

<b>CCC BOARD OF EDUCATION – TOPIC SUMMARY</b>	
Topic:	Minutes of the Work, Regular, and Executive Sessions from April 13, 2016
Date:	May 11, 2016
Division/Department:	President’s Office
<b>RECOMMENDATION:</b>	Approval of the Minutes for April 13, 2016



**BOARD OF EDUCATION MEETING  
MINUTES  
April 13, 2016**

**EXECUTIVE SESSION**

Executive Session was convened under ORS 192.660(2)(i) in Room CC126 at 4:30 p.m. with the following Board Members present: Jean Bidstrup, Richard Oathes, Greg Chaimov, Chris Groener, Jane Reid, Ron Adams, Dave Hunt, and President Joanne Truesdell.

President’s Evaluation

The Board provided President Truesdell with her annual evaluation.

Executive Session adjourned at 5:00 p.m.

**WORK SESSION**

Chair Jean Bidstrup called the work session of the Clackamas Community College Board of Education to order at 5:30 p.m. on Wednesday, April 13, 2016, in the Bill Brod Community Center at Clackamas Community College. She announced that there are a few changes to tonight’s agenda, the first of which will be the anniversary report moving to the work session.

Winter Athletics

Director Jim Martineau reported on the outcome of winter sports: men’s basketball, women’s basketball, and wrestling. He then introduced three sophomore captains from the three sports: Joey Baldwin, men’s basketball; John Morin, wrestling; and Jo Paine, women’s basketball. The students provided some background information and their future plans.

Anniversary Update

Associate Vice President Shelly Parini thanked the Board for moving her item up on the agenda. She showed the video created for the anniversary and briefly reviewed the 50<sup>th</sup> anniversary website, including the list of events that will be part of the anniversary celebration. She asked the Board to let

Board Secretary Denice Bailey know what events they will be attending, and specifically what events they will attend during the anniversary party on May 21. Shelly thanked Public Affairs Specialist Max Wedding for his work on the anniversary projects. President Joanne Truesdell said there will be a president's coin made for the anniversary and a medallion with the history of the college's presidents on the back that can be worn at graduation and other events.

#### Environmental Learning Center (ELC)/Newell Creek Headwaters Presentation

Dean Bob Cochran reported construction drawings are 75% complete and a lot of time has been spent on the design. They have received some cost estimates of around \$2.1 million, including margin and adjustments. We can now move ahead and determine which projects we can do in-house and which we need to contract out. He shared artist drawings of the pavilion, amphitheater, and discovery gardens. He reviewed where volunteers could be used and where in-kind work can be done by CCC staff. President Joanne Truesdell said the next steps are: enter into an IGA with Metro, finish fundraising, and begin project staging. This will unfold in the next 2.5 years.

#### Bond Projects Report: Industrial Technical Center Update

Dean Bob Cochran introduced John Shorb and Alec Holzer from Opsis Architects, who presented the work so far on the Industrial Technical Center (ITC). The budget for the ITC is \$14 million, out of which \$6 million is for the Barlow parking lot. There was discussion of the relocation of the tennis courts. Alec provided information about the committee, which includes classified staff and students, and how they came up with the design and placement of equipment. This is a flexible space that can be expanded in the future. Full-time Faculty President Bruce Nelson asked about safety features. They responded that there are limited entries and clear sight lines in and outside of the building. It is very early in the interior design process but safety features are being included. The project will be in design for the rest of the year and construction will occur in 2017-18 with a spring or summer 2018 move in.

#### Bond Projects Report: Title IX Upgrades for Randall Locker Room

Project Coordinator Mickey Yeager reported that our Title IX visit found deficiencies in our locker rooms. Since we passed the bond, we are now able to correct those deficiencies. We have been working with a team including the Disability Resource Center and the state civil rights representatives. Mickey reviewed the work that will be done. This project will also be addressing the gender neutrality issue by providing a gender neutral locker and shower space. She hopes to begin construction right after graduation and have it finishes in time for fall term.

