</u>	<u>76%</u>	<u>52,163,404</u>	<u>50,513,306</u>	<u>1,650,098</u>
Net revenue (expenditures)	<u>\$ (3,768,913)</u>		5,194,605		11,911,208		(3,335,898)	(1,172,209)	2,163,689
Fund balance at start of year			18,670,487		15,710,997		18,613,498	18,670,487	56,989
Fund balance at report date			<u>\$23,865,092</u>		<u>\$27,622,205</u>		<u>\$15,277,600</u>	<u>\$17,498,278</u>	<u>\$ 2,220,678</u>
<i>Fund balance in excess of minimum 10% of revenue, excluding July state appropriation payment</i>								8,478,489	

**AMOUNTS USED FOR BUDGET AND PROJECTIONS**

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

Projected is less than budget for estimated vacancy rate.

Materials and services: Except where actual is known, projected is 5% less than budget for underutilization

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

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

**CONSENT AGENDA**

AGENDA ITEM 1d  
R16/17-50d

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	June 28, 2017
Prepared by:	Alissa Mahar - VP of College Services Chris Robuck - Director of Fiscal Services
Division/Department:	College Services/Business Services
<b>Recommendation:</b>	<b>Approval of monthly financial report - Capital Projects (Bond) Fund</b>

**Actual, inception to May 31, 2017**

*Projects with Dedicated Revenue*

	<b>All Projects</b>	<b>Harmony West</b>	<b>Industrial Technical Ctr</b>	<b>DeJardin Science</b>	<b>Transportation</b>	<b>Unrestricted \$s for Project Related Costs</b>	<b>Total</b>
<b>NET REVENUE</b>							
Proceeds/premium of debt issue	99,918,898						
Bond sale costs	(628,492)						
Refunding of long-term debt	(14,717,927)						
Net bond proceeds	84,572,478						84,572,478
Interest earned on bond proceeds	283,076						283,076
State grants for construction							-
Other grants							-
Other revenue			10,000				10,000
Unrestricted General Fund transfer						2,000,000	2,000,000
Net revenue	<u>84,855,554</u>	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>2,000,000</u>	<u>86,865,554</u>

**EXPENDITURES**

**Harmony West**

Purchase land & OIT building	4,208,741
OIT building demolition	552,949
Project management (inici)	292,580
Architect, engineering & permits	1,639,974
Construction	5,464,299
Furniture and equipment	16,691
Other (modulars, legal, etc.)	126,744

**Industrial Technical Center**

Project management (inici)	150,438
Architect, engineering & permits	1,750,301
Construction	-
Furniture and equipment	157,000
Other	22,084

**Actual, inception to May 31, 2017**

	<i>Projects with Dedicated Revenue</i>					Unrestricted \$\$s for Project Related Costs	Total
	<b>All Projects</b>	<b>Harmony West</b>	<b>Industrial Technical Ctr</b>	<b>DeJardin Science</b>	<b>Transpor- tation</b>		
<b>DeJardin science addition</b>							
Project management (inici)				16,337			
Other				26,781			
Pauling remodel							
<b>Transit center and paths</b>					1,533		
<b>Major maintenance / all projects</b>							
Major maintenace project mgmt (inici)	68,102						
General project management (inici)	347,741						
OR City land use application	32,810						
Oregon City master planning	111,204						
IT network infrastructure & wireless	2,013,642						
Meyers Road extension	700,270						
Elevator and ADA upgrades	217,436						
Title IX (Randall locker rooms)	2,384,520						
North tunnel remodel (Randall)	3,167						
Roofing	713,785						
Clairmont electrical service	105,973						
Safety and security upgrades	889						
Emergency power master plan	1,384						
Barlow parking lot	309,754						
Barlow automotive remodel							
Clairmont seismic	2,235						
<b>Student Services center</b>							
<b>Costs paid from unrestricted \$</b>						329,629	
Total expenditures	<u>7,012,911</u>	<u>12,301,979</u>	<u>2,079,822</u>	<u>43,118</u>	<u>1,533</u>	<u>329,629</u>	21,768,993
<b>COMMITTED: contracts minus expenditures to date</b>							<u>29,335,259</u>
<b>AVAILABLE: not yet spent or committed</b>							<u>35,761,302</u>

<b>CCC Board of Education – Topic Summary</b>	
Topic:	2017/18 Board Meeting Schedule Revision
Date:	June 28, 2017
Prepared By:	Joanne Truesdell, President
Division/Department:	Executive Offices
Recommendation:	Approve changing the date of the July 2017 Board of Education to July 19 and adding a retreat on August 3, 2017

**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:**

At its May 10 meeting, the Board approved the schedule of meetings for the 2017/18 year. After discussion at the Board retreat, it was discovered that the July 2017 meeting conflicts with the OCCA New Board Member Orientation, and a suggestion was made to move the CCC Board meeting to July 19.

In addition, a suggestion was made to schedule another retreat for August 3.

**BUDGET IMPACT/SOURCE OF FUNDS:**

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

**ATTACHMENTS:**

Revised 2017/18 Board meeting schedule

**FUTURE REPORT:**

The 2018/19 Board meeting schedule will be brought to the April 2018 Board meeting.





# 2017-2018

## Board Meeting Schedule

July '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					

August '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		

September '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

October '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				

November '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		

December '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						

January '18						
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 '18						
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 '18						
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 '18						
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 '18						
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 '18						
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 (tentative)
- Agenda Review Meeting



<b>CCC Board of Education – Topic Summary</b>	
Topic:	Contract Award: 2017-18 Schedule Printing & Mailing
Date:	June 28, 2017
Prepared By:	Lenda Black, Publications Coordinator Elizabeth Cole, Purchasing Agent Jack Hardy, Associate Vice President
Division/Department:	College Relations and Marketing
<b>RECOMMENDATION:</b>	Award contract for printing and mailing 2017-18 schedules to Signature Graphics in an amount not to exceed \$131,912.00.

**REASON FOR BOARD CONSIDERATION:**

This is an annual agenda item. Per the Community College Rules of Procurement, the Board must approve contracts of \$100,000 or more

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

Distribution of a comprehensive course schedule is aligned to Strategic Priority 4: Improve community connections.

**BACKGROUND**

Request for Bids (RFB) 1617-01 for printing and mailing 2017-18 course schedules was issued on May 10, 2017. The RFB was advertised on the college website and in the Daily Journal of Commerce, and vendors known to be interested were notified by email.

The following bid was received:

Signature Graphics	\$119,920.00
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Signature Graphics was the sole bidder. A 10% contingency over the bid amount is requested to cover changes in the length, design, and number of copies, making the total award \$131,912.00

College records indicate Signature Graphics has been awarded the printing of the schedule of classes since at least 2007/2008.

**BUDGET IMPACT/SOURCE OF FUNDS:**

Funds are available for this award in the College Relations and Marketing budget (11-0000-00-50113-62110).



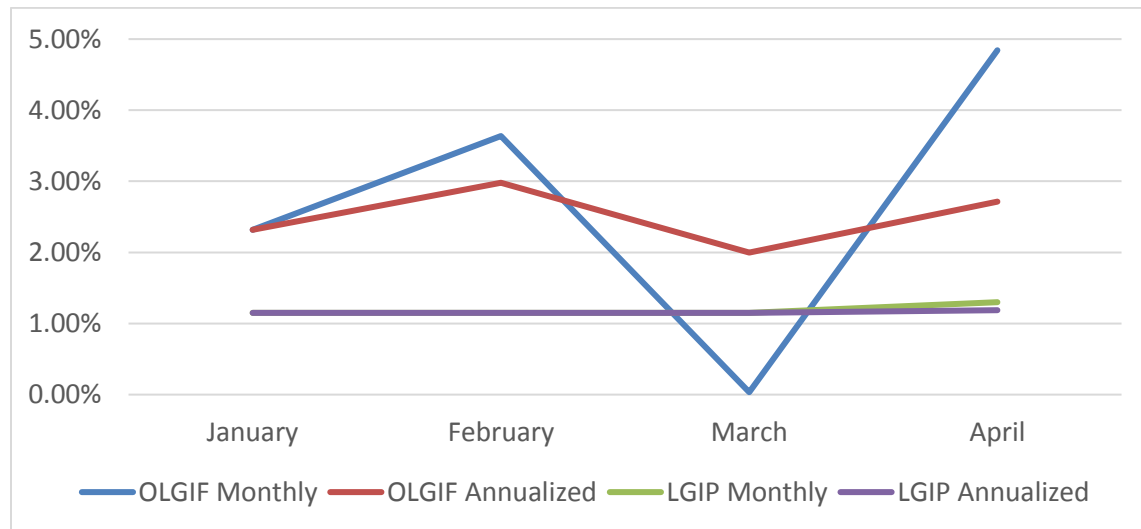
CCC Board of Education – Topic Summary	
Topic:	Oregon Local Government Intermediate Fund Report
Date:	June 28, 2017
Presenter:	Chris Robuck, Director of Fiscal Services
Division/Department:	Business Office
<b>RECOMMENDATION:</b>	Information only

**BACKGROUND**

In September 2016, the Board approved participation in the Oregon State Treasury’s Oregon Local Government Intermediate Fund (OLGIF). The OLGIF provides a vehicle to invest assets over an intermediate time horizon (three to five years). Participants invest in OLGIF by purchasing units of the Fund; the value of each participant’s investment is determined on a proportional basis to the net market value of the entire portfolio. Participants may experience losses on OLGIF investments due to changes in market conditions. Assets invested in OLGIF should be able to withstand greater price volatility to achieve the level of returns typically associated with longer-term investments.

**RETURNS**

On January 1, 2017, staff moved \$7,000,000 of unrestricted reserves from the Oregon Local Government Investment Pool (LGIP) to the OLGIF. As expected, the OLGIF investment has had both a higher and a more volatile overall rate of return than the LGIP, as follows.



For the four months ended April 2017, the rate earned on the OLGIF was 2.72%; the LGIP rate was 1.53%. If maintained over a full year, that difference would provide an additional \$107,000 in interest income for the General Fund.

**RISK**

While the OLGIF is designed for longer term, higher returns than the LGIP, it is still invested in reasonably safe, non-speculative instruments, as follows.

<b>Investment Portfolios</b>	<b>LGIP</b> <u>FYE 6-30-16</u>	<b>OLGIF</b> <u>1st Qtr 2017</u>
US treasury and agencies, and municipal obligations	31.7%	65.3%
Corporate and other non-US government obligations	49.5%	27.1%
Asset-backed securities	13.3%	7.3%
Cash and certificates of deposit	5.5%	0.3%
	<u>100.0%</u>	<u>100.0%</u>

The following illustrates where OLGIF ranks using relative returns as a surrogate for risk and volatility.

	<b>LGIP</b> <u>Jan - Apr 2017</u>	<b>OLGIF</b> <u>Jan - May 2017</u>	<b>Foundation</b> <b>Long-Term Portfolio</b> <u>Calendar 2016</u>
Investment Returns	1.2%	3.0%	11.8%

<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	President Profile
<b>Date:</b>	June 28, 2017
<b>Prepared By:</b>	Jane Reid, Vice Chair Ron Adams, Board Member
<b>Division/Department:</b>	Board of Education
<b>Recommendation:</b>	Approve the President Profile and Timeline

**REASON FOR BOARD CONSIDERATION:**

At the March 8 Board meeting, President Joanne Truesdell announced her intent to retire her presidency effective June 30, 2018.

**BACKGROUND:**

As stated in Board Policy CBB: 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.*

The Board met in a retreat/work session on May 19, along with members of the Search Advisory Committee to draft a President Profile which will be used in advertising the position and in marketing documents. They also discussed a timeline with more specificity than had been previously shared.

**BUDGET IMPACT/SOURCE OF FUNDS:**

There is no cost associated with approval of the President Profile or timeline. Any costs related to the presidential search will be paid through the general fund.

