



19600 Molalla Avenue
Oregon City, OR 97045

BOARD OF EDUCATION MEETING
<https://clackamas.zoom.us/j/91865025808>
19600 Molalla Avenue
Oregon City, OR 97045
Wednesday, April 8, 2020

Zoom Meeting

<https://clackamas.zoom.us/j/978369402>

Meeting ID: 978 369 402

6:00 pm REGULAR SESSION

- I. **CALL TO ORDER** - Chair Dave Hunt
- II. **ROLL CALL**
- III. **CONSENT AGENDA**
 - 1. Approval of:
 - a. Minutes (Executive, Work, and Regular Sessions) 03-11-20 2
 - 2. Acceptance of:
 - a. Monthly Financial Reports - Dean Jeff Shaffer 10
 - b. Capital Projects (Bond) Report - Dean Jeff Shaffer 12
 - c. Personnel Report - CHRO Melissa Richardson 14
- IV. **NEW BUSINESS - ACTION**
 - 1. Emergency Declaration Resolution - President Tim Cook 15
 - 2. Part-time Faculty Contract Approval - Vice President David Plotkin 19
- V. **COLLEGE REPORTS**
 - 1. Coronavirus Response Update - President Tim Cook 21
 - a. College Services - Vice President Alissa Mahar
 - b. Instruction and Student Services - Vice President David Plotkin
 - c. Budget Implications - Dean Jeff Shaffer
- VI. **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.

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Executive, Work, and Regular Sessions from March 11, 2020
Date:	April 8, 2020
Division/Department:	President's Office
RECOMMENDATION:	Approval of the Minutes for March 11, 2020



**BOARD OF EDUCATION MEETING
MINUTES
March 11, 2020**

EXECUTIVE SESSION

Board Chair Dave Hunt convened Executive Session under ORS 192.660(2)(d) at 5:38 p.m. on Wednesday, March 11, 2020, in Room 126 of the Bill Brod Community Center 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.

Executive Session adjourned at 6:08 p.m.

WORK SESSION

Board Chair Dave Hunt called the work session of the Clackamas Community College Board of Education to order at 6:11 p.m. on Wednesday, March 11, 2020, in Room 127 of the Bill Brod Community Center.

Strategic Planning

President Tim Cook introduced Dean Jason Kovac, who then introduced Michelle Janke with Corragio Group. Michelle provided an overview about what their work with the college will entail and how to get involved. One of the real benefits will be outreach in the community to help develop the strategic plan. She reviewed the key outcomes of the development process and the timeline and responded to questions from the Board.

Data Dashboards

Dean Jason Kovac introduced Lisa Nguyen. Lisa introduced the rest of the Institutional Research team in the audience and shared the role of the Institutional Research department. They have recently launched a website with a data dashboard to provide the college and community a general overview of the institution. For this presentation, she is focusing on the internal facing dashboard, which has data that allows the college to engage in inward reflection.

Lisa demonstrated how to access the dashboard for faculty and staff. There are a number of different dashboards available. She shared the retention dashboard, which shows CCC is retaining more of our students even as our enrollment has dropped.

Board Member Betty Reynolds appreciated the wealth of information. She would like to see workforce needs data and longitudinal data (what happens to students after they exit the college). Jason said we do have information on workforce needs and Lisa confirmed we are working on a graduate information survey.

Chair Dave Hunt asked how insights from the data connect to the budget recommendations. President Tim Cook said the Board should monitor retention and completion to see if our budget decisions are making an impact in those areas.

The Work Session recessed at 6:46 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 6:58 p.m. on March 11, 2020, in the Bill Brod Community Center, Room 127.

ROLL CALL

Declaration of a quorum. Board members present were: Chris Groener, Dave Hunt, Rob Wheeler, Betty Reynolds, 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, Classified President Matt Larkin, 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, Dean Sue Goff, CHRO Melissa Richardson, College Safety Director Tom Sonoff, and other faculty and staff.

CONSENT AGENDA

The Board considered the approval of the following:

- a. Minutes (Executive, Work, and Regular Sessions) 02.12.20
- b. Contract Amendment: Campus Works
- c. Academic Calendar 2019/20 through 2022/23

The Board acknowledged the acceptance of the following:

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

R19/20-24 Greg Chaimov moved, Chris Groener seconded the motion, to approve and/or accept Consent Agenda items 1a through 2d. Motion passed unanimously.

COMMENTS FROM CITIZENS

Chair Dave Hunt invited citizens who had signed up to speak to come forward.

- Student Brandon Orick spoke on the proposed tuition increase and how it directly impacts marginalized students.
- Student Katie Glavey spoke on the proposed tuition increase. She would not be able to attend college if she was not receiving assistance from being in ASG. She feels an \$11 increase would make tuition unaffordable for many.

