CONSENT AGENDA **AGENDA ITEM 1a**
R17/18-a

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Work and Regular Sessions from October 11, 2017
Date:	November 8, 2017
Division/Department:	President's Office
RECOMMENDATION:	Approval of the Minutes for October 11, 2017

Clackamas Community College

BOARD OF EDUCATION REGULAR MEETING
MINUTES
May 13, 2020

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

College Representatives in attendance: President Joanne Truesdell, Vice President Alissa Mahar, Vice President David Plotkin, Full-time Faculty President Casey Sims, Part-time Faculty President Leslie Ormandy, Classified President Enrique Farrera, ASG President Jairo Rodriguez, and Recorder Denice Bailey.

Others in attendance: Dean Sue Goff, Executive Director Lisa Davidson, Foundation Executive Director Paul Moredock, Director Lisa Wang, Associate Dean Donna Larson, Dean Bill Waters, Executive Director Jack Hardy, Dean Jeff Shaffer, Public Information Officer Lori Hall, Director of Campus Safety Phil Zerzan, Dean Bob Cochran, Dean Tara Sprehe, and other CCC faculty and staff.

6:00 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).

6:30 pm REGULAR SESSION

I. **CALL TO ORDER** - Chair Dave Hunt
II. **ROLL CALL**
III. **COMMENTS FROM CITIZENS**
IV. **CONSENT AGENDA**

V. **COLLEGE REPORTS**

1. President's Business Report 13
2. High School Connections Update - Director Jaime Clarke 15
3. Foundation Annual Report - Executive Director John Chang 28
4. Budget Update - Vice President Alissa Mahar 29

VI. **NEW BUSINESS - FIRST READ**

1. 2020/21 Board Meeting Schedule - President Tim Cook

VII. **NEW BUSINESS - ACTION**

1. Extend Emergency Resolution - President Tim Cook 30
2. 2020/21 Tuition and Fee Amendment - Vice President Alissa Mahar 34

VIII. **BOARD OPERATIONS**

1. Board Chair Business Report
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. Classified - Matt Larkin, Co-President
3. Full-Time Faculty - Dustin Bates, President
4. Part-Time Faculty - Leslie Ormandy, President

X. **ADJOURNMENT**

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

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Date **Denice Bailey, Recorder**

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Jane Reid, Board Chair **Joanne Truesdell, Clerk**

CONSENT AGENDA **AGENDA ITEM IV-1a**
R19/20-33a

CCC Board of Education – Topic Summary	
Topic:	Minutes of the Executive, Work, and Regular Sessions from April 8, 2020
Date:	April 13, 2020
Division/Department:	President's Office
RECOMMENDATION:	Approval of the Minutes for April 8, 2020

BOARD OF EDUCATION MEETING
Meeting held via Zoom Video Conference
MINUTES
April 8, 2020

REGULAR SESSION

CALL TO ORDER

Chair Dave Hunt called the regular meeting of the Clackamas Community College Board of Education to order at 6:05 p.m. on March 11, 2020, via Zoom.

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, Foundation Executive Director John Chang, Dean Sue Goff, CHRO Melissa Richardson, 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) 03.11.20

The Board acknowledged the acceptance of the following:

a. Monthly Financial Reports
b. Capital Projects (Bond) Report
c. Personnel Report

R19/20-30 Greg Chaimov moved, Chris Groener seconded the motion, to approve and/or accept Consent Agenda items 1a through 2c. Motion passed unanimously.

Board Chair Dave Hunt reported that since we are holding the meeting via teleconference due to the social distancing in place due to Covid-19, the Board will not be doing some of our usual agenda items, such as Citizen Comments, Board Reports, and Association Reports. Votes will be taken by roll call.

NEW BUSINESS – ACTION

Emergency Declaration Regarding Covid-19

President Tim Cook reported OCCA attorney Karen Smith drafted the language in this resolution for community colleges to use. There were many questions about how to prepare for this, and the resolution was designed to provide authorization for the president to be able to respond quickly to the circumstances. Almost all of the state community colleges have passed the resolution. He does not know if he will need to use the power of this resolution, but things are changing quickly and this would allow the college to respond.

Possible reasons for using the resolution's authority would be a large order for laptops or computer equipment, buildings that needed to be deep cleaned where costs were over $100,000, or an outbreak in Oregon City or Milwaukie where emergency services needed to use our facilities, among others.

Tim responded to the Board's questions and concerns about the resolution language. The Board would like to have a cap on expenditure authority at $500,000 and have the resolution expire on May 13, 2020. It could be extended by the Board at that time.

R19/20-31 Greg Chaimov moved, Betty Reynolds seconded the motion, to 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; and

(4) Limits the president's expenditure authority to under $500,000; and

(5) Requires the president to inform the Board of any emergency actions as soon as possible and no later than within 24 hours.

The Resolution is in effect through May 13, 2020. Motion passes unanimously.