The Work Session recessed at 6:44 p.m. Chair Jean Bidstrup announced Regular Session will convene at 6:50 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 6:52 p.m. on Wednesday, April 13, 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, Director Chris Robuck, Director BJ Nicoletti, Dean Sue Goff, Dean Bill Waters, Dean Patricia Anderson Wieck, Dean Cynthia Risan, Dean Dion Baird, Associate Dean Tara Sprehe, Associate Dean Larry Cheyne, Dean Bob Cochran, Board Secretary Denice Bailey (Recorder), classified staff members, and business representatives.

### **COMMENTS FROM CITIZENS**

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

CCC Department Secretary Kelly White spoke to the Board about public safety. She related a personal experience on campus and encouraged the Board to allow the current campus safety staff to continue to be armed.

### **CONSENT AGENDA**

The Board considered the approval of the following:

- a. Minutes (Work, Regular, and Executive Sessions) 3.9.16
- b. Monthly Financial Report – Director Robuck
- c. Capital Projects (Bond) Report – Director Robuck
- d. Policy Approval – President Truesdell
  - i. Policy BDD: Board Meeting Procedure
  - ii. Policy BDDC: Board Meeting Agenda
  - iii. Policy BDDG: Minutes of the Meetings
  - iv. Policy BDDH: Public Comment in Board Meeting
  - v. Policy BF: Policy Development and Review
  - vi. Policy BFCA: Administrative Regulations
  - vii. Policy BG: Board-Staff Communications
  - viii. Policy BHB: Board Member Development
  - ix. Policy BHD: Expenses of Board Members
  - x. Policy BHE: Board Member Liability Insurance

**R15/16-41** Greg Chaimov moved, Chris Groener seconded the motion, to approve consent agenda items a through d. Motion passed unanimously.

### **NEW BUSINESS – ACTION**

#### College Safety Framework after Decommissioning

President Joanne Truesdell said, at the Board's request, staff created three options for action at tonight's meeting. The three resolutions were included in the agenda materials. The Board clarified the differences between the three options:

- 43X adds two armed contracted School Resource Officers (SROs), a campus safety manager, and retains our current safety staff as unarmed security professionals.
- 43Y adds two armed contracted (SROs), a campus safety manager, and retains our current full-time safety staff as armed security professionals and our part-time safety staff as unarmed security professional.
- 43Z adds a campus safety manager, and retains our current full-time safety staff as armed security professionals and our part-time safety staff as unarmed security professional.

Classified Association President Enrique Farrera commented this is a very important issue to the association and the college. He said SROs are typically associated with K-12 facilities and the cost of the SROs is significant. He recommended allowing our current safety staff to remain armed and suggested the Board postpone this decision and request further research on insurance coverage with armed staff. He asked that the current staff also remain at the current pay level and that their salaries not be frozen.

ASG President Brent Finkbeiner said he is torn on having armed security guards. He said there is no concern about the four current safety officers, but if there is turnover in the position, he would not have the same confidence about new hires. While general consensus from student is they prefer armed security guards, he is personally concerned about the liability for the college, the potential of losing our insurance coverage, and arming new security officers with whom we are not familiar.

Vice President Jim Huckestein said in order to have training completed before the decommissioning takes effect on July 1, we need to have a decision now. It takes approximately six months to initiate having SROs on campus. We should have the Director of Campus Safety hired by that time, and that person will hire the Campus Safety Manager.

Full-time Faculty President Bruce Nelson suggested the cost of the SROs could be allocated to keep the current safety officers armed and trained. It is a lot of money and he asked if it could be invested in our current staff instead.

Board Chair Jean Bidstrup said the entire Board wants to provide a safe environment for everyone on campus. Clackamas Community College is the only community college in the state that is an armed educational facility.

Joanne confirmed that there is no plan to change the salary or job level of current staff. There would be no decrease in pay or level whether they are armed or not. She expressed her appreciation for the current safety officers.