STUDENT/FACULTY PRESENTATIONS

Sabbatical Abstracts

Sabbatical Committee members Nora Brodnicki and Amanda Coffey shared the abstracts from the 2018/19 sabbaticals, data on faculty sabbaticals, and information about the sabbatical committee process.

Sabbatical Report: Horticulture

Dean Sue Goff introduced Horticulture faculty member Chris Koneizka, who provided a report on his sabbatical. He worked on eight different farms to learn about livestock and floral production. He has developed a new course on livestock management. He responded to questions from the Board.

COLLEGE REPORTS

President's Report

President Tim Cook reported:

- The Hope Survey report includes data for the state and data specific to Clackamas. We have clear data that our students struggle with food and housing insecurity. Now that we have the local data, we can speak to our local legislators about this and it becomes part of our financial ask for next year's legislative session.
- Clackamas Volunteers in Medicine, a free clinic here in Oregon City, have approached the college about potentially moving onto campus. They could potentially move into Claremont Hall in about a year. There are a number of advantages for us, such as our students could access health care on campus for free and students who are in the health fields would have an opportunity to provide direct care. We are still working out the details.
- CCC wrestlers defended their national championship and Coach Josh Rhoden received National Coach of the Year. They will come to a future Board meeting for recognition.
- The coronavirus is a very fast-moving target. We are working with Clackamas County Department of Health. As of last Thursday, their advice was to stay open. We have increased cleaning and are encouraging everyone to stay home if sick. Universities are moving to online classes for spring quarter. The governor held a press conference today to discourage large gatherings. The HECC is having discussions about community colleges going to online classes. There are a number of issues to work out on this, but we are having those discussions. Finals are next week and we will get through that, but we may need to respond quickly. We should have a decision tomorrow or Friday about spring term.

NEW BUSINESS – ACTION

2020/2021 Tuition and Fees

Chair Dave Hunt asked Dean Jeff Shaffer to report on tuition outreach activities since the last Board meeting. Jeff shared what was learned from the student forums held at Harmony and at Oregon City. Dave requested a future agenda item on the technology fund. Jeff responded to questions from the Board.

Dave said it is okay for the Board to have different perspectives on this issue and to disagree. He would like to have an open conversation about the proposal.

Board Member Rob Wheeler asked if we can postpone the decision. Jeff replied we did postpone last year and it created issues with our financial aid deadlines. President Tim Cook added we need to know the tuition increase in order to know what budget reductions will be required for next year. We need to be able to start making those decisions. Jeff said we need to have a proposed budget by the middle of April, as required by law.

Dave thinks the scenarios are underestimating the funding from the state (CCSF), which is our primary source of revenue. He believes we will see a larger increase in funding. He does not support an \$8 increase.

Board Member Greg Chaimov stated he supports the staff recommendation. He does not believe we will get adequate funding from the state. Even using projections with a higher CCSF, we are still looking at a deficit in which we would have to cut staff. He heard students in the forum say they don't want tuition to go up, but more than that, they don't want the institution made less robust than it is. The last time we had to cut staff, it was extremely harmful to the institution.

Board Member Jane Reid agrees with Greg. She has been through this before and tuition is the most challenging thing for board members to decide. It is a balancing act. She supports the recommendation because there are many unknowns in the future.

Board Member Betty Reynolds said it is heartbreaking to consider an increase. The Association of Community College Trustees' priority is to support federal and state partnerships requiring states to increase their support to community colleges. She agrees with Dave, but there are other variables and unknowns. She believes we will get better funding from more advocacy.

President Tim Cook said we are concerned about our students and don't want to put more on the backs of students, however, the budget gap has increased in the time we have been considering the tuition proposal. We are looking at balancing the gap with multiple measures, including tuition, a fee fund sweep, and other budget reductions. We need to invest in services to students so we can offer a quality education that gets student here and keeps them here.

Vice President Alissa Mahar reported staff used a college-wide process to identify efficiencies or to suggest budget reductions. It went through a robust rubric, which included an equity lens. We have come up with a list of 37 reductions that we may be moving forward to keep services intact for students.

Board Member Chris Groener said tuition is the hardest decision for the Board. He asked if Dave is concerned the economic scenario may be worsening next year. Dave said we are due for a recession, but it won't be as big as the last one. The state has a lot more in reserves now. There is a high degree of commitment from the governor that community colleges will be funded at the current service level.

Rob said the Board approved a lower tuition increase than was recommended last year. It feels like kicking the can down the road if we approve a lower tuition again. He supports the recommendation. He does not want to jeopardize CCC's programs.

ASG President Ashley Magana said she really struggled with this issue. The student forum was a good effort, but most of the students who were there have their tuition covered. People who are not getting financial aid did not have a voice. From a student perspective, she would not be going to college without ASG assistance. She talked to about 15 students about this, and their concern was that faculty deserve to get an increase in pay and that administrative increases are too high. She shared information from some of the student ASG grant applications and the Board read some excerpts aloud.

