

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Work and Regular Sessions from December 9, 2015
Date:	January 13, 2016
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for December 9, 2015



**BOARD OF EDUCATION MEETING
MINUTES
December 9, 2015**

CHOIR PERFORMANCE

WORK SESSION

Chair Jean Bidstrup called the work session of the Clackamas Community College Board of Education to order at 5:50 p.m. on Wednesday, December 9, 2015, in the Bill Brod Community Center at Clackamas Community College.

Core Theme Report: Essential Skills

Dean Phillip King said his team has been working hard on the Essential Skills indicators for a number of years and acknowledged BJ’s team has been very helpful in this process. He reviewed the Essential Skills mission, objectives, and indicators and reviewed the results/performance for 2014/15. Andrea Verdun reported on the ESL department, Camilo Sanchez reported on the Latino festival, and Adam Hall reported on MTH 98. Phillip distributed the performance score card and shared the next steps: set targets for 2015/16, incorporate student intent data, explore regional population analysis, further develop partnerships with community, analyze work of academic and career coaches, analysis on completions in MTH 98 and WRD 90 and 98, and communicate results to the college community.

Core Theme Report: Career Technical Education

Dean Cynthia Risan reviewed the team’s Mission, objectives, and indicators and reported on performance on the indicators. Cynthia distributed the performance scorecard for 2014/15 and reviewed the next steps –set targets for 2015/16 and 2016/17, incorporate student intent data, continue outreach and recruitment for CTE programs, explore regional labor market analysis, conduct analysis around access for non-traditional and part-time students; implement SPOL software, and communication results to the college community. She introduced two students who shared their experiences in a CTE program.

The work session recessed at 6:57 p.m. Chair Jean Bidstrup announced regular session will convene at 7:02 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 7:02 p.m. on Wednesday, December 9, 2015, in the Bill Brod Community Center at Clackamas Community College, Room 127.

ROLL CALL

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

Ex-Officios in attendance: 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 Bob Cochran, Director Chris Robuck, Dean Dion Baird, Director BJ Nicoletti, Public Information Officer Lori Hall, Dean Sue Goff, Dean Bill Waters, Dean Patricia Anderson Wieck, Associate Dean Larry Cheyne, Associate Dean Tara Sprehe, Dean Cynthia Risan, Associate Dean Darlene Geiger, Board Secretary Denice Bailey (Recorder), and other staff and community members. Shelly,

COMMENTS FROM CITIZENS

Chair Jean Bidstrup reviewed the guidelines for speaking before the Board. No one signed up to speak.

CONSENT AGENDA

Chair Jean Bidstrup announced that item d has been removed from the Consent Agenda at staff's request.

The Board considered the approval of the following:

- a. Minutes (Work and Regular Sessions) 11.18.15
- b. Monthly Financial Report – Director Robuck
- c. Capital Projects (Bond) Report – Director Robuck
- d. ~~Budget Amendment/Resolution Transfer – Director Robuck~~
- e. Personnel Report – Dean Anderson Wieck

R15/16-28 Ron Adams moved, Chris Groener seconded the motion, to approve consent agenda items a, b, c, and e. Motion passed unanimously.

COLLEGE REPORTS

President's Business Report

Vice President Jim Huckestein reported President Joanne Truesdell is ill and will be out of the office for the rest of the week. She asked him to share that the college is refreshing our safety training and just participated in the FEMA tabletop active shooter training. We are looking at our internal trainings and will be emphasizing this for the rest of the academic year. On January 15, OCCA is sponsoring a campus safety and security forum. CCC will send a team to that training. We will still press for additional legislative funding related to safety in this upcoming legislative session. Jim wished everyone a happy holiday.

Social Web Action Group / CougarConnect

Associate Vice President Shelly Parini reported on the history and goals of Social Web Action Group (SWAG). Social Media Specialist Jessie Kirk presented information on one of the SWAG campaigns, CougarConnect, which is a one-stop online resource for students to help them reach their goals. She opened and shared the web page with the Board. There is another page called CommunityConnect for students who have dire and immediate needs that require help from outside organizations. Jessie reviewed the short and long term goals and how they are publicizing the webpage. In response to questions from the Board, Jessie reported the site can track advisor and counselor hits, and advising has experienced an increase in service requests. Associate Dean Tara Sprehe will look into whether we can provide the link to students when they register. Director Chris Groener asked if this information could be accessed by the public as a community resource. Shelly responded that right now, we are focused on students.

Course Approval Process

Vice President David Plotkin reminded the Board that this item originated out of a discussion at the November Board meeting about a study abroad experience. That trip is associated with three or four courses that already exist. The study abroad is scheduled for when the term is over and did go through an approval process, but a different process than the course approval process. Faculty are not being paid to go on the trip; they use their professional development funds for the travel expenses and students pay their own expenses. This promotes cross cultural understanding.

Dean Bill Waters reported on the steps in the curriculum approval process, and said the process has changed over the years. A notification goes out to the Office of Community Colleges and Workforce Development (CCWD) a year before we plan to offer the new program.

