

BOARD OF EDUCATION MEETING
<https://clackamas.zoom.us/j/91865025808>
19600 Molalla Avenue
Oregon City, OR 97045
Wednesday, March 11, 2020

5:30 pm EXECUTIVE SESSION

- I. To conduct deliberations with persons designated by the governing body to carry on labor negotiations under ORS 192.660(2)(d).

6:00 pm WORK SESSION

- I. Strategic Planning - Dean Jason Kovac 3
II. Data Dashboards - Dean Jason Kovac 12

7:00 pm REGULAR SESSION

- I. **CALL TO ORDER** - Chair Dave Hunt
II. **ROLL CALL**
III. **COMMENTS FROM CITIZENS**
IV. **CONSENT AGENDA**
1. Approval of:
a. Minutes (Executive, Work, and Regular Sessions) 02-12-20 21
b. Contract Amendment: Campus Works - Vice President Alissa Mahar 27
c. Academic Calendar 2019/20 through 2022/23 - Vice President David Plotkin 31
2. Acceptance of:
a. Monthly Financial Reports - Dean Jeff Shaffer 33
b. Capital Projects (Bond) Report - Dean Jeff Shaffer 35
c. Personnel Report - CHRO Melissa Richardson 37
d. Future Board Agenda Items - Board Chair 38
V. **STUDENT/FACULTY PRESENTATIONS**
1. Sabbatical Abstracts - Nora Brodnicki 39
2. Sabbatical Report: Horticulture - Chris Konieczka 43
VI. **COLLEGE REPORTS**
1. President's Business Report
a. President's Goals Progress Report
b. Coronavirus Response
VII. **NEW BUSINESS - ACTION**

1.	2020/2021 Tuition and Fees - Vice President Alissa Mahar	74
2.	Naming the Student Services Building - Dean Tara Sprehe	77
3.	Full-Time Faculty Contract Approval - Vice President David Plotkin	78
4.	Administrative/Confidential Employees Compensation - President Cook	80
5.	Student Services Building Guaranteed Maximum Price - Dean Bob Cochran	81
VIII.	BOARD OPERATIONS	
1.	Board Chair Business Report	
a.	ACCT Attendance	
2.	CCC Education Foundation - Rob Wheeler, Board Liaison	
3.	Oregon Community College Association - Jane Reid, Board Liaison	
4.	Bond Project Citizen Oversight Committee - Irene Konev, Committee Member	
5.	Oregon School Boards Association - Betty Reynolds, Board Liaison	
6.	Board of Education Community Reports	
IX.	ASSOCIATION REPRESENTATIVE REPORTS AND COMMENTS	
1.	Associated Student Government (ASG) - Ashley Magaña, President	
2.	Part-Time Faculty - Leslie Ormandy, President	84
3.	Classified - Matt Larkin, Co-President	
4.	Full-Time Faculty - Dustin Bates, President	
X.	ADJOURNMENT	

Note: CCC Board of Education meetings are held in accordance with open meeting laws and accessibility requirements. Individuals requiring assistance or accommodations due to a disability should contact the Disability Resource Center at 503-594-3181 at least 48 hours in advance of this meeting.

WORK SESSION**AGENDA ITEM WS-1**

CCC Board of Education – Topic Summary	
Topic:	Strategic Planning
Date:	March 11, 2020
Presenter:	Tim Cook, Jason Kovac, Michelle Janke (Coraggio Group)
Division/Department:	President's Office / Institutional Effectiveness and Planning
RECOMMENDATION:	Information only

REASON FOR BOARD CONSIDERATION:

This work session will serve to introduce members of the Strategic Plan Development consulting team, and outline the process that Coraggio Group intends to use in helping the College develop its next strategic plan. Content will include:

1. Introduction of Coraggio Group, the team, and sample clients
2. Key outcomes of this planning process
3. Introducing members of the Strategic Planning Leadership Team
4. Overview of Strategic Planning process
5. Project timeline
6. Board of Education role in the process (what you can expect)
7. Q&A

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Board members will learn more about the consultants and activities that will be involved forthcoming strategic planning process.

BACKGROUND:

The College's current strategic plan runs through the end of AY20-21. Over the next 18 months, Coraggio group will help build the roadmap and help facilitate progress towards launch of our next strategic plan.

ATTACHMENTS:

Strategic Planning presentation slides

FUTURE REPORT:

Members of the Strategic Planning Leadership Team will continue to provide updates to the Board of Education.



Strategic Planning Overview

Clackamas Community College | March 11, 2020

Coraggio Group
503.493.1452 | coraggiogroup.com



About Coraggio Group



Key Outcomes of this Process

- Develop a new Clackamas Community College Strategic Plan
- Ensure stakeholders have multiple opportunities for input and engagement throughout the process
- Establish a platform for Clackamas Community College leaders to implement, communicate and measure progress on the plan
- Build community and bring stakeholders closer together through a shared understanding of challenges and opportunities



Scope of Work



Project Timeline

		2020											2021				
Tasks/Deliverables		MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Get Clear	Immersion Session																
	Data Document Request & Review																
	Deliverable: Project Plan																
	Stakeholder Engagement Activities																
	Strategic Planning Leadership Governance Training Session																
	Deliverable: Insight Report																
Get Focused	Strategic Visioning Session																
	Stakeholder Check-in Town Hall Meeting #1																
	Deliverable: Strategic Clarity Draft and Board Check-In																
	Strategic Priority Planning																
	Stakeholder Check-In Town Hall Meeting #2																
	Final Submissions																
Get Moving	Deliverable: Comprehensive One-Page Strategic Plan																
	Deliverable: Comprehensive Strategic Plan Report																
	Kick-off Plan Implementation Retreat																
	Deliverable: Communication Plan																



Board of Education Role

- Participate in the process (likely one member to be part of Strategic Planning Leadership Team)
- Share your guidance on what's most important to you in the process and the resulting Strategic Plan
- Encourage participation from students, faculty, staff, community members, and others in stakeholder outreach events

Questions?



coraggiogroup

503.493.1452 | coraggiogroup.com

WORK SESSION**AGENDA ITEM WS-2**

CCC Board of Education – Topic Summary	
Topic:	Data Dashboards
Date:	March 11, 2020
Presenter:	Lisa Anh Nguyen, Director
Division/Department:	Institutional Effectiveness and Planning / Institutional Research & Reporting
RECOMMENDATION:	Information only

REASON FOR BOARD CONSIDERATION:

The Office of Institutional Research and Reporting has developed a suite of dashboards to enable members of the college community to quickly access and view student related data. This work session will provide information on how to access the dashboards and an overview of the data available in the dashboards. One dashboard will be highlighted, and Board members will have the opportunity to ask questions about the new Dashboards webpage.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Board members will hear an update related to the Institutional Research Office's new Dashboards webpage.

BACKGROUND:

In effort to provide data to inform college-wide planning and decision-making, a suite of dashboards were created by the Office of Institutional Research and Reporting to help answer frequently asked questions. They are intended to allow the college to review its own performance over time, and to prompt dialogue about success and opportunities for the college to consider.

ATTACHMENTS:

Data Dashboards Overview.pptx

FUTURE REPORT:

The Institutional Research Office will continue to provide updates to the Board of Education.

Data Dashboards

March 11, 2020



Education That Works



Introduction

- **The role of Institutional Research:**
 - Organize data to inform decision-making and planning at the college
 - Analyze data to monitor and evaluate programs, initiatives, grants, and planning efforts
 - Lead data-informed discussions to support work across the college
- **Purpose of outward facing dashboards:**
 - Provide a general overview of the college
 - Hold ourselves accountable (e.g. Mission Fulfillment Scorecard)
- **Purpose of internal facing dashboards:**
 - Allow the college to engage in inward reflection and probe as needed

Navigating to the Dashboards Webpage

1. Log into myClackamas.edu
2. Click on “Resources” in the center of the page



Navigating to the Dashboards Webpage

1. Log into myClackamas.edu
2. Click on “Resources” in the center of the page
3. Click on “Internal Departments” then “Institutional Research”



Dashboards Webpage

Who are our students?

- Student profile
- Incoming student profile
- First-generation students

Student progression and achievement

- Retention
- Persistence
- Graduation

Department-specific measures

- FTE, enrollment and grades by department and course
- Grades distribution

Survey Results

- Early/End of Year Engagement Survey
- Follow-Up Survey

Data Workshop Series

Fall 2019

- Dashboards Workshop (launch)
- *5 workshops, 23 participants*

Winter 2020

- Grants and Data Workshop
- *3 workshops, 19 participants*

Spring 2020

- *Collaborate with Center for Teaching and Learning and Assessment Coordinators to plan 2020-21 workshops*

Webpage Development Team

Institutional Research

- Andrea Csavajda, Research Specialist
- Lauren McGuire, Research Associate
- Lisa Anh Nguyen, Director

College Relations and Marketing

- Kim Crane, Web Content Lead
- Kirk Fryrear, Digital Media and Web Designer

Questions?

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Executive, Work, and Regular Sessions from February 12, 2020
Date:	March 11, 2020
Division/Department:	President's Office
RECOMMENDATION:	Approval of the Minutes for February 12, 2020



**BOARD OF EDUCATION MEETING
MINUTES
February 12, 2020**

EXECUTIVE SESSION

Board Chair Dave Hunt convened Executive Session under ORS 192.660(2)(d) and 2(e) at 5:40 p.m. on Wednesday, January 8, 2020, in Room 106 of the CCC Wilsonville Campus with the following people present: Board members Dave Hunt, Rob Wheeler, Jane Reid, Chris Groener, and Greg Chaimov. Also in attendance was President Tim Cook, Vice Presidents Alissa Mahar and David Plotkin, and Board Secretary Denice Bailey.

Negotiations

Staff provided an update on labor negotiations.

Real Property

Staff provided an update on real property negotiations.

Executive Session adjourned at 5:59 p.m.

WORK SESSION

Board Chair Dave Hunt called the work session of the Clackamas Community College Board of Education to order at 6:04 p.m. on Wednesday, February 12, 2020, in Room 108B of the CCC Wilsonville Campus.

Wilsonville Campus: History, Students, Community, and Partners

Dean Cynthia Risan welcomed the Board to the Wilsonville campus and introduced Wilsonville Director Shelly Tracy and Associate Dean Jarett Gilbert, who provided information about the campus and its services and responded to questions from the Board. The Board then went on a tour of the campus.

The Work Session recessed at 6:59 p.m.

REGULAR SESSION

CALL TO ORDER

Chair Dave Hunt called the regular meeting of the Clackamas Community College Board of Education to order at 7:00 p.m. on February 12, 2020, at the CCC Wilsonville Campus, Room 108B.

ROLL CALL

Declaration of a quorum. Board members present were: Chris Groener, Dave Hunt, Rob Wheeler, Jane Reid, Greg Chaimov, and Irene Konev.

College Representatives in attendance: President Tim Cook, Vice President David Plotkin, Vice President Alissa Mahar, Full-time Faculty President Dustin Bates, Part-time Faculty President Leslie Ormandy, ASG President Ashley Magaña, and Recorder Denice Bailey.

Others in attendance: Dean Tara Sprehe, Dean Jeff Shaffer, Dean Cynthia Risan, Dean Bob Cochran, Executive Director Lisa Davidson, Associate Dean Katrina Boone, Associate Dean Jarett Gilbert, Dean Jason Kovac, Associate Dean Shalee Hodgson, Executive Director Lori Hall, Foundation Executive Director John Chang, Dean Sue Goff, CHRO Melissa Richardson, and other students and staff members.