ACE Co-President Matt Larkin shared that all IT employees are students. The budget reductions will cut staff and if we cut staff, students will not be able to get the same level of services. We cannot move forward with Guided Pathways and the DEI strategic plan. CCC needs classified staff to provide services to students.

Board Member Irene Konev thanked the students for their comments. Parents in her district are feeling hopeless about students not being able to afford college. Other parents are earning enough so they don't qualify for FAFSA, but cannot afford to send their student to college. It is hard for her to consider raising tuition. She hears all sides but this is a very hard decision.

Greg Chaimov moved, Rob Wheeler seconded the motion, to 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.

Greg Chaimov, Jane Reid, and Rob Wheeler voted for the motion. Dave Hunt, Irene Konev, Betty Reynolds, and Chris Groener voted against the motion. Motion failed.

R19/20-25 Chris Groener moved, Betty Reynolds seconded the motion, to adopt the following changes in tuition and fees for 2020/21:

- Tuition: (in-state) Increase \$5 per credit hour, from current year \$103 to \$108; 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: No increase.
- College Service Fee: Increase from \$28 per term to \$30 per term

Dave Hunt, Irene Konev, Betty Reynolds, Chris Groener, and Jane Reid voted for the motion. Greg Chaimov and Rob Wheeler voted against the motion. Motion passed.

Naming the Student Services Building

Dean Tara Sprehe said the recommended name for the new student services building is the Welcome Center. She confirmed that we will also maintain the name Bill Brod Community Center.

R19/20-26 Greg Chaimov moved, Irene Konev seconded the motion, to approve "Welcome Center" as the name of the new student services building. Motion passed unanimously.

Full-time Faculty Contract Approval

Vice President David Plotkin presented details of the new faculty contract. David thanked the faculty bargaining team, the administrative bargaining team, and the resource team. FTF Bargaining Chair Kathryn Long distributed and read the Ratification Statement from the association, and thanked her fellow bargaining team members and many others.

R19/20-27 Betty Reynolds moved, Chris Groener seconded the motion, to approve the contract between the Clackamas Community College Board of Education and the Clackamas Community College Full-Time Faculty Association, effective July 1, 2019, through June 30, 2022. Motion passed unanimously.

Administrative/Confidential Salary Adjustment

President Tim reported that as the college is settling bargaining agreements, we have been moving to indexing pay scales to the CPI-U West Region Size Class A. When the administrative/confidential employee salaries were approved for 2019/20, we were using an index from the Portland metro area which has since been discontinued. In an attempt to be consistent with the other association agreements, and to align with a more statistically accurate index, staff recommends an adjustment of 0.2% be applied to the Administrative/Confidential employees' salary scale.

R19/20-28 Greg Chaimov moved, Chris Groener seconded the motion, to approve a 0.2% retroactive salary adjustment for Administrative/ Confidential employees, effective July 1, 2019, through June 30, 2020. Motion passed unanimously.

Student Services Building Guaranteed Maximum Price

Dean Bob Cochran and Karl Schulz from inici reported construction escalation has leveled off and they are getting good bid coverage. Pricing hasn't gone down, but they have gotten more competitive bids. Karl reported that some organizations are not doing projects due to the coronavirus. There may also be issues with some supply items that come from restricted areas.

R19/20-29 Greg Chaimov moved, Jane Reid seconded the motion, to 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 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. Motion passed unanimously.

BOARD OPERATIONS

Board Chair Business Report

Chair Dave Hunt reported that the funding for Board travel is one of the budget reduction proposals, and asked if fewer people should attend the ACCT national conference. Board Member Jane Reid is fine not going. Board Member Betty Reynolds is on ACCT policy committee and wants to attend those meetings. She is willing to pay part of her expenses. Board Member Irene Konev would like to go and is willing to pay her own expenses.

Clackamas Community College Education Foundation Report

Rob reported:

- Foundation contributions as of 3/6/2020 were \$280,034. Foundation & CRT contributions were \$365,676. Combined fundraising is up 146% compared to last year and 14% above 2018.
- Pony Up for Education That Works will be held Saturday, May 9 at Barn Kestrel in West Linn. In light of the recent COVID 19 outbreak, the Foundation is taking extra efforts to prepare for this event and

they are keeping in close contact with the college to follow college, county, and CDC procedures regarding preparation or cancellation if necessary.

- The scholarship application process is currently open and will close April 12. Please contact the Foundation as soon as possible if you are interested in being a scholarship reader. Scholarship readers are vital to the overall evaluation of applications, and it is a great opportunity to understand your student body with regards to their resiliency in the face of adversity. The time requirement for scholarship reader volunteers is usually around 2 hours.
- The community has lost several noteworthy leaders of late, and the CCC Foundation was honored to accept contributions on their behalf. Local businessman, Bob Stein, passed away on January 6; Benchmade Knife founder, Les de Asis left us February 20; and Janis Osterman passed on February 26. Each of these individuals created a legacy at CCC.
- Vicki Smith has announced her retirement effective August 31. Congratulations to Vicki!

Oregon Community College Association (OCCA) Report

OCCA Board Member Jane Reid said this was a failed legislative session. Many bills were brought up but unable to pass because of lack of a quorum. At the most recent meeting, they heard about the Hope Report on food and housing insecurity and laid the groundwork for the 2020/21 budget session.

The OCCA Executive Committee met as well. OCCA Executive Director Cam Preus met with the fiscal office and DAS. OCCA staff is revising employee handbook and survey tools. A follow-up to the GISS is coming up. Cam shared with ACCT the displeasure the colleges felt after the last session.

The All Oregon Academic Team (AOAT) luncheon is coming up, and will be held at Chemeketa in April.

Bond Project Citizen Oversight Committee (COC) Report

COC Committee Member Irene Konev reported the next meeting is March 18 and will include an update on the Meyers Road project. Groundbreaking for the Welcome Center is March 13 at 4:00.

Oregon School Boards Association (OSBA) Report

Board Member Betty Reynolds reported she has been participating in OCCA and OSBA legislative updates. She is disappointed in the legislative session. The OSBA legislative policy committee met to determine priorities which will be referred to members for approval. Betty reminded the Board there are implications in the Student Success Act (SSA) for collaboration between K12 and community colleges, and suggested everyone check with the K12 schools in their zone for opportunities.

She was at the ACCT Advocacy Summit and Legislative Policy Committee meeting. The Oregon delegation meeting went well. They are focusing on reauthorization of the Higher Education Act. The process for submitting proposals on priorities is fairly simple. She will send the information out to the Board members for any suggestions.

Betty suggested a partnership between ACCT and the National School Boards Association (NSBA) and it was well received. She has been working with representatives from both organizations.

Board of Education Community Reports

- Rob Wheeler attended the State of the County meeting.
- Jane Reid attended the GPI Economic Summit, participated in CCC's poverty simulation, read The Girl Who Fell From The Sky, and listened to an Aspen Institute talk.

- Greg Chaimov attended the State of the County meeting and also read the book.
- Irene Konev also read the book and attended the GPI Summit.
- Betty Reynolds attended a West Linn Rotary meeting and has been advocating with legislators and candidates.
- Chris Groener attended a neighborhood association meeting and CCC basketball games. He has been following CCC wrestling online. He met with the mayor of Oregon City and was asked to present to the City Council

REPRESENTATIVE REPORTS AND COMMENTS

Associated Student Government president Ashley Magana reported:

- Next week is finals.
- ASG started four new clubs this term – the total is now 17.
- The free food market used two different locations this week. Average number served increased, so they will try to keep both locations going.
- The grant application window has closed. They had 61 applications.
- The Multicultural Center’s international week was a success.

Part-Time Faculty Association President Leslie Ormandy reported:

- PTF member Toni Thomas has written a number of books.

Classified Co-President Matt Larkin had no report.

Full-Time Faculty Association President Dustin Bates reported:

- Senator elections are coming in spring term.
- The elections committee is coming together.

As there was no other business to come before the Board, the meeting was adjourned at 10:03 p.m.

Date

Denice Bailey, Recorder

Dave Hunt, Board Chair

Tim Cook, Clerk

Topic:	Monthly financial report -- All funds
Date:	April 8, 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 February 29, 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	\$ 45,346,999	\$ 34,431,678	\$ 10,915,321	\$ 19,936,021
Fee	2,585,587	2,607,778	2,261,141	346,636	2,932,224
Innovation	578,777	166,664	90,805	75,859	654,636
Debt Service	3,840,775	6,251,401	936,500	5,314,901	9,155,676
Capital Projects (Bond)	22,311,758	9,954,787	14,350,456	(4,395,669)	17,916,089
Staff Computer Replacemt	64,235	66,664	12,894	53,770	118,005
Equipment Replacement	1,958,374	184,027	101,328	82,698	2,041,073
Major Maintenance	3,013,973	403,063	511,859	(108,797)	2,905,176
Student Technology	996,882	690,647	422,424	268,223	1,265,105
Internal Service	367,110	266,404	194,529	71,875	438,985
Bookstore	905,652	252,691	288,360	(35,668)	869,984
Customized Training	220,754	220,622	280,510	(59,888)	160,866
Intramurals and Athletics	49,441	314,263	287,143	27,120	76,562
Student Life & Leadership	166,416	89,612	85,098	4,515	170,930
Computer Lab	110,932	40,902	33,322	7,580	118,512
Retirement	1,804,728	413,336	478,283	(64,947)	1,739,781
Student Financial Aid	139,042	11,233,799	11,675,990	(442,191)	(303,149)
Grants and Contracts	946,296	1,824,726	2,402,402	(577,677)	368,620
WIOA Grant	-	672,601	770,403	(97,802)	(97,802)
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>\$ 81,000,985</u>	<u>\$ 69,911,110</u>	<u>\$ 11,089,875</u>	<u>\$ 66,238,325</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