Part-time Faculty Contract Approval

PTF President Leslie Ormandy introduced new co-president Jennifer Nickell. Vice President David Plotkin presented details of the new faculty contract. David thanked the part-time faculty bargaining team, the administrative bargaining team, and the resource team. He responded to questions from the Board.

Leslie thanked her team and the other associations at the college for the support PTF received, and thanked the Board. She reported 100% of the voting members approved the contract.

R19/20-32 Chris Groener moved, Irene Konev seconded the motion, to approve the contract between the Clackamas Community College Board of Education and the Clackamas Community College Part-Time Faculty Association, effective July 1, 2019, through June 30, 2022. Motion passed unanimously.

COLLEGE REPORTS

President Tim Cook announced this is Associate Dean Jarett Gilbert's last meeting, as he has been named the Vice President of Instruction and Student Services at Columbia Gorge Community College. Jarett said he appreciates the level of gratitude shown and the opportunities he was given at CCC.

<u>Coronavirus Response Update</u>

President Tim Cook reported on the steps the college took as the concerns about the virus continued to grow. It is very difficult to switch a college like CCC to an online college overnight. Teaching online takes a lot of work and providing services to students online is also very difficult. He is very proud of our staff and the work everyone has done. He is meeting with OCCA/HECC daily and holding a CCC Rapid Response meeting daily. It is impressive that it has only been about a month and how much we have been able to transfer to online work.

Vice President Alissa Mahar, Director Tom Sonoff, Dean Jeff Shaffer, Dean Bob Cochran, and CHRO Melissa Richardson provided updates on their respective departments within the College Services Division.

Vice President David Plotkin said one thing that isn't in the presentation is this is a stressful situation and the work is stressful. The team has worked very well together to make quick and good decisions. This reflects President Tim Cook's leadership and the Board can have trust in the way he has brought the team together to address this crisis. He provided updates on the academic departments within Instruction and Student Services.

Other reports were provided by Dean Jason Kovak, Dean Tara Sprehe, Executive Director Lisa Davidson, and Executive Director Lori Hall.

Alissa reviewed the fiscal implications of the coronavirus. There is a strong possibility the college will need to take additional reductions for 2020/21.

The Board expressed appreciation for everyone's work during this unprecedented time. The Board and college staff discussed the situation in further detail. There was discussion about possibly rescheduling the May 6 Budget Committee meeting to later in the month.

Tim reported many colleges in the state are going fully online for summer and the college Executive Team will have that conversation next week. We need to make that decision as early as possible.

As there was no other business to come before the Board, the meeting was adjourned at 8:20 p.m.

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Date	**Denice Bailey, Recorder**
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Dave Hunt, Board Chair	**Tim Cook, Clerk**

CONSENT AGENDA **AGENDA ITEM IV-2a**
R19/20-33b

Topic:	Monthly financial report -- All funds
Date:	May 13, 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 March 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	$ 52,609,651	$ 39,471,026	$ 13,138,626	$ 22,159,326
Fee	2,585,587	2,818,439	2,685,337	133,103	2,718,690
Innovation	578,777	187,497	97,283	90,214	668,991
Debt Service	3,840,775	6,450,027	936,500	5,513,527	9,354,302
Capital Projects (Bond)	22,311,758	9,954,787	14,798,268	(4,843,481)	17,468,277
Staff Computer Replacemt	64,235	74,997	12,894	62,103	126,338
Equipment Replacement	1,958,374	204,860	136,295	68,565	2,026,939
Major Maintenance	3,013,973	444,730	621,553	(176,824)	2,837,149
Student Technology	996,882	773,910	459,227	314,683	1,311,564
Internal Service	367,110	287,386	219,705	67,681	434,791
Bookstore	905,652	287,057	313,559	(26,501)	879,151
Customized Training	220,754	244,590	306,838	(62,249)	158,506
Intramurals and Athletics	49,441	342,881	309,064	33,817	83,258
Student Life & Leadership	166,416	102,937	111,267	(8,330)	158,086
Computer Lab	110,932	45,815	39,715	6,100	117,032
Retirement	1,804,728	465,003	539,271	(74,268)	1,730,460
Student Financial Aid	139,042	12,734,125	14,954,446	(2,220,321)	(2,081,279)
Grants and Contracts	946,296	1,912,063	2,725,679	(813,616)	132,680
WIOA Grant	-	763,562	838,213	(74,650)	(74,650)
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	$ 55,148,450	$ 90,704,316	$ 79,872,124	$ 10,832,191	$ 65,980,641

