

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



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

EXECUTIVE SESSION

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

President’s Evaluation

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

Executive Session adjourned at 5:35 p.m.

WORK SESSION

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

High School Connections

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

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

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

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

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

Clackamas Academy of Industrial Science (CAIS)

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

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

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

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

Financial Forecast

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

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

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

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

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

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

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

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

REGULAR SESSION

CALL TO ORDER

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

ROLL CALL

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

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

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

COMMENTS FROM CITIZENS

There were none.

CONSENT AGENDA

The Board considered the approval of the following:

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

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

COLLEGE REPORTS

President's Business Report

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

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

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

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

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

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

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

Sabbatical Abstracts & Sabbatical Report

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

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

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

OIT to Harmony Phase II Transition

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

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

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

NEW BUSINESS – FIRST READ

Policy Revisions – Section B

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

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

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

Workforce Goals

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

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

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

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

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

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

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

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

NEW BUSINESS – ACTION

2016/17 Tuition and Fees

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

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

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

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

Motion passed unanimously.

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

Contract Approval: Opsis Architecture, LLP

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

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

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

BOARD OPERATIONS

Personnel Report

The Board reviewed the list of employment changes.

Future Board Agenda Items

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

Board Chair Business Report

No report.

Clackamas Community College Education Foundation Report

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

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

OCCA Report

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

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

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

Bond Project Citizen Oversight Committee (COC) Report

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

Board of Education Community Reports

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

REPRESENTATIVE REPORTS AND COMMENTS

Associated Student Government President Brent Finkbeiner reported:

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

Full-Time Faculty Association President Bruce Nelson reported:

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

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

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

Classified Association President Enrique Farrera reported:

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

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

Executive Session was convened in Room CC126 at 9:50 p.m. with the following people present: Board Chair Jean Bidstrup; Board Members Richard Oathes, Dave Hunt, Greg Chaimov, Jane Reid, Ron Adams, and Chris Groener; HR Dean Patricia Anderson Wieck; Vice Presidents Jim Huckestein and David Plotkin; President Joanne Truesdell; and Recorder Denice Bailey.

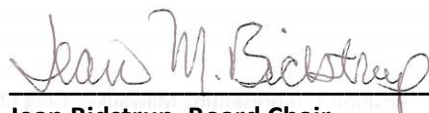
Labor Negotiations

Staff discussed labor negotiations with the Board.

Adjourned 10:52 p.m.

April 13, 2016

Date



Jean Bidstrup, Board Chair



Denice Bailey, Recorder



Joanne Truesdell, Clerk