

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Work, Regular, and Executive Sessions from June 22, 2016
Date:	July 27, 2016
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for June 22, 2016



**BOARD OF EDUCATION MEETING
MINUTES
June 22, 2016**

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, June 22, 2016, in the Bill Brod Community Center at Clackamas Community College.

CCC Foundation Annual Report

Interim Foundation Executive Director Vicki Smith and Foundation Board Members Jo Crenshaw and Paul McClusky presented the Foundation Annual Report. They reviewed the many events held over the year, the status of the ELC/Newell Creek Restoration project, the endowment ending balance, and the success of the fundraising campaign, which brought in \$10,226,020.

The Work Session recessed at 5:45 p.m. Board Chair Jean Bidstrup announced she will convene Regular Session and the Budget Hearings will be held at 6:00 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 5:47 p.m. on Wednesday, June 22, 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, Ron Adams, and Jane Reid. Greg Chaimov and Chris Groener were excused.

College Representatives in attendance: President Joanne Truesdell, Vice President Jim Huckestein, ASG President Jairo Rodriguez, 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, Associate Dean Darlene Geiger, Dean Bob Cochran, Dean Dion Baird, PIO Lori Hall, Associate Vice President Shelly Parini, Board Secretary Denice Bailey (Recorder), other staff, students, and community members.

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.

There were none.

CONSENT AGENDA

The Board considered the approval of the following:

- a. Minutes (Work, Regular, and Executive Sessions) 05.11.16
- b. Monthly Financial Report – Director Robuck
- c. Capital Projects (Bond) Report – Director Robuck

R15/16-50 Ron Adams moved, Richard Oathes seconded the motion, to approve consent agenda items a through c. Motion passed unanimously.

COLLEGE REPORTS

President's Report

President Joanne Truesdell:

- Recognized FTF President Bruce Nelson and PTF President Lauren Zavrel for their service.
- Provided time for new employee introductions:
 - Associate Vice President Shelly Parini introduced the new Executive Director of Marketing and Communications, Jack Hardy. Jack shared some of his background with the Board. The Board welcomed him to the college.
 - Director of Campus Services Lloyd Helm introduced new groundskeeper Michael Tulipat. Michael, who is also a student at CCC, shared some of his background with the Board. The Board welcomed him to the college.
- Shared an article on Virtual Desktop Infrastructure (VDI) to familiarize the Board with the terminology and process we will be implementing this year.
- Is bringing forward two candidates for the Vice President of College Services position for campus tours and group interviews next week.
- Reported she and Bill Waters were in Kirkland, Washington, for a meeting with NWCCU to review the accreditation evaluation findings. We will receive a letter in about 30 days that finalizes our accreditation standing. She reviewed the commendations and recommendations from their visit earlier this year and shared some of the discussion from the meeting. She expressed her appreciation for all the staff members who helped create the Self-Study document.

At 6:05 p.m., Chair Jean Bidstrup announced the meeting will recess to hold the Budget hearings.

BUDGET HEARINGS

Hearing – 2015/16 Budget Amendment

At 6:05 p.m., Chair Jean Bidstrup opened the hearing for public comment on the 2015/16 budget amendment.

As there were no comments, the hearing was closed at 6:06 p.m.

Hearing – 2016/17 Budget

At 6:06 p.m., Chair Jean Bidstrup opened the hearing for public comment on the 2016/17 budget adoption.

As there were no comments, the hearing was closed at 6:07 p.m.

Regular Session was reconvened at 6:07 p.m.

NEW BUSINESS – FIRST READ

Policy Revisions – Section D

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

- Policy DB: Budget
- Policy DBDB: Fund Balance
- Policy DBEA: Budget Committee
- Policy DED: CCC Foundation
- Policy DF: Fundraising
- Policy DGA/DGB: Signature Authority
- Policy DID: Fixed Assets
- Policy DIE: Audit
- Policy DJC: Procurement Requirements
- Policy DLC: Expense Reimbursements
- Policy DMA: Tuition and Fees
- Policy DN: Disposal of College Property

Board Member Jane Reid made a suggestion on Policy DED and asked about setting refund schedules. Vice President Jim Huckestein clarified that the refund schedule does not require Board approval, it has been the same for many years.

NEW BUSINESS – ACTION

Construction Manager/General Contractor (CM/GC) for the Industrial Technical Center

Dean Bob Cochran reviewed the way the CM/GC process works and said we have used this for the last seven buildings we have built. We are using the Design, Build, Bid process on Harmony Phase II.