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**
R19/20-33b

Topic:	Monthly financial report -- General Fund
Date:	May 13, 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	**March 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	$ 4,816,014	25%	$16,466,175	86%	$12,143,616	75%	$19,041,635	$19,041,635	$ -
Property taxes	582,072	3%	19,683,576	97%	19,293,902	99%	20,325,715	20,325,715	-
Tuition, net of waivers	1,543,343	11%	13,779,313	97%	14,176,406	93%	14,239,157	13,300,000	(939,157)
Other revenue	243,985	8%	2,568,087	89%	2,497,745	87%	2,889,196	2,889,196	-
Transfers in	12,500	8%	112,500	75%	185,000	93%	150,000	150,000	-
Total revenue	7,197,914	13%	52,609,651	93%	48,296,668	89%	56,645,703	55,706,546	(939,157)
EXPENDITURES									
Personnel services	4,318,105	9%	32,373,730	67%	30,408,120	66%	48,565,913	47,646,492	919,421
Materials and services	567,124	6%	5,687,650	65%	6,118,728	71%	8,766,361	8,665,264	101,097
Capital outlay	1,825	2%	32,952	27%	46,827	39%	120,000	120,000	-
Transfers out	152,966	8%	1,376,694	75%	1,445,555	70%	1,835,600	1,835,600	-
Total expenditures	5,040,020	9%	39,471,026	67%	38,019,231	67%	59,287,874	58,267,356	1,020,518
Net revenue (expenditures)	$ 2,157,894		13,138,626		10,277,438		(2,642,171)	(2,560,810)	81,361
Fund balance at start of year			10,546,503		10,449,503		9,020,700	9,020,700	-
Fund balance at report date			$23,685,129		$20,726,941		$ 6,378,529	$ 6,459,890	$ 81,361

AMOUNTS USED FOR BUDGET AND FORECAST	Budget	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
April 2020 Snap Shot

CONSENT AGENDA — **AGENDA ITEM IV-2b**

R19/20-33c

Topic:	Monthly financial report -- Capital Projects (Bond) Fund
Date:	May 13, 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	$	20,815,937		
Transit Center & Path to 213 & Path to Oregon City High		2,000,000		1,863,130		
Contingency		-				
	$	23,000,000	$	22,679,067	**99%**	% budget spent

Student Services/Community Common (Est. Complete Fall 2021)	Planned Expenses	Life-to-Date Actuals	7%	% project complete
Soft and Hard Costs	$ 21,000,000	$ 2,635,021		
Contingency	-	-		
	$ 21,000,000	$ 2,635,021	13%	% budget spent

Other Projects	Planned Expenses	Life-to-Date Actuals		
Automotive	$ 5,800,000	$ 5,863,437	99%	% project complete
Campus Safety and Security	600,000	585,513		
Campus-Wide Refreshes	2,000,000	129,832		
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	1,201,712		
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	2,587,392		
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	942,120		
Wrestling Room Space - Randall Hall	150,000	53,523		
Oregon City Site Signage	350,000	58,520		
Project Management	1,000,000	782,623		
	$ 28,230,673	$ 22,925,655		
Overall Bond Contingency	*709,448*			
Expense Totals:	**$ 137,881,188**	**$ 113,163,309**	82%	% budget spent

CONSENT AGENDA

AGENDA ITEM IV-2c
R19/20-31d

Clackamas Community College

Full-Time Personnel Report

From 03/20/2020 - 04/19/2020

NAME	TITLE	EMPLOYEE GROUP	EFFECTIVE DATE
NEW HIRES			
Jonathan Huffman	Campus Safety Officer	Classified	3/23/2020
Kevin Aguilar	Human Resources Business Partner - Talent Acquisition	Confidential	4/6/2020
Marc Goldberg	Interim Title II Director	Administrator	4/14/2020
Kelly Love	Title III Project Director/Guided Pathways Transition Coordinator	Administrator	4/14/2020
SEPARATIONS			
Lisa Kautzman	Nursing Instructor	Faculty	3/21/2020
Kyle Robillard	Science Lab Technician	Classified	3/27/2020
Mary "Katie" Harvey	Academic and Career Coach	Classified	4/3/2020
RETIRED			
Maria Corona	Dental Assistant Instructor	Faculty	3/21/2020
Kay-Lani Munro	Administrative Assistant II	Classified	3/31/2020
PROMOTION			

CONSENT AGENDA **AGENDA ITEM IV-2e**
R19/20-33e

CCC Board of Education – Topic Summary	
Topic:	Winter 2020 Enrollment Report
Date:	May 13, 2020
Presenter:	Lisa Anh Nguyen, Director
Division/Department:	Institutional Effectiveness and Planning/Institutional Research
RECOMMENDATION:	Information only

REASON FOR BOARD CONSIDERATION:
This update helps to keep the Board informed about enrollment and FTE trends, with a more detailed look at FTE by type of courses.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:
Enrollment and FTE data informs all aspects of the College's operations. Being that FTE is part of the Oregon funding model, this report relates specifically to Strategic Priority 4 (Financial Sustainability).

BACKGROUND:
Following the end of each term, an update is provided to the board for monitoring of enrollment and FTE trends.

BUDGET IMPACT/SOURCE OF FUNDS:
Impact: FTE for Oregon funding model reimbursement.

ATTACHMENTS:
Winter 2019 Enrollment Update

FUTURE REPORT:
The Board will continue to receive FTE and Enrollment updates throughout the year. In addition to term reports, the Office of Institutional Research also provides an annual report in the late summer.