COMMENTS FROM CITIZENS

Chair Dave Hunt invited citizens who had signed up to speak to come forward. There were none.

CONSENT AGENDA

The Board considered the approval of the following:

- a. Minutes (Executive, Work, and Regular Sessions) 01.08.20

The Board acknowledged the acceptance of the following:

- a. Monthly Financial Reports
- b. Capital Projects (Bond) Report
- c. Personnel Report
- d. Board Planning Calendar
- e. Fall Enrollment Report

R19/20-22 Greg Chaimov moved, Irene Konev seconded the motion, to approve and/or accept Consent Agenda items 1a through 2e. Motion passed unanimously.

STUDENT/FACULTY PRESENTATIONS

Registered Apprenticeships 101

Associate Dean Shalee Hodgson and Director Shelly Tracy shared information on registered apprenticeships. We serve around 1500 students in the various programs.

Shelly introduced faculty member Dave Gilson and students Clayton Herman, Terrance Mitchell, and Ashley Nordstrom. The students related their experience in the apprenticeship program and responded to questions from the Board.

Vice Chair Greg Chaimov asked President Tim Cook to look into the age 18 limitation on apprenticeships, starting with the labor commissioner. He also asked how we can grow the program. Tim said we need business partners and Shalee agreed, programs are driven by business need. We just need to educate people on the process and how to get through the regulations.

COLLEGE REPORTS

President's Report

President Tim Cook reported:

- We have one new hire to introduce. Executive Director Lisa Davidson introduced and provided a brief bio on new Outreach Coordinator Judy Stuart.
- His goals progress report is included in the agenda materials.
- CCC is getting lots of mileage out of our Metallica brand. He was invited to an AACC panel to talk about making CTE programs attractive to the community. Our marketing materials for the grant were a huge hit. We have received a second round award in the grant.
- He was elected to serve on the board of directors for Greater Portland, Inc.
- CCC is working with the Job Corps program in Estacada. We have an employee onsite helping people get into education. Grants are available to help students take classes at CCC.

Financial Forecast

Dean Jeff Shaffer provided an updated financial forecast. He reviewed the changes from the forecast in fall and reported tuition is down slightly. There is currently a \$4.8M deficit in the three-year forecast. He shared some forecast scenarios with different amounts for CCSF and tuition increases from \$3 to \$11 per credit.

NEW BUSINESS – FIRST READ

2020/2021 Tuition and Fees

Dean Jeff Shaffer reported the financial forecast was taken into consideration when determining a recommendation for tuition for the next academic year. He shared the options being considered and the impact to the budget at each level. He reviewed the status of the General Student Fee, the Technology Fee, and the College Services Fee.

He and Vice President Alissa Mahar have met with various college groups, including ASG and the Budget Advisory Group (BAG), to get feedback on the different options for a tuition increase. Jeff shared the results of the BAG poll on tuition.

The recommendation is for an \$8 per credit increase for in-state tuition, no increase in out-of-state tuition, and increases of 50 cents in the general student fee, 50 cents in the technology fee, and \$2 per term in the college services fee.

President Tim Cook said we are planning on student forums at Oregon City and Harmony. Alissa asked if there is any other information the board needs to help make this decision.

Chair Dave Hunt clarified that no students participated in the poll. He asked if Jeff would create another column for a CCSF amount with the same percentage increase as last year. He believes the governor is going to put that much in her budget. Jeff will have that at the next meeting.

Board Member Chris Groener asked if there is typically a reduction in enrollment when tuition is increased. Jeff said enrollment is so driven by economic factors, we cannot really tell. What we do is compare our enrollment rates with other rates in the Portland metro area.

Tim reminded the Board that the college is working through a budget reduction process. Vice President David Plotkin said CCC is one of the leanest colleges in the state and we cannot cut expenses without cutting personnel and impacting students. ASG President Ashley added students are concerned about being able to get feedback and assistance from their instructors. It is important to try to keep the same level of service to students.

Naming the Student Services Building

Dean Tara Sprehe reviewed the process the college went through to come up with suggestions for names for the new building. She shared results from the student outreach conducted on all three campuses, and results from a faculty survey. The recommendation is to name the new building Welcome Center.

A groundbreaking ceremony is scheduled for March 13 and construction will begin shortly after that. The building will open in late spring 2021.

The Board and staff discussed the history of the name Bill Brod Community Center. Foundation Executive Director John Chang said Bill Brod contributed a large amount of money to the college, so at least part of the building should remain named for him.

NEW BUSINESS – ACTION

Strategic Priority Consultant

President Tim Cook reminded the Board that our strategic plan expired in 2019 and they agreed to extend it to 2021. We are currently working on developing a new strategic plan. He introduced Dean Jason Kovac, who reported on why the college needs a strategic plan and how a consultant can help the college with this work. After a thorough RFP process involving the college community, staff recommends awarding a contract for this work to Coraggio Group. Once the contract is awarded, the consultant will start immediately and the plan will be completed before July 1, 2021.

Tim said Coraggio is a Portland-based company that has worked with PSU and is also doing a Strategic Plan for the HECC. They understand our constituencies and know how to bring administration, staff, and the community together in this work.

Chair Dave Hunt asked what the impact would be if we delayed this decision until after the budget is finalized. Jason said we would have a compressed schedule and may have to eliminate some of the outreach planned. Tim added that this work is critical to focusing the college's efforts and tying in all the current initiatives. This will also provide the necessary work for building toward a new bond. Vice President David Plotkin added that an environmental scan is a critical piece of a strategic plan and we do not have the capacity to do this internally.

R19/20-23 Jane Reid moved, Greg Chaimov seconded the motion, to award a contract for strategic plan development to Coraggio Group in an amount not to exceed \$200,000. Dave Hunt, Greg Chaimov, Jane Reid, Chris Groener, and Irene Konev voted for the motion. Rob Wheeler voted against. Motion passed.

Student Services Building Guaranteed Maximum Price

This item was removed from the agenda.

BOARD OPERATIONS

Board Chair Business Report

Chair Dave Hunt reported a small group met to discuss non-state revenue sources, and he appreciated that Board members Greg Chaimov and Irene Konev participated along with staff. There are several ideas that we can pursue, like automotive and student housing needs. That conversation will continue.

The CCC TV program continues with interviews with Board Member Rob Wheeler and Associate Dean Jarett Gilbert. The program with Greg and Irene should be airing soon. He will be interviewing Board Members Chris Groener, Jane Reid, and Betty Reynolds in March.

Dave reminded the Board that we were late getting started on the 2019 president's evaluation. What are our options to revise the timeline? President Tim Cook said it is difficult to start earlier because faculty is not back to work until the end of September. Dave is considering a draft timeline the Board Secretary provided with a later end date.

Clackamas Community College Education Foundation Report

Foundation Liaison Rob Wheeler reported:

- The Foundation operates on a calendar year. They are off to a strong start with a \$66,500 contribution from the Joseph Weston fund through the Oregon Community Foundation. Mr. Weston focuses his scholarships on students age 26 and older who have either lost their jobs due to changing technology, or have had a break in school and are now returning. These funds will be extremely valuable as layoffs occur in the community.
- The West Linn Rotary's Stomp Out Barn Dance is scheduled for Saturday, March 14, benefitting CCC Military Families Endowment.
- CCC's gala, Pony Up for Education That Works, will be held Saturday, May 9, 2020 at Barn Kestrel, in West Linn.
- February is "Donor Appreciation Month!"

Oregon Community College Association (OCCA) Report

OCCA Executive Committee Member Jane Reid reported there was an OCCA Board meeting last week in Salem. The highlight was a report on the Real College survey results. President Tim Cook said the CCC results will be coming out soon and he will forward them to all Board members. Jane said this is part of a national effort. There was a student panel and it was interesting hearing the barriers for students are the same everywhere. She suggested some of the college's resources for students be put on syllabi, such as food pantry information.

Jane also shared reports from OCCA on legislative activity.

Bond Project Citizen Oversight Committee (COC) Report

COC Committee Member Irene Konev reported the January 31 automotive grand opening was a huge success and there was an article in the News Tribune. A groundbreaking ceremony for the new Welcome Center is scheduled for March 13.

Oregon School Boards Association (OSBA) Report

A written report was submitted by Board Member Betty Reynolds prior to the meeting.

Board of Education Community Reports

Board members reported on meetings and events they have attended recently.

REPRESENTATIVE REPORTS AND COMMENTS

Associated Student Government president Ashley Magana reported:

- This week is Wellness Week, with lots of events going on.
- Next week is International Week. Different regions will be highlighted each day with performances.
- ASG has a few new clubs.
- Concessions have been open for all home games. They will also be supporting spring sports.

Full-Time Faculty Association President Dustin Bates reported:

- Full-time and part-time faculty recently attended a conference.
- They have reached tentative agreement in bargaining. The contract will be voted on by faculty in the next few weeks.
- FTF supports PTF's bargaining efforts.
- There will be a FTF winter lunch on February 20. Jaime Clarke will do a Q & A on the DEI strategic plan draft.

Classified: No report

Part-Time Faculty Association President Leslie Ormandy reported:

Bargaining is ongoing.

As there was no other business to come before the Board, the meeting was adjourned at 9:35 p.m.

Date

Denice Bailey, Recorder

Dave Hunt, Board Chair

Tim Cook, Clerk

CCC Board of Education – Topic Summary	
Topic:	Amend contract with Campus Works for Interim Chief Information Officer (CIO) services
Date:	March 11, 2020
Presenter:	Alissa Mahar, VP
Division/Department:	Executive Offices
RECOMMENDATION:	Approve an amendment to the college’s existing contract with Campus Works for interim CIO services, authorizing an increase in the amount of \$31,300 and extending the contract through April 2020.

REASON FOR BOARD CONSIDERATION:

The Board of Education has the authority to approve amendments to contracts. In this case, the amendment can be up to 33 percent of the original contract amount. If approved, this amendment would increase the contract amount by \$31,300, and the contract would be extended through April 2020.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

Increasing the contract value and extending the expiration date will allow for continued leadership, supervision and continuity of operations for the Information Technology Services (ITS) Division until the permanent CIO is selected.

BACKGROUND:

CCC contracted with Campus Works in 2019 for the provision of interim CIO services. Campus Works provides these services, as well as others, in higher education across the country. CCC selected Walt Kerce to be the Campus Works interim CIO, and working with Walt has been a positive experience for the college. He is critical for continued, successful ITS operations.

A national recruitment is underway for the next CIO, and the selection process will continue beyond the existing Campus Works contract. Initial interviews are anticipated to take place on March 17 and 18, and additional interviews/forums will occur in April. CCC expects to have the permanent CIO in place by late May or early June.

Extending Walt’s time at the college will maintain the momentum he has created and allow us to make further progress on various ITS projects and initiatives.

BUDGET IMPACT/SOURCE OF FUNDS:

The amendment will increase the contract by \$31,300; the ITS department has salary savings to offset the cost.

ATTACHMENTS:

Campus Works contract amendment

Amendment No. 1

Amendment No. 1 to the Information Technology Services Agreement

Clackamas Community College

FEBRUARY 24, 2020



1767 Lakewood Ranch Blvd. #305
Bradenton FL 34211
T. 941.316.0308 | F. 941.954.2398

www.campusWorksinc.com

AMENDMENT TO MANAGEMENT CONSULTING SERVICES AGREEMENT

This Amendment to the Information Technology Services ("Agreement") dated November 27, 2019 entered into between **Clackamas Community College**, ("Client") and **CampusWorks Inc.**, as of and effective February 24, 2020 ("Effective Date").

