

<b>CCC BOARD OF EDUCATION – TOPIC SUMMARY</b>	
Topic:	Minutes of the Work, Regular, and Executive Sessions from September 14, 2016
Date:	October 12, 2016
Division/Department:	President’s Office
<b>RECOMMENDATION:</b>	Approval of the Minutes for September 14, 2016



**BOARD OF EDUCATION MEETING  
MINUTES  
September 14, 2016**

**WORK SESSION**

Board Chair Richard Oathes called the work session of the Clackamas Community College Board of Education to order at 5:30 p.m. on Wednesday, September 14, 2016, in the Bill Brod Community Center at Clackamas Community College.

Board Goals Status Report

This item was deferred to the October meeting.

Accreditation Report

Vice President David Plotkin introduced Deans Bill Waters and Cynthia Risan. They are here to report on accreditation progress, tasks, and timeline. They are working on five projects:

1. Special Report regarding Substantive Change, due on October 15, 2016
2. Year One Accreditation Report, due on May 1, 2017
3. Addendum to Year One Report regarding recommendations 1, 2, and 3, due on May 1, 2017
4. Recommendations 2 and 3 addressed and resolved, due in Spring 2018
5. Ad Hoc Report on recommendation 4 and 5, due in Fall 2018

David reviewed the recommendations from the spring 2016 accreditation visit and what will be reported in the upcoming Year One Report.

Bill reported on the substantive change process. We report all changes to the Northwest Commission on Colleges and Universities (NWCCU) and the Oregon Department of Education (ODE). This makes sure our curriculum processes are solid and we are reporting the right information to the Commission.

Cynthia reported on recommendation 2 from NWCCU, which states “...the institution develop identifiable and assessable learning outcomes for the general education-related instruction components

of applied degree and certificate programs.” She shared what related instruction is for AAS degree and for a certificate of completion and reviewed the timeline.

Bill reported on recommendation 3: “...the institution fully integrate assessment of student learning outcomes at the program and degree level, and utilize those assessments to document student achievement and inform academic planning and improvement.” This is the deepest and most complex recommendation. We have the program learning outcomes, but we need to standardize the way we assess the outcomes and it needs to be consistent among faculty members. Bill said everyone he has talked with on campus has engaged seriously and helpfully in the conversation about this. He met with leaders of all three employee associations and met with full-time faculty senate and the classified association. They all want to know how to help make this a success.

Board Member Dave Hunt asked if the new policy on academic freedom could be done by the end of fall. David said the language exists and just needs to be refined and to go through the shared governance process. President Joanne Truesdell said this isn’t just about the learning environment inside the classroom, it is about the responsibility of everyone on campus to think about how we engage and what we say. She hopes to have a first reading on the revised policy in January.

David spoke about recommendations 4 and 5. They are not due until 2018 so do not have as intense of a focus right now. Recommendation 4 is regarding having our core theme planning integrated with other planning. We currently do this but it has not been communicated well. Recommendation 5 states CCC needs to adopt meaningful, valid, and reliable core theme indicators. David reported on the progress made to date on both recommendation.

Joanne said she will give update on this each month during her President’s Report.

The Work Session recessed at 6:34 p.m.

Board Chair Richard Oathes announced the Board will meet in Executive Session under ORS 192.660(2)(d), and Regular Session will convene at 7:00.

#### **EXECUTIVE SESSION**

Executive Session was convened in Room CC126 at 6:37 p.m. with the following people present: Board Chair Richard Oathes and Members Dave Hunt, Jane Reid, Ron Adams, Greg Chaimov, 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.

Exec session adjourned at 6:58

#### **REGULAR SESSION**

##### **CALL TO ORDER**

Chair Richard Oathes called the regular meeting of the Clackamas Community College Board of Education to order at 7:01 p.m. on Wednesday, September 14, 2016, in the Bill Brod Community Center at Clackamas Community College, Room 127.

## **ROLL CALL**

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

College Representatives in attendance: President Joanne Truesdell, Vice President Jim Huckestein, Vice President David Plotkin, 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 Chris Robuck, Director BJ Nicoletti, Dean Sue Goff, Dean Bill Waters, Dean Phillip King, Dean Patricia Anderson Wieck, Dean Cynthia Risan, Associate Dean Tara Sprehe, Associate Dean Matthew Altman, Associate Dean Donna Larson, Dean Bob Cochran, Dean Dion Baird, PIO Lori Hall, CCC faculty and staff.

## **COMMENTS FROM CITIZENS**

Board 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) 07.27.16
- b. Monthly Financial Report, June 2016 – Director Robuck
- c. Monthly Financial Report, July 2016 – Director Robuck
- d. Capital Projects (Bond) Report – Director Robuck
- e. Associate of Science Degree with PSU – Dean Waters

**R16/17-5** Jane Reid moved, Chris Groener seconded the motion, to approve consent agenda items a through e. Motion passed unanimously.

## **COLLEGE REPORTS**

### President's Report

President Joanne Truesdell:

- Welcomed new faculty introductions
  - Joan San-Claire, Accounting
  - Rodney Walters, Horticulture
  - Frank Kilders, Horticulture
  - Amy Ellis, ASL
  - Mark Devendorf, Digital Media
  - Frank Corona, Project Management
  - Tamera Vanderwerf, Nursing
  - Bruce Mulligan, Welding
  - Alan Smith, Skills Development
  - Elizabeth Carney, Assessment Coordinator
- Asked Dean Bob Cochran to introduce the contractor for Harmony Phase II. Chris Prah and John Zarh from Kirby Nagelhout provided background on the company and said they are excited to work on this project.

### First Year Faculty Experience (FYFE) Report

Instructional Designer Jil Freeman and Research Associate Bill Calabrese provided a report on last year's pilot of the FYFE program. CCC is the only community college in the state of Oregon, and probably on the west coast, who does a full-year professional development program for new faculty. Jil thanked the Board for making this program possible. Bill talked about the pre-, mid-, and post-program assessment and the results. Faculty in the program appreciated having a cohort going through the process together and many would be interested in a second year program. Jil reviewed the changes that will be made to the program for the 2016/17 cohort.

Classified President Enrique Farerra asked Jil to include how classified staff interact with faculty in the program. He also asked that part-time faculty and classified staff be admitted into the program.

Board Member Ron Adams asked if the program has been well-received by the full-time faculty, and if we should have a program for 10-year faculty as well. Jil agreed there is a need for a "senior faculty" program but it would require more support/funding for the department to be able to implement it. Assessment Coordinator Elizabeth Carney will be a great asset in developing more professional development activities for existing faculty.

### End of Year Enrollment Report

No report was given due to presenter illness.

### Grant Award: Oregon Department of Transportation

Dean Phillip King introduced Transportation Systems Analyst Luke Norman, who supports many departments at the college. Luke reported CCC was awarded a \$98,703 grant from the Oregon Department of Transportation which will improve access to the college for students who are walking or biking. The grant will fund the construction of a 0.2 mile 10-foot wide path with ADA compliant ramps to complete a sidewalk gap from the college entrance at OR 213 to the Community Center. The college must provide a funding match of \$11,297.

Board Member Jane Reid asked about the timeline for the project. Luke responded we will be coordinating it with the new transit center, DeJardin Phase II, and the Student Community Center bond projects. It is likely two years out.

### Grant Award: ConnectOregon

Transportation Systems Analyst Luke Norman reported CCC received a \$1,762,950 grant from ConnectOregon, which will allow us to construct a transit center at the Oregon City Campus. It will provide room for 12 bus bays, doubling our capacity; and a paved, 12-foot wide path from the transit center to the Oregon City High School property line. The grant includes funds for design work and sign installation. This work will be aligned with our bond construction. The college must provide a funding match of \$700,000. Board Member Dave Hunt said he does not recall if ConnectOregon has ever awarded a grant to a community college.

### Printing Project Report

Director Chris Robuck reported over the years, various college departments have purchased copiers, black and white printers, color printers, and fax machines, creating offices full of machines. We have recently purchased multi-function devices that do all of those functions in one machine. This change eliminated about 150 copiers, printers, and fax machines. In addition, Chris now has accurate data on

the costs and usage of printing across the college. FTF President Nora Brodnicki added that some of the printers are now available for student use.

## **NEW BUSINESS – ACTION**

### Investment Policy

Director Chris Robuck reviewed the reason for the changes to the investment policy and the language that has been added to allow CCC to invest in the Oregon Local Government Intermediate Fund (OLGIF).

**R16/17-6** Greg Chaimov moved, Jane Reid seconded the motion to approve the updated investment policy. Motion passed unanimously.

### Approve Investment in Oregon Local Government Intermediate Fund (OLGIF)

Director Chris Robuck said college funds are currently in the bank or invested in the state's Local Government Investment Pool (LGIP). The state has opened up the intermediate fund for investment and she is asking for approval to invest in the fund. This is not a money market account, it is purchasing shares which could increase or decrease in value. There is a higher return, but with a higher risk. Staff will manage the risk by only investing funds that are in reserves that are not needed for three or four years. Chris's job will be to monitor how much cash is needed to operate the college so we do not need to withdraw money from this account.

Board Member Dave Hunt asked if the time frame is shorter than regular mutual funds. Vice President Jim Huckestein said the LGIP is 18 months, OLGIF is longer than that but shorter than regular mutual funds. With LGIP, we can pull our money out any day. With OLGIF, you can only pull funds out once per month.

**R16/17-7** Greg Chaimov moved, Jane Reid seconded the motion to approve investment in the OLGIF. Motion passed unanimously.

Board Chair Richard Oathes read the following statement for the record:

*The governing body of the Clackamas Community College District acknowledges the following:*

- *Members of this body and investment staff have read and understand the "Oregon Local Government Intermediate Fund Information Pamphlet" provided by Oregon State Treasury;*
- *Investments in OLGIF are subject to loss; and*
- *Investments into OLGIF and divestments from OLGIF may be subject to restriction by Oregon State Treasury.*

**R16-17-7a** Greg Chaimov moved, Jane Reid seconded the motion, to approve the related Statement of Understanding. Chris Groener, Dave Hunt, Richard Oathes, Jane Reid, and Greg Chaimov voted for the motion. Ron Adams voted against. Motion passed.

President Joanne Truesdell suggested Board members who have further questions on this issue contact Chris or Jim directly.

### Special Inspection RFPs

This item will be moved to the October meeting.

## **BOARD OPERATIONS**

### Personnel Report

The Board reviewed the list of employment changes on the personnel report. President Joanne Truesdell announced that Dean Phillip King has accepted an executive level position at a college in California. October 7 will be his last day. She commented on the high quality of faculty he has hired into the college and said he has set up the institution well for future success. She thanked him for his six years of service at CCC.

### Future Board Agenda Items

The Board reviewed the planning calendar.

### Board Chair Business Report

Chair Richard Oathes had no report.

### Clackamas Community College Education Foundation Report

- Board Member Jean Bidstrup was absent, so Chair Richard Oathes provided the Foundation report: Recruitment for the Executive Director position is underway and they hope to have an announcement by the end of September.
- The Corporate Challenge was a success, with an estimated \$75,000 raised.
- The staff drive kicks off on Tuesday at Inservice. They will encourage staff to donate to the ELC. FTF President Nora Brodnicki added the Foundation will be working with the welding departments to create a metal tree, similar to the one by the community garden. Donors to the ELC will have their name engraved on a leaf on the tree.
- The Foundation's annual meeting and donor recognition is tomorrow night. The theme is Toast to a Successful Campaign. The \$10M campaign concludes at the end of this year, and is currently at \$11,087,455.

### OCCA Report

Board Member Ron Adams reported outgoing and incoming members of the OCCA executive committee met regarding strategic planning and came up with six objectives. The HECC report to the governor recommended that community college funding go from \$550M to \$772M. That is a 44% increase, and is based on Measure 97 passing. The capital projects included \$8M for CCC and we are 4<sup>th</sup> on the list.

Board Member Dave Hunt said the six objectives are making progress on college transfer legislation; connecting high school Career Technical Education to apprenticeship programs; technical housekeeping with CGCC; SNAP connection; Oregon Promise fixes; Applied Baccalaureate; technical fixes for building inspector programs; and a licensed professional counselor program.

### OSBA Legislative Policy Committee Report

Board Member Ron Adams had no report.

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

Board Member Jane Reid reported the next COC meeting is October 6 on the Harmony campus. The meeting will include a recap on the work done over the summer and the status of Harmony Phase II construction. The Harmony subcommittee met and Dean Bob Cochran did a project review, introduced personnel from contractor Kirby Nagelhout, and talked about the building material salvage. Jane is unable to attend the next meeting but Jamie Damon will chair the meeting.

Board of Education Community Reports

Chris Groener attended the Environmental Learning Center (ELC) salmon bake and it was very good.

Ron Adams appreciated Chris speaking at the ELC event on his behalf. Ron went to the Wetlands and Wellies event, which was attended by wetlands people from across the state. Shelly Parini and Renee Harber were introducing the Newell Creek restoration project and it was a great friend-making day.

Dave Hunt has attended a couple of education town halls. It is nice to be able to raise community college issues at those forums.

Greg Chaimov made a bond presentation at the Workforce Development meeting, attended the ParTee on the Green, the Harmony Oversight Subcommittee, and a party honoring Shelly Parini.

Jane was part of the Workforce Development bond presentation, attended the Corporate Challenge, and the production of The Music Man. She is active in Estacada School District bond campaign, and brought the US navy band to the city. It was great.

**REPRESENTATIVE REPORTS AND COMMENTS**

Associated Student Government President Jairo Rodriguez reported:

- He will be working with OCCSA this fall.

Full-Time Faculty Association President Nora Brodnicki reported:

- FTF and administration will be working on accreditation. It is very important to include PTF and classified in the accreditation work.
- Bargaining is ongoing. She is very pleased with the work the team has been doing all summer.

Part-Time Faculty Association President Leslie Ormandy reported:

- Bargaining in ongoing.
- The post office has declared her dead and since her association members are not official employees yet, she is working with phantoms.

Classified Association President Enrique Farrera reported:

- He will provide a written report in the future.
- He thanked Vice President Jim Huckestein for his work in bargaining.

President Joanne Truesdell said next week's Inservice theme is Supporting Every Student. She recognized the planning team and invited the Board to attend the all-staff breakfast on Tuesday.

As there was no other business to come before the Board, Open Session was adjourned at 8:50 p.m.

October 12, 2016

Date



Richard Oathes, Board Chair



Denice Bailey, Recorder



Joanne Truesdell, Clerk