Winter 2020 Enrollment Update

Reimbursable FTE decreased by 2.2% compared to Winter 2019 (1694.32 from 1731.73 FTE).
Total FTE decreased by 2.3%, and unduplicated headcount decreased by 1.4%.

Summary of FTE changes by course grouping:

- LDC decreased by 2.1%. The number of offered sections decreased by 3.3% (741 compared to 766) while enrollment decreased by 1.7% (12,332 compared to 12,549).
- CTE Preparatory and Apprenticeship increased by 4.9% in FTE, while CTE Supplemental decreased by 25.1%. Section offerings for all three areas combined decreased by 12.6% (577 from 660) while enrollment increased by 5.6% (7,589 compared to 7,186).
- ESL increased by 17.5%. The number of offered sections increased by 11.9% (47 compared to 42) and enrollment increased by 15.5% (788 compared to 682).
- ABE/GED/AHS decreased by 26.3% in FTE. For all three areas combined, total section offerings decreased by 42.4% (19 compared to 33) and enrollment decreased by 18.4% (240 compared to 294).
- ACE increased slightly by 0.7%. The number of offered sections increased by 5.5% (154 compared to 146) while enrollment remained steady (2,140 compared to 2,131).
- PSR decreased by 11.2%. The number of offered sections decreased by 14.0% (43 compared to 50) while enrollment decreased by 10.1% (667 compared to 742).
- Personal Enrichment decreased by 2.9%. Total section offerings remained steady while enrollment increased by 8.6% (354 compared to 326).

Total FTE and Percent Change

Unduplicated Headcount and Percent Change

2016/WI	2017/WI	2018/WI	2019/WI	2020/WI
13,150 ()	11,821 (-10.1%)	12,176 (3.0%)	11,219 (-7.9%)	11,062 (-1.4%)

Total FTE by Course Grouping

	2016/WI	2017/WI	2018/WI	2019/WI	2020/WI
Lower Division Collegiate (LDC)	1,297.85 ()	1,158.30 (-10.8%)	1,103.75 (-4.7%)	996.80 (-9.7%)	976.14 (-2.1%)
CTE Prep	345.90 ()	326.36 (-5.6%)	336.01 (3.0%)	318.09 (-5.3%)	334.25 (5.1%)
CTE Supplemental	60.56 ()	65.79 (8.6%)	117.21 (78.2%)	96.96 (-17.3%)	72.65 (-25.1%)
CTE Apprenticeship	76.61 ()	85.07 (11.0%)	92.74 (9.0%)	103.10 (11.2%)	107.76 (4.5%)
ESL	46.29 ()	40.14 (-13.3%)	41.86 (4.3%)	36.30 (-13.3%)	42.64 (17.5%)
Adult Basic Ed (ABE), GED, Adult H.S. (AHS)	59.81 ()	76.84 (28.5%)	61.54 (-19.9%)	61.03 (-0.8%)	44.96 (-26.3%)
Adult Continuing Ed (ACE)	79.72 ()	90.39 (13.4%)	79.39 (-12.2%)	73.36 (-7.6%)	73.87 (0.7%)
Post-Secondary Remedial (PSR)	103.73 ()	80.82 (-22.1%)	71.20 (-11.9%)	61.40 (-13.8%)	54.50 (-11.2%)
Self-Improvement - Non-Reimbursable	11.28 ()	8.00 (-29.1%)	8.15 (1.9%)	8.17 (0.2%)	7.93 (-2.9%)
Total	2,081.75 ()	1,931.71 (-7.2%)	1,911.85 (-1.0%)	1,755.21 (-8.2%)	1,714.70 (-2.3%)

For additional enrollment data, visit www.clackamas.edu/ir and click on "CCC at a Glance." To navigate the workbook, use the dropdown arrow in the upper left and/or the tabs at the top of the view.

President/College Goals 2019-20

Progress as of May 2020

Diversity, Equity, and Inclusion

Develop an institutional diversity, equity, and inclusion strategic plan.

Progress	The final draft of the Diversity, Equity, and Inclusion strategic plan has been released to the college. Feedback sessions are taking place this month and then it will be official. The draft plan and video presentation are available here: https://www.clackamas.edu/about-us/vision-initatives/diversity-equity-and-inclusion

Guided Pathways

Strategic Priority	Objective
Increase students' success in reaching their goals in the most efficient and cost-effective way possible.	Degree- and certificate-seeking students will have clearly articulated guided educational and career pathways based on each student's stated intent and assisted by student support systems and technology.

Progress	We launched Educational Focus Areas. They are now on the application meaning all new students will identify an EFA, and on the website. We will soon ask current students to identify an EFA. Additionally, all academic advisors have been assigned to an EFA and are working with faculty in that EFA to determine the best process for connecting with students at the right time in their educational journey.