RECITALS

- A. **WHEREAS**, the Client and CampusWorks entered into an Agreement pursuant to which CampusWorks is providing certain Information Technology Services;
- B. **WHEREAS**, the Client desires an expansion of these services;
- C. **WHEREAS**, CampusWorks has the skills and expertise and wishes to continue to provide the services in accordance with the terms and conditions contained herein; and

AMENDMENT

NOW, THEREFORE, in consideration of the payments herein agreed to be made and the covenants and agreements herein contained, and for other good and valuable consideration, the receipt and sufficiency of all of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

- 1. All terms and conditions of the Agreement shall remain in effect, with the exception of the following revisions of the Agreement.
- 2. Paragraph 1, Services, shall be extended to include the attached Exhibit A, Scope of Services incorporated herein.
- 3. Paragraph 2, Cost for Services, shall be extended to include the attached Exhibit B, Cost and Payment Schedule, incorporated herein.
- 4. Paragraph 3, Term, is extended through April 30, 2020.

IN WITNESS WHEREOF, the parties hereto have caused the execution of this Agreement as of the Effective Date.

Clackamas Community College

CampusWorks Inc.

Signature:

Name:



Liz Murphy

Title:

CEO

Date:

February 24, 2020

Exhibit A – Scope of Services

For the period of March 13 - April 30, 2020, CampusWorks will provide a half-time CIO. These services will be primarily remote with the exception the onsite dates of March 17/18 and April 7/8. A specific half-time schedule will be mutually agreed to.

Exhibit B – Cost and Payment Schedule

The cost for these services (including the travel for the onsite visit) is \$31,300. The initial payment of \$15,650 will be due upon contract signing. The final payment of \$15,650 will be due on April 15, 2020.

CONSENT AGENDA**AGENDA ITEM IV-1c
R19/20-24c**

CCC Board of Education – Topic Summary	
Topic:	Academic Calendar 2019/20 through 2022/23
Date:	March 11, 2020
Presenter:	Vice President David Plotkin
Division/Department:	Instruction and Student Services
RECOMMENDATION:	Approve the Academic Calendar for 2019/20 through 2022/23.

REASON FOR BOARD CONSIDERATION:

The Board's approval of the Academic Calendar is required.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

A finalized calendar allows the college to plan for upcoming academic years.

BACKGROUND:

In the past, the academic calendar only included dates for a single academic year. At the request of staff and students, and to facilitate better planning, we have been approving calendars years earlier.

Prior to the 2019/20 school year, the Skills Contest was held in February. After consultation with stakeholders, including our participating high schools, it was determined to move the event to April.

This calendar proposal updates the date of the Skills Contest in the previously approved academic calendars for 2019/20 and 2020/21 and adds two new years of dates: 2021/22 and 2022/23.

BUDGET IMPACT/SOURCE OF FUNDS:

There is no fiscal impact associated with the consideration or approval of this item.

ATTACHMENTS:

Revised Academic Calendar

FUTURE REPORT:

The Board will be asked to approve future calendars as the dates are determined.

Academic Calendar

2019-2020 through 2022-2023



	2019-2020*	2020-2021*	2021-2022*	2022-2023*
Summer Term				
Term Begins	Mon., June 24	Mon., June 22	Mon., June 21	Mon., June 20
Holiday – College Closed	Thurs., July 4	Thurs., July 2	Mon., July 5	Mon., July 4
Term Ends	Sat., Sept. 7	Sat., Sept. 5	Sat., Sept. 4	Sat., Sept. 3
Holiday – College Closed	Mon., Sept. 2	Mon. Sept. 7	Mon., Sept. 6	Mon., Sept. 5
Fall Term				
Inservice Week	Mon.–Fri., Sept. 23–27	Mon.–Fri., Sept. 21–25	Mon.–Fri., Sept. 20–24	Mon.–Fri., Sept. 19–23
Term Begins	Mon., Sept. 30	Mon., Sept. 28	Mon., Sept. 27	Mon., Sept. 26
Holiday – College Closed	Mon., Nov. 11	Wed., Nov. 11	Thurs., Nov. 11	Fri., Nov. 11
Holiday – College Closed	Thurs. & Fri., Nov. 28 & 29 **	Thurs. & Fri., Nov. 26 & 27 **	Thurs. & Fri., Nov. 25 & 26 **	Thurs. & Fri., Nov. 24 & 25 **
Finals Week	Mon.–Sat., Dec. 9–14	Mon.–Sat., Dec. 7–12	Mon.–Sat., Dec. 6–11	Mon.–Sat., Dec. 5–10
Term Ends	Sat., Dec. 14	Sat., Dec. 12	Sat., Dec. 11	Sat., Dec. 10
Holiday – College Closed	Tues., Dec. 24	Thurs., Dec. 24	Thurs., Dec. 23	Fri., Dec. 23
Holiday – College Closed	Weds., Dec. 25	Fri., Dec. 25	Fri., Dec. 24	Mon., Dec. 26
Winter Term				
Holiday – College Closed	Wed., Jan. 1	Fri., Jan. 1	Fri., Dec. 31	Mon., Jan. 2
Term Begins	Mon., Jan. 6	Mon., Jan. 4	Mon., Jan. 3	Mon., Jan. 9
Holiday – College Closed	Mon., Jan. 20	Mon., Jan. 18	Mon., Jan. 17	Mon., Jan. 16
Holiday – College Closed	Mon., Feb. 17	Mon., Feb. 15	Mon., Feb. 21	Mon., Feb. 20
Finals Week	Mon.–Sat., March 16–21	Mon.–Sat., March 15–20	Mon.–Sat., March 14–19	Mon.–Sat., March 20–25
Term Ends	Sat., March 21	Sat., March 20	Sat., March 19	Sat., March 25
Spring Break	Mon.–Fri., March 23–27	Mon.–Fri., March 22–26	Mon.–Fri., March 21–25	Mon.–Fri., March 27–31
Spring Term				
Term Begins	Mon., March 30	Mon., March 29	Mon., March 28	Mon., Apr. 3
Skills Contest	Thurs., Apr. 16 ***	Thurs., Apr. 15 ***	Thurs., Apr. 21 ***	Thurs., Apr. 20 ***
Holiday – College Closed	Mon., May 25	Mon., May 31	Mon., May 30	Mon., May 29
Finals Week	Mon.–Sat., June 8–13	Mon.–Sat., June 7–12	Mon.–Sat., June 6–11	Mon.–Sat., June 12–17
GED & Adult High School Graduation Ceremony	Thurs., June 11	Thurs., June 10	Thurs., June 9	Thurs., June 15
College Certificate & Degree Graduation Ceremony	Fri., June 12	Fri., June 11	Fri., June 10	Fri., June 16
Term Ends	Sat., June 13	Sat., June 12	Sat., June 11	Sat., June 17

* The 2019-2020 and 2020-2021 dates were approved by the College Council, Presidents' Council and subsequently the Board of Education on April 11, 2018. The 2021-2022 and 2022-2023 dates were approved by the College Council, Presidents' Council and subsequently the Board of Education on .

** On the Wednesday evening prior to Thanksgiving, evening classes beginning at 4 p.m. or later are canceled.

*** Day classes canceled at the Oregon City and Harmony campuses. Evening classes, beginning at 4 p.m. or later, are held as scheduled.

Topic:	Monthly financial report -- All funds
Date:	March 11, 2020
Presenter	Alissa Mahar, Vice President of College Services Jeff Shaffer, Dean of Business Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report- All Funds

ALL FUNDS
Statement of Revenue, Expenditures and Changes in Fund Balance
2019-20 at January 31, 2020

	Fund Balance at Start of Year	Revenue and Other Sources	Expenditures and Other Uses	Net Revenue (Expenditures)	Fund Balance at Report Date
General	\$ 9,020,700	\$ 42,705,641	\$ 30,014,252	\$ 12,691,390	\$ 21,712,090
Fee	2,585,587	2,317,646	1,838,986	478,660	3,064,247
Innovation	578,777	145,831	86,939	58,892	637,669
Debt Service	3,840,775	6,195,975	936,500	5,259,475	9,100,250
Capital Projects (Bond)	22,311,758	9,794,250	14,176,518	(4,382,268)	17,929,490
Staff Computer Replacemt	64,235	58,331	12,894	45,437	109,672
Equipment Replacement	1,958,374	160,306	82,395	77,911	2,036,285
Major Maintenance	3,013,973	361,396	494,302	(132,907)	2,881,066
Student Technology	996,882	572,058	385,018	187,040	1,183,922
Internal Service	367,110	232,230	161,625	70,605	437,716
Bookstore	905,652	210,459	263,273	(52,814)	852,838
Customized Training	220,754	188,678	246,107	(57,429)	163,325
Intramurals and Athletics	49,441	270,208	251,339	18,869	68,311
Student Life & Leadership	166,416	70,688	65,405	5,283	171,698
Computer Lab	110,932	33,867	26,975	6,892	117,824
Retirement	1,804,728	361,669	417,501	(55,832)	1,748,896
Student Financial Aid	139,042	10,121,353	11,317,651	(1,196,298)	(1,057,256)
Grants and Contracts	946,296	1,741,148	2,096,116	(354,969)	591,328
WIOA Grant	-	671,694	672,601	(908)	(908)
Insurance Reserve	366,367	-	30,179	(30,179)	336,188
PERS Reserve	3,000,000	-	-	-	3,000,000
Technology Infrastructure	2,700,651	-	265,806	(265,806)	2,434,845
Total	<u>\$ 55,148,450</u>	<u>\$ 76,213,427</u>	<u>\$ 63,842,381</u>	<u>\$ 12,371,046</u>	<u>\$ 67,519,496</u>

NOTES

Student Financial Aid, Grants and Contracts, and WIOA:

Expenditures for these funds normally occur prior to billing or drawdown of funds. Revenue for reimbursements from grantors are normally billed and recorded in the month subsequent to when the expenditures were incurred, causing a negative fund balance at month end. Final billings and draws at year end will offset any expenditures for the year.

CONSENT AGENDA

AGENDA ITEM IV-2a

R19/20-24c

Topic:	Monthly financial report -- General Fund
Date:	March 11, 2020
Prepared by:	Alissa Mahar - VP of College Services Jeff Shaffer - Dean of Business Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report - General Fund

GENERAL FUND	January 2020		Year to Date 2019-20		Year to Date 2018-19		Fiscal Year 2019-20		Forecast is Better (Worse) than Budget
	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Budget	Forecast	
REVENUE									
State comm college support	\$ 3,900,514	20%	\$11,650,161	61%	\$12,143,616	75%	\$19,041,635	\$19,041,635	\$ -
Property taxes	243,248	1%	18,962,013	93%	18,611,116	96%	20,325,715	20,325,715	-
Tuition, net of waivers	(109,771)	-1%	10,044,009	71%	10,010,280	65%	14,239,157	13,883,178	(355,979)
Other revenue	177,364	6%	1,961,958	68%	2,009,231	70%	2,889,196	2,889,196	-
Transfers in	12,500	8%	87,500	58%	175,000	88%	150,000	150,000	-
Total revenue	4,223,856	7%	42,705,641	75%	42,949,243	80%	56,645,703	56,289,724	(355,979)
EXPENDITURES									
Personnel services	3,851,066	8%	24,214,426	50%	22,911,525	50%	48,565,913	47,646,492	919,421
Materials and services	457,948	5%	4,701,439	54%	5,060,565	59%	8,766,361	8,665,264	101,097
Capital outlay	1,679	1%	27,625	23%	41,143	34%	120,000	120,000	-
Transfers out	152,966	8%	1,070,762	58%	1,129,765	55%	1,835,600	1,835,600	-
Total expenditures	4,463,659	8%	30,014,252	51%	29,142,999	51%	59,287,874	58,267,356	1,020,518
Net revenue (expenditures)	\$ (239,803)		12,691,390		13,806,244		(2,642,171)	(1,977,632)	664,539
Fund balance at start of year			10,546,503		10,449,503		9,020,700	9,020,700	-
Fund balance at report date			\$23,237,893		\$24,255,748		\$ 6,378,529	\$ 7,043,068	\$ 664,539

AMOUNTS USED FOR BUDGET AND FORECAST

State comm college support: CCSF for 2017-19 (in millions)

\$ 641 \$ 641

Property taxes: Increase over prior year

4.5% 4.5%

Tuition, net of waivers: Change in student FTEs from prior year

0.0% -2.5%

Personnel services:

PERS rate as % of actual General Fund wages

25.6% 25.6%

Projected is less than budget for estimated vacancy rate.