Board Chair Jean Bidstrup asked for clarification on the international program process. David said the courses go through this process but the study abroad does not. The study abroad approval process needs some work and he is in conversation with the international committee about this. FTF President Bruce Nelson said faculty members who take students on these trip put out a fair amount of effort and money. The knowledge that the faculty member brings back goes into the classroom and it is something for which the college should be proud.

Instruction & Student Services Master Blueprint

Vice President David Plotkin said the Master Blueprint, also known as the Academic Master Plan in some places, feeds into the strategic priorities. It is a rolling three-year action plan for Instruction and Student Services, updated annually to provide focus and ensure continuous improvement of programs and services. The information from the Core Theme Teams helps develop the department Blueprints, which lead to division Blueprints, which lead to this Master Blueprint. This document, along with the Facilities Master Plan and the IT Strategic Plan, help guide the strategic priorities. David is currently receiving feedback on this draft of the Master Blueprint. Based on the feedback, it will be revised in spring of 2016. The top priorities are retention and proactive advising; supporting students to completion; curricular and program innovation; assessment of student learning and continuous improvement; and becoming a learning college.

Director Dave Hunt suggested the language about being underfunded and not expecting a major increase in revenue from the state be rewritten. He said the college should continue to budget conservatively but keep a public expectation of increased state funding.

NEW BUSINESS – FIRST READ

2016-19 Draft Strategic Priorities

Vice President Jim Huckestein presented the draft strategic priorities for 2016-19. There have been multiple levels of planning, as Vice President David Plotkin explained in the previous discussion. In the past, the priorities were less strategic and more concerned about involving everyone at the college. We are now concentrating on a more narrow focus and which will help us allocate resources to these areas. We are not describing activities we would like to do, but are tying activities to desired outcomes. This is a draft and he would like the Board's comments and suggestions.

Jim reviewed each strategic priority: College Readiness, Financial Sustainability, Academic Innovation and Relevance, and Guided Pathways. As we move forward, we will create numeric goals or targets for the objectives, based on how many financial resources we are able to allocate to each area.

This draft has been presented to the college community and Jim is receiving feedback now. There was a discussion about college readiness and the bond funds dedicated to the high schools in the district. Jim responded to questions from the Board and asked that any feedback be sent to him or David.

2016-17 Budget Principles

Vice President Jim Huckestein reminded the Board every year administration asks them to approve parameters for developing the budget for the coming year. The fiscal indicators used last year were not as comprehensive as he would have liked. This year, we have pulled information from the Government Finance Officers Association (GFOA) and reviewed the new fiscal indicators with BAG. He reviewed last year's fiscal indicators and the new, five-year, fiscal indicators.

Jim reviewed the budget assumptions for 2016/17 budget. Chair Jean Bidstrup said it is prudent for us to set aside \$2M for PERS. Director Dave Hunt said CCC has done a good job of maintaining comparable rates, but since the minimum wage will not increase next year, he is concerned about raising tuition next year. The impact on some students will be larger than the revenue impact for the college. Jim explained the goal is to have a small increase regularly rather than no increase one year and then a large increase another year. FTF President Bruce Nelson suggested asking the Education Foundation to fund a tuition increase one year. ASG President Brent Finkbeiner clarified that the college's intent is to raise tuition \$3 every year. Yes, Jim responded, because our costs have increased due to the courts' overturning some of the PERS reform. The PERS costs will go from 15% of payroll to 25%. Brent said some colleges have talked about lowering tuition costs, so this will be hard for students to hear. Jim replied those conversations were based on the additional state funding allocated this year and was prior to the court ruling. Jean said we have tried to be conservative and cognizant of our students' needs, but we also need to maintain the fiscal viability of the college.

Jim presented the following budget principles and asked for any feedback.

- Ensure the budget supports the 2016-2019 Strategic Priorities and the intended improvements supporting our students and communities.
- Use affordability in relation to community income, in addition to being comparable with metro area community college total student costs.
- Infuse one-time expenditures to upgrade learning and learning support.
- Redirect resources to meet learning and learning support outcomes.
- Forecast proposed 2016-2017 investments and the resulting effects through 2020-21. Ensure reaction time, to accommodate additional resources or declines in resources, in subsequent years.
- Maintain the Board-required 10% minimum ending fund balance

Bruce asked how often we get a state forecast. Jim said we get many different forecasts: property tax information, CCSF, etc. As we develop the budget, we will incorporate any new information and it will be brought back to the Board.

NEW BUSINESS – ACTION

Contract Award: Industrial Technical Center Phase I Architect/Engineering Services

Dean Bob Cochran reported on the process followed to select an architect for the Industrial Technical Center Phase I. Director Ron Adams asked about mass lumber construction. Bob responded they will explore many different options, and while that may be a part of the construction, it will likely not be used for the entire building.

R15/16-29 Ron Adam moved, Jane Reid seconded the motion, to approve the Phase I contract with OPSIS Architects, in an amount not to exceed \$46,000, for the programming phase of the Industrial Technical Center. Motion passed unanimously.

President's Evaluation Process/Evaluation Questions

Chair Jean Bidstrup said a revised version of the questions are in the board folders, based on feedback received from board members.

R15/16-30 Greg Chaimov moved, Richard Oathes seconded the motion, to approve the evaluation questions for the 2015/16 president's evaluation. Motion passed unanimously.

BOARD OPERATIONS

Future Board Agenda Items

Refer to the Board planning calendar. Chair Jean Bidstrup reminded the Board of the retreat scheduled for January 22.

Board Chair Business Report

Chair Jean Bidstrup reported that The Clackamas Print had a lot of really good articles this week, specifically on instructors Tim Pantages and Jen Miller. She appreciates our faculty working to improve experiences for our students. She attended the retiree lunch and reception and enjoys hearing about what the retirees are doing. Many are helping out on the community. She reported Director Greg Chaimov gave a great bond update at the North Clackamas Chamber policy committee meeting. She also attended the Foundation executive board meeting and the Board Executive Committee meeting on the president's evaluation.

Clackamas Community College Education Foundation Report

Chair Jean Bidstrup reported that, with the help from AFAC staff, the Foundation is awarding a second round of scholarships for the first time ever. She also reminded the group that Viva Clackamas raised more than \$300,000.

OCCA Report

Director Ron Adams had no report.

Bond Project Citizen Oversight Committee (COC) Report

COC Committee Chair Jane Reid reported she met with Associate Vice President Shelly Parini and PIO Lori Hall to create the agenda for next COC meeting in January. There will be updates on projects and the committee will find out what is being reported out in the community. She would like to change the

language on meetings in the chart to “up to” four meetings, as it is likely there will be only three meetings this year.

Board of Education Community Reports

Dave Hunt attended his first retiree luncheon and said it was fun. Many of our retirees are very active not only in the community but at the college still. He encouraged everyone to sign the petition for the Fairness to Adjunct Act.

Jane Reid enjoyed the retiree luncheon as well. She recently met with Associate Vice President Shelly Parini regarding the upcoming COC agenda, and will attend the Oregon Business Summit on Monday. She has her first bond presentation coming up at Colton School District. She also has been helping facilitate board leadership in Estacada School District.

Chris Groener gave a bond presentation in Oregon City.

Richard Oathes attended the retiree luncheon, the policy review meeting, and goes next Thursday to the Canby School Board for a bond presentation.

Greg Chaimov attended the State of the City address by the Mayor of Milwaukie.

Ron Adams attended the retiree luncheon and is working on his election to the OSBA legislative policy committee – he currently leads 4 to 2. He is going tomorrow to North Clackamas School District and next week to Canby School District. It has been a fun and interesting process.

EX OFFICIO REPORTS AND COMMENTS

Associated Student Government President Brent Finkbeiner reported:

The following events have taken place: International club Thanksgiving event, hunger awareness event, the canned food drive, Veterans’ club Thanksgiving event, a meeting with Darlene Geiger and Dave Mount to help develop the PASS program, a craft sale, the finals power cart initiative, and the giving tree. Tomorrow is the holiday party from 6 to 8 pm and he encouraged everyone to attend. The book exchange starts on the first day of winter term. Welcome Week for winter term has lots of activities planned. Brent is starting work with HECC to develop House Bill 3308 on disparities in education for certain subgroups of students and asked for any feedback to be sent to him.

Full-Time Faculty Association President Bruce Nelson reported:

Director Jil Freeman and the Open Education Resources (OER) committee have eliminated the need for an ~~accounting~~ **statistics** textbook, which will save students \$200 per year. This is a great example of collaboration. He reviewed the Position Opening Request (POR) process for filling the seven positions open due to retirements/resignations and two new positions. If there are more retirements announced before February, that number may increase. There were 16 position requests. He thanked the people who have worked to make the process more open.

Part-Time Faculty Association President Lauren Zavrel reported:

She is grateful for the support of Fairness to Adjuncts senate bill, especially the message from the Board Chair. This issue has generated more interest from PTF than any other. The work to create professional development opportunities for PTF continues. Association members are contributing to fund for a PT teacher who was killed during the UCC shooting. The PTF association has endorsed the Better Oregon campaign, which increases corporate taxes to fund education.

Classified Association President Enrique Farrera reported:

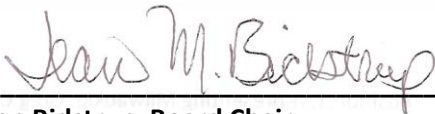
He appreciates Dean of Human Resources Patricia Anderson Wieck and PIO Lori Hall for working on the safety measures recommended by classified staff. Tomorrow is the All Staff Recognition and he will be presenting many awards to classified staff at the event. He would like the Board to recognize that the classified association works well with the FTF and PTF associations and is working with OEA to support them.

Chair Jean Bidstrup distributed a bond update from Dean Bob Cochran and wished everyone a wonderful holiday season.

The meeting was adjourned at 9:23 p.m.

January 13, 2016

Date



Jean Bidstrup, Board Chair



Denice Bailey, Recorder



Joanne Truesdell, Clerk