R19/20-30b

Topic:	Monthly financial report -- General Fund
Date:	April 8, 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	February 2020		Year to Date 2019-20		Year to Date 2018-19		Fiscal Year 2019-20		
	Actual	% of Budget	Actual	% of Budget	Actual	% of Budget	Budget	Forecast	Forecast is Better (Worse) than Budget
REVENUE									
State comm college support	\$ -	0%	\$11,650,161	61%	\$12,143,616	75%	\$19,041,635	\$19,041,635	\$ -
Property taxes	139,491	1%	19,101,504	94%	18,735,215	96%	20,325,715	20,325,715	-
Tuition, net of waivers	2,191,961	15%	12,235,970	86%	11,719,355	77%	14,239,157	13,883,178	(355,979)
Other revenue	297,406	10%	2,259,364	78%	2,375,437	83%	2,889,196	2,889,196	-
Transfers in	12,500	8%	100,000	67%	180,000	90%	150,000	150,000	-
Total revenue	2,641,358	5%	45,346,999	80%	45,153,624	84%	56,645,703	56,289,724	(355,979)
EXPENDITURES									
Personnel services	3,841,199	8%	28,055,625	58%	26,645,020	58%	48,565,913	47,646,492	919,421
Materials and services	419,760	5%	5,121,199	58%	5,488,185	64%	8,766,361	8,665,264	101,097
Capital outlay	3,502	3%	31,127	26%	42,054	35%	120,000	120,000	-
Transfers out	152,966	8%	1,223,728	67%	1,287,660	62%	1,835,600	1,835,600	-
Total expenditures	4,417,426	7%	34,431,678	58%	33,462,919	59%	59,287,874	58,267,356	1,020,518
Net revenue (expenditures)	<u>\$ (1,776,069)</u>		10,915,321		11,690,704		(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			<u>\$21,461,824</u>		<u>\$22,140,208</u>		<u>\$ 6,378,529</u>	<u>\$ 7,043,068</u>	<u>\$ 664,539</u>

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
March 2020 Snap Shot

CONSENT AGENDA

AGENDA ITEM IV-2b

R19/20-30c

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	April 8, 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
	<u>\$ 14,717,927</u>	<u>\$ 14,717,927</u>

OIT (Complete August 2016)	Planned Expenses	Life-to-Date Actuals
Purchase	\$ 4,208,741	\$ 4,208,741
Demolition / Other	578,564	578,564
	<u>\$ 4,787,305</u>	<u>\$ 4,787,305</u>

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			
	<u>\$ 17,850,043</u>	<u>\$ 17,850,043</u>	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			
	<u>\$ 22,750,820</u>	<u>\$ 22,733,320</u>	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	-		
	<u>\$ 4,834,971</u>	<u>\$ 4,834,971</u>	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	\$ 20,814,201		
Transit Center & Path to 213 & Path to Oregon City High	2,000,000	1,860,955		
Contingency	-			
	<u>\$ 23,000,000</u>	<u>\$ 22,675,156</u>	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	\$	1,947,208	
Contingency		-		-	
	\$	21,000,000	\$	1,947,208	9% % budget spent
Other Projects		Planned Expenses	Life-to-Date Actuals		
Automotive	\$	5,800,000	\$	5,861,794	99% % project complete
Campus Safety and Security		600,000		585,513	
Campus-Wide Refreshes		2,000,000		124,250	
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		1,195,554	
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		2,586,648	
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		923,356	
Wrestling Room Space - Randall Hall		150,000		143,359	
Oregon City Site Signage		350,000		46,961	
Project Management		1,000,000		782,623	
	\$	28,230,673	\$	22,971,041	
Overall Bond Contingency		709,448			
Expense Totals:	\$	137,881,188	\$	112,516,970	82% % budget spent



Full-Time Personnel Report

From 02/20/2020 - 03/19/2020

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
NEW HIRES			
SEPARATIONS			
Anne Girardelli	Graduation Services Evaluator	Classified	2/21/2020
Darlene Geiger	Associate Dean, Academic Foundations & Connections	Administrator	3/13/2020
RETIRED			
Scott Branscum	Network & Storage Administrator	Classified	2/28/2020
PROMOTION			

CCC Board of Education – Topic Summary	
Topic:	Emergency Resolution Regarding Covid-19
Date:	April 8, 2020
Presenter:	Tim Cook, President
Division/Department:	Executive Offices
RECOMMENDATION:	Adopt Emergency Resolution R19/20-31, in which the Board: (1) Determines that the circumstances described in this Resolution constitute an emergency condition; and (2) Authorizes the President and his/her designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of students and staff at Clackamas Community College sites, including but not limited to the relocation of students and staff, provision of alternative education program options, provision of expanded leave of absence benefits under the federal Families First Coronavirus Response Act, and/or make needed alterations, repairs or improvements to college property; and (3) Declares that emergency procurements of goods and services are authorized pursuant to ORS 279A.010(1)(f), 279B.080, 279C.320, 279C.335(6), and all other applicable rules, and delegates to the President or the President's designee the authority to approve and execute such emergency contracts in any dollar amount.

REASON FOR BOARD CONSIDERATION:

Due to the coronavirus pandemic, Clackamas Community College administration needs additional authority from the Board to make decisions that allow the college to operate in this unforeseen situation.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The Board's approval of the emergency resolution will assist the college in providing educational services to students during the coronavirus pandemic.

BACKGROUND:

On recommendation from the governor, the Oregon Health Authority, public health officials, the Higher Education Coordinating Commission (HECC) and the Center for Disease Control (CDC), CCC has moved the majority of its spring term classes to an online model. The governor has ordered this through April 28, 2020. Faculty and staff are working remotely as is possible.

BUDGET IMPACT/SOURCE OF FUNDS:

Adoption of the resolution authorizes the president/designee to approve and execute emergency contracts in any dollar amount.

ATTACHMENTS:

Resolution R19/20-31

FUTURE REPORT:

The Board will continue to receive regular updates from President Cook.

RESOLUTION R19/20-31 OF THE BOARD OF EDUCATION CLACKAMAS COMMUNITY COLLEGE DISTRICT

RESOLUTION BY THE CLACKAMAS COMMUNITY COLLEGE BOARD OF EDUCATION DECLARING EMERGENCY CONDITIONS EXIST AT CLACKAMAS COMMUNITY COLLEGE AND GRANTING AUTHORITY TO TAKE ANY AND ALL NECESSARY ACTIONS TO PREPARE AND RESPOND EFFECTIVELY TO THE NOVEL CORONAVIRUS (COVID-19).

WHEREAS, on March 8, 2020, Governor of Oregon Kate Brown declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, on March 12, 2020, Governor Brown issued an Executive Order prohibiting large gatherings of more than 250 people include but are not limited to community, civic, public, leisure, faith-based, or sporting events, concerts, conventions, fundraisers, and any similar events or activities, if a distance of at least three (3) feet between individuals cannot be maintained, and encouraged individuals in high risk populations (those over 60 years of age, or those with an underlying health condition) to avoid gatherings of more than ten (10) people for four weeks until April 8, 2020; and

WHEREAS, as of March 31, 2020, there are 690 reported cases of COVID-19 in Oregon, with 50 cases in Clackamas County, and public health officials expect the number of cases to increase; and

WHEREAS, ORS 341.290 gives the Board of Education authority to set rules regarding the government of Clackamas Community College and strict compliance with various existing college policies and administrative procedures/regulations, would prevent, hinder or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

WHEREAS, it is imperative to prepare for and implement measures to respond to the potential spread of COVID-19; and

WHEREAS, it is imperative to have the tools to ensure the health and safety of students, staff, and visitors on Clackamas Community College's campus(es); and

WHEREAS, it is imperative to have the tools to ensure student learning continues if student education needs to be conducted from alternate locations or virtual learning environments; and

WHEREAS, the foregoing circumstances require a response beyond that which occurs routinely; and

WHEREAS, the foregoing circumstances are anticipated to remain in effect for at least 30 days;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Clackamas Community College District:

- (1) Determines that the circumstances described in this Resolution constitute an emergency condition; and
- (2) Authorizes the President and his/her designee to take any and all actions necessary to ensure the continuation of public education, and the health and safety of students and staff at Clackamas Community College sites, including but not limited to the relocation of students and

staff, provision of alternative education program options, provision of expanded leave of absence benefits under the federal Families First Coronavirus Response Act, and/or make needed alterations, repairs or improvements to college property; and

- (3) Declares that emergency procurements of goods and services are authorized pursuant to ORS 279A.010(1)(f), 279B.080, 279C.320, 279C.335(6), and all other applicable rules, and delegates to the President or the President's designee the authority to approve and execute such emergency contracts in any dollar amount.

THIS DECLARATION IS EFFECTIVE ON APRIL 8, 2020, AND SHALL REMAIN IN EFFECT UNTIL JUNE 30, 2020, UNLESS EXTENDED.

**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 Contract Approval
Date:	April 8, 2020
Presenter:	David Plotkin, Vice President Leslie Ormandy & Jennifer Nickell, PTF Co-Presidents
Division/Department:	Instruction and Student Services
RECOMMENDATION:	Approve the contract between the Clackamas Community College Part-time Faculty Association (PTF) and the Board of Education of Clackamas Community College, effective July 1, 2019, through June 30, 2022.

REASON FOR BOARD CONSIDERATION:

The PTF 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 March, the Clackamas Community College Administrative Bargaining Team reached a tentative agreement with the Part-time Faculty Association on a new three-year contract. The PTF will be voting on the new contract prior to the Board meeting and this information will be updated at that time.

SOURCE OF FUNDS:

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

ATTACHMENTS:

Part-Time Faculty Contract Settlement Memo.

April 8, 2020

To: Clackamas Community College Board of Education

From: Tim Cook, President, and the Executive Team

Re: Contract Settlement – The Clackamas Community College Part-time Faculty Association

On March 25, 2020, the Clackamas Community College Administrative Bargaining Team reached tentative agreement with the Clackamas Community College Part-time Faculty Association on a new three-year contract. The CCC Part-time Faculty Association put this contract to a vote and it was ratified by its members on April 6, 2020. We recommend its approval by the Board of Education. The agreement includes the following major changes:

Part-time Faculty Salaries:

For 2019-20, the salary schedule restores inflation adjusted salaries with an increase of 5% for CPI for Groups 1-4, and 15% for Group 5 (coaches, music directors etc.). 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% for Pay Levels 1-4, plus 5% for Pay Level 5.

Healthcare (College contribution):

110 employees will be eligible for coverage for the 2019-20 plan year (Currently 81 eligible employees). This Increases to 120 by third year of agreement. Benefit will be 90% of value of Employee-only medical, dental vision for the Kaiser 1 plan.

Updated Language:

The contract updates language and clarifies numerous areas including:

- Allows more flexible use of sick leave, including use across terms.
- Updates CPI calculation to West Region A, calendar year.
- Modifies language around instructional technology to ensure that members and the administration collaborate on any changes.
- Provides pay for work required of faculty in the current faculty evaluation process.
- Calls for a collaborative workgroup to revise the faculty part-time faculty evaluation process.
- Language changes clarify that existing process for course assignments will be followed when courses are reassigned. Unless there are particular needs of a program, PTF will be considered before classified and administrative employees for course assignments.



COVID-19 Response

College Services

College Safety

- Keeping campus locations and buildings secure and safe
- Allowing building access to critical staff and lockdown for the public
- Tracking situation status for daily actions by the rapid response team
- Adjusting access control for employees as needed
- Providing information to both students and the public regarding availability of CCC services and facilities

Business Services

Bookstore – Free shipping to students

Accounts Receivable – Waiving student-deferred payment fees and suspending the issuance of collection letters

Budget:

- Tracking expenses directly related to COVID-19
- Early projections of enrollment drop/projections in lost revenues and fees
- Tracking potential revenue and expense impacts (stimulus, PERS, reduced sections, reduced faculty, reduced classified staff)
- Potential for FY 2020-21 Proposed Budget adjustments
- CCSF scenarios for a statewide reduction

Information Technology

- Remote technology focus
- Acquired 200 Chromebooks for student check-out
- Dell laptops prioritized for faculty and student services
- Jabber (instant messaging and call forward) for college phones
- ITS Service Desk has been onsite serving staff and faculty remotely since inception of COVID event
- Monitoring cyber security threats

Campus Services

- Custodial – touch point cleaning and deep cleaning during reduced building use
- Welcome Center and other bond projects – working remotely and through online meetings as much as possible to keep the projects moving
- Adjusting building systems like HVAC to account for reduced occupancy - may provide short-term savings

Human Resources

- Employee communications regarding:
 - Part-time classified furloughs
 - Expanded FMLA rules and FAQ
 - access to unemployment benefits
- Finalizing part-time faculty contract language
- Costing personnel-related COVID expenses
- Tracking critical employee list

Instruction and Student Services

Instruction

- **College wide**
 - Utilized creativity and innovation to continue as much instruction as possible
 - Identified students one-two terms away from graduating. Developing ideas and courses to keep students on track
- **AFAC Division**
 - Waived fees for Adult Basic Education and GED students
 - Athletics cancelled spring sports, continuing to offer many PE courses online
 - Offering many English and Math courses online
- **Arts & Sciences Division**
 - All science classes are available remotely through lab kits, videos, simulations, and other online software including Moodle.
 - The spring theater production, public music performances, student art show, and the plant sale are canceled.