Materials and services: Except where actual is known, projected is 5% less than budget for underutilization

Fund balance in excess of minimum 10% of revenue, excluding July state appropriation payment

In odd numbered years the last quarterly payment for the biennium from the Community College Support Fund

is delayed until July of the subsequent biennium. The college records the payment as accrued revenue for budget purposes,

but for planning purposes subtracts the accrued payment in the calculation of fund balance in excess of minimum.

CCC Bond Funding
February 2020 Snap Shot

CONSENT AGENDA

AGENDA ITEM IV-2b

R19/20-24d

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	March 11, 2020
Prepared by:	Alissa Mahar - VP of College Services Jeff Shaffer - Dean of Business Services
Division/Department:	College Services/Business Services
Recommendation:	Approval of monthly financial report - Capital Projects (Bond) Fund

REVENUES	Revised Budget	Life-to-Date Actuals	
Bond Sales	\$ 89,993,913	\$ 89,993,913	
Premiums associated with bond sales	9,924,985	9,924,985	
Interest	1,900,000	1,533,098	
State Grant Harmony	8,000,000	8,000,000	
State Grant ITC	8,000,000	8,000,000	
State Grant DeJardin/Pauling Science	8,000,000	8,000,000	
State Grant Student Services/Comm Ctr	8,000,000		
Other Grants/Donations/Foundation (see below)	-		
ConnectOregon Grant	1,212,950	1,004,387	
Randall Seismic Grant	1,500,000	1,500,000	
Other small donations/grants (Energy Trust/WES)	264,520	264,520	
General Fund Transfer for Incidentals	2,000,000	2,000,000	
Subtotal of gross revenues:	\$ 138,796,368	\$ 130,220,902	
(less expenses related to bond sales and State Grant fees)	(915,180)	(915,180)	
Revenue Totals:	\$ 137,881,188	\$ 129,305,722	
EXPENSES (by Project)			
Refunding of Harmony Debt (complete June 2015)	Planned Expenses*	Life-to-Date Actuals	
Refunding of Debt	\$ 14,717,927	\$ 14,717,927	
	\$ 14,717,927	\$ 14,717,927	
OIT (Complete August 2016)	Planned Expenses	Life-to-Date Actuals	
Purchase	\$ 4,208,741	\$ 4,208,741	
Demolition / Other	578,564	578,564	
	\$ 4,787,305	\$ 4,787,305	
Harmony West (Est. Complete December 2017)	Planned Expenses	Life-to-Date Actuals	100% % project complete
Soft Costs (Architect, Eng. PM, Permits, Legal)	\$ 3,500,000	\$ 2,958,969	
Direct Construction	12,726,000	13,785,085	
Furniture/Fixtures/Equipment	1,200,000	1,105,989	
Contingency	424,043		
	\$ 17,850,043	\$ 17,850,043	100% % budget spent
Industrial Technology Center (Est. Complete August 2018)	Planned Expenses	Life-to-Date Actuals	100% % project complete
Soft Costs (Architect, Eng. PM, Permits, Legal)	\$ 2,495,305	\$ 3,739,773	
Direct Construction	16,221,159	16,417,615	
Furniture/Fixtures/Equipment	2,635,000	2,575,932	
Contingency	1,399,356		
	\$ 22,750,820	\$ 22,733,320	100% % budget spent
Barlow Lot and Douglas Loop (Est. Complete August 2018)	Planned Expenses	Life-to-Date Actuals	100% % project complete
Soft Costs (Architect, Eng. PM, Permits, Legal)	\$ 592,951	\$ 655,498	
Direct Construction	4,150,060	4,179,473	
Contingency	91,960	-	
	\$ 4,834,971	\$ 4,834,971	100% % budget spent
DeJardin-Pauling Science Complex (Est. Complete Sept. 2019)	Planned Expenses	Life-to-Date Actuals	100% % project complete
DeJardin (soft and hard costs)	\$ 21,000,000	\$ 20,979,075	
Transit Center & Path to 213 & Path to Oregon City High	2,000,000	1,860,955	
Contingency	-		
	\$ 23,000,000	\$ 22,840,030	99% % budget spent

Student Services/Community Common (Est. Complete Fall 2021)		Planned Expenses	Life-to-Date Actuals	0%	% project complete
Soft and Hard Costs	\$	21,000,000	\$	1,836,566	
Contingency		-		-	
	\$	21,000,000	\$	1,836,566	9% % budget spent
Other Projects		Planned Expenses	Life-to-Date Actuals		
Automotive	\$	5,800,000	\$	5,724,851	99% % project complete
Campus Safety and Security		600,000		555,633	
Campus-Wide Refreshes		2,000,000		88,545	
Clairmont Seismic Improvements		41,047		41,047	100% % project complete
Medium Voltage Upgrades (Clairmont Electrical funded)		107,625		107,625	100% % project complete
Classroom Upgrades		200,000		135,196	
Douglas Loop Completion		1,500,000		1,195,346	
Elevators		1,011,430		1,011,430	100% % project complete
IT Upgrades		2,013,642		2,013,642	100% % project complete
Land Use		54,112		54,112	
Oregon City Master Plan		250,000		124,789	
Meyers Road		2,676,755		2,676,755	
Randall Seismic Rehab (Match Requirement)		3,247,339		2,646,264	
Randall Tunnel Remodel		17,942		17,942	
Reroofs		2,468,289		1,984,453	80% % project complete
Title IX/Randall		2,392,492		2,392,492	100% % project complete
Water system upgrades		1,000,000		161,503	
General Fund funded Incidentals		1,350,000		903,986	
Wrestling Room Space - Randall Hall		150,000		143,359	
Oregon City Site Signage		350,000		30,326	
Project Management		1,000,000		767,516	
	\$	28,230,673	\$	22,776,811	
Overall Bond Contingency		709,448			
Expense Totals:		\$ 137,881,188	\$	112,376,972	82% % budget spent



Full-Time Personnel Report

From 01/20/2020 - 02/19/2020

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
NEW HIRES			
Jacqueline Aguilera	Science Lab Technician	Classified	1/24/2020
Jordan Taylor	Lead Marketing Specialist	Classified	2/18/2020
SEPARATIONS			
Rachael Lindsay	Human Resources Business Partner	Confidential	1/21/2020
RETIRED			
Rodney Osterhoudt	Maintenance Engineer	Classified	1/31/2020
PROMOTION			

BOARD PLANNING CALENDAR 2019-20

<i>DATE</i>	<i>WORK SESSION</i>	<i>CONSENT</i>	<i>FACULTY/STUDENT PRESENTATIONS</i>	<i>REPORTS</i>	<i>NEW BUSINESS 1ST READ</i>	<i>NEW BUSINESS ACTION</i>	<i>BOARD OPERATIONS</i>	<i>EXEC SESSION</i>
<u>April 8</u> At Harmony Deadline 3/27 Post 4/1	Harmony update & tour	Minutes Financial Report Personnel Report Planning Calendar	Sabbatical Rpt - Hendricks	President Business Rprt Board goals status Foundation Annual Reprt	20/21 Board Mtg Sch		Chair Business Report	
<u>May 6</u> Post 4/29	Budget Committee Mtg	Minutes				Elect Budget Comm. Chair		
<u>May 13</u> Deadline 5/1 Post 5/6	FYF dinner Budget Committee Mtg	Minutes Financial Report 20/21 Board Mtg Sched Personnel Report Planning Calendar Winter Enrollment Reprt	Sabbatical Rpt – Vergun Global Learning Comm -Ida	President Business Rprt HS Connections			Chair Business Report	
<u>June 24</u> Deadline 6/12 Post 6/17		Minutes Financial Report Personnel Report Planning Calendar		President Business Rprt Recognize Assoc reps	20/21 Budget Hearing	19/20 Budget Amendment Adopt 20/21 Budget 20/21 budget appropriation Impose / categorize taxes Authorize contracts: Ellucian	Chair Business Report -Foundation giving	

FACULTY / STUDENT PRESENTATIONS**AGENDA ITEM V-1**

CCC Board of Education – Topic Summary	
Topic:	Sabbatical Report Abstracts
Date:	March 11, 2020
Prepared By:	Nora Brodnicki
Division/Department:	Art/Sabbatical Committee
Issue Before the Board:	Informational report on sabbatical activities

REASON FOR BOARD CONSIDERATION:

The Board annually reviews the Sabbatical Abstracts and hears reports from instructors on their sabbatical activities.

BACKGROUND:

Nora Brodnicki (Art), co-chair of the Sabbatical Committee, will present abstracts from the 2018-19 faculty sabbaticals (see attachment).

ATTACHMENTS:

2018-19 Sabbatical Abstracts

FUTURE REPORT:

Sabbatical reports will also be presented at the April and May Board meetings. The Board will hear a report on the 2019-20 Sabbaticals in March of 2021.

Sabbatical Report Abstracts for 2018-2019

David Andersen

Art/ Spring 2019

My sabbatical was dedicated to public outreach, making art, continuing education, working as a professional artist and representing Clackamas Community College in the finest manner possible. I consider these experiences vital for any informed educator wishing to make a positive impact on their students, faculty and community.

Amanda Coffey

English/ Winter and Spring 2019

My sabbatical centered on professional development activities that helped me completely and partially redevelop multiple courses I teach year over year. I attended three national conferences, completed CCC's 1-credit Library Research course, and researched a variety of topics related to teaching and learning and the specific courses I teach. I am returning to the classroom full-time with updated courses that are backward designed to meet course outcomes that align with current pedagogy for online and traditional course delivery, that depend primarily on Open Education Resources (OERs), and that utilize a grading philosophy to encourage deeper interest in course content, personal agency, and increased learning.

Taylor Donnelly

English/ Full year

My goals were to deepen my understanding of the processes and benefits of creative writing through research and practice. I intended to write a novel, familiarize myself with the intricacies of literary publishing, and research the academic benefits of creative writing. The writing gained momentum and priority over the research, but in the processes of drafting, revising, and marketing, I have become a better teacher for all my students. In particular, I have renewed empathy for the way students must face the blank page, develop intrinsic motivations, allot more time than they "need," and rely on a robust revision process.

James Eikrem

Theater/ Spring term

Artistic Director and Theater Instructor James Eikrem's sabbatical was spring term, 2019. His work was comprised of acting in a play, acting in a staged reading, travel to New York City to attend Broadway Theater, arranging interviews with actor Robert Stanton and Holocaust Survivor Dr. Laureen Nussbaum (also video recorded), revising his play *Men, Women and Ghosts*, researching and coaching accents for two theater productions, and researching and selecting plays for production at CCC. Benefit to the students and college were through further practice and education in accent, acting, and directing pedagogy and providing education about the Holocaust.

Jackie W. Flowers

Social Science/ Winter and Spring terms

In my search for copyright-free primary source documents, I researched more than 30 digital repositories from across the country, and curated a collection of more than 300 primary documents, grouped by topic, that will help our students learn to analyze the cultures and social

phenomena of the past using artifacts and documents created during the period under study. In addition, I read and reviewed recent monographs and scholarly journal articles in American history, as well as a substantial amount of primary source material, with a focus on American culture in the first half of the 20th century.

Eden Francis

Science/ Winter and Spring terms

On my sabbatical, during Winter/Spring terms 2019, I spent the time in academic study. The main focus of my studies was on organic chemistry, in preparation to assume lead instructor duties for the organic chemistry course sequence. Other study was focused on pedagogy, specifically best practices in online teaching and writing in the sciences. These studies directly relate to my teaching assignments at Clackamas Community College and will benefit my students as I apply my learning to the topics and presentation methods in my classes.

Dawn Hendricks

Early Childhood Education/ Full Year

I accomplished my two main objectives: attaining national accreditation for our Early Childhood Education program and visiting early learning schools and organizations in Central America. Achieving accreditation helps ensure that our students are gaining the knowledge and skills they need to be successful as early learning professionals. It also increases the visibility of our program as we are now one of only three nationally accredited community college early childhood programs in Oregon. I am infusing the knowledge gained in Central America into our course content to ensure students are prepared to meet the needs of linguistically and culturally diverse children.

Christopher Konieczka

Horticulture/ Full year

Eight one-month stays on successful, dynamic, and knowledgeable small farms broaden and enrich the Organic Farming Program. Working along-side experienced, attentive farmers has developed my skills, knowledge, and understanding of livestock and floral production. This information and experience will be shared with students through enhanced content in many courses and unique material in a new 'Livestock Management' course. Students will further benefit from a particular focus on innovative marketing techniques employed by profitable farm businesses. This programmatic expansion engages current and prospective students in educational opportunities not currently available at CCC or any Oregon Community College.

Sarah Morris

Nursing/ Full year

The ideal of holistic mind-body-spirit care is reflected within the CCC Nursing program by the OCNE Core Competencies, our adherence to the American Nurses Association Code of Ethics, and by course learning outcomes that speak to this ideal. The spiritual component is relevant to every nursing course and class, including direct application in patient care settings. During my three-term sabbatical, I completed education as a spiritual care professional in order to become more intentional and expert in teaching and modeling spiritual care. This informed the creation of an elective spirituality course for nursing students and spirituality-focused revision of selected curriculum.

Tracy Nelson**Health and PE/ Fall Term**

Taking a sabbatical in fall term of 2018 gave me a chance to focus on the new and current trends in the fitness industry, stay current on new research pertaining to a plant based diet and take the time to re-certify as an NCSF (National Council on Strength and Fitness) personal trainer. I teach in the HPE department, oversee the Staff Wellness Program at CCC, advise our students going through the Fitness Technology Program and teach HE 207 Introduction to Plant Based Living. My sabbatical activities help me gain valuable knowledge and insight to pass on to my students and make me a better teacher and employee at CCC.

Brian Rose**Music/ Fall and Spring**

On my sabbatical, I recorded and produced music and sound. The work that I did on sabbatical reflects the skills that students learn in the Music Performance Technology AAS (MPT) at the CCC. I also researched the world markets of Augmented Reality and Virtual Reality which we are working to integrate into existing and hopefully new courses in the Digital Media Communication AAS (DMC).

Stephanie Schaefer**Counseling/ Spring**

My report includes complete interviews with 10 community college counseling departments about their counseling services and departments, summaries of grouped interview question responses, overall conclusions, and an appendix with documents from other counseling departments. This project contains information about common practices across the interviewed counseling departments and suggests a very strong interest in an Oregon Community College Counseling Consultation Group to assist community college counselors across the state by sharing resources and supporting each other in the work that we do.

Andrea Vergun**ESL/ Full Year**

I published a book entitled *NEXT STEPS Careers in Welding* to encourage English as a Second Language students to consider welding as a career and as a college program. It is written as a graded reader with simplified language for accessibility and reading fluency, and can serve in reading courses or as a career guide. The book is also appropriate for GED and other pre-college students considering their next steps. A second, unplanned, project involved intensive Spanish language study on an interactive digital platform. I now have the ability to communicate more effectively with Spanish-speaking students during advising sessions.

FACULTY / STUDENT PRESENTATIONS**AGENDA ITEM V-2**

CCC Board of Education – Topic Summary	
Topic:	Sabbatical Report: Horticulture
Date:	March 11, 2020
Prepared By:	Chris Konieczka
Division/Department:	Horticulture
Issue Before the Board:	Informational report on sabbatical activities

REASON FOR BOARD CONSIDERATION:

The Board annually reviews the Sabbatical Abstracts and hears reports from instructors on their sabbatical activities.

BACKGROUND:

Eight one-month stays on successful, dynamic, and knowledgeable small farms broaden and enrich the Organic Farming Program. Working along-side experienced, attentive farmers has developed my skills, knowledge, and understanding of livestock and floral production. This information and experience will be shared with students through enhanced content in many courses and unique material in a new 'Livestock Management' course. Students will further benefit from a particular focus on innovative marketing techniques employed by profitable farm businesses. This programmatic expansion engages current and prospective students in educational opportunities not currently available at CCC or any Oregon Community College.

FUTURE REPORT:

Sabbatical reports will also be presented at the April and May Board meetings. The Board will hear a report on the 2019-20 Sabbaticals in March of 2021.

Christopher Konieczka
Horticulture Department
Lead Instructor - Organic
Farming Certificate

Sabbatical 2019

Expanding educational opportunities in
agriculture for students

The Project

- Live and work with innovative, profitable small producers
- Increase knowledge of livestock and floral production
- Develop skills and hone existing ones in both production areas.
- Visit, research, and analyze novel and effective marketing strategies for farm products.
- Share information with students.



Professional Outcomes

I. New content in existing courses

- Innovative marketing techniques and alternative income streams for small farms (HOR-113, HOR-124, HOR-136, HOR-141).
- Local and federal regulation compliance (HOR-124, HOR-136).
- Creative land tenure agreements for beginning farmers (HOR-113, HOR-141, HOR-146)
- Event specific planning and production (HOR-136, HOR-141)
- Annual and perennial cut flower production (HOR-113, HOR 124, HOR 141, HOR-284)
- Operation and maintenance of more hand tools and machinery (HOR-148, HOR-284)

Innovative Marketing







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Floral Production for Markets & Events





New Tools and Machinery



II. New Course Development

Livestock Management - HOR 275

- Organic pasture management
- Use of permanent and electric fencing
- Production management and health care for many species; poultry, pigs, sheep and goats, cattle.
- Humane animal processing
- Meat industry regulations for small farms
- Adding value to animal products
- Off-campus visits to local farm partners (Moomaw Farm, Naked Acres, Campfire Farms, Marion Acres⁵⁵, etc.)

Livestock Production Skills and Experience









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Industry Regulations

Value-Added Products







Livestock Management Course

Content Example

CHICKENS: THE PLACE TO START

- Chickens are an excellent initial livestock management system for beginners
 - Relatively low initial investment
 - Relatively fast turn-around (meat, eggs, fertility, stock)
 - Can be low space requirement
 - Many management options
 - Easy to move and maintain flocks, easy to process

LAYER SELECTION QUALITIES

	Climatic Hardiness	Rooster Vs. Hen	Egg Production	Meat Production	Foraging Capability	Predator Awareness	Handling Flightiness	Broodiness	Ornamentability
Ancona	Cold/Heat	X	High		X	X	Flighty	Seldom	Colorful
Americauna	Cold/Heat	X	Medium		X	X	Average	Seldom	
Austorlorpe	Cold/Heat	X	High		X	X	Calm	Average	
Brahman	Cold	X	Medium		X		Calm	Frequent	
Campine	Cold/Heat	X	Medium		X	X	Flighty	Seldom	
Cochin	Cold	X	Low		X		Calm	Frequent	
Cornish Cross	Cold/Heat	X	Low	Excellent			Calm	Seldom	
Dominiquer	Cold/Heat	X	Medium		X	X	Average	Average	
English Game	Heat	X	Low		X	X	Flighty	Frequent	Colorful Rooster
Hamburg	Heat	X	Medium		X	X	Flighty	Seldom	
Hybrids	Heat	X	High				Calm	Average	
Jersey Giant	Cold	X	Medium	X	X		Calm	Average	
Marans	Cold	X	Medium		X		Average	Average	Colorful Rooster
New Hampshire	Cold/Heat	X	High		X		Average	Frequent	Colorful Rooster
Naked Neck-Turken	Heat	X	Low		X		Average	Seldom	No Neck Feathers
Orpington	Cold/Heat	X	Low				Calm	Frequent	
Phoenix	Heat	X	Low				Average	Seldom	Long Tail Feath.
Plymoth Rock	Cold/Heat	X	High		X		Average	Seldom	
Polish	Cold/Heat	X	Medium				Calm	Seldom	Poofy Head Feath.
Rhod Island Red	Cold	X	High	X	X		Average	Seldom	
Silkie	Cold	X	Medium				Calm	Frequent	Thin Poofy Feath.
Speckled Sussex	Cold/Heat	X	High		X		Average	Frequent	Speckled
Sumatra	Heat	X	Low				Average	Average	Long Tail Feath.
Welsummer	Cold	X	Medium		X		Average	Average	Dark Eggs
White Leghorn	Cold	X	High		X	X	Flighty	Seldom	
Wyandotte	Cold	X	High		X		Calm	Frequent	Laced Feathers

RAISING CHICKS



BROODER BOX FOR CHICKS

- Warm, dry, draft-free
- Adjustable-height heat lamps
 - Pay attention to chicks behavior to determine height
- Safe from predators
- Easily accessible waterers, feeders
 - Clean often
 - Add vitamin/electrolyte mix to water?
- Bedding
 - Paper/wood shreds (NOT CEDAR)
 - Add a new 1/4 inch of litter each day
 - Makes excellent fruit tree/perennial mulch
- Sterilize between batches of chicks