College Readiness

Prepare all incoming students for success through academic and non-academic support services and strengthen curricular, instructional, and student services partnerships in our College's district to improve readiness for CCC.	• Streamlined advising and support processes for all students that result in their arrival at CCC ready for the coursework in their planned program of studies. • Preparatory work with incoming students that results in day one readiness for success in academics and their program of study; provide support and advising about financial, transportation, or other non-academic needs.

Progress	The Title III Project Director was hired. Her name is Kelly Love and she has already started working to implement key components of the grant that ensure our fall students will be ready (whether we are on campus or not). This includes reaching out to all new students and helping them navigate the processes for getting started at Clackamas and understanding EFA's.

Academic Relevance and Innovation

Continue to create an overall portfolio of high-quality, relevant, innovative and evidence-based instructional methods, programs, environments and models in order to better serve our students and community.	• For **Academic Transfer**: Ensure that educational offerings and services prepare students for successful transfer to four-year post-secondary institutions. • For **Career and Technical Education**: Review and update educational offerings and services in ways that are consistent with stakeholder business and industry expectations for a prepared workforce. • For **Essential Skills**: Educational offerings and services use recognized best practices in skills development for adults, English as a Second Language (ESL) students and students developing quantitative and literacy skills. • For **Lifelong Learning**: Training and community education meet the needs and expectations of the community.

<table>
<tr><td>Progress</td><td colspan="2">Faculty across all disciplines responded to the COVID-19 crisis by moving almost all of our classes to remote or online formats. Online learning and the Center for Teaching and Learning provided and continue to provide workshops and consultation to enable faculty to respond effectively with robust learning environments for students.</td></tr>
<tr><th colspan="3">Financial Sustainability</th></tr>
<tr><td colspan="2">Increase institutional resources and capacity in order to better fulfill our mission through:
1) obtaining more grants and donations;
2) using existing resources more effectively;
3) creating sustainable programs, services, and partnerships;
4) preserving public trust through responsible and transparent fiscal operations.</td><td>A fiscal plan that both projects revenue and expenses over the next five years and demonstrates our commitment to maintaining the board's minimum ending fund balance throughout the five year planning period.
Tools and timelines that communicate and implement an integrated system of assessment, strategic planning, and mission fulfillment measurement – particularly that link resource allocations to assessment and planning.
Increased revenues.
Increased efficiencies that lead to cost savings.</td></tr>
<tr><td>Progress</td><td colspan="2">College Relations and Marketing is launching campaigns for summer and fall terms, focusing on high school seniors, college students who may be home for the summer and fall and displaced workers, as well as a retention campaign for current students.

Received $1,724,926 through CARES Act - Higher Education Emergency Relief Fund.

Foundation started Covid-19 student relief fund, raising $152,537 in funds in donations through April to support student retention while supplementing CARES Act funding designated for CCC students.

CCC awarded $285,489 science grant through the National Science Foundation (NSF): Advanced Technological Education for Water and Environment Technology (WET) – Rural Technician.</td></tr>
</table>

COLLEGE REPORTS **AGENDA ITEM V-2**

CCC Board of Education – Topic Summary	
Topic:	High School Connections
Date:	May 13, 2020
Presenter:	Jaime Clarke, Director, Office of Education Partnerships
Division/Department:	Institutional Effectiveness and Planning
RECOMMENDATION:	This item is for information only

REASON FOR BOARD CONSIDERATION:
This is an informational update from the Office of Education Partnerships (OEP) on High School Connections programs. The OEP houses high school programs, college/university articulation agreements, and career pathway initiatives at CCC. The department is heavily invested in providing excellent customer service to students as well as internal and external educational partners.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:
High School Connections is directly related to the college strategic priorities of College Readiness, Financial Sustainability, and Guided Pathways. High School Connections programs provide accelerated learning opportunities that support core themes of Academic Transfer, Career and Technical Education, and Essential Skills.

BACKGROUND:
The Office of Education Partnerships (OEP) served 4,398 high school students in 2018-2019 through four high school programs: Advanced College Credit, Expanded Options/Early College, High School Career and Technical Education, and High School Plus. Each of the programs has distinct features that shape its offerings. All of the programs require contracts to be executed with school districts/high schools and award college credit that appears on the student's CCC transcript.

- Advanced College Credit (ACC) – ACC classes are college courses taken at the high school and taught by an approved high school instructor. High school instructors must meet qualifying criteria established by the college. ACC classes charge a $10 per credit fee directly to students. The fee is waived for students on free or reduced lunch.

- Expanded Options/Early College – Expanded Options/Early College provides individual students the opportunity to take classes at the college or online sponsored by the school district/high school.

- High School Career and Technical Education – High School Career and Technical Education (CTE) courses are held on the Oregon City college campus and are taught by college faculty. Students participate in Auto Body, Automotive, Manufacturing, or Welding courses with other high school students. Classes are paid for by the school district.

- High School Plus – High School Plus classes are college classes taught by college faculty at partner high schools or designated locations. Classes are paid for by the school district.

BUDGET IMPACT/SOURCE OF FUNDS:
In 2018-2019, 19% of the college's total FTE was generated by High School Connections programs.