Instruction

- **TAPS Division**

- Health Sciences and Industrial Technology programs have incorporated lab kits, videos, virtual simulation, and instructional content developed by industry professionals
- Hands-on CTE classes that are not easily converted to remote learning were canceled, such as those in Automotive and Welding

- **Institutional Effectiveness & Planning**

- Curriculum — Turning evolving State plans into spring term 2020 logistics
- Ed Partnerships — Negotiating recent ODE guidance to plan for Accelerated College Credit
- Center for Teaching & Learning — ACTIVE in working with faculty to adapt courses
- Library — Reference and instruction available online
- Grants — IDing emergency fund opportunities
- Various staff volunteering with CougarConnect to help students navigate online

Instruction

Online learning (Effectiveness & Planning Division)

For faculty

- 49 training sessions or clinics, ~350 faculty participants
- More than 600 email correspondence for assistance
- Sessions included intensive clinics, Zoom orientations, and one-on-one customized training
- Collaboration with Center for Teaching and Learning on live work sessions, as well as recruiting/launching a peer mentor program (faculty-to-faculty)

For students

- Student-facing resources via online.clackamas.edu, including FAQs, Moodle101, and readiness assessments
- Collaboration with Tutoring Center to establish CougarConnect as first-stop-for-students (incl. Zoom accounts, Jabber, LiveChat, and other tools)

Student Services

**Student services are now
available**

By phone

By email

By video conference



Student Services

Enrollment Services and Financial Aid

- Remotely assisted unenrolled students and spring applicants with admission and registration
- Extended several deadlines (e.g., add/drop) including the scholarship application
- Distributed approximately \$3.2M in financial aid to 1,250 students
- Successfully implemented method for receiving documents electronically from students

Counseling

- Scaling Telehealth to support students with mental health issues

Athletics

- Contacted all students regarding eligibility and offering resources to keep athletes enrolled

Student Services

Student Academic Support Services (Veterans, Disability Resource Center, Advising)

- Created list of free and low-cost computer resources for students; worked with Distance Learning to support students with online courses (DRC)
- Moved to online appointments, assigned advisors to Educational Focus Area (Guided Pathways), email and call campaigns to students in canceled classes assisting with resources (Advising)
- Called all registered students to offer assistance, removed steps from existing processes to eliminate barriers (Veterans)

Student Life and Leadership

- Distributed 80 chromebooks to students in need of technology
- Modified ASG Textbook Grant application to include funding for graphic calculators
- Moving Sexual Awareness Month activities to new online format

CBI

Workforce Development Services

- New funding is coming from many sources--geared toward businesses. OR applying for \$37m in disaster relief (Rapid Response Funding) to be distributed to counties through formula funding (similar to WIOA)
- Working in partnership with Clackamas Workforce Partnerships, WorkSource Partners, Dept. of Human Services, Vocational Rehab, Trade Act, Immigrant and Refugee Community Organization (IRCO), NW Family Svc. and Housing Authority to coordinate distribution of disaster relief funds when they arrive
- [COVID-19 Resources for Oregon Businesses, Employers, Workers, & Job Seekers](#)
- [COVID-19 Related Business Layoffs, Closures & Employment Insurance Benefits](#)

CBI

Customized Training

- Offering online, non-credit professional development training in May
- Creating a state-wide licensing agreement for Personal Care Assistant Program
- Postponed 16 trainings, delayed 12 contract negotiation conversations

Small Business Development Center

- SBDC, SBA & Business OR teaming together for business response
- Referring businesses to Bizcenter.org site to research options first
- SBDCs helping with application, documentation, and capital access
- [COVID-19 Small Business Development Center Resources](#)
- [COVID-19 SBA Website](#)
- Postponed numerous classes, canceled 7 classes

Communications/Marketing

Communications

- Public-facing web page created
- Internal-facing web page for staff/faculty created
- Student communications
 - Email
 - Social media
 - Student portal
 - Weekly newsletters
- Staff/faculty communications
 - Email
 - CCC This Week

Marketing

Revamped existing marketing to promote online learning

Go Far, At Home

- TV ads
- Radio spots
- Google display ads
- Google adword campaigns
- Social media
- Billboards - still Go Far, Close to Home messaging

Exploring how to promote summer and fall term when how/what we will be teaching is uncertain

Fiscal Implications

Fiscal Implications

- Tracking many moving financial impacts, such as:
 - Market condition impacts to PERS rates/interest earnings
 - Elimination of sections + Fewer credits being taken by existing students = 15%-20% drop in Tuition Revenues for spring term as of first week.
 - CCSF for the upcoming year, and possible mid-year reductions, along with potential impacts to the 2021-23 CCSF allocation
 - Lower federal stimulus amount due to Pell-based methodology, and 50% requirement that it gets used for students directly
 - Unemployment costs, along with potential offsetting salary savings
 - Other COVID-related costs (distance learning technology, laptops for staff, etc.)
- FY 2020-21 Budget - will there be a need to take additional reductions, or have a plan for setting aside a contingency.