CHICK HEALTH ISSUES

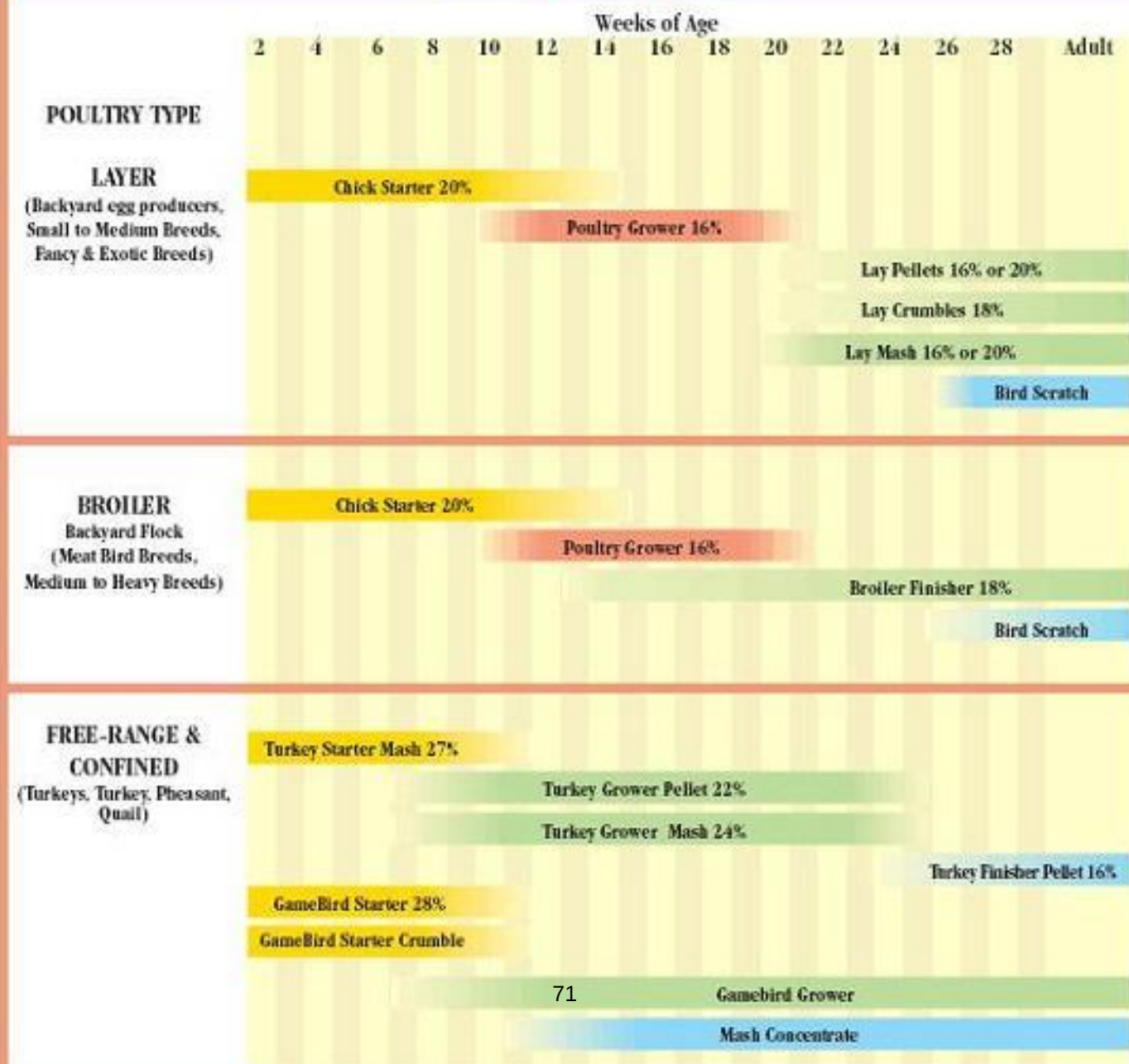
- Improper nutrition
 - Pecking/eating each other
- Coccidiosis
 - Keep waterers clean
 - Medicate as deemed necessary
- Pneumonia
 - Move slow, cough, eyes droopy
 - Control moisture
 - Change bedding often

FEED FOR CHICKS

- Medicated or non-medicated?
 - WERE THEY VACCINATED AT THE HATCHERY??
- Crumble (looks like Grape nuts)
- Protein: $\geq 20\%$
- Calcium: $< 1.0\%$
- Phosphorus: $< 0.5\%$



Poultry Feeding Chart







Thank You!

Farm Couple Abroad

<https://leahsylvia.wixsite.com/farmcoupleabroad2/blog>

CCC Board of Education – Topic Summary	
Topic:	2020-21 Tuition and Fees
Date:	March 11, 2020
Presenter:	Alissa Mahar, Vice President
Division/Department:	College Services
RECOMMENDATION:	Adopt the following changes in tuition and fees for 2020/21: • Tuition: (in-state) Increase \$8 per credit hour, from current year \$103 to \$111; no increase for out-of-state and international. • General Student Fee: Increase from \$2.50 per credit to \$3.00 per credit. • Student Technology Fee: Increase from \$5.50 per credit to \$6.00 per credit. • College Service Fee: Increase from \$28 per term to \$30 per term.

REASON FOR BOARD CONSIDERATION:

The Board considers the need to increase tuition and fees as part of the annual budget development process.

The Board adopted budget development principles at its January meeting. Principles in 2020-21 budget development process include:

1. Ensure budget supports improvements in Mission Fulfillment by integrating Strategic Priorities and program and service area assessment results with budget allocation decisions.
2. Consider CCC's affordability, district median income, and comparability with other metro-area community colleges when establishing total student costs, including tuition rates.
3. Focus on fiscal responsibility, return on investment, and strategic resource realignment in budget allocations, and minimize ongoing resource requests beyond the three-year horizon.
4. Maintain Board required minimum ending fund balance throughout a three-year forecast, with an emphasis towards balancing revenues and expenditures over a four-year planning horizon.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The strategic priority of fiscal sustainability is the primary factor leading to the recommended tuition and fee rate increases.

This recommendation is driven by substantive changes in three key areas supporting student success and completion. Supporting and broadening student engagement opportunities toward retention; developing a replacement schedule in support of technology security and service infrastructure improvements supported with General Obligation Bonds; maintaining recent investments in student retention focused staff.

BACKGROUND:

This resolution addresses tuition, the general student fee, the student technology fee, and the College Services fee. The request is made in the context of the entire college budget, including all revenue

sources and levels of planned expenditures, and informed by multi-year projections for sustainability of programs and services. Students and staff are consulted in this process through the Associated Student Government, Budget Advisory Group and presentation of the financial forecast at various venues.

Addressing Affordability

A key budget principle has been used to address affordability in this year's tuition and fees recommendations:

- Consider CCC's affordability, district median income, and comparability with other metro-area community colleges when establishing total student costs, including tuition rates.

Median household income in CCC's district ranges between \$58,000 and \$79,000, dependent upon in what city the student resides, with a weighted average of \$66,600 across the district (based on a study done by Portland State University in December of 2017). This compares with the State of Oregon's median household income of \$56,119 as of the 2017 census.

As of the 2010 census, the median household income for Clackamas County (the primary geographical county for CCC's student population) was the second most affluent county out of Oregon's 34 counties with a median household income of \$62,000, second only to Washington County's \$62,500, and the Oregon average being \$49,000 at that time. These data points would lead one to think Clackamas Community College tuition rates would align closely with Portland Community College, or be in the upper quartile of the State's tuition rates. On the contrary, CCC has the second lowest tuition in the State amongst community colleges.

Tuition

Tuition provides about a third of the General Fund revenue. In light of long term increases in personnel and pension costs as well as maintaining investments to increase student success, increases in tuition revenue provide a portion of the resources to insure sustainability of programs and services. It is also a preferred business practice to increase tuition incrementally proportionally to increases in expenses annually, rather than in large, infrequent increases to keep pace with inflation and changes in expenses.

A key budget principle has also been used to drive this year's tuition and fees recommendations:

- Maintain Board required minimum ending fund balance throughout a three-year forecast, with an emphasis towards balancing revenues and expenditures over a four-year planning horizon.

Using a Community College Support Funding (CCSF) allocation of \$641 million, the current three-year forecast is out of balance in that it shows expenditures will outpace revenues by \$4.9 million over the three-years if the College only looks at a \$3/credit tuition increase. Therefore, in order to meet this budget principle, the College will either need to increase tuition and fees significantly more than \$3/credit or significantly reduce service levels, programs and staffing.

Therefore, in order to meet the Board adopted Budget Principle of balancing the budget to the 3-year forecast, staff is recommending a mix of tuition and budget reductions in order to balance the forecast with a moderate tuition increase of \$8/credit. It should be noted, even with an increase of \$8/credit, the CCC tuition would still remain well below the tuition and fee costs for community colleges in the Portland metro geographic area, and still have one of the lowest tuition rates within the state of Oregon.

General Student Fee

The General Student Fee funds non-course related services available to the general college community; specifically, the Intramurals and Athletics, Student Life and Leadership (Associated Student Government), Service Learning and Leadership, and Computer Lab funds. The fee was established in 2000 at \$4 per credit

hour. The fee reduced to \$2 per credit hour in 2006 and was last increased three years ago in 2017-18 to \$2.50 per credit hour. It is recommended to increase this fee \$0.50 per credit to \$3.00 per credit in order to help keep fee revenues consistent with increased expenses.

Student Technology Fee

Information Technology (IT) costs are borne by the General Fund and the Student Technology Fund. The Student Technology Fee is used for IT expenditures directly related to teaching and learning. The fee is \$5.50 per credit hour and was last increased three years ago in 2017-18. Inflation in the technology forecast is typically around 8%; thus, it is recommended to increase this fee by \$0.50 per credit to \$6.00 per credit in order to keep pace with increased expenses.

College Services Fee

The College Services Fee is a once per term student fee and was implemented in 2012-13 to consolidate individual fees for testing, transcripts, and graduation caps and gowns. In addition, it partially funds the shuttle service between the Harmony and Oregon City campuses. The fee is a fixed amount of \$28 per term and was last increased two years ago in 2018-19. It is recommended to increase this fee by 7% or \$2 per term to \$30 per term in order to keep pace with increased expenses.

BUDGET IMPACT/SOURCE OF FUNDS:

Recommendation

Staff recommends adoption of the following changes in tuition, the general student fee, and the student technology fee.

- Tuition: (in-state) Increase \$8 per credit hour, from current year \$103 to \$111 for 2020-21; no increase for out-of-state and international
- General Student Fee: Increase from \$2.50 per credit to \$3.00 per credit
- Student Technology Fee: Increase from \$5.50 per credit to \$6.00 per credit
- College Service Fee: Increase from \$28 per term to \$30 per term

FUTURE REPORT:

Tuition and fee recommendations will be on the March agenda for final decision.

Chart of Current and Proposed CCC rates

The in-state tuition rate applies to in-district residents and states where we have border agreements (Washington, Idaho, Nevada and California). If approved, the changes would be effective summer term 2020.

	Basis	2019-20 Rate	Proposed \$ Increase	2020-21 Proposed Rate
Tuition, in-state (in district and out of district border states)	Per credit hour	\$103.00	\$8.00	\$111.00
Tuition, out of state and international	Per credit hour	\$274.00	\$0.00	\$274.00
General Student Fee	Per credit hour	\$2.50	\$0.50	\$3.00
Technology Fee	Per credit hour	\$5.50	\$0.50	\$6.00
College Services Fee	Per term	\$28.00	\$2.00	\$30.00

CCC Board of Education – Topic Summary	
Topic:	Naming the New Student Services Building
Date:	March 11, 2020
Presenter:	Tara Sprehe, Dean
Division/Department:	Academic Foundations and Connections
RECOMMENDATION:	Approve “Welcome Center” as the name of the new student services building.

REASON FOR BOARD CONSIDERATION:

By college policy, the Board of Education reserves the right to make all naming decisions for buildings.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The groundbreaking ceremony for the new student services building is scheduled for March 13, 2020. We would like to have a name decided as part of the communication plan. The outcome for this Board meeting is for the Board to be familiar with the process used to determine recommendations, review recommendations, and approve “Welcome Center” as the name of the new building.

BACKGROUND:

This building is the last of the 2014 bond approved buildings. Construction will begin in late March of 2020 with an anticipated completion date in spring of 2021.

A process for identifying possible names for the building included meeting with students, administering student and staff/faculty surveys, and updating the college community on the process. The process was be provided in detail at the February Board meeting.

BUDGET IMPACT/SOURCE OF FUNDS:

There are no costs associated with naming the new building.

FUTURE REPORT:

N/A

CCC Board of Education – Topic Summary	
Topic:	Full-time Faculty Contract Approval
Date:	March 11, 2020
Presenter:	David Plotkin, Vice President Kathryn Long, FTF Lead Negotiator
Division/Department:	Instruction and Student Services ESL
RECOMMENDATION:	Approve the contract between the Clackamas Community College Full-time Faculty Association (FTF) and the Board of Education of Clackamas Community College, effective July 1, 2019, through June 30, 2022.