R15/16-51 Jane Reid moved, Ron Adams seconded the motion, to adopt Resolution R15/16-51 allowing exemption from the standard Design, Bid, Build delivery method of procurement of construction services to the Construction Manager/General Contractor delivery model for the construction of the Industrial Technical Center project. Motion passed unanimously.

Contract Award: Elevator Upgrades

Dean Bob Cochran reviewed the resolution before the Board. He reported that the plan was to complete this project prior to fall term, but the completion date could not be achieved until mid-November. To avoid impacting fall term classes, the project has been moved to summer of 2017. This will not impact any other projects.

R15/16-52 Ron Adams moved, Richard Oathes seconded the motion, to adopt Resolution R15/16-52, authorizing the college to enter into a contract with York and Curtis General Contractors for the renovations of three elevators at the Oregon City Campus in an amount not to exceed \$941,156. Motion passed unanimously.

Contract Renewal: Project Coordination/Project Management

Dean Bob Cochran reviewed the request to continue the Project Management contract with the inici group. Bob appreciates their work on the bond projects immensely. There will be 10-12 phases to get through the bond projects. Bob responded to questions from the Board.

R15/16-53 Dave Hunt moved, Richard Oathes seconded the motion, to approve the Phase IV contract with the inici group in the amount of \$230,000 to continue to provide Project Coordination/Project Management services to the college for bond-related projects. Motion passed unanimously.

2015/16 Budget Amendment

Vice President Jim Huckestein reviewed the changes to the 2015/16 budget. Classified Association President Enrique Farrera asked about unrestricted operations. Jim said those are funds that we have raised internally, like fee funds. Since we generated them ourselves, the use is unrestricted from an external perspective. The Board may restrict the use of those funds at their discretion.

R15/16-54 Dave Hunt moved, Jane Reid seconded the motion, to amend the 2015/16 budget as listed in the agenda materials. Motion passed unanimously.

Adopt 2016/17 Budget, Impose & Categorize Taxes

Vice President Jim Huckestein said this is the culmination of the year-long budget process. There were a few alterations to the budget that was approved by the Budget Committee, including SROs, shuttle expenditures, and office equipment for new staff. He responded to questions from the Board.

R15/16-55 Dave Hunt moved, Richard Oathes seconded the motion, to adopt the budget for the fiscal year 2016-17 in the total amount of \$202,417,667 now on file at the Business Office, and 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 \$6,186,625 for debt service on general obligation bonds. These taxes are hereby imposed for tax year 2016-17 upon the assessed value of all taxable property within the district and categorized as follows: Permanent tax rate of \$.5582 per \$1,000 categorized as Education; and General obligation bond amount of \$6,186,625 categorized as Excluded from Limitation. Motion passed unanimously.

2016/17 Budget Appropriations

Vice President Jim Huckestein said this is the process in which we segregate the funds and determine the level of control. He reviewed the materials included in the agenda packet. Director Chris Robuck distributed copies of the 2016/17 Budget Book to members of the board, which, in honor of CCC's 50th anniversary, included a copy of the 1966/67 budget.

R15/16-56 Ron Adams moved, Richard Oathes seconded the motion, to appropriate the amounts for the fiscal year beginning July 1, 2016, and for the purposes shown in the agenda materials on page 63. Motion passed unanimously.

Contract Award: Schedule Printing & Mailing

Associate Vice President Shelly Parini and Marketing Executive Director Jack Hardy presented information on the class schedule. Jack said Marketing is working on moving toward a community magazine to replace the class schedule in the future. He is targeting spring for the magazine. Distribution will stay the same as the current class schedule. We will still create a class schedule for the campus and existing students. President Joanne Truesdell said the magazine's focus should be on getting students enrolled.

R15/16-57 Ron Adams moved, Jane Reid seconded the motion, to award a contract for printing and mailing the 2016-17 schedules to Signature Graphics in an amount not to exceed \$178,421.10. Motion passed unanimously.

President's Contract

Chair Jean Bidstrup asked for a motion on the President's contract.

R15/16-58 Jane Reid moved, Richard Oathes seconded the motion, to extend the Employment Contract between Joanne Truesdell and the Board of Education, with a new term expiration date of June 30, 2019. Motion passed unanimously.

OIT Demolition Change Order

Dean Bob Cochran explained during the OIT pre-demolition work, more asbestos was found than was anticipated, necessitating additional abatement work. Board Member Dave Hunt asked if we could bill OIT for this expense. Vice President Jim Huckestein responded no, because when negotiating the sale of the building, we were able to lower the sales price because of the potential for high abatement costs.

R15/16-59 Dave Hunt moved, Richard Oathes seconded the motion, to adopt Resolution R15/16-59 authorizing the college to increase the contract with Konell Construction and Demolition Corporation in the amount of \$182,775 for the abatement of additional hazardous material found during the demolition of the Oregon Institute of Technology building. Motion passed unanimously.

Roof Renovations

Dean Bob Cochran reviewed the project and responded to questions from the Board members.

R15/16-60 Jane Reid moved, Richard Oathes seconded the motion to adopt Resolution R15/16-60 authorizing the college to enter in to a contract with Umpqua Roofing in the amount of \$521,977 for the renovation of the roofs for four buildings: Dye Learning Center, Streeter Hall, Lewelling, and a portion of Gregory Forum. 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. For next year, President Joanne Truesdell will be providing accreditation reports monthly to the Board. The Board will continue getting Vice President Jim Huckestein's quarterly safety report. In addition, there will be reports regarding crime on campus.

Board Chair Business Report

Chair Jean Bidstrup attended the Foundation's thank-you card signing event at St Joseph's, the Foundation meeting, Veterans Covenant signing, Urinetown, the college's birthday party, Clackamas High School's scholarship awards ceremony, the PNWDC employer event, saw Shelly recognized for her efforts for veterans, agenda meeting, Putnam High School graduation, and the Westview graduation.

Jean asked who will attend the ACCT Conference in October. Dave Hunt, Jane Reid, and Jean will attend. Ron Adams and Richard Oathes will not. Denice will check with Greg Chaimov and Chris Groener to determine their attendance and register all before the deadline of August 1.

Clackamas Community College Education Foundation Report

Chair Jean Bidstrup had no report, since the Foundation presented their annual report earlier.

OCCA Report

Board Member Ron Adams reported HECC came out with their 2025 strategic plan, which includes guided pathways, open education resources, and textbook affordability. In Oregon, FAFSA applications are up 8% this year. The OCCA forecast has revenue up 8.9%, and they are having a very active discussion on transferability barriers. Data shows 80% of students intend to complete with a transfer degree, but only 14% accomplish it within 6 years. Vice President Jim Huckestein said many students transfer schools before earning their associate's degree, or they change schools midway through their program. Ron reported OCCA has developed a transfer playbook. He is a member of the OSBA legislative priority committee, and they came out with a 10-page report and he felt it was good work on behalf of K-12 education. Ron said CCC Budget Committee member Betty Reynolds has been appointed to a National School Board Association position. Board member Dave Hunt will be on the OCCA Executive Committee this year and will have an opportunity to influence the agenda.

Bond Project Citizen Oversight Committee (COC) Report

Board Member Jane Reid reported the Citizen Oversight Committee (COC) met on May 17. All reports were well received and there was an Oregon City campus tour afterwards. The next meeting will be in the fall.

Board of Education Community Reports

Dave Hunt reported that he will be on OCCA Executive Committee. His first meeting will be September 6 and 7. He will be pushing them on developing asks for the legislature. He asked the other Board members to let him know if there are other issues for which he should advocate. He attended the college's birthday party, the veterans covenant signing, both graduations, the North Clackamas Chamber annual dinner, and scholarship receptions at Gladstone High and Putnam High.

Jane Reid reported she attended the COC meeting, the Estacada School Board bond presentation, both graduation ceremonies, the scholarship reception at Estacada High, and the college's birthday celebration. She also attended the two-day conference on Becoming a Disaster-Resilient College hosted by ACCT. There were many good sessions and presenters from colleges who had experienced a safety incident. She reported CCC will be doing a review of our whole safety procedure when the new campus safety director is brought on board. There were a lot of good suggestions that she hopes the college

considers implementing. She was pleased that CCC sent a team of people to the conference and said it is the Board's duty to keep this initiative going.

Richard Oathes reported he attended both graduation ceremonies and the CCC birthday celebration.

Ron Adams reported he attended both graduations, the college's birthday celebration, the ELC open house, and the COC meeting.

REPRESENTATIVE REPORTS AND COMMENTS

Associated Student Government President Jairo Rodriguez reported:

He attended the 50th birthday party and the ASG Field Day on June 1. ASG is currently in the process of planning for next year. Jairo was unable to attend the Cougar Run, but they reached their goal on fundraising. The proceeds will go to the counseling department.

Full-Time Faculty Association President Bruce Nelson:

Shared thoughts from his year as president:

- There has been a lot of discussion of the budget, but no discussion of a salary increase for staff. He hopes that money will be set aside for employees, particularly classified.
- Faculty serve on many committees, and they appreciate that their input is welcomed and listened to. He is grateful to the Board and to the college for allowing participation. It is harder for PTF who are not on campus regularly and Bruce would like to see the college work to include them more.
- He has appreciated his meetings with President Joanne Truesdell, Presidents Council, and the Budget Advisory Group.
- He believes that faculty will ask for policies that address how administrative re-organizations are approved and how to create consistency for recruitment and hiring of faculty.
- Shared governance is great when it works, but faculty get upset when we don't see it happening. We need to constantly strive for improvement.
- He is concerned that the average term of an administrator is generally a short five years. Faculty is double that and classified probably more than faculty. Bruce would like to have more explanation and rationale when brand new administrators are implementing changes.
- More students need accommodations and faculty members need assistance in implementing this into their instruction. It is not an easy issue.
- The faculty evaluation process is in the contract. This has always been a difficult issue. Evaluations should help faculty do a better job. They should also get rid of faculty members quickly who should not be here. There is an ongoing concern that the current evaluation form includes items that do not belong in an evaluation.
- FYFE was a really good program and will vastly change the culture of faculty if it is maintained. Bruce thanked Joanne for her support of the program.
- The growth mindset workshops have been very helpful for faculty and staff.
- Strategic Priorities are a challenge for faculty to bring into their classrooms. It is difficult to hear change, change, change when you already have your lessons planned out for the next 10 weeks.
- He has appreciated his relationship with Classified Association President Enrique Farrera and believes it is good for the associations to work together,
- The recent Advisory Committee gathering was an excellent opportunity to connect with the community.
- CCC has a strong faculty, and an especially strong group of new faculty. This bodes well for the future, but there are many issues on which to continue to work.
- Expressed appreciation for the Board of Education.

Part-Time Faculty Association representative Lauren Zavrel:

- Said she agrees with many of Bruce's comments. There is always room for improvement to include Part-Time Faculty, but they also need to show up to things they are invited to. She expressed appreciation for President Joanne Truesdell's inclusion of her in many situations that have come up. The PTF would like to feel needed.
- Thanked Board Member Dave Hunt for attending PTFA meeting.
- Thanked FTF President Bruce Nelson and Classified President Enrique Farrera for their solidarity with PTFA.
- Reported the graduation ceremonies were awesome, especially the one for GED/Adult High School diplomas.
- Leslie Ormandy will be the next PTFA president.
- Thanked the Board and said this has been a great experience.

Classified Association President Enrique Farrera reported:

- He has appreciated PTF President Lauren Zavrel's and FTF President Bruce Nelson's friendship over the past year.
- He thanked the association for the opportunity to represent them for another year as their president.
- The Classified Association membership has changed - they are more skilled and are the backbone of the college. Classified staff provide the student services that allow graduation and completion rates to increase. They participate in community, religious, and civic organizations, and volunteer for many college activities.
- The Classified Association has been very active statewide this year. Members have been appointed to state-level committees and will participate at national conventions.
- Bargaining is ongoing and has been productive. During bargaining, Vice President Jim Huckestein informed the bargaining committee that the Board has the ultimate responsibility for the contract. Enrique asked the Board to approve the financial proposal presented by the association during bargaining to retain a quality workforce and continue the good work they are doing.

As there was no other business to come before the Board, Open Session was recessed at 8:10 p.m.

Board Chair Jean Bidstrup announced the Board will reconvene in Executive Session under ORS 192.660(2)(d).

EXECUTIVE SESSION

Executive Session was convened in Room CC126 at 8:17 p.m. with the following people present: Board Chair Jean Bidstrup; Board Members Richard Oathes, Dave Hunt, Jane Reid, Ron Adams; 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.

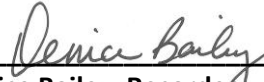
Adjourned 9:15 p.m.

July 27, 2016

Date

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Richard Oathes, Board Chair

A handwritten signature in blue ink, written in a cursive style.

Denice Bailey, Recorder

A handwritten signature in blue ink, written in a cursive style.

Joanne Truesdell, Clerk