**R15/16-43** Ron Adams moved, Chris Groener seconded the motion, to adopt resolution R15/16-43X which authorizes the College to provide for public safety utilizing existing full-time and part-time staff who are certified as DPSST unarmed security professionals, authorizes the addition of a DPSST certified unarmed security professional manager, and is augmented by up to two full-time equivalent armed School Resource Officers from local law enforcement jurisdictions.

The Board discussed the motion. They wish we were not in this position and feel there is no perfect option. They all expressed their respect and appreciation for our current safety officers, but there is no guarantee they will stay in their positions. Approving this motion does not commit the college to a long period of time - the model can be reviewed and adjusted in the future. At this time, the campus and community want there to be an armed presence on campus and they feel it should be police officers contracted through local law enforcement agencies.

Motion passed unanimously.

Joanne said the Incident Command Structure task force will be expanded to a committee and will provide a report on how we are doing with the command structure and these changes so the Board can monitor the investment. She committed to providing a monthly status report.

Board Member Greg Chaimov left the meeting.

### Bond Projects Workforce Goals

Vice President Jim Huckestein said this topic has been in front of the Board for a few months now and asked them to approve the recommendation.

**R15/16-42** Jane Reid moved, Chris Groener seconded the motion, to approve the workforce goals for equity and diversity of 10%, to include professional services in the diversity goal, and to encourage participation in the Business Opportunities Achievement Target (BOAT) program instead of making it a requirement. Motion passed unanimously.

### Budget Committee Appointment

Board Chair Jean Bidstrup reported the Board had a dinner meeting with Wade Byer, who has agreed to apply for appointment to the Budget Committee.

**R15/16-44** Ron Adams moved, Richard Oathes seconded the motion, to appoint Wade Byers to the Budget Committee for a three year term in Position/Zone 3, with a term expiration date of June 30, 2019. Motion passed unanimously.

## **COLLEGE REPORTS**

### Accreditation Report

Vice President David Plotkin reviewed the information the Board may need to know for the upcoming NWCCU accreditation visit. The accreditation committee will make commendations and recommendations for improvement. Then the seven-year accreditation cycle starts over again.

### Sabbatical Report

Dean Sue Goff introduced Sharon Parker, who presented her sabbatical report which was a market study on business and computer science (BACS) program. She reviewed the program details and shared key findings from the market study, including possible future program offerings. The SWOT analysis shows we have a very strong BACS program. The Board members expressed their appreciation for the report information and format.

### Anniversary Update

This item was presented during the work session.

## **NEW BUSINESS – FIRST READ**

### Policy Revisions – Section C

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

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

Board member and Policy Review Committee member Chris Groener reported that based on feedback from Presidents' Council, the title of Policy CBA will be changed to Responsibilities and Duties of the President. These policies will come to the May Board meeting for approval in the Consent Agenda.

### 2016/17 Board Meeting Schedule

President Joanne Truesdell reviewed the proposed calendar. This will come back in the May consent agenda. Meeting dates can be changed with appropriate public notice.

### **BOARD OPERATIONS**

#### Personnel Report

The Board reviewed the list of employment changes. President Joanne Truesdell reported former Classified Association President Mary Collins took a position as registrar at Willamette University and the college is sorry to see her go.

#### Future Board Agenda Items

The Board reviewed the planning calendar. The 2016/17 planning calendar will be available at next meeting.

#### Board Chair Business Report

Chair Jean Bidstrup asked Board members to review the report on student retention and persistence included in their agenda materials. President Joanne Truesdell said this covers a five- to six-year process and pointed out staff members in the audience who have directly contributed to the successes outlined in the report. Board Member Dave Hunt said this information could be included in future bond presentations or could be part of an editorial piece. The Board was pleased with the positive changes.

Jean announced the Board has completed the annual evaluation for President Joanne Truesdell and read the following letter into the record:

*Dear Joanne,*

*The Clackamas Community College Board of Directors thanks you for another exemplary year as our president. Your performance as the head of this institution continues to be excellent and consistently exceeds expectations in all areas.*

*As in previous years, 2015 was filled with unique challenges requiring strong leadership skills that you demonstrated once again. The Board recognizes and highly values your excellent interpersonal skills, commitment, dedication and high standards, as well as the significant results your leadership and efforts to communicate have brought about.*

*As a Board, we have identified the following areas as strengths of yours, and we commend you for your work in these areas:*

- *Promotes and protects the welfare and safety of students and staff, while making relevant changes that reflect our changing environment*
- *Develops and maintains a climate of accountability, upward evaluation and continuous improvement throughout every level of the College community*  
*“A Hallmark of her work and potentially a legacy that she will leave”*
- *Represents the needs of the College to appropriate Federal, State, and local officials and agencies. “A leader for all community colleges in the state”*
- *Maintains the highest standards for ethics, honesty, and integrity in all personal and professional matters*
- *Establishes a vision and strategic priorities so our College is at the forefront of change*

To ensure progress in the coming year, the Board has identified the following areas of new or continued focus:

- Succession, leadership development, and transition planning
- Student success and retention initiatives while measuring results
- Transparent bond implementation and accountability for bond funds
- Fiscal health of the college now and a plan for sustainable funding for the future
- Strong relationships with our community, industry, state entities, and our donors

The Board of Education wants to recognize and express our appreciation for the immense amount of time you commit to this institution.

We congratulate you on a job well done, Joanne. Your leadership has been instrumental in leading the challenge to raise \$10 million in scholarship endowments to celebrate the 50<sup>th</sup> Birthday of the College. The College is indeed fortunate to have a leader guiding us in these challenging times who is so dedicated, respected, and tenacious.

Sincerely,

Jean M. Bidstrup, Board Chair  
 Clackamas Community College  
 Board of Education

Jean reported the Board retreat was held on Monday. They discussed the status of board goals, the board self-evaluation, and looked at possible goals for next year that align with the college strategic priorities.

STRATEGIC PRIORITY	POSSIBLE BOARD GOALS
College readiness	<ul style="list-style-type: none"> <li>• Deepen K-12 district Board/Administration with CCC Board/Administration.</li> <li>• Focus 2016-17 Community Engagement conversations regarding CCC partnerships with their district.</li> </ul>
Academic innovation and relevance	<ul style="list-style-type: none"> <li>• Continue to support First year Faculty Experience and expand to a continued 2<sup>nd</sup> year for the cohort.</li> <li>• Request assessment on leadership development for all staff.</li> <li>• Create an onboarding experience relevant for all new employees.</li> </ul>
Financial sustainability	<ul style="list-style-type: none"> <li>• Advocate for capital and safety legislative requests.</li> <li>• Assist CCC Foundation in capital and scholarship fund efforts.</li> <li>• Communicate capital cost escalation and its impact on Bond 2014 projects.</li> </ul>
Guided pathways	<ul style="list-style-type: none"> <li>• Track key measures of retention and completion.</li> </ul>

Jean said she attended the Foundation scholarship reception, the Oregon City Chamber State of the Schools, The Harmony Campus open house, and the Clackamas Repertory Theatre gala and auction.

Chair Jean Bidstrup reported the Foundation has raised more than \$9.6 of the \$10M goal. The Foundation offices have relocated to the first floor in Barlow Hall. The first Foundation Board planning session is scheduled for April 18.

#### OCCA Report

Board Member Ron Adams said new titles have been assigned to OCCA staff. They are all directors. He has asked for the job descriptions for the new positions. The All Academic Team luncheon is May 3 but conflicts with our accreditation visit. Ron is curious about a council the governor created with no community college representatives on it at all. President Joanne Truesdell said Vice President Jim Huckestein will attend the OCCA/OPC meeting this month. OPC will advocate for community colleges to have representation on the council.

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

Board Member Jane Reid reported the next committee meeting is May 17.

#### Board of Education Community Reports

Dave Hunt reported he made a bond presentation at the Gladstone City Council. The Oregon City Chamber State of the Schools presentation with CCC and OCSD was great and wishes it could be replicated at every school district.

Jane Reid reported she enjoyed the Board retreat, she attended Clackamas County commissioner candidate forum, and has two presentations coming up: one in and one in Estacada.

Chris Groener reported he attended the Foundation's scholarship banquet.

Richard Oathes reported he attended the Harmony open house and the Foundation's scholarship reception

Ron Adams reported he participated in two of the ELC clean-up parties and said real progress is being made but it will require constant maintenance. He encouraged everyone to go to the ELC open house on April 20. He also attended the Clackamas County commissioner candidate forum, and made a bond presentation to the West Linn Lions.

Jean Bidstrup reported she went to the Foundation Executive Board meeting. While on campus, she saw the food distribution by ASG with help from the gleaners. She was amazed that we were distributing that amount of food.

### **REPRESENTATIVE REPORTS AND COMMENTS**

#### Associated Student Government President Brent Finkbeiner reported:

- There were many activities for spring term's Welcome Week.
- The grants department has awarded 50 students grants. In child care grants alone, they have awarded \$1300.
- There is an upcoming initiative about how student identify themselves.
- Free food Wednesdays are very successful, serving more than 300 individuals every Wednesday.
- The rummage sale fundraiser raised \$1,000 to put back into the Cougar Cave.
- Voter vote campaign is partnering with Oregon Student Association. They are more than halfway to goal.
- May 18 is the Cougar Run, which will benefit mental health services. It will be an amazing event.



- The finals power cart is another new initiative. Healthy foods, calculators, and other items will be on a cart that will be rolled around campus during finals week.
- He is putting together a certification binder, working on recommendations for improvement from last year. He is very proud of it and it should be a big improvement.
- The Community Fair was today and it was a great success.
- Coming up on April 19 is the election of ASG Officers. Also an ice cream social, volleyball in the quad, and the job fair.
- He and Joe Ballard had the privilege of serving on a student veteran panel in Salem and spoke about what was helpful with their transition to school and how to help veterans be successful in school. Brent had the opportunity to brag about CCC and the many veterans services that are offered
- OCCSA was in Eugene. They did a service project at a retirement home, with NAACP on voter registration, and at an elementary school community garden.

Full-Time Faculty Association President Bruce Nelson reported:

- The Art Department organized the sculpture show which placed a number of sculptures around the Oregon City Campus.
- Kathleen Hollingsworth is celebrating the new degree program in music performance with jazz festival.
- Bev Forney in BACS is celebrating revisions to the two-year administrative office professional certificate with a social this spring. The revisions allowed CWE students to work with administrative assistants on campus.
- Paul Wanner received the President's Citation from Oregon Education Association for his many years of exemplary service.

Part-Time Faculty Association representative Leslie Ormandy reported:

She is sitting in for President Lauren Zavrel, who provided her with the following report:

- There has been no published progress on Senate Bill 1556 (loan forgiveness for adjuncts).
- The PTFA elections are coming up and Lauren will not be returning as president.
- Lauren is working on legislation to provide PTF with health insurance when working at different institutions.

Leslie reported:

- Bargaining is going on and they hope to finish by the anniversary party.
- They are working with HR and the law changes to the Affordable Care Act (ACA).
- She said she appreciates the work ASG is doing to provide free food to students because the PTFA have concerns about food as well. She reported more than 50% are on food stamps.

Classified Association President Enrique Farrera reported:

- The Association has been very active. Many members wore blue today to support our current security personnel.
- All the reports about the CCC's success involve classified staff. He asked the Board to remember the Classified Association works with the other associations for student success.
- OEA has appointed him to represent community colleges at the state level.
- The election for officers is coming up.

**Open Session was recessed at 9:20 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 9:24 p.m. with the following people present: Board Chair Jean Bidstrup; Board Members Richard Oathes, Dave Hunt, 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 10:13 p.m.**

May 11, 2016

Date

  
Denice Bailey, Recorder

  
Jean Bidstrup, Board Chair

  
Joanne Truesdell, Clerk