REASON FOR BOARD CONSIDERATION:

The FTF Contract expired on June 30, 2019.

BACKGROUND:

The bargaining sessions with FTF and the Administrative Bargaining Team began in February of 2019. The College based the negotiations on three Board goals. These goals are:

- **Sustainability** – The College must be able to meet the needs of the district we serve through sustainable and fiscally responsible practices and management flexibility as we anticipate the next three years and beyond.
- **Fairness** – The College is committed to being equitable to all employee groups and recognizes the employee groups may differ in the way financial resources are distributed across their members/our employees.
- **Competitiveness** – The College recognizes the current market and desires to be in the middle, taking a moderate, but strategic stance on how our salary schedules and benefits compete for qualified personnel.

In February, the Clackamas Community College Administrative Bargaining Team reached a tentative agreement with the Full-time Faculty Association on a new three-year contract. The FTF voted on the new contract on February 26-27.

SOURCE OF FUNDS:

Salaries and benefits for faculty are paid for out of general and other funds.

ATTACHMENTS:

Full-Time Faculty Contract Settlement Memo

March 11, 2019

To: Clackamas Community College Board of Education

From: Tim Cook, President, and the Executive Team

Re: Contract Settlement – The Clackamas Community College Education Association

On February 7, 2020, the Clackamas Community College Administrative Bargaining Team reached tentative agreement with the Clackamas Community College Education Association (Full-time Faculty) on a new three-year contract. The CCC Education Association put this contract to a vote and it was ratified by its members on February 28, 2020. We recommend its approval by the Board of Education. The agreement includes the following major changes:

Full-time Faculty Salaries:

For 2019-20, the salary schedule restores inflation adjusted salaries with an increase of 4.1% for CPI. The market adjustment for the salary schedule was 3.6% and went into effect on July 1, 2019. Salary schedule increase for 2020-21 will match the CPI for West Region A, plus 0.1%. The salary schedule increase for 2021-22 will match the CPI for West Region A, plus 1.5%.

Healthcare (College contribution):

The existing 4-tiered structure retains a cap on college contributions, which receive both equity adjustments between the tiers and an inflation adjustment for 2019-20 which averages 7% overall in the first year. The College contribution will inflate at 7% in 2020-21 plan year, and 7% in 2020-21 plan year.

Updated Language:

The contract updates language and clarifies numerous areas including:

- Updated language to be more inclusive throughout the contract.
- Significantly changed the method for defining workload to ensure more equitable calculations across all full-time faculty.
- Provided the association with a pool of release time for activities related to shared governance and maintaining the contract with administration.
- Released bargaining unit members from any non-instructional duties during good-faith bargaining period.
- Updated CPI calculation to West Region A, calendar year.
- Modified language around instructional technology to ensure that members and the administration collaborate on any changes.
- Clarified some faculty evaluation processes, emphasized that the intent of evaluation is improved performance, and updated language.
- Planned a collaborative workgroup to revise the faculty evaluation process.

CCC Board of Education – Topic Summary	
Topic:	Administrative and Confidential Employee Compensation
Date:	March 11, 2020
Presenter:	Tim Cook
Division/Department:	President
RECOMMENDATION:	Approve a 0.2% retroactive salary adjustment for Administrative/Confidential employees, effective July 1, 2019, through June 30, 2020.

REASON FOR BOARD CONSIDERATION:

Administrative and Confidential Employees are not part of a bargaining unit. The Board considers adjustments to salary and benefits for these employees annually.

BACKGROUND:

As a result of a market study completed in 2018, and effective July 1, 2018, the Board approved adjustments to the existing pay scale structures, and adjusted salaries of employees who were determined to be out of alignment with market data. As part of that study, the independent consultant also recommended indexing the new pay scales to the CPI-U West Region rate published by the Bureau of Labor Statistics in order to keep the pay scales aligned with the market moving forward. The 12-month CPI-U West Region approved by the Board for FY 2019-20 using that index was 2.7%.

Subsequently, all cost of living increases for the association agreements have been indexed to the CPI-U West Region **Size Class A** index, which was determined to be a more statistically accurate index to replace the prior, discontinued index for the Portland metro area. The rate for FY 2019-20 under this index was 2.9%, or 0.2% higher than the CPI index that was originally used for FY 2019-20. In an attempt to be consistent with the other association agreements, and to align with a more statistically accurate index, an adjustment of 0.2% would need to be applied to the Administrative/Confidential employees' salary scale.

Recommendation: The following changes in compensation are recommended for administrative and confidential employees for the period of July 1, 2019, through June 30, 2020:

Salaries:

For 2019/20, the salary schedule will increase by 0.2%, retroactively effective back to July 1, 2019.

BUDGET IMPACT/SOURCE OF FUNDS:

An increase of salaries for Administrative/Confidential employees by 0.2% for the current year would have an impact of \$12,000.

CCC Board of Education – Topic Summary	
Topic:	Welcome Center/Community Center Guaranteed Maximum Price
Date:	March 11, 2020
Presenter:	Karl Schultz, inici group Bob Cochran, Dean
Division/Department:	Campus Services
RECOMMENDATION:	Authorize the college to enter into a contract with Howard S. Wright for the construction of the Welcome Center and the Community Center refresh for a Guaranteed Maximum Price (GMP) of \$15,809,871, and for an owner's contingency of \$1.31M for design unknowns or changes requested by the college associated with the project, for a total of \$17,119,871.

REASON FOR BOARD CONSIDERATION:

The Board of Education must approve contracts over \$100,000

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The construction of the Student Services building and the Community Center refresh (SSCC) will allow the College to enhance student services by combining all student related activities (e.g. registration, financial aid, counseling, testing and placement, etc.) into one building. This combined with refreshes in the Community Center (which will include refreshes to Veterans Service, Disability Resources, Associated Student Government, Smart Start lab, etc.) will make these facilities a one stop for most student needs and activities.

BACKGROUND:

This is the fourth major project using the proceeds from the 2014 bond. This project was identified in the 2015 Oregon City Campus Master Plan Update. The Student Services building will add an additional 23,000 square foot facility to the campus and connect to the existing Bill Brod Community Center. With its connection to the Community Center, it will provide full student services in one facility.

In February 2019, a contract with Opsis Architects was approved by the Board of Education to provide design services and construction administration for the project. Work has been underway for a year on the design and development of construction drawings and specifications for the project.

At the October 2019 Board of Education meeting, the Board approved an alternative method of construction delivery for the SSCC, specifically, the Construction Manager/General Contractor (CM/GC) delivery method. This construction delivery method allows the owner (Clackamas Community College) to select a qualified contractor to assist with design, provide value engineering, and in the end, save the project time and expense.

In September 2019, the Board of Education authorized the college to enter into a contract with Howard S. Wright for the amount of \$100,000 for preconstruction services associated with the SSCC with the provision that staff would return to the Board with full CM/GC fees and a Guaranteed Maximum Price

(GMP) after final negotiations were complete. HSW, acting in their capacity as the CM/CG, has bid the project, obtained pricing, and is proposing a Guaranteed Maximum Price for the construction of the Welcome Center building and the Community Center refresh in the amount of \$15,809,871. In addition, the college is requesting an owner's contingency of \$1.31M (8.3% of project cost) for design and construction unknowns or changes requested by the college associated with the project.

BUDGET IMPACT/SOURCE OF FUNDS:

The Welcome Center and Community Center projects are funded from Bond proceeds and an \$8 million state legislative match.

ATTACHMENTS:

Bid Summary and Guaranteed Maximum Price.

FUTURE REPORT:

Staff will update the Board of Education using the monthly update format.

**RESOLUTION NO. R19/20-29
CLACKAMAS COMMUNITY COLLEGE**

A RESOLUTION OF THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION AUTHORIZING THE COLLEGE TO ENTER INTO A CONTRACT WITH HOWARD S. WRIGHT FOR THE CONSTRUCTION OF THE WELCOME CENTER AND COMMUNITY CENTER PROJECTS

WHEREAS, Clackamas Community College has recognized a need for expansion and consolidation of the student services and activities by providing additional space (the Welcome Center) and refreshing the existing Community Center; and

WHEREAS, at the February 2019 Board of Education meeting, the Board approved a contract with Opsis Architects for the design of these facilities and develop construction plans and specification; and

WHEREAS, at the October 2019 Board of Education meeting, the Board approved an exemption from the standard design, bid, build delivery method of procurement and allowed the Construction Manager/General Contractor (CM/GC) delivery method for the Welcome Center building and Community Center Refresh; and

WHEREAS, at the September 2019 Board of Education meeting, the Board authorized the college to enter in to contract with Howard S. Wright for the construction of the Welcome Center and Community Center refresh with a \$100,000 preconstruction services contract; and

WHEREAS, Howard S. Wright, acting as the CM/GC, has solicited bids for the construction of these two facilities and the Guaranteed Maximum Price has been determined.

Now, therefore, the Board of Education resolves as follows:

SECTION 1: The Board of Education authorizes the college to enter into a contract with Howard S. Wright for the construct of the Welcome Center and Community Center Refresh for a Guaranteed Maximum Price of \$15,809, 871 based on conditions of construction documents prepared by Opsis Architects.

SECTION 2: College staff are requesting an owner's contingency in the amount of \$1.31M for changes and unknowns encountered during construction.

SECTION 3: This resolution shall be effective March 11, 2020.

ADOPTED by the Board of Education of the Clackamas Community College District, Clackamas County, Oregon, this 11th day of March 2020.

**CLACKAMAS COMMUNITY COLLEGE DISTRICT,
CLACKAMAS COUNTY, OREGON**

By: _____
Chair, Board of Education

ATTEST:

By: _____
President/Clerk

CCC Board of Education – Topic Summary	
Topic:	Part-Time Faculty Report
Date:	March 11, 2020
Presenter:	Leslie Ormandy, President
Division/Department:	Part-Time Faculty Association
RECOMMENDATION:	Information Only

REASON FOR BOARD CONSIDERATION:

This is a monthly report for Board information.

Board of Education

Part-time Faculty Report February 12, 2020

New Talent Acquisition:

Ethelind Tan Mizar, Business – effective January 6
 Natasha Niro, Gerontology—effective January 6
 Paul DiMilla, Science—effective January 6
 John Thomas, Science—effective January 6
 Adrienne Godschalx, Science—effective January 7
 Levi Casey – Math – effective February 14
 Luke Lutkus, Science – effective January 22
 Renette Saba, Wildland Fire – effective February 2
 Kevin Schmitz, Wildland Fire – effective February 3

Achievements and Honors:*Publications:***Paul Crumrine**

"Forgive Us Our Trespasses" is a finalist in the fiction contest for this year's Saints and Sinners Literary Festival in New Orleans (a part of the Tennessee Williams Literary Festival). It's an international fiction writing competition so being a finalist is sort of a big deal. The winner will be announced in New Orleans in March. As one of the finalists, my story will be published in the annual anthology.

This will be the The Saints and Sinners Literary Festival's 17 year as part of the Tennessee Williams Conference. <http://sasfest.org/#contest> for information.