ATTACHMENTS:
High School Connections 2018-2019 End of Year Report.

FUTURE REPORT:
The OEP looks forward to sharing program improvements and new partnerships with the Board of Education in years to come.

High School Connections

2018-2019 END OF YEAR REPORT

ACC Program Highlights

- **Students and families saved over $3 million** by paying $10 per credit for Advanced College Credit (ACC) classes versus paying full tuition and fees.
- **528 students used fee waivers for ACC courses.**
- **25 new ACC classes and 13 new high school instructors were approved.**

CTE Summer Camp Student in Kitchen Herbs

Expanding Opportunities

In 2018–2019, 4,398 students (unduplicated) participated in High School Connections programs earning an amazing 45,303 college credits. Clackamas Community College was able to work with 41 high schools in 20 school districts. The school year resulted in expanding partnerships, course offerings, and college credit opportunities for students. For example, in 2018-2019 the addition of an automotive course, AM-122 General Auto Repair II, provided nine students the opportunity to complete a Basic Engine Technician Certificate. We look forward to continuing to expand course offerings and intentional credit opportunities to help students complete more certificates/degrees in 2019-2020.

Clackamas Promise Grant

The $300,000 Clackamas Promise Grant, funded by the Oregon Department of Education, worked to expand equitable access to accelerated college credit in 21 area high schools in Clackamas County. The grant was specifically focused on increasing access for historically underrepresented students to science, technology, engineering, and math (STEM) classes, including career and technical education (CTE). Consortium members in the 2017-2019 grant include nine school districts, Clackamas Community College, Clackamas Education Service District, and Oregon Institute of Technology. Key grant initiatives that were accomplished include:

- Establishment of cross-sector professional learning communities (PLCs) in advising, automotive and math
- Completion of an equity audit for the CCC High School Connections programs
- Expansion of college credit offerings in area high schools through new partnerships, new delivery models and new courses
- Creation and support of the CTE Summer Camps
- Promotion of a college-going culture with over 4,000 students participating in college tours and events

Clackamas Community College

Office of Education Partnerships
Oregon City Campus, Community Center
503-594-3161 • hsconnections@clackamas.edu

Clackamas Community College
19600 Molalla Avenue
Oregon City, OR 97045

Summer Programming Grows

During the summer of 2018, CCC introduced two new summer programs. The programs were popular and successful in their first year. Summer of 2019 illustrated program growth for both the Career and Technical Education (CTE) Camp and the Summer Scholars Program. Both offerings directly serve high school students in Clackamas County.

The free CTE Summer Camp held at the end of June served 137 students from 21 area high schools, an increase from 95 students last year. Placement into camp was determined using a weighted lottery, with priority placement for historically underrepresented students (i.e. students of color, students with disabilities, students of low socio-economic status, and students who have not had previous access to college credit).

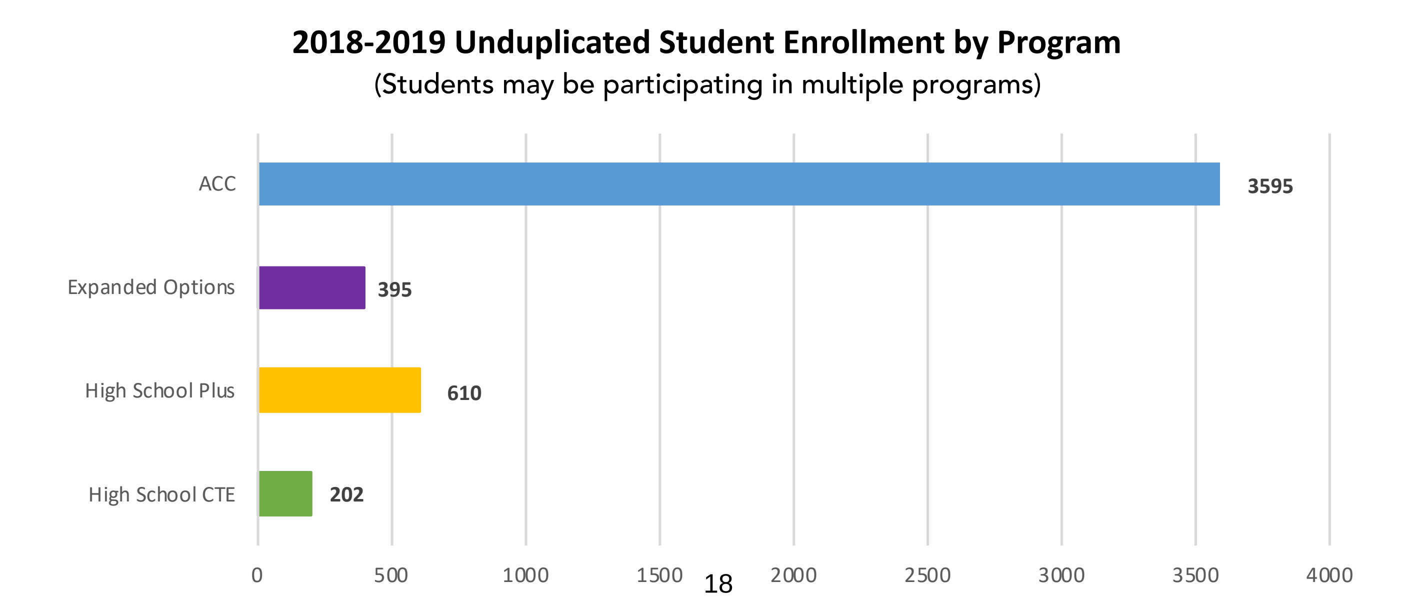
During the week long camp, students chose to participate in college classes, including health science, horticulture, invention, music and film, website design, and welding. Of the 137 students that participated in camp:

- 52% female, 46% male, 2% other
- 53% identified as students of color
- 36% identified as receiving Free or Reduced Lunch
- 28% identified as receiving special education services (IEP or 504 Plan)
- 12% identified as first-generation college students
- 68% identified as not previously enrolling in college credit courses

The Summer Scholars Program, which runs during the eight-week summer term, served 72 students from 22 area high schools. This was up from 67 students the previous year. Students who participated in the program paid course fees and books, while CCC covered the cost of tuition. Students had the opportunity to take communications, math, social science, and writing courses to fulfill college degree requirements.

The demonstrated interest and growth of summer programing illustrates the continuing need and desire of high school students in Clackamas County to pursue college credit opportunities early in their educational journey. We hope to continue to help meet this need by further expanding our summer programs in 2020 and maintaining the low-cost structure which allows more students access to college credit.

CTE Summer Camp Student in Welding

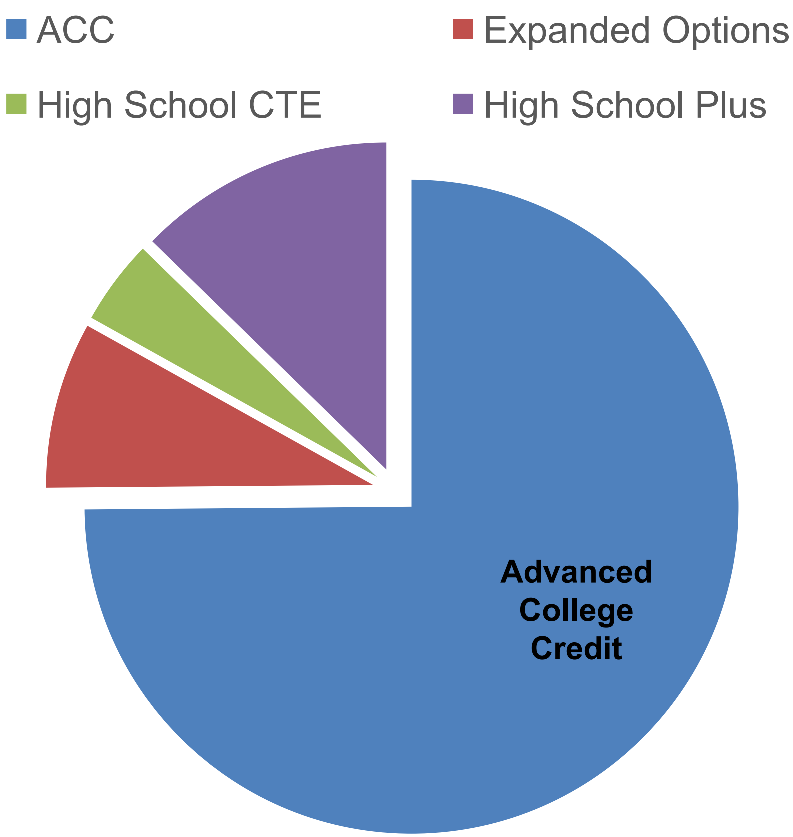


High School Connections Update

Education That Works

Clackamas Community College

High School Connections



- 2018-2019 High School Connections participation:
  - – 4,398 students
  - – 45,303 credits
- 19.8% of CCC's FTE

Adjustments in Spring 2020

- ACC
  - Slow registration; 40% of normal
  - Decreased sections

- Expanded Options
  - Classes moved online
  - Increased students
  - Decreased credits