**ATTACHMENTS:**

- Draft President Profile
- Draft Search Timeline





## TIMELINE – PRESIDENT SEARCH

<b>April 12, 2017</b>	<ul style="list-style-type: none"> <li>• Selection of Search Consultant.</li> </ul>
<b>May 8-12, 2017</b>	<ul style="list-style-type: none"> <li>• Consultant hosts forums with members of the college’s internal/external community to discuss the institution and leadership needs.</li> </ul>
<b>May 15, 2017</b>	<ul style="list-style-type: none"> <li>• Consultant meets with Search Advisory Committee and Board to develop the presidential search profile using the information gathered at the forums</li> <li>• Consultant meets with Search Advisory Committee and Board to finalize search timeline</li> </ul>
<b>June 28, 2017</b>	<ul style="list-style-type: none"> <li>• Board reviews and approves profile and timeline</li> </ul>
<b>July 3, 2017</b>	<ul style="list-style-type: none"> <li>• Online application for president opens</li> </ul>
<b>July 2017</b>	<ul style="list-style-type: none"> <li>• Print advertisement sent to <i>The Chronicle of Higher Education</i> (for July issue) and other appropriate publications, marking the beginning of recruitment (ads may be repeated due to the span between first ads and closing date)</li> <li>• Consultant begins one on one recruitment</li> </ul>
<b>September 5-8, 2017</b>	<ul style="list-style-type: none"> <li>• Search Advisory Committee develops committee application process and form</li> </ul>
<b>September 18, 2017</b>	<ul style="list-style-type: none"> <li>• Application window opens for committee participation</li> </ul>
<b>October 3, 2017</b>	<ul style="list-style-type: none"> <li>• Application window closes for committee participation; core committee reviews applicants and provides recommendation to Board</li> </ul>
<b>October 11, 2017</b>	<ul style="list-style-type: none"> <li>• Board approves Expanded Search Advisory Committee members</li> </ul>
<b>October 13, 2017</b>	<ul style="list-style-type: none"> <li>• Closing date for president applications</li> </ul>
<b>October 27, 2017</b>	<ul style="list-style-type: none"> <li>• Consultant recommends semi-finalists to the Search Advisory Committee and begins preliminary reference checking</li> </ul>
<b>November 13-17, 2017</b>	<ul style="list-style-type: none"> <li>• Interviews of semi-finalists by Search Advisory Committee take place</li> </ul>
<b>December 11, 2017</b>	<ul style="list-style-type: none"> <li>• Search Advisory Committee meets with Consultant to select finalists to recommend to the board</li> </ul>
<b>December 13, 2017</b>	<ul style="list-style-type: none"> <li>• Board approves finalists</li> </ul>
<b>February 14, 2018</b>	<ul style="list-style-type: none"> <li>• In-depth reference checks by Consultant is presented to the Board</li> </ul>
<b>February 21-27, 2018</b>	<ul style="list-style-type: none"> <li>• On-campus interviews of finalists by the Board and campus community take place</li> </ul>
<b>March 7</b>	<ul style="list-style-type: none"> <li>• Board team visits home campus of finalists (optional)</li> </ul>
<b>March 14</b>	<ul style="list-style-type: none"> <li>• Board team reports findings of visit to the Board (optional)</li> </ul>
<b>March 21</b>	<ul style="list-style-type: none"> <li>• Board makes a decision and discusses contract negotiations at a special meeting</li> </ul>
<b>March 22</b>	<ul style="list-style-type: none"> <li>• Candidate negotiations begin with selected candidate</li> </ul>
<b>April 11, 2018</b>	<ul style="list-style-type: none"> <li>• Announcement made at regular Board meeting</li> </ul>

## **Draft Clackamas Community College President Search Profile**

The next President of Clackamas Community College will provide strong leadership in order to address these challenges and opportunities:

- Continuing and growing the College's community, business, and educational partnerships.
- Promoting and advancing diversity, equity, and inclusion strategies.
- Supporting the existing strong, participatory shared-governance culture.
- Fostering the College's future leadership with succession planning and professional development.
- Continuing the College's effective engagement with key community leaders, including elected officials and potential donors.
- Training a globally competent workforce for the future workplace.
- Advancing the College's fundraising in order to increase external resources for supporting critical educational initiatives and capital projects, and working closely with College Foundation.
- Continuing and enhancing the College's student completion efforts.
- Supporting expansion of the College's efforts to provide educational services and community outreach in all areas of the district.
- Completing the build out of facilities funded by the 2014 successful bond measure.
- Balancing the functions and program mix of a comprehensive community college during these challenging financial times: workforce development, academic transfer, lifelong learning, and essential skills.
- Moving the College forward in acquiring, implementing, and utilizing state of the art technology.
- Continuing to build a visionary college
- Sustaining and building on the excellent relationship with a quality, engaged faculty and staff.

The next Clackamas Community President will have the following professional and personal characteristics:

- A strong student-centered leader.
- An accessible, responsive, supportive, and candid individual.
- A leader who will continue to develop the internal team to effectively address operational challenges and opportunities.
- A strategic, innovative, and visionary planner who can set priorities and align planning, assessment, and budget processes with the college's mission fulfillment.
- A fiscally responsible leader.
- A dynamic listener and engaging communicator who employs multiple communication strategies effectively.
- A passionate leader who builds connections while enhancing the College's reputation in the community and state.
- A leader in building an inclusive college environment, a culturally competent workforce, and a diverse staff and faculty.
- A consensus builder who is committed to Clackamas Community College for the long term.

## Minimum Requirements

Masters required, doctorate preferred, from an accredited university or college.

Minimum 5 years of experience in a senior management level position required, community college experience preferred.

Community college or university teaching experience preferred.

DRAFT



**NEW BUSINESS - ACTION**

**AGENDA ITEM 5**

**R16/17-52**

Topic:	Budget amendment - appropriation transfer
Date:	June 28, 2017
Prepared by:	Alissa Mahar - VP of College Services Jeff Shaffer - Dean of Business Services
Division/Department:	College Services/Business Services
<b>Recommendation:</b>	Amend the 2016-17 budget - appropriation transfer

**REASON FOR BOARD CONSIDERATION**

Board policy DB states that the budget will be prepared in compliance with local budget law. Oregon budget law allows the governing body to amend the budget after adoption when conditions have occurred that were not known at the time the budget was prepared which require a change in financial planning.

**BACKGROUND**

The requested changes in appropriations are needed for the following purposes.

- \* Shift appropriation between Materials and Services (M&S) and Capital Outlay in both the General Fund and Reserve Fund in order to better reflect actuals.
- \* Shift appropriation from Capital Outlay to M&S in the Bond Fund to better reflect actuals.
- \* Shift appropriation in Customized Training Fund from Contingency to allow for buffer in Personnel.
- \* Shift appropriation in the Internal Services Fund from contingency and Capital Outlay to allow for buffer in Personnel and M&S.

**BUDGET IMPACT**

	RESOURCES	REQUIREMENTS			
		Personnel Services	Materials & Services	Capital Outlay	Contingency
General Fund	\$ -	\$ -	\$ (20,000)	\$ 20,000	\$ -
Special Revenue Funds					
Reserve funds	-	-	(15,000)	15,000	-
Capital Projects Funds					
Externally restricted	-	-	3,000,000	(3,000,000)	-
Proprietary Funds					
Enterprise funds	-	30,000	-	-	(30,000)
Internal service fund	-	10,000	90,000	(55,000)	(45,000)
Total appropriations	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ 3,055,000</u>	<u>\$ (3,020,000)</u>	<u>\$ (75,000)</u>



<b>CCC Board of Education – Topic Summary</b>	
Topic:	2017-18 Budget Adoption
Date:	June 28, 2017
Prepared By:	Alissa Mahar, Vice President of College Services Chris Robuck, Director of Fiscal Services
Division/Department:	College Services
<b>RECOMMENDATION:</b>	<p>Adopt the budget for the fiscal year 2017-18 in the total amount of \$191,907,961 now on file at the Business Office, and</p> <p>Impose the taxes provided for in the adopted budget at the rate of \$.5582 per \$1,000 of assessed value for permanent tax rate and in the amount of \$6,566,368 for debt service on general obligation bonds. These taxes are hereby imposed for tax year 2017-18 upon the assessed value of all taxable property within the district and categorized as follows:</p> <ul style="list-style-type: none"> <li>Permanent tax rate of \$.5582 per \$1,000 categorized as Education; and</li> <li>General obligation bond amount of \$6,566,368 categorized as Excluded from Limitation.</li> </ul>

**REASON FOR BOARD CONSIDERATION**

(ORS 294.456) The Board of Education is legally responsible for adopting the budget approved by the Budget Committee. The Board may make changes from the approved budget within legal limitations.

**BACKGROUND**

(ORS 294.456 and 310.150) Local budget law requires that a governing body formally adopt a budget, establish appropriations, and levy and categorize property taxes by June 30.

This action adopts the budget in the amount of total requirements. A separate action is used to make appropriations, which exclude budgeted unappropriated ending fund balance. This action also imposes property taxes and categorizes them as to whether they are subject to the limitations imposed by Measure 5.

**BUDGET IMPACT/SOURCE OF FUNDS**

Each year, the College has a process to solicit and evaluate potential budget adjustments in response to assessment and planning. As explained in the Financial Planning and Budgeting section of the budget document, this is a transition year in the realignment of the timing of those processes. Potential adjustments were evaluated after the proposed budget was prepared; approved adjustments have been incorporated into the document for Board adoption. The changes are as follows:

		Increase (Decrease) from Approved Budget for Adopted Budget				
		General	Special	Debt	Proprietary	Total
		Fund	Revenue	Service	Funds	Change
		Funds	Funds	Fund	Funds	
<b>RESOURCES</b>						
Other sources						
	Transfers in	\$ 25,000	\$ 73,000	-	\$ -	\$ 98,000
	<b>Total resources</b>	<b>\$ 25,000</b>	<b>\$ 73,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 98,000</b>
<b>REQUIREMENTS</b>						
Expenditures						
	Personnel services	\$ 839,225	\$ (14,287)	\$ -	\$ -	\$ 824,938
	Materials and services	610,983	-	-	-	610,983
	Debt service	-	-	(7,608)	-	(7,608)
	<b>Total expenditures</b>	<b>1,450,208</b>	<b>(14,287)</b>	<b>(7,608)</b>	<b>-</b>	<b>1,428,313</b>
Other uses						
	Transfers out	-	25,000	-	73,000	25,000
	Contingency	(1,425,208)	62,287	-	(73,000)	(1,362,921)
	Ending fund balance	-	-	7,608	-	7,608
	<b>Total other uses</b>	<b>(1,425,208)</b>	<b>87,287</b>	<b>7,608</b>	<b>-</b>	<b>(1,330,313)</b>
	<b>Total requirements</b>	<b>\$ 25,000</b>	<b>\$ 73,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 98,000</b>

General Fund – personnel services includes:

- Several additional classified positions, detailed in the Budget Analysis section. These include custodial and IT staff for new buildings, an Environmental Health and Safety Coordinator for regulatory compliance issues, and a Campus Safety Office.
- Part-time staff for guided pathways, assessment, process improvements, and various other student service initiatives.

General Fund – materials and services includes:

- Utilities for new buildings, software ( student onboarding and advising, registration of non-traditional students and curriculum management), professional development, and various other needs

## SIGNATURES

Approved this 28<sup>th</sup> day of June 2017.

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Board of Directors  
Clackamas Community College

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Joanne Truesdell, President/Clerk



<b>CCC Board of Education – Topic Summary</b>	
Topic:	2017-18 Budget Appropriations
Date:	June 28, 2017
Prepared By:	Alissa Mahar, Vice President of College Services Chris Robuck, Director of Fiscal Services
Division/Department:	College Services
<b>RECOMMENDATION:</b>	Appropriate the amounts for the fiscal year beginning July 1, 2017, and for the purposes shown on page 2.

**REASON FOR BOARD CONSIDERATION:**

(ORS 294.456) The Board of Education is legally responsible for making appropriations, which provide the legal authority to spend throughout the fiscal year.

**BACKGROUND**

Appropriations exclude budgeted unappropriated ending fund balance, which is not intended to be spent.

**BUDGET IMPACT/SOURCE OF FUNDS**

See page 2

**SIGNATURES**

BE IT RESOLVED that the Board of Education of the Clackamas Community College District hereby appropriates the amounts for the fiscal year beginning July 1, 2017, and for the purposes shown on the next page.

Approved this 28<sup>TH</sup> day of June 2017.

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Board of Directors  
Clackamas Community College

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Joanne Truesdell, President/Clerk



	Personnel Services	Materials and Services	Capital Outlay	Debt Service	Transfers Out
General Fund	\$ 43,881,748	\$ 7,528,910	\$ 129,011	\$ -	\$ 7,710,750
Special Revenue Funds					
Unrestricted operations	2,704,602	1,187,280	65,601	-	25,000
Student technology & general student fees	429,000	820,840	-	-	-
Externally restricted	4,852,333	12,507,509	200,000	-	-
Reserve funds	815,908	332,600	-	-	-
Debt Service Fund	-	-	-	9,253,671	-
Capital Projects Funds					
Restricted	-	7,000,000	45,000,000	-	-
Unrestricted	-	660,150	1,950,000	-	-
Proprietary Funds					
Enterprise funds	1,023,124	1,615,430	22,000	-	133,000
Internal service fund	89,958	180,000	34,513	-	-
Total appropriations	<u>\$ 53,796,673</u>	<u>\$ 31,832,719</u>	<u>\$ 47,401,125</u>	<u>\$ 9,253,671</u>	<u>\$ 7,868,750</u>
			Unappropriated		
		Total	Ending	Total	
	Contingency	Appropriations	Fund Balance	Budget	
General Fund	\$ 9,203,026	\$ 68,453,445	\$ -	\$ 68,453,445	
Special Revenue Funds					
Unrestricted operations	874,365	4,856,848	-	4,856,848	
Student technology & general student fees	487,267	1,737,107	664,824	2,401,931	
Externally restricted	728,119	18,287,961	-	18,287,961	
Reserve funds	4,956,200	6,104,708	2,384,392	8,489,100	
Debt Service Fund	4,509,132	13,762,803	207,608	13,970,411	
Capital Projects Funds					
Restricted	11,664,000	63,664,000	-	63,664,000	
Unrestricted	4,382,015	6,992,165	-	6,992,165	
Proprietary Funds					
Enterprise funds	798,546	3,592,100	750,000	4,342,100	
Internal service fund	145,529	450,000	-	450,000	
Total appropriations	<u>\$ 37,748,199</u>	<u>\$ 187,901,137</u>	<u>\$ 4,006,824</u>	<u>\$ 191,907,961</u>	



<b>CCC Board of Education – Topic Summary</b>	
Topic:	Contract Award for the DeJardin Expansion/Transit Center Renovation
Date:	June 28, 2017
Prepared By:	Bob Cochran/Alissa Mahar
Division/Department:	Campus Services
<b>RECOMMENDATION:</b>	Approve Resolution R16/17-55, awarding a contract to Mahlum Architects in an amount not to exceed \$1,197,190 for the design and construction administration of the DeJardin Hall Expansion and \$433,247 for the design and construction administration of the Transit Center Renovation.

**REASON FOR BOARD CONSIDERATION:**

In November of 2014, the voters within the College district passed Ballot Measure 3-447 resulting in \$90 million of funds to be spent on new facilities and major maintenance items at the college. The Board is being asked to approve projects funded by the bond.

**BACKGROUND:**

In preparation for the 2014 bond campaign, the college commissioned a Strategic Facility Assessment (SFA) to assess the needs of the college. The SFA listed the DeJardin Hall Expansion as one of the three facilities needed to complete the mission and goals of the college at the Oregon City Campus. In concept, the SFA estimates DeJardin Phase II to be two floors with five teaching laboratories, classrooms, lab support, and collaboration space with an estimated total of 18,500 square feet.

At the March 8 Board of Education meeting, the Board approved Resolution 16/17-32, approving an amount of not to exceed \$50,000 (\$47,000 proposed plus \$3,000 contingency) for a programming study of the existing science programs. This approval allowed Mahlum Architects to begin work completing the programming design phase of the DeJardin Expansion and Transit Center Renovations and determine the larger scope of work necessary to complete the project design and construction administration.

Mahlum has completed this work and determined the total contract amount needed to complete the project from design development through construction administration. The final fee for the design and construction administration work associated with the DeJardin Expansion is \$1,197,190 (includes \$50,000 previously approved by the Board of Education on March 8, 2017) and \$433,247 for the design and construction administration of the Transit Center Renovation.

**BUDGET IMPACT/SOURCE OF FUNDS:**

The DeJardin Science Expansion and Transit Center Renovations projects will be paid using 2014 Bond Funds.

**ATTACHMENTS:**

DeJardin design sketches

**FUTURE REPORT:**

Staff will return to the Board with the DeJardin Expansion conceptual drawings and update the Board using the Monthly Bond Updates.



**RESOLUTION NO. R16/17-55  
CLACKAMAS COMMUNITY COLLEGE**

**A RESOLUTION OF THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION AUTHORIZING THE COLLEGE TO ENTER INTO A CONTRACT WITH MAHLUM ARCHITECTS FOR THE DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES ASSOCIATED WITH THE DEJARDIN HALL EXPANSION AND THE TRANSIT CENTER RELOCATION.**

**WHEREAS**, the DeJardin Science facility was constructed in 2003 and the Pauling Science buildings were constructed in 1981; and

**WHEREAS**, the college's Strategic Facility Assessment discusses the need for updated science facilities to address aging science facilities in the Pauling Science buildings and to provide for the continued growth of the sciences, and this area of expansion was identified as the DeJardin Science Addition; and

**WHEREAS**, the college has received a Legislative grant from the State of Oregon in the amount of \$8 million for the DeJardin/Pauling Science Complex (pending); and a ConnectOregon grant for the transit center in the amount of \$1.76 million; and a ODOT grant for the pedestrian trail north of the Highway 213 entrance in the amount of \$98,703; and

**WHEREAS**, at the March 8, 2017, Board of Education meeting, the Board approved a Phase I contract with Mahlum Architects to begin the programming work and collect data necessary to develop a final cost for design and construction services; and

**WHEREAS**, Mahlum has completed programming and developed a final consultant cost for the DeJardin Expansion and Transit Center Renovation work,

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

**SECTION 1:** The Board of Education authorizes the college to enter into a contract with Mahlum Architects for the design and construction administration work associated with the DeJardin Expansion and the Transit Center Renovation for a price not to exceed \$1,197,190 (includes \$50,000 previously approved by the Board of Education on March 8, 2017) and \$433,247 for the design and construction administration of the Transit Center Renovation.

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

ADOPTED by the Board of Education of the Clackamas Community College District, Clackamas County, Oregon, this 28<sup>th</sup> day of June, 2017.

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

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

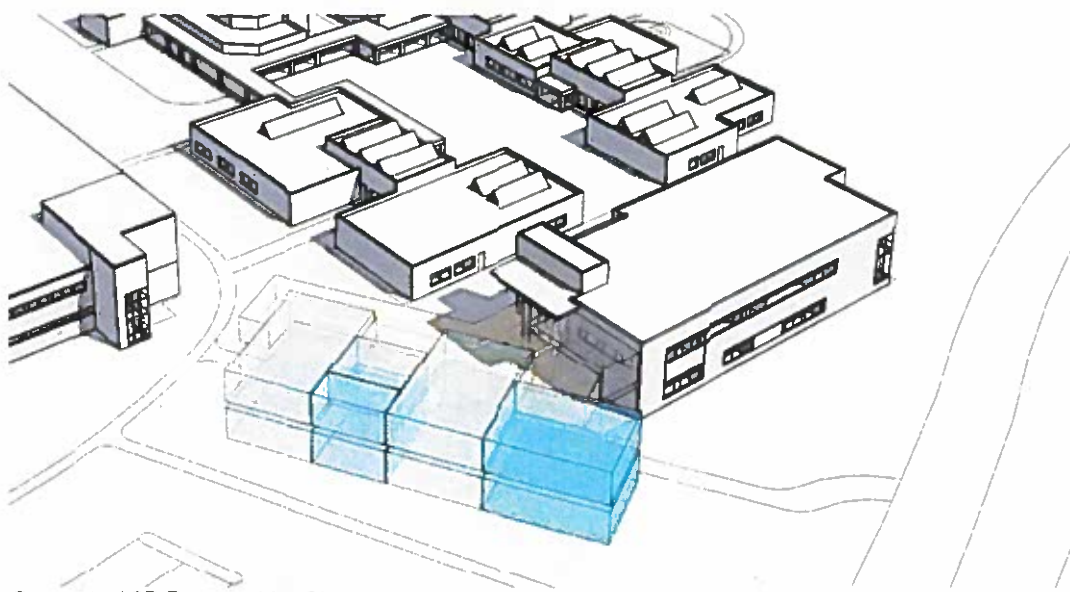
**ATTEST:**

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

### De Jardin Science Addition Concept

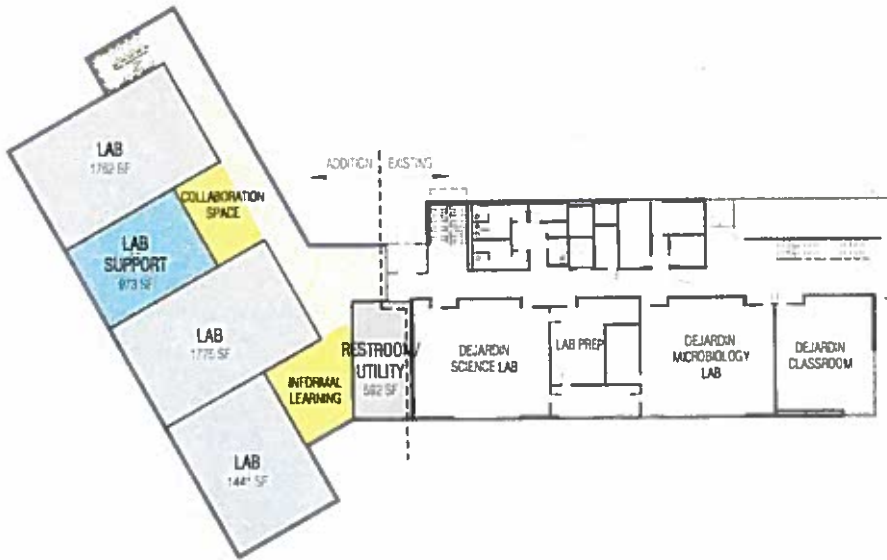
The sciences at CCC have been one of the fastest growing programs responding to the demands for a 21st century workforce. The 2005 De Jardin building added two new science labs to meet growing demands; however the original existing 7 science labs in the 32 year old Pauling Center do not meet contemporary learning or safety standards for science education. The concept proposes an 18,355 SF addition to De Jardin that doubles its floor area.

- Five new state-of-the-art science labs for chemistry, biology, micro biology and anatomy with collaboration space
- Concentrating wet lab support services in De Jardin to provide more efficient staff support
- Partnership Research Lab space



Conceptual 3D Program Massing

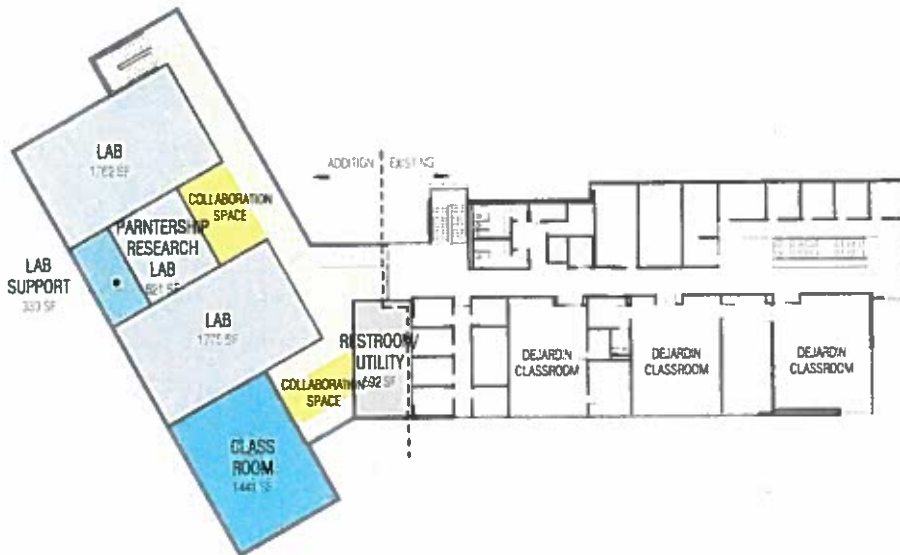




**Room Category**

- Science Lab
- Prep Room
- Open Informal Learning
- Circulation
- Restroom

**De Jardin Science Addition Level 1**  
 1/64" = 1'-0"  
 9,490 GSF



**Room Category**

- Classroom
- Science Lab
- Prep Room
- Open Informal Learning
- Circulation
- Restroom

**De Jardin Science Addition Level 2**  
 1/64" = 1'-0"  
 8,865 GSF

Opsis Architecture



<b>CCC Board of Education – Topic Summary</b>	
Topic:	Bond Project Coordination and Construction Management Services – Phase V
Date:	June 28, 2017
Presenter:	Bob Cochran/Alissa Mahar
Division/Department:	College Services
<b>RECOMMENDATION:</b>	Approve Resolution 16/17-56 for the Phase V contract with the inici group to continue to provide Project Coordination and Construction Management services to the college for bond related projects through June 30, 2018

**REASON FOR BOARD CONSIDERATION:**

The Board of Education must approve contracts over \$100,000

**BACKGROUND:**

The Board of Education has approved the following phases of work with the inici group for bond related program coordination and construction management;

- Phase I - May 2015 – August 2015 - \$50,000
- Phase II - September 2015 - December 2015 - \$225,000
- Phase III - January 2016 – June 2016 - \$268,000
- Phase IV - July 2016 – December 2016 - \$260,000

inici has proposed a Phase V contract for an amount of \$1,053,076 for work from **January 1, 2017 through June 30, 2018 (18 months)**.

Items completed or underway under inici’s partnership with college staff:

- Accounting and Budget management of invoicing for bond related projects.
- Support and leadership though the completion of Harmony West Construction currently underway.
- Support and leadership during design and construction of the Industrial Technical Center (ITC) and Barlow Parking Lot Renovations currently underway.
- Support and leadership for the Elevator Upgrade project.
- Support and leadership during the programming and design of the DeJardin/Pauling Science Complex project currently underway.
- Support of Facility & Campus Upgrades for seismic to existing buildings
- Processing and prioritizing the list of the college’s major maintenance items.
- Support and leadership for Commissioning on major bond projects
- Move & Transition planning for major bond projects
- Support furniture selection and installation for major bond projects.
- Assistance with developing the college’s the quarterly bond update newsletter and website.
- Implementation and tracking of the Board of Education’s SAIL BOAT goals.

The inici fee is based on the projects currently underway and those forecasted through June of 2018. The fee proposed for the period includes work to complete the Harmony West project (complete fall 2017); complete the Industrial Technical Center (complete spring 2018); and complete design and start construction of the DeJardin/Pauling Science complex and Transit Center work. This same time period includes the oversight of the elevator renovations, the automotive renovation design, and the Randall Hall renovation design.

Looking beyond July 2018, inici work will include the construction of the DeJardin/Pauling Science complex and Transit Center and design of the Student Service/Community Commons facility. This and smaller deferred maintenance projects will see a decrease in the inici fee, likely under \$1M, until all projects are complete. This should conclude with the occupancy of the SSCC in 2021.

**BUDGET IMPACT/SOURCE OF FUNDS:**

Project and construction management is paid for using bond funds

**ATTACHMENTS:**

Fee proposal letter

**FUTURE REPORT:**

Bond updates will occur monthly via the Monthly Bond Update.



June 13, 2017

Bob Cochran  
Dean of Campus Services  
Clackamas Community College  
19600 Molalla Avenue  
Oregon City, OR 97045

Re: Program and Construction Project Management Services  
**Phase V January 1, 2017 – June 30, 2018 (18 months)**

Bob,

We are providing our Phase V Program and Construction Project Management Services fee proposal for 2017-2018 as we continue to support the Clackamas Community College facilities team with bond related projects.

**Scope of Work**

Current and proposed project services: accounting and budget management, support programming and design, overseeing consultants, quality control during construction, commissioning services, furniture and installation, move-transition plan, assist in newsletter and website updates and implementation of Board of Education’s SAIL and BOAT goals; supporting the successful completion of the bond projects.

Active Bond Projects:

- Harmony West
- Industrial Technical Center/Barlow Lot
- DeJardin Addition and CCC Transit Center
- FCU Elevator and ADA Upgrades
- Clarimont Re-roof and Seismic Upgrades
- Randall Seismic/Building upgrades
- Barlow Automotive Renovations

**Contract Amounts To Date:**

• Phase I	May 2015 – August 2015	\$ 50,000
• Phase II	September 2015 - December 2015	\$255,000
• Phase III	January 2016 – June 2016	\$268,000
• Phase IV	July 2016 – December 2016	\$260,000

**Reimbursable Expenses**

Reimbursable expenses, such as permits, working meals, drawings or other expenses will be invoiced at cost plus a 5% multiplier administrative fee. Sub-consultants will be billed at cost with a 2.5% multiplier per our published rates in our submitted proposal

**Overhead Flat Fee Reimbursable Expenses**

inici group proposes a monthly flat reimbursable amount of \$1,250.00 to be invoice each month. This amount will cover mileage, copies, WeTransfer FTP site, and telephone conferencing calls.

**Terms and Conditions**

Insurance: We provide General Liability Insurance, include umbrella coverage for \$2,000,000 and Professional Liability Insurance and errors and omissions coverage of \$2,000,000.

**Invoicing and Payments**

inici group, Inc. will invoice the project on a monthly basis. Payments are due within 30 days of receipt of invoice. We provide a full account of hours and expenses with each invoice.

**Phase V inici group Inc. Program/Construction Management Services Fee January 1, 2017 – June 30, 2018**

For this eighteen (18) month proposal, we have estimated our services fee to be \$1,053,076, being billed on a time and material basis.

**Additional Services:**

Any services requested of inici group that are outside of the current requested scope will be invoiced separately at the current hourly rates. No additional work will be performed except by mutual agreement in writing.

**inici group, Inc hourly Rates**

<b>Staff/Role</b>	<b>Rate</b>
Karl Schulz, Project Oversight	\$148
Patti Miles, Senior Project Manager (day-to-day contact)	\$128
Jordon Messinger, Project Manager	\$124
Marc Betts, Specialty Support	\$120
Jim McKune, Specialty Support	\$128
Robert Gulick, Consultant	\$128
Angela Douglass, Project Coordinator	\$ 50
Chery Dorman, Administrative/ Project Coordinator	\$ 80
Rhonda Jones, Finance Executive: Contracts/ Accounting	\$ 95
AshLee Williams, Student Intern	\$ 45

My team welcomes the opportunity to continue providing CCC with the management support required to help facilitate the successful delivery of the on-going bond project for Clackamas Community College, administration, staff, students and community.

I hope you find this fee proposal satisfactory. If you have any questions, please feel free to contact me.

Thank you,

Karl Schulz, AIA, LEED AP  
Principal  
inici group, Inc.

Attachment(s): Bond Project Staff Hour Projections

cc: Alissa Mahar, CCC CFO College Services

<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Contract Award: Environmental Learning Center/Newell Creek Headwaters (ELC/NCHWs) project.
<b>Date:</b>	June 28, 2017
<b>Presenter:</b>	Alissa Mahar/Joanne Truesdell
<b>Division/Department:</b>	Campus Services/Presidents Office
<b>RECOMMENDATION:</b>	Approve of Resolution R16/17-59, awarding a contract to Lease Crutcher Lewis in the amount of \$1,349,472 to provide Construction Manager/General Contractor services for the ELC/NCHW project and include a 10% contingency (\$134,947) for a total not to exceed price of \$1,484,419.

**REASON FOR BOARD CONSIDERATION:**

The Board must approve construction contracts over \$100,000.

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

The ELC/NCHW project, when complete, will augment many current programs including the Water and Environmental Technology, biology, art and other programs on campus. In addition, the area will be used by the college community as a meeting space and the general community for educational and recreational purposes.

**BACKGROUND:**

For many years, the college has been considering the future of the Environmental Learning Center. Several concepts and ideas have come and gone, mostly sidelined as a result of funding. In January of 2014, the college applied for a Nature in Neighborhoods Grant requesting funds to design and construct a project that would 1) enhance the water quality to Newell Creek as the college is the headwaters; 2) provide educational opportunities both for the college and surrounding agencies and school districts; and 3) provide passive recreation to the area’s residents and visitors. In May of 2014, the college was notified of an award of \$868,342 for the project, which was the largest Nature in Neighborhoods Grant ever awarded. Since that time, the college has been moving the project through design into construction documents and permitting.

In preparation for the construction of the project, the Board of Education, in January 2015, approved the Construction Manager/General Contractor (CMGC) delivery method for the construction of the ELC/NCHW. In February of 2017, the college advertised for general contractors interested in providing CMGC services for the ELC/NCHW project. Two firms submitted proposals and Lease Crutcher Lewis was selected as the most qualified and economical firm. Lease Crutcher Lewis has solicited pricing for all the elements within the project and provided (along with the college input) value engineering and determined a not to exceed price of \$1,349,472. The college would like to add 10% contingency to this (\$134,947) for a total not to exceed price of \$1,484,419.

**BUDGET IMPACT/SOURCE OF FUNDS:**

Metro Nature in Neighborhoods Grant Award, in-kind CCC staff labor, CCC Foundation cash and non-cash donations, grants from other entities, and college instructional funds.

**FUTURE REPORT:**

Staff will return at the completion of the project for a complete summary and update.



**RESOLUTION NO. R16/17-59  
CLACKAMAS COMMUNITY COLLEGE**

**A RESOLUTION OF THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION AUTHORIZING THE COLLEGE TO ENTER INTO A CONTRACT WITH LEASE CRUTCHER LEWIS FOR THE CONSTRUCTION MANAGEMENT GENERAL CONTRACTOR SERVICES ASSOCIATED WITH CONSTRUCTION OF THE ENVIRONMENTAL LEARNING CENTER/NEWELL CREEK HEADWATERS PROJECT.**

**WHEREAS**, the Environmental Learning Center has been a facility at Clackamas Community College since the 1970s and the facilities and grounds have been in a state of disrepair and in need of renovations; and

**WHEREAS**, the college applied for and received a Metro Nature in Neighborhoods, grant in the amount of \$868,342 to improve the Environmental Learning Center thereby improving the headwaters of Newell Creek; providing recreational opportunities to the public; and providing educational opportunities for both the college and other educational agencies and groups; and

**WHEREAS**, at the January 2015 Board of Education meeting, the Board approved the Construction Manager/General Contractor (CMGC) method of construction delivery for the Environmental Learning Center/Newell Creek Headwaters (NCHW) project; and

**WHEREAS**, in February of 2017 the college advertised for general contractors interested in providing CMGC services for the ELC/NCHW project and selected Lease Crutcher Lewis as the most qualified and economical firm.

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

**SECTION 1:** The Board of Education authorizes the college to enter into a contract with Lease Crutcher Lewis for the Construction Manager/General Contractor for the Environmental Learning Center /Newell Creek Headwaters project for a price not to exceed \$1,484,419 which includes a 10% owner contingency of \$134,947.

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

ADOPTED by the Board of Education of the Clackamas Community College District, Clackamas County, Oregon, this 28<sup>th</sup> day of June, 2017.

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

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

**ATTEST:**

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



<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Easement for a shared use path between the Oregon City High School and Clackamas Community College.
<b>Date:</b>	June 28, 2017
<b>Presenter:</b>	Vice President Alissa Mahar
<b>Division/Department:</b>	College Services
<b>RECOMMENDATION:</b>	Adopt Resolution R16/17-58 conveying a public pedestrian and bicycle easement to the City of Oregon City.

**REASON FOR BOARD CONSIDERATION:**

The Board of Education must approve all transactions that involve the buy/selling of property or the dedication of property for a public use.

**BACKGROUND:**

There is a pathway that connects the Oregon City High School and Clackamas Community College. This pathway is primarily used by high school students to access classes and programs at Clackamas Community College. In addition, this pathway is used by the general public to walk and ride bikes through the campuses, thereby accessing these outlying segments of Oregon City. The majority of the pathway is located on the Oregon City School District (OCSD) property with a portion on the college’s property.

This trail is part of the City of Oregon City’s Trails Masterplan and, as such, when OCSD constructed the Transportation Facility last year, the City of Oregon City required that they improve this pathway, including construction of a 10-foot paved pathway, installation of lighting, and plants. They also required CCC to provide a signed easement granting access to this pathway by the general public. Understanding that these same requirements would be placed on the college when improving Douglas Loop in this area, the college agreed to contribute to improve our segment of the share path and sign a Public Pedestrian and Bicycle Easement. The college’s estimated cost for the improvements (paving, lighting, plantings, etc.) on the college property is about \$40,000.

This easement only allows the use of the area by the general public and sets certain restrictions on the land (e.g., no buildings) to keep the access open to the public. This easement does not put the burden of maintenance or upkeep on the City, but keeps that with the college.

**BUDGET IMPACT/SOURCE OF FUNDS:**

Bond funds will pay for the \$40,000 as this project would be required with the ITC/Douglas Loop improvements.

**ATTACHMENTS**

- Resolution
- Oregon City Trail Master Plan Map
- Figure of Trail location on Campus Map
- City of Oregon City Public Pedestrian and Bicycle Easement



**RESOLUTION NO. R16/17-58  
CLACKAMAS COMMUNITY COLLEGE**

**A RESOLUTION OF THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION AUTHORIZING THE COLLEGE TO SIGN THE CITY OF OREGON CITY PUBLIC PEDESTRIAN AND BICYCLE EASEMENT FOR THE COLLEGE'S PORTION OF THE SHARE PATHWAY BETWEEN THE COLLEGE AND THE OREGON CITY HIGH SCHOOL.**

**WHEREAS**, Clackamas Community College and Oregon School District own and maintain a shared path between the college and the high school; and

**WHEREAS**, the shared path in part of the City of Oregon City Trails Master Plan; and

**WHEREAS**, the college is working with the Oregon City School District to improve this area based on anticipated requirements by the City of Oregon City; and

**WHEREAS**, The City of Oregon City is requiring a Public Pedestrian and Bicycle Easement to be signed by the college for the portion of the shared path on the College' property.

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

**SECTION 1:** The Board of Education authorizes the college to sign the Public Pedestrian and Bicycle Easement as required by the city:

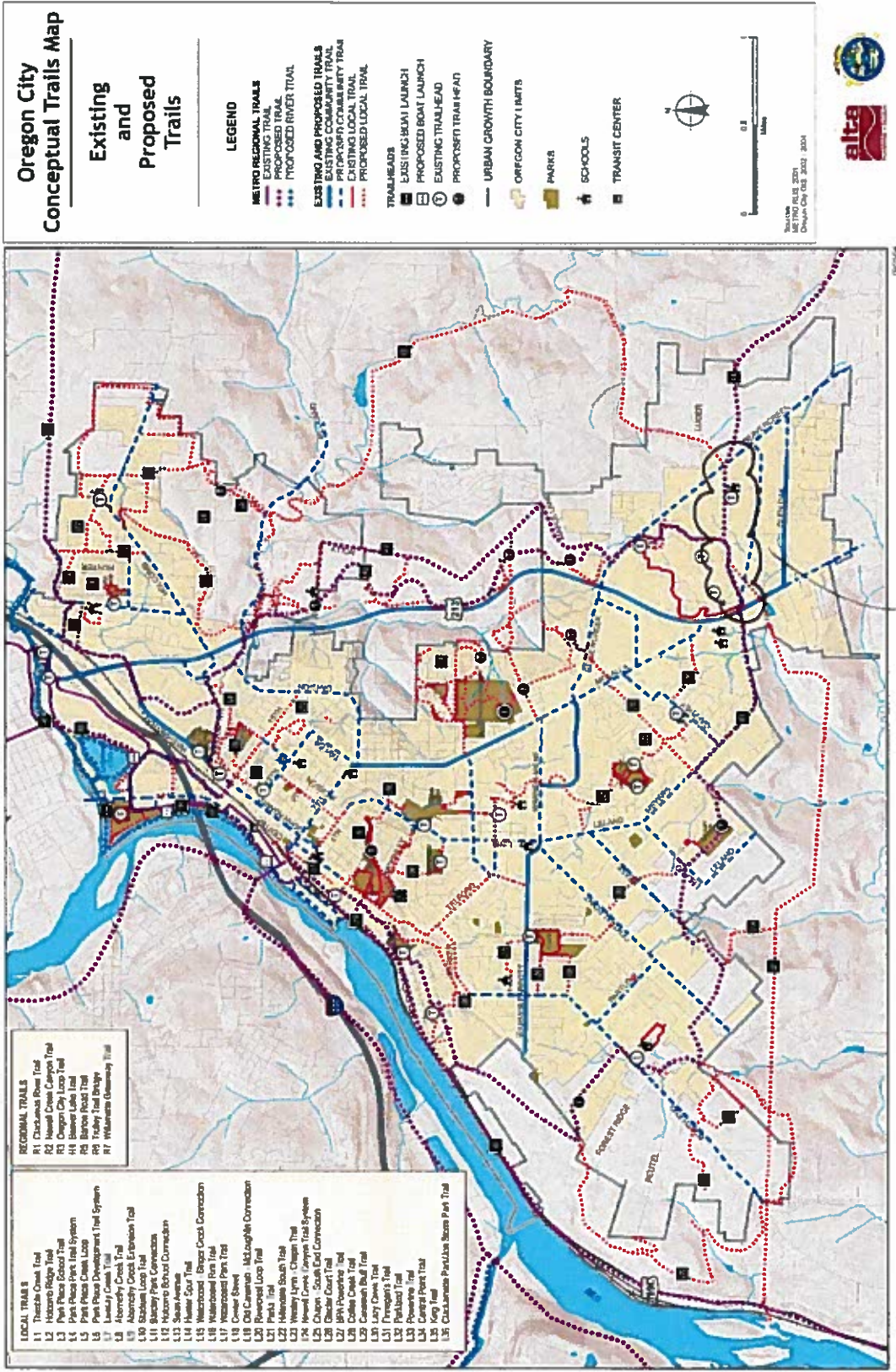
ADOPTED by the Board of Education of the Clackamas Community College District, Clackamas County, Oregon, this 28th day of June, 2017.

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

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

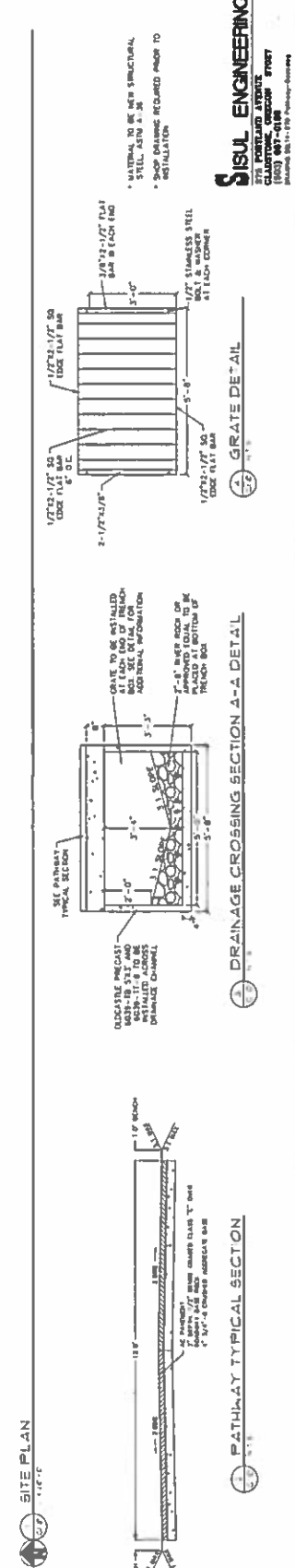
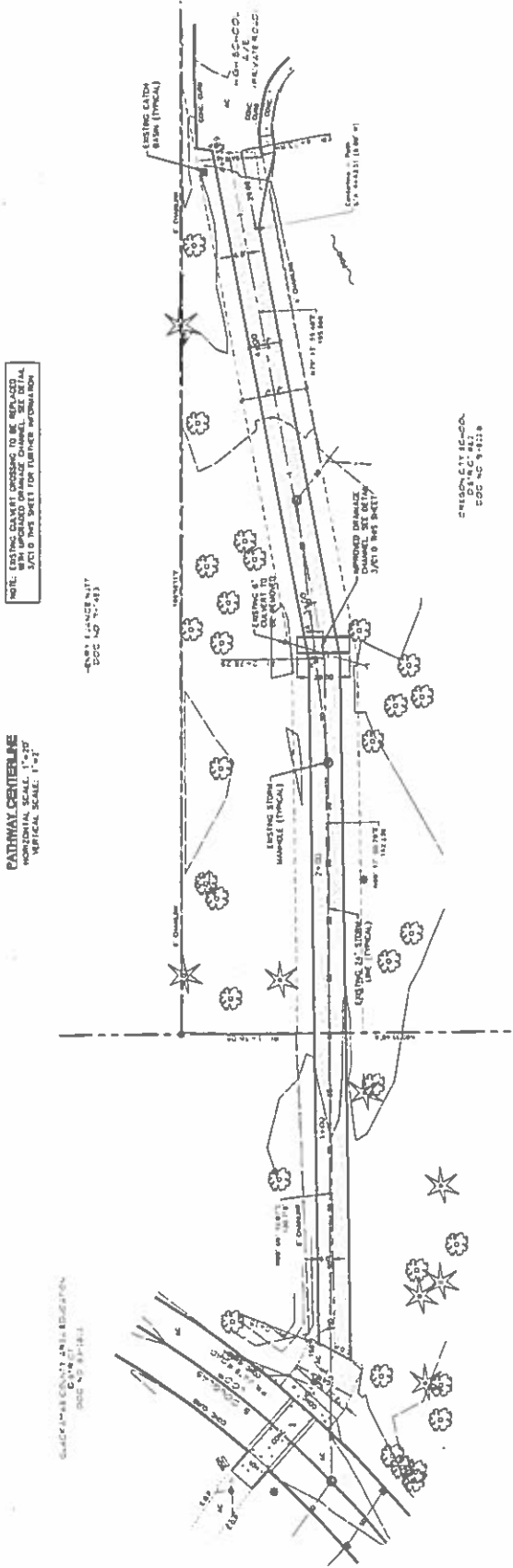
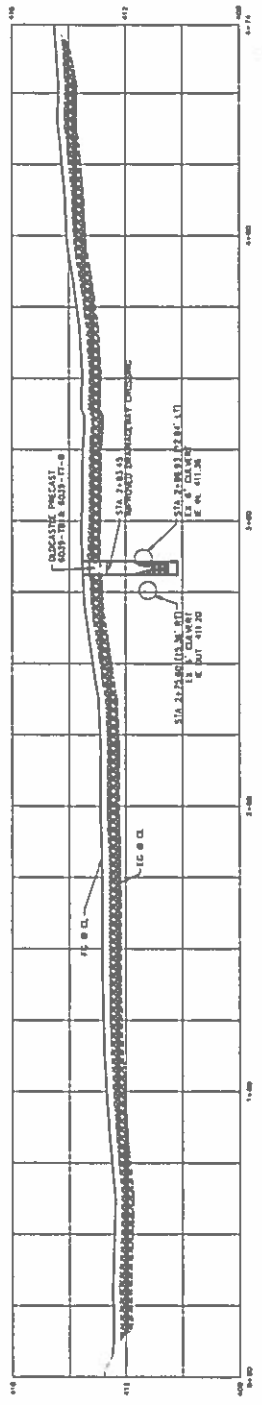
**ATTEST:**

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



OCHS/CCC TRAIL







AFTER RECORDING RETURN TO:

City Recorder  
City of Oregon  
P.O. Box 3040  
Oregon City, Oregon 97045-0304

Map No.: 3-2E-09C  
Tax Lot: 800  
Planning No.: CP 1403, DP 14.04, NR 14.10  
Grantor: Clackamas Community College

**CITY OF OREGON CITY, OREGON  
PUBLIC PEDESTRIAN AND BICYCLE EASEMENT**

**KNOW ALL BY THESE PRESENTS, THAT CLACKAMAS COMMUNITY COLLEGE** herein after called the GRANTOR, do(es) hereby grant unto the City of Oregon City, hereinafter called the CITY, its successors in interest and assigns, a permanent easement and right-of-way, including the permanent right to construct, reconstruct, operate, and maintain **A PUBLIC PEDESTRIAN & BICYCLE ACCESS** on the following described land:

See attached Exhibit "A" Legal Description and attached Exhibit "B" Sketch for Legal Description

**TO HAVE AND TO HOLD**, the above described easement unto the CITY, its successors in interest and assigns forever.

GRANTOR reserves the right to use the surface of the land for walkways, plantings, parking, and related uses. Such uses undertaken by the GRANTOR shall not be inconsistent or interfere with the use of the subject easement area by the CITY. No building or utility shall be placed upon, under, or within the property subject to the foregoing easement during the term thereof, however, without the written permission of the CITY.

Upon completion of the construction, the CITY shall restore the surface of the property to its original condition and shall indemnify and hold the GRANTOR harmless against any and all loss, cost, or damage arising out of the exercise of the rights granted herein.

The true consideration of this conveyance is \$1.00, the receipt of which is hereby acknowledged by GRANTOR.

And the GRANTOR above named hereby covenants to and with the CITY, and CITY's successors in interest and assigns that GRANTOR is lawfully seized in fee simple of the above granted premises, free from all encumbrances (no exceptions)

and that GRANTOR and their heirs and personal representatives shall warrant and forever defend the said premises and every part thereof to the CITY, its successors in interest and assigns against the lawful claims and demands of all persons claiming by, through, or under the GRANTOR.

In construing this deed and where the context so requires, the singular includes the plural and all grammatical changes shall be implied to make the provisions hereof apply equally to corporations and to individuals.

Page 1

IN WITNESS WHEREOF, the GRANTOR has executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; if a corporate grantor, it has caused its name to be signed and seal affixed by its officers, duly authorized thereto by order of its board of directors.

**NOTICE:** *No stamp or corporate seal is allowed over any typed information.*

Individuals, general partnerships

Corporation/limited partnership

By: \_\_\_\_\_

\_\_\_\_\_  
Corporation/Partnership Name (above)

\_\_\_\_\_  
Name, Title (if any)

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Signer's Name, Title

\_\_\_\_\_  
Name, Title (if any)

By: \_\_\_\_\_

(affix corporate seal below if executed by a corporation)

\_\_\_\_\_  
Signer's Name, Title

**NOTICE TO NOTARIES: No notary stamp or corporate seal is allowed over any typed information.**

Personal Acknowledgment  
STATE OF OREGON )  
 ) ss.  
County of \_\_\_\_\_ )

Personally appeared the above named \_\_\_\_\_ and \_\_\_\_\_  
and acknowledged the foregoing instrument to be his (their) voluntary act and deed.

Before me:

NOTARY PUBLIC FOR OREGON

\_\_\_\_\_  
Notary's signature

My Commission Expires: \_\_\_\_\_  
Stamp seal below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Grantor's Name and Address)

Corporate Acknowledgment  
STATE OF OREGON )  
 ) ss.  
County of \_\_\_\_\_ )

Personally appeared \_\_\_\_\_ and \_\_\_\_\_  
\_\_\_\_\_ who being duly sworn, each for himself and not one for the other did say that the former is the \_\_\_\_\_ president and that the latter is the \_\_\_\_\_ secretary of \_\_\_\_\_, a corporation, and that the seal affixed to the foregoing instrument was signed and sealed in behalf of said corporation by authority of its board of directors; and each of them acknowledged said instrument to be its voluntary act and deed.

Before me:

NOTARY PUBLIC FOR OREGON

\_\_\_\_\_  
Notary's signature

My Commission Expires: \_\_\_\_\_  
Stamp seal below

**City of Oregon City**  
**P.O. Box 3040**  
**625 Center Street**  
**Oregon City, OR 97045-0304**  
(Grantee's Name and Address)

Accepted on behalf of the City of Oregon City on  
the condition that the easement granted is free and  
clear from any taxes, liens, and encumbrances.

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
Public Works Director

Pedestrian and Bike Access Easement  
Oregon City School District #62  
Clackamas County, Oregon  
February 15, 2017  
Project No 2489-001 (F)

**EXHIBIT "A"**

A 25.00 foot strip of land situated in the south one-half of Section 9, Township 3 South, Range 2 East, of the Willamette Meridian, Clackamas County, Oregon, being a portion of that property conveyed to Clackamas County Area Education District by Deed Document Number 83-02823, Clackamas County Deed Records, being more particularly described as follows:

Beginning on the east line of said property conveyed to Clackamas County Area Education District, at a point which bears North 00°26'30" West, 144.32 feet from a found Stone with an "X" marking the southeast corner thereof;

thence, South 89°21'23" West, 134.39 feet;

thence, North 47°41'00" West, 22.31 feet;

thence, North 42°19'00" East, 25.00 feet;

thence, South 47°41'00" East, 12.48 feet;

thence, North 89°21'23" East, 124.74 feet to said east line of Clackamas County Area Education District property;

thence, along said east line, South 00°26'30" East, 25.00 feet to the Point of Beginning.

Containing 3,675 square feet

Bearings are based on the centerline of Glen Oak Road between found monuments at the south one-quarter corner of Section 9 and the southeast corner of Section 9 per Survey Number 2008 277, Clackamas County Survey Records.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

OREGON  
JULY 25, 1990  
GARY R. ANDERSON  
2434

RENEWS: 12/31/17



0 50' 100'

SCALE: 1"=100'

CLACKAMAS COUNTY AREA  
EDUCATION DISTRICT  
DOC. NO. 83-2823

S. DOUGLAS LOOP  
(PRIVATE ROAD)

PEDESTRIAN AND BIKE  
ACCESS EASEMENT  
AREA: 3,675 SQ. FT.

HENRY & JANICE NUTT  
DOC. NO. 71-7453

N42°19'00"E  
25.00

S47°41'00"E  
12.48

N89°21'23"E  
124.74

N47°41'00"W  
22.31

S89°21'23"W  
134.49

144.32

N00°26'30"W

S00°26'30"E 25.00'

EXISTING PEDESTRIAN AND BIKE ACCESS EASEMENT

OREGON CITY SCHOOL DISTRICT #62  
DOC. NO. 91-52218

LODER  
ROAD

54.00'

STONE WITH "X"

OREGON CITY SCHOOL DISTRICT #62  
DOC. NO. 2012-080636

Drawing Name: J:\2489-001\_14\Survey\CAD\DWG\2489-001E.dwg Feb 15, 2017 8:50am - 9/3

# EXHIBIT B PAGE 1 OF 1

LOCATED IN THE S. 1/2 OF SECTION 9  
TOWNSHIP 3 S., RANGE 2 E., W.M.  
CLACKAMAS COUNTY, OREGON

DATE	15FEB17
DRAWN BY	SLH2
CHECKED BY	GRA
REVISION	0
JOB NO.	2489-001

**WESTLAKE**  
CONSULTANTS INC.

ENGINEERING • SURVEYING • PLANNING

PACIFIC CORPORATE CENTER  
15115 S.W. SEQUOIA PARKWAY, SUITE 150 (503) 684-0852  
TIGARD, OREGON 97224 FAX (503) 624-0157

<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Professional Roster – Architects, Engineers, Landscape Architects, Painters, Electricians, and Floor Coverings.
<b>Date:</b>	June 28, 2017
<b>Presenter:</b>	Alissa Mahar
<b>Division/Department:</b>	College Services
<b>RECOMMENDATION:</b>	Approval of the college’s roster for professional and construction related services.

**REASON FOR BOARD CONSIDERATION:**

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

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

Not applicable

**BACKGROUND:**

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

<p><b>Architect Roster List</b></p> <ul style="list-style-type: none"> <li>• AXIS Design Group</li> <li>• FFA Architecture and Interiors</li> <li>• LSW Architects</li> <li>• Scott Edwards, Architects</li> <li>• Soderstrom Architects</li> </ul> <p><b>Structural Engineer Roster List</b></p> <ul style="list-style-type: none"> <li>• KPFF Consulting Engineers</li> <li>• Catena Consulting Engineers</li> </ul> <p><b>Civil Engineer Roster List</b></p> <ul style="list-style-type: none"> <li>• 3j Consulting, Inc.</li> <li>• Humber Design Group</li> <li>• KPFF Consulting Engineers</li> </ul>	<p><b>Landscape Architect Roster List</b></p> <ul style="list-style-type: none"> <li>• Cameron McCarthy</li> <li>• Lango Hansen Landscape Architects</li> </ul> <p><b>Mechanical, Electrical and Plumbing Roster List</b></p> <ul style="list-style-type: none"> <li>• Glumac</li> <li>• Interface Engineering</li> <li>• Stantec Consulting Services</li> </ul>
---	--

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

- For services less than \$75,000 the college should obtain quotes when feasible
- For services between \$75,000 and \$100,000 the college must obtain three competitive quotes
- Services greater than \$100,000 require a formal request for Bids/Proposals.
- For each of these above, the college may use the roster and request proposals directly from the firms.

In addition to the above professional services, the college advertised for vendor and construction professional related services (electrical, paint, flooring).

One firm for each trade responded and will be used as the construction roster.

<b>Electrical</b> <ul style="list-style-type: none"><li>• Lear Electric</li></ul>	<b>Flooring</b> <ul style="list-style-type: none"><li>• Floor Solutions</li></ul>	<b>Paint</b> <ul style="list-style-type: none"><li>• Western Partitions</li></ul>
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Per state rules, the college must follow purchasing guidelines with respect to these services:

- For services less than \$10,000 the college should obtain quotes when feasible.
- For services between \$10,000 and \$100,000 the college must obtain three competitive quotes.
- Services greater than \$100,000 require a formal request for Bids/Proposals.

**BUDGET IMPACT/SOURCE OF FUNDS:**

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

**FUTURE REPORT:**

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



<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Administrative and Confidential Employee Compensation
<b>Date:</b>	June 28, 2017
<b>Presenter:</b>	Joanne Truesdell
<b>Division/Department:</b>	President
<b>RECOMMENDATION:</b>	Approve salary, benefits, and employment-related changes for Administrative/Confidential employees, effective July 1, 2017, through June 30, 2018.

**REASON FOR BOARD CONSIDERATION:**

Administrative and Confidential Employees are not part of a bargaining unit. The Board considers adjustments to salary and benefits for these employees annually.

**BACKGROUND:**

In Fall of 2016, the administrative/confidential salary schedule was to be examined and recommendations regarding the schedule to be brought to the Board prior to July 1, 2017.

The President requests the Board adopt the recommendations below. The study regarding position descriptions and market benchmarking has not been completed, but we anticipate it will be brought forward for consideration in September.

**Recommendation:** The following changes in compensation are recommended for Administrative and Confidential Employees for the period of July 1, 2017, through June 30, 2018:

Salaries:

For 2017/18, the salary schedule will increase 1.5% effective July 1, 2017.

Health Care (College Contribution):

Administrative and confidential employees are offered coverage in four categories or “tiers:” 1. Employee only, 2. Employee plus Spouse/Partner (no child), 3. Employee plus Child/Children (no spouse), 4. Employee plus Family (child/children AND spouse/partner).

For 2017/18, the insurance coverage retains a cap on college contributions, but with an increase equivalent to full-time faculty increases for all tiers, effective October 1, 2017.

Step Movement:

Eligible employees will move one step on the salary schedule.

**BUDGET IMPACT/SOURCE OF FUNDS:**

Salaries and benefits for Administrative/Confidential employees are paid for out of general and other funds.





## Full-Time Personnel Report

From 4/20/2017 - 5/19/2017

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
<b>NEW HIRES</b>			
Justin McDaniels	Workforce Advisor - TechHire Grant	Classified	4/20/2017
Romelia Hernandez	Custodian	Classified	4/24/2017
Carl Jones	Custodian	Classified	4/24/2017
Kimi Kirchhofer	Administrative Assistant II	Classified	5/8/2017
Molly McCulloch	Financial Aid Specialist	Classified	5/8/2017
Sonimar Poppe	Senior SQL Developer	Classified	5/15/2017
<b>SEPARATIONS</b>			
Christine Tappe	Executive Assistant to the VP	Confidential	4/27/2017
Lane Brunner	Web Developer	Classified	5/5/2017
<b>RETIRED</b>			
Kathleen Woods	FT Faculty, HPE	Faculty	4/30/2017
<b>PROMOTION</b>			



<b>CCC Board of Education – Topic Summary</b>	
Topic:	Bond Project Citizen Oversight Committee Report
Date:	June 28, 2017
Presenter:	Jane Reid, Co-Chair
Division/Department:	Board of Education
<b>RECOMMENDATION:</b>	Information only item

**REASON FOR BOARD CONSIDERATION:**

This information is being shared with the Board to keep them informed of the discussion from the Citizen Oversight Committee.

**BACKGROUND:**

A Citizen Oversight Committee meeting was held on June 14

**BUDGET IMPACT/SOURCE OF FUNDS:**

Bond projects are paid through the proceeds of the voter-approved bond sales.

**ATTACHMENTS:**

- COC Bond sale Press Release
- COC Bond Funding Snapshot

**FUTURE REPORT:**

There is Citizen Oversight Committee Report at every Board meeting.



**CONTACT:** Lori Hall, College Relations and Marketing | lori.hall@clackamas.edu | 503-594-3162

June 8, 2017

### **CCC bond sale generates \$8 million in revenue**

OREGON CITY – Thanks to an upgrade in Clackamas Community College’s bond rating and a competitive market, the college received an extra \$8 million in revenue in its recent bond sale.

Moody’s Investors Service upgraded the rating on CCC general obligation bonds from Aa2 to Aa1. Moody’s cites a healthy local economy, modest but consistent annual growth in property taxes, affordable tuition and healthy reserves as credit strengths.

“I’m pleased with the improvement to CCC’s bond rating. It is well deserved based on the college’s financial position,” Vice President of College Services Alissa Mahar said. “We work hard to be good stewards of public dollars and we will continue this practice through the life of our bond projects and beyond.”

On May 30, the college sold the remaining \$45 million in bonds of the original \$90 million authorization provided by the voters in 2014 to finance capital construction at CCC. Voters in the district approved this bond measure to update and modernize college facilities.

Due to a high volume of interested investors competing in the marketplace, the college sold the bonds at a premium, totaling \$52.9 million in proceeds. The extra \$7.92 million will be put toward upcoming bond projects. It is estimated that the structure of the bond will not result in an increase in the property tax rate for property owners in the district.

The goals of the bond projects are to:

- Increase local access to affordable educational programs that will allow students to transfer to four-year universities or obtain training for family-wage jobs.
- Train students in high-demand careers, such as nursing, engineering and manufacturing.
- Update and modernize equipment so students are adequately trained to meet current industry standards.

Bond projects include a new health sciences building on the Harmony Community Campus as well as a new Industrial Technical Center, a new student services building and renovation of the DeJardin/Pauling Science Complex.

For more information about CCC’s bond projects, visit <http://www.clackamas.edu/BondInformation/>.

**CCC Bond Funding**  
**May 2017 Snap Shot**

CURRENT REVENUE	Bond Proposal	Confirmed Revenue	Total	Remarks
Bond Sales	\$ 90,000,000	\$ 91,948,000		
Interest	\$ 800,000	\$ 600,000		
State Grant Harmony	\$ 8,000,000	\$ 7,864,000		
State Grant ITC	\$ 8,000,000	\$ 7,864,000		
State Grant DeJardin/Pauling Science *		\$ 7,864,000		
ConnectOregon Grant		\$ 1,762,950		
ODOT Grant		\$ 98,703		
GF Transfer		\$ 2,000,000		
Less bond sale costs		\$ (766,747)		
Less refunding of Harmony debt		\$ (14,717,927)		
Randall Seismic		\$ 1,500,000		
<b>TOTAL REVENUES TO DATE</b>			<b>\$ 106,016,979</b>	

**Projects**

Harmony West	Bond Proposal	Project Expenditures (Planned or Actual)
Professional Fees		\$ 2,760,818
Permits/Fee		\$ 406,066
Direct Construction		\$ 12,726,000
Furniture/Fixtures/Equipment		\$ 1,070,000
Contingency		\$ 1,055,180
	\$ 16,000,000	\$ 18,018,064

OIT	Bond Proposal	Project Expenditures (Planned or Actual)
Purchase		\$ 4,208,741
Demolition		\$ 526,318
	\$ 4,700,000	\$ 4,735,059

Industrial Technical Center	Bond Proposal	Project Expenditures (Planned or Actual)
Professional Fees		\$ 2,013,519
Permits/Fee		\$ 481,787
Direct Construction		\$ 16,221,158
Furniture/Fixtures/Equipment	\$ 2,100,000	\$ 2,635,000
Contingency		\$ 1,622,115
	\$ 18,100,000	\$ 22,973,579

Barlow Lot	Bond Proposal	Project Expenditures (Planned or Actual)
Professional Fees		\$ 490,190
Permits/Fee		\$ 92,760
Direct Construction		\$ 4,150,061
Contingency		\$ 415,000
		\$ 5,148,011

DeJardin-Pauling Science Complex	Bond Proposal	Project Expenditures (Planned or Actual)
DeJardin	\$ 7,600,000	\$ 9,693,000
Pauling Renovation		\$ 3,475,000
Transit/Path/Parking		\$ 2,665,000
		\$ 15,833,000

Projects underway or scheduled	Bond Proposal	Project Expenditures (Planned or Actual)
Automotive	\$ 3,100,000	\$ 3,531,000
Title IX/Randall	\$ 300,000	\$ 2,472,956
Elevators		\$ 1,080,384
Reroofs	\$ 5,200,000	\$ 2,700,000
Campus Safety and Security	\$ 700,000	\$ 600,000
IT Upgrades	\$ 5,000,000	\$ 2,013,379
Clairmont Upgrades (Electrical)		\$ 200,000
Non Building Project Management		\$ 750,000
Land Use		\$ 25,000
Master Plan		\$ 250,000
Meyers Road	\$ 4,200,000	\$ 4,000,000
		\$ 17,622,719

<b>TOTAL CURRENT ANTICIPATED EXPENDITURES TO DATE</b>		<b>\$ 84,330,432</b>
<b>CURRENT BALANCE TO DATE</b>		<b>\$ 21,686,547</b>

Future Projects	Bond Proposal	Project Expenditures (Planned or Actual)	Total
Classroom Upgrades	\$ 800,000	\$ 800,000	
Water system upgrades	\$ 2,000,000	\$ 2,000,000	
Road Renovation	\$ 4,400,000	\$ 2,200,000	
Randall Seismic Rehab	\$ 1,200,000	\$ 2,141,599	
Student Services/Community Common	\$ 19,600,000	\$ 25,266,392	
McLouglin ReHab		\$ 400,000	
Randall Tunnel		\$ 500,000	
Clairmont Seismic		\$ 400,000	
Contingency		\$ 2,372,320	
<b>TOTAL FUTURE PROJECTS</b>			<b>\$ 36,080,311</b>

FUTURE ANTICIPATED REVENUE	Bond Proposal	Total
• State Grant Student Services/Comm Ctr		\$ 7,864,000
Foundation	\$ 5,000,000	\$ 5,000,000
Bond Premium Sale (2017)		\$ 7,791,583
<b>TOTAL FUTURE ANTICIPATED REVENUE</b>		<b>\$ 20,655,583</b>

• Subject to legislative approval



<b>CCC Board of Education – Topic Summary</b>	
<b>Topic:</b>	Full-time Faculty Association Report
<b>Date:</b>	June 28, 2017
<b>Presenter:</b>	Nora Brodnicki, President
<b>Division/Department:</b>	Full-time Faculty Association
<b>RECOMMENDATION:</b>	Information Only

**REASON FOR BOARD CONSIDERATION:**

This is a monthly report for Board information.

**REPORT:**

**Nora Brodnicki:**

*I have appreciated being a part of Board of Education meetings this school year. This has been a wonderful opportunity and I have learned a lot about the College as I have served as Full-Time Faculty president this year.*

*Thank you to the Board for all you do for our students and the College as a whole. I hope that you have a wonderful summer. Nora*

**AJ Smith:**

In the Skills Development department, by the beginning of May we've already far surpassed the yearly record for GED graduates at the jail. Additionally, there will be quite a few more graduates before the year is out.

**Suzanne Munro and Matt Warren:**

The college is serving as a resource for education about immigrant and international students' rights. A Know Your Rights brochure was developed and published (Sue Mach, Jeff McAlpine, Suzanne Munro, Camilo Sanchez, Amy Warren, and Matt Warren, along with support from folks like Carol Burnell and Tara Sprehe) as a resource for students. A Know Your Rights workshop was provided for ESL students at Harmony, and ASG is planning a similar event for the OC campus. The library has made information available as well. Because we are not required to carry proof of citizenship or legal residency in this country, many people –citizens, documented residents, and undocumented residents alike--are concerned about the possibility of being questioned by ICE, and wish to know appropriate ways to respond in such an event.

**Tory Blackwell:**

EXITO will have 9 new scholars in the program for the 2017-18 school year. This our program in collaboration with PSU that seeks to increase the number of underserved students considering

careers and advanced degrees in biomedical research that plan on attending PSU to complete their bachelor degrees.

We also had STEM Day on May 25<sup>th</sup>, and here are some attendance numbers from the full event:

- a. STEM Day student work displays (1-4PM) – Approximately 150-200 people passed through the event while it was set up. Of those, approx. 45 students completed the STEM Day challenge (extra credit assignment).
- b. STEM student recognition ceremony - Approx. 20 students and families at the EXITO and STEM Club recognition ceremony
- c. STEM Talk by Dr. Alma Trinidad from PSU - 60-65 attendees at STEM Talk (based on head count), 37 on official sign-in sheets
- d. Springwater Environmental Sciences School Evening of Excellence hosted by the CCC Science department – about 150 in attendance for the 8<sup>th</sup> grade science presentations (primarily families associated with the school along with some community members)

**Suzanne Munro:**

A group of instructors from the ESL, Skills Development, English and Horticulture departments attended an iBEST (*Integrated Basic Education and Skill Training*) workshop to learn about this model that has proven highly successful in the state of Washington. This approach embeds basic skills development in a career pathway program and is transforming adult education by providing team teaching and wraparound support that accelerate instruction for adults with learning gaps. The outcomes are astonishing: in 2014 in the state of Washington, 8% of adult basic skills education students earned 84% of the certificates and degrees awarded to ABS students.

**Beverly Forney:**

Our second annual Administrative Assistants' Appreciation Luncheon was held on Friday, June 9<sup>th</sup>. This luncheon is put on by students from BT-271 (Admin Office Degree capstone class). The event is part of the curriculum for the class as they learn event planning. We also use this event to honor mentors (on campus and in the community) who have worked with each of these students during this term as they intern in various offices.

**Carrie Kyser:**

In spring of 2016, Kelly Mercer and I secured a grant through Open Oregon to create a set of materials for the new Math 098 course. The materials are an OER—Open Educational Resource—and are free for our students and free for other colleges to use if they like. We have been using these new materials here at CCC since the Fall of '16, editing and revising them a bit every term. We got word last week that Lane Community College is interested in using the materials in their Math 098 course as well. We are pretty excited about that! The materials are unique in that they a) replace a textbook and are free for students, b) acknowledge and address math anxiety and innumeracy in its many forms, and c) use real data from climate science and social issues as motivating contexts.

**Jennifer Bown:**

We had a very successful weekend field trip over the holiday (May 25-28) to Malheur National Wildlife Refuge. 15 of us explored the desert and upland ecosystems and saw a great variety of

birds including numerous owls and eagles. Students not only learned about the biology but also geology and some political science since this is the location of last year's occupation. Great trip!

### **Jane Littlefield:**

A giant Orbis Cascade Alliance step is happening for CCC Library. CCC Library is “going live” with our new library system on June 14<sup>th</sup> and implementing a couple new services in early July. What this means for library users:

- **You can use our powerful new Library Search tool.** This new tool is a one-stop spot for searching CCC Library’s print and electronic collections, and all 39 Alliance libraries’ print resources. You’ll see it soon on our homepage. #academicgoogle
- **Use Summit to get all the books!** Summit is an Alliance service that gets you free and fast delivery of print resources from all 39 Alliance libraries. Order online and your books will come to CCC Library faster than Amazon Prime!
- **Our collections are expanding.** We don’t know the full extent of what all we’re getting access to as a new Alliance member, but we do know our eBook collection is growing by almost 100,000 titles!
- **Longer loan periods.** Keep items for six weeks instead of 21 days.
- **Holds.** Place holds on books; we’ll retrieve them for you and have them waiting at the Circulation Desk!

Many endless thanks to Sarah Nolan and Mark Kremkow for all of their work and leadership to make the Alliance a tangible reality, and to Ali Ihrke and Derek Cloo for their tireless behind-the-scenes work, too. This small but mighty team has done amazing, unreal amounts of work this year (and it doesn’t end here, but this is a massive milestone for the library!).

### **April Chastain:**

The Horticulture Department redeveloped part of our annual display garden this spring. It sort of snowballed from the Pavers-class-needs-a-spring-project, to involve five different classes as learning opportunities surfaced. Also the instructors worked with their vendors to get most of the pavers and irrigation supplies donated for the project! I’m attaching a “press release”. It’s a letter I shared with our students involved in the project to let them know what the other classes did this term.

Below is the letter April sent to students:

*You are receiving this letter because your class has been engaged in a Project Based Learning (PBL) experience this spring with the redevelopment of the Annual Display Garden. First of all, I want to thank you for going on this journey with me this spring. I hope that it has been a rewarding experience for you. I also want to share a little bit about PBL as a teaching/learning method. Although it probably seemed messy and uncoordinated at times, allowing students to direct their own learning experience is an intentional part of PBL. The instructor does not have all of the answers at the beginning of the project. Instead they serve as a guide to students in finding solutions to real-life problems, letting students apply the knowledge that they are discovering in the class.*

*The redevelopment of the Annual Display Garden grew and evolved over the spring term as the various classes and instructors designed key aspects of the garden, received donations from suppliers, and realized the limitations of what we could accomplish in just one term of working*

*together. This project was especially ambitious because it involved multiple classes making key decisions about different aspects of the project that in turn affected the decisions made by other classes. In order to finish the redevelopment of the ADG, we will continue to use it as a learning experience for our classes next year.*

*I hope you had as much fun with this project as I did. I also hope that you'll share your ideas with me about how we could improve the process for next time. Here's an overview of what all of the classes accomplished this spring. Check out our Facebook page for photos! I've also included a brief explanation of PBL and links to resources if you want to learn more about it.*

**Stefan Baratto:**

We had 11 CCC attendees, including 9 FT faculty members at of the ORMATYC Conference (Oregon Mathematical Association of Two-Year Colleges). Five people from CCC presented or co-presented on five of the sessions (not counting me leading the business meetings and other sessions). Three of us attended the State Math Chairs meeting, as well. I am now the Past President of the Organization and will serve one more year on the Executive Board.

**Helen Wand:**

Patty DeTurk, Nicole Paresi, and I along with four CLA students attended the Oregon Spring Seminar at Newport, May 19 and 20. Patty and Nicole both presented sessions as well as attending. OSS is an Oregon / Washington Clinical Laboratory Conference.

**Matt Warren:**

The 20th anniversary publication of the CLR (Clackamas Literary Review) was published by the English Department this year. Writers from past CLRs were invited back and several of their works from past CLRs along with the writers more recent works are included in this issue. An excerpt by Paulann Peterson is below:

## One Chance

Paulann Petersen

*—after filling out a Teacher Assessment  
of Suitability for Army Special Schools  
for Tony Herrera and dropping it  
into the mail slot*

The form had asked me to please rate,  
on a scale of 1 to 5, the applicant's  
MENTAL STABILITY.  
GENERAL HEALTH.  
RESPECT FOR AUTHORITY.

He called me  
*Sweetpea* once, his words surprising himself  
more than anyone else. Everybody in class  
laughed, especially me. Tony was pleased,  
smiling slowly, his tongue tasting  
the sour metal of new braces.

HONESTY.  
DEPENDABILITY.  
ABILITY TO LIVE IN CLOSE  
PROXIMITY TO OTHERS.

When I stepped  
between Monte and James, Tony stepped too,

## One Chance

barely touching Monte's arm, talking fast  
to Monte about suspension, getting grounded,  
cooling off, while I was talking  
James out the door.

DILIGENCE.  
POTENTIAL FOR LEADERSHIP.  
INITIATIVE.

A shepherd-mix wandered  
into class during finals, one blue eye,  
one brown. Tony borrowed my mug  
for a water bowl, and although others  
coaxed and whistled, it chose  
to sleep by his desk. When the dog  
grew restless, Tony lifted it in his arms,  
carried it the length of the hall  
before setting it down  
on the grass outside.

Tony's Assessment Form  
on its way to the Army, I suddenly recalled  
another boy, Jeremy, back at school one day,  
discharged early after a scrape with a sergeant,  
his hunger for action as persistent  
as the florid tattoo on his arm.  
Hair shorn, fatigues blade-creased,  
Jeremy had pulled a desk up to mine to talk,  
believing I was—besides himself—  
the only one in that classroom  
who wasn't a child.  
"Got trained to run a million dollar



CCC Board of Education – Topic Summary	
Topic:	Part-time Faculty Association Report
Date:	June 28, 2017
Presenter:	Leslie Ormandy, President
Division/Department:	Part-time Faculty Association
<b>RECOMMENDATION:</b>	Information Only

**REASON FOR BOARD CONSIDERATION:**

This is a monthly report for Board information.

**REPORT:**

by Leslie Ormandy: President of the Part-time Faculty Association

**Part-time Faculty Board of Directors 2017 / 2018:**

President: Leslie Ormandy

Vice President: Douglas Watson

Secretary: Susan Edwards

Treasurer: Catherine Weesner

Members at Large: Chris Dreger; Susan McKenna; Heidi Cropsey; Kerry Leek

**2017 Graduation Assistants:** The following Part-time Faculty volunteered their time to honor the hard work and commitment which led students through their time at CCC to the stage for Graduation! Leslie Ormandy; Jessica Steinberg; Susan Pesznecker; Tim Pantages; Jerry Loveless; Kerry Leek; Kari Hiatt; Sharon Furno; Tiffany Clifford.

**Professional Development Fund:**

**Our 2016 / 2017 Professional Development Fund** usage was on an upswing this year. Thirty-three Part-time Faculty utilized the fund to better serve our CCC students through upgrading their skills. The following are representative of the development attained. Conferences were attended. Association memberships obtained. College Tuition paid.

**Part-1:**

**Michelle Culley:** 2017 TESOL International Conference. Culley was able to attend numerous sessions covering best practices, research, and assessment of second language learning and literacy. Culley will be able to integrate those ideas in the classrooms at CCC.

**Kathleen Holloway:** 2017 TESOL International Conference. Holloway found the teaching strategies and approaches interesting, learned about new tech apps for the classroom, as well as being stimulated—and interested—by the discussions regarding teaching tolerance and

understanding of LGBTQ concerns, current trends and migrations. She has been able to integrate some of the new strategies into her room already.

**Colleen Sanders:** Sanders renewed her membership in the Oregon Library Association. Her membership in it allows her to remain active with members throughout the state. Membership in his association offers Sanders mentorship, resources, and services that enable professionals to stay engaged and develop their skills. This membership is also a necessary preliminary step to attendance of the 2017 OLA Conference.

**Kerry Leek:** Leek is able to attend a class in OER (Online Educational Resources). Although the course covers some information with which she is familiar, it culminates in the creation of a peer-reviewed program design which will assist CCC as it moves forward utilizing more OERs. It is a growing movement.

**Amanda Schroeder:** Schroeder was able to attend a Botanical Drawing Class at Wild Craft Studio, subscribe for a year to *New American Paintings*, and be reimbursed for a years membership to the Portland Art Museum. The class will directly benefit the students of her Botanical Drawing class. As a professional artist working a full-time adjunct position at CCC, maintaining a dialogue with other art professionals is a must.

**Jerry Loveless:** Loveless' active membership in The American Sociological Association offers him access to numerous online journals, as well has hard copies of *Teaching Sociology* and *Sociological Perspectives*. Access to these journals allow him to stay current in his field, and is a requirement of attendance of the Annual ASA meeting—next year in Seattle.

**Amanda Franzoni:** Attended the TESOL International Conference where she attended sessions on computer aided language learning (CALL) in relation to listening/speaking grammar, vocabulary, and writing. She is looking forward to incorporating apps, photos, and social media to connect with students; helping them engage better with course material through using a venue they are confident in.

**Cliff Wegner:** Wegner attended the National Conference of Basketball Coaches this year. The conference allows him to hone his coaching proficiency, increase exposure for our college, improve his teaching instruction, and perhaps equally important, allows him to network to place our athletes after they leave CCC.

**Wendi Babst:** Babst was able to renew her membership in The Academy of Criminal Justice Sciences (ACJS). This allows her scholarly research and contacts with over 2,800 members who represent both scholars and professionals in her field. She is able to not only stay current on trends, she is able to bring those discussions into our classrooms.

**Marlene Broemer:** Broemer is attending the SASS Conference in Minneapolis, Minnesota to present a paper for the 100-year anniversary of Finland. Her focus on non-American Literature brings a variant perspective into our often homogeneous classrooms.



**John Harding:** Harding is taking Comm-111 and classes in Digital Electronics in order to become better able to present his knowledge to students. His membership in the Laser Institute of America will give him access to the most up-to-date information in the laser field; benefiting the students in his Lasers and Fiberoptics classes.

**Kim Ostlund:** Ostlund was able to take BIOL 802: Organic Evolution; a course which discusses the processes and genetics involved in evolution. The BIOL: 881 Sexual Selection discussed sexual dimorphism in detail, explaining the evolution of genetics. Both courses will better her ability to teach the general biology courses she teaches.