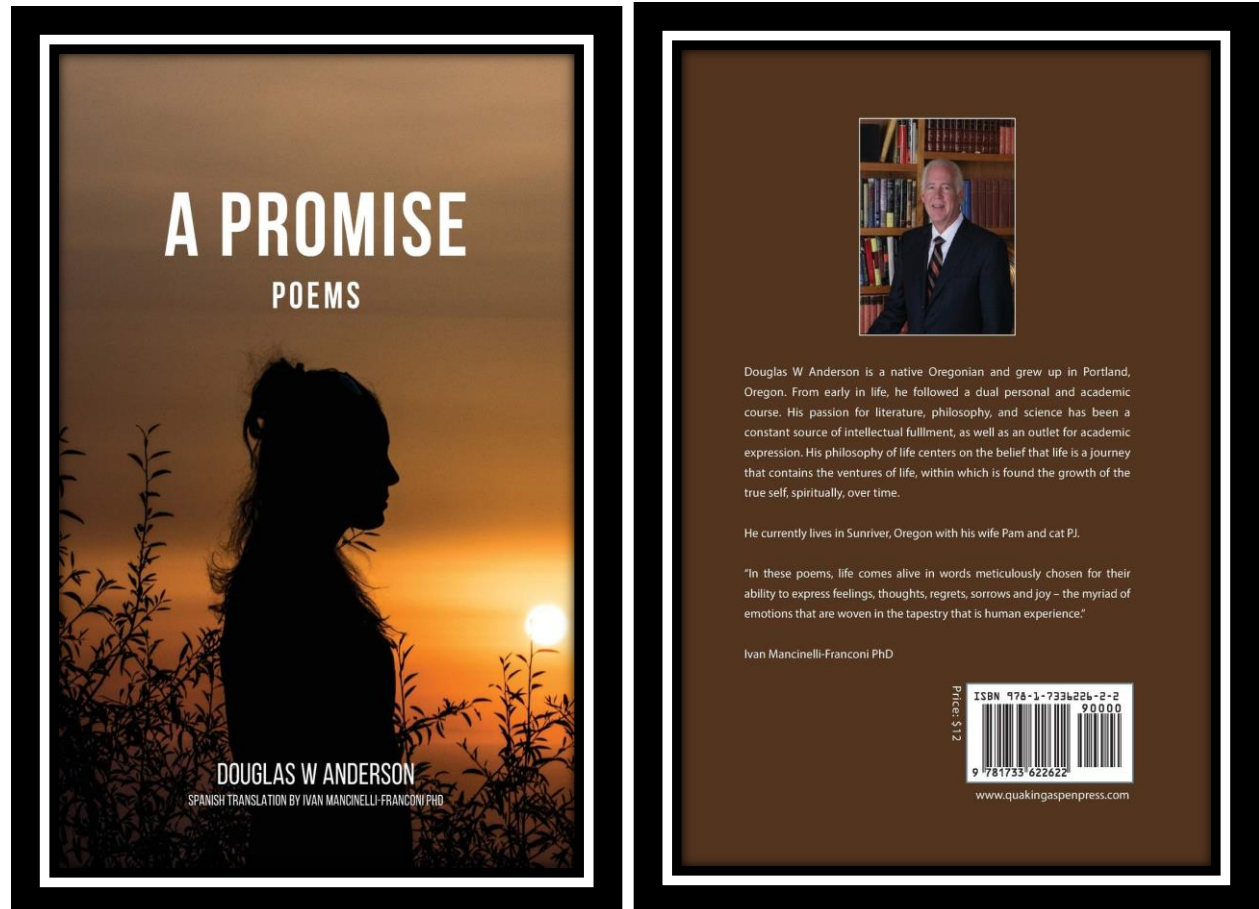
Susan Caisse, Jennifer Rueday, and Kit Emens-Hesslink

We have finished our first draft of our OER Grammar book for ESL 020 Upper Beginning Grammar. We are trialing the materials at Harmony this term. We'll be revising the materials and creating a teacher guide and answer key over the next 6 months. As you might recall, they received a CCC foundation mini- grant and an Open Oregon grant to pay for us to do the work. We're tentatively scheduled to meet with the foundation members sometime in March. Our deadline for all the materials to be completed is the end of spring term.

Ivan Mancinelli-Franconi PhD

Dr. Mancinelli-Franconi has been teaching in the Social Sciences since his arrival at CCC in 2007. In addition to teaching, he is actively engaged in counseling through his business: <http://www.mancinelliandassociates.com/home.html>, and engaged in writing, speaking at conferences, and translating major works. His most recent translation is available on Amazon. <http://tiny.cc/guk2kz>

“Poetry / English with Spanish translation. Reflection helps a poet’s art. Passage of time clarifies life within, out of which emotion finds a route through the maze of trauma in the brain. These poems have several different forms, and to the discerning eye, some may dismiss them as an amateur trying his best. All poets and writers are amateurs. Our venture in life is a path we travel along only once. There are no second chances, only those chances we deem valuable at the moment to catch, polish, and offer the world a glimpse of what we thought and happened. There is nothing wrong with offering up to the altar, for everyone to see, that you believe someone special will always be, in the words of Keats, ‘The Halo of my memory.’”



Jessica Israels

My story: (<https://jessicaisraels.com/>)



- I am a voice teacher at CCC. This past month I flew to LA for the Grammys because my dad was nominated for one, and he won!



Listen to samples:

<https://soundcloud.com/user-575482370/pendzereden-k-ar-geliyur-crimean-tatar-song>

<https://soundcloud.com/user-575482370/music-goes-round-and-around-clip>

Our Accomplishments

Chris Dreger

Adobe the software company contacted me in December about one of their newer products, Character Animator (used currently for live animation in the Late Show with Steven Colbert and in Our Cartoon President), and wanted to know if I'd like to meet the team who developed the product to ask questions, and offer input for future features. I was excited to dig into this new

product and use it for my 2D animation classes at PCC and WSU, and also for the Time Based Art class at CCC (cancelled this term due to low enrollment).

I set up times for the team to present to students at PCC and CCC, and both events were a great success. They taught students the basics of the program, and inspired many to download and use it. At CCC students in Thomas Wasson's 2D animation class and in his Graphic Design classes attended, as well as other students from several of the Art Dept's previous classes.

The Adobe team who developed the software and presented to the students were as follows:

- **David Simons** co-invented After Effects. He is an Adobe Fellow and now leads the Advanced Product Development group in Adobe's video division. He and other former members of the After Effects team started Character Animator.
- **Jim Acquavella** is a Principal Scientist and has worked at Adobe for 20+ years on After Effects and Character Animator.
- **Geoffrey Heller** is a Senior Computer Scientist and on the Character team and has been working on one of our newest features.
- **Dan Ramirez** is a Senior Quality Engineer. He also previously worked on After Effects and he has particular expertise in audio and rigging puppets.

I organized and set up the CCC event on my own unpaid time, to benefit students and teachers at CCC. Adobe didn't charge for this and offered to do more presentations in the future. They gave out swag to the students (t shirts and stickers etc.).

Jennifer Davis

(English) about our duties on campus:

Last week was the first training meeting for new teachers who will be involved in the fall 2020 expansion of FYE. In addition to multiple part-time faculty from the counseling department, the FYE expansion now also includes four English PTF (me, Amy Warren, Sue Pesznecker, and Matt Schumacher) and one PTF from the art department (Donald Olsen). We're all taking extra time for training meetings and class observations to help improve the FYE program in its expansion.

Secondly, (and this is internal English department work) we are working on revamping WRD90 and evaluating both WRD90 and WRD98 course outlines during this term and next term. We're evaluating the course outlines, the curriculum, and the consistency between the courses to ensure smooth transitions for our students. Dave Mount is leading the work, but the rest of the work group is all PTF (me, Adam Wickert, and Amy Warren) because we have the most experience and expertise with the developmental reading and writing course sequence. So while Dave is heading it up, the work literally couldn't be done without PTF putting in the extra time to ensure that our developmental ed students are receiving the best support and curriculum possible.

I don't know how relevant or helpful this is, but it also occurs to me that a bunch of us volunteer our time for things like peer observations. We don't get paid for this work but we do it because it benefits our teaching and the teaching of our coworkers. Again, purely anecdotally, but I've conducted two peer observation this term and I know that Amy Warren has done one as well. This is the kind of extra work that we all put in quite regularly.

While I'm sure much of our work is invisible, in one week alone I've been engaged in meetings to train for the expansion of FYE, meetings to evaluate and revise course outcomes for dev ed courses, and peer observations for my coworkers, in addition to teaching my normal course load and tutoring in the writing center. I do not think that my experience is an aberration. As part time faculty, we are all engaged in multiple initiatives and programs that benefit the college.

Cindy Warner

My story: I just started the Medical Billing and Coding cohort this term and there are multiple and complex rules/guidelines that govern our work as Billers and Coders. Last week was a particularly difficult chapter and, after going through several examples together and explaining the rules that go with each example, it was WONDERFUL to see the neurons firing through the student's eyes and smiles on their faces. This is what keeps me teaching: I am passionate about my subject matter and helping students learn to do their job correctly in the field and, when I have a dedicated group of students who want to learn everything I can put in front of them, that is thrilling for students and the instructor!

I also recently got the "Human Firewall 2020" award (1 of 150 given out each year) from Multnomah County's Chief Information Security Officer for teaching students how to protect a patient's private medical information per State and Federal guidelines.

Margaret Mallott

I've been teaching in my department for 20 years. After losing several FTF to retirement, our department is down to one FTF who teaches the courses I and other PTFs teach. I teach a course that uses SLO's that have not been updated since I arrived at CCC and is a course that is required for 90% of our CTE programs. I stepped up, with the support of my deans. I have consulted with faculty and staff across campus and researched other CC's who offer the same course. I've revised the SLO's, rewritten the course description and am now rewriting the course outline in order to align more closely with the PLO's of our CTE programs. I will be submitting these changes to the Curriculum Committee for approval over the next few weeks.

I am doing work that needed to happen and have made it happen. I have also represented my department in meetings campus wide. I am doing all of this for 47% of the pay that a FTF would get for the same work. I am bringing value to students, faculty, my department, and the college. I feel GREAT about the work I'm doing and have earned praise from my supervisors and colleagues and even the President of the college.

For years I've tried to accept the fact that choosing to be a PTF means I get paid less and that that is just how it is. But now, with the experience, knowledge, passion, and expertise I have under

my belt, I am finally fed up. I am doing good work and should be compensated for it equitably. Praise is one form of compensation, but it is empty praise when not backed up by equitable pay. Praise for my good work is undercut by the fact that my FTF colleague would get paid more than 50% more for the same work (actually even more since most PTFs don't have benefits)! I bring passion, devotion, and commitment to what I do. I am at a place where I am ready to be compensated for it.

I LOVE my job at CCC. I LOVE what I do. I LOVE collaborating with my students and colleagues. I consistently earn high praise for my performance, enthusiasm, passion, commitment and skill. I create curriculum that requires above and beyond what I am expected to give as a college instructor. I do not give tests. I give written assignments that require careful feedback. I consistently devote anywhere from 8-15 hours per week on improving my curriculum, doing research, grading papers, and corresponding with students. I meet with students outside of paid office hours on a consistent basis. I am devoted, as many of my PTF colleagues are. It is time to show your appreciation in pay.

Susan E. Caisse

As Ortesol Conference and workshop Co-coordinator I was able to bring ORTESOL (Oregon teachers of English to speakers of other languages) annual fall conference to Harmony campus last November 15-16. Being able to be close to campus enables more CCC staff to attend and not having to pay for a meeting location helps the organization to survive.

I don't know if this is note-worthy, but I've taken over from Jennifer Rueda as the part time representative at our ESL departmental staff meetings. The full-time faculty meet weekly do discuss issues affecting the department from curricular decisions to optimal meeting dates. The department tries to include one part-time faculty member in the meeting and the decisions. I am doing that starting this term.