- High School CTE
  - All classes cancelled

- High School Plus
  - Classes moved online, where possible

Spring to Clackamas

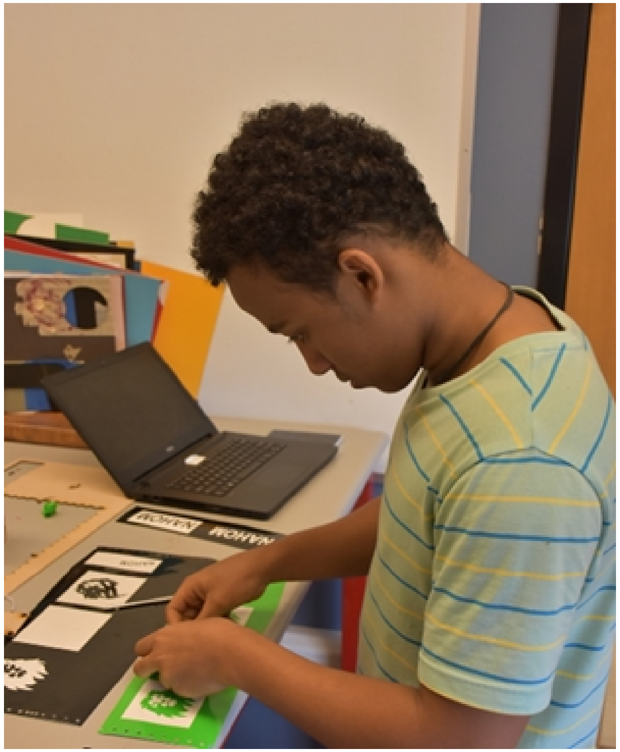
- High school seniors who have met graduation requirements can take <u>one free online course </u>this spring

- Late start 5-week classes, May 11 – June 12

- 13 classes to select from (transfer and CTE)

Increasing Access and Success

- Increasing enrollment
- Targeted advising services and curriculum guides
- Regular communication with high school counselors



Clackamas Promise Grant

Lake Oswego School District

Lake Oswego High School
Lakeridge School

North Clackamas School District

Clackamas High School
Clackamas Middle College
Clackamas Web Academy
Milwaukie High School
New Urban High School
Putnam High School
Sabin-Schellenberg Technical Center

West Linn-Wilsonville School District

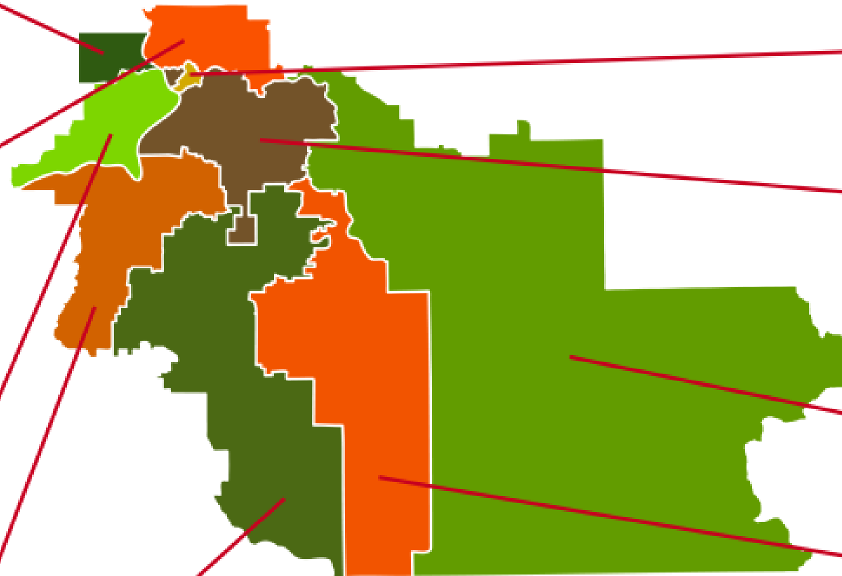
Arts & Technology High School
West Linn High School
Wilsonville High School

Canby School District

Canby High School

Molalla River School District

Molalla High School
Renaissance Public Academy



Gladstone School District

Gladstone High School

Oregon City School District

Clackamas Academy of Industrial Sciences
Oregon City High School
Oregon City Service Learning Academy

Estacada School District

Estacada High School

Colton School District

Colton High School

CLACKAMAS PROMISE
School List

2019 Summer Programming

- CTE Summer Camps
  - 137 participants
  - 53% students of color
  - 36% free/reduced lunch
  - 28% students with disabilities

- Summer Scholars
  - 72 participants
  - 60% juniors, 40% seniors
  - 59% with a 3.5 GPA or higher
  - 21 students matriculated

2020 Summer Programming

- Summer Scholars
  - Moved online
  - 174 sign-ups as of May 1
  - Students can take up to 12-credits tuition free
- CTE Summer Camps
  - Moved to August
  - Exploring online offerings if necessary

Thank you!

www.clackamas.edu/highschoolconnections

WORK SESSION **AGENDA ITEM V-3**

CCC Board of Education – Topic Summary	
Topic:	Foundation Annual Report
Date:	May 13, 2020
Prepared By:	John Chang, Executive Director Sara Dier, Annual/Alumni Giving Officer
Division/Department:	Foundation
RECOMMENDATION:	Information only item

REASON FOR BOARD CONSIDERATION:
Each year, the Foundation reports on accomplishments for the current year and plans for the coming academic year.

BACKGROUND
Foundation Executive Director John Chang and Annual/Alumni Giving Officer Sara Dier will present a brief overview of significant Foundation activities over the past year.

COLLEGE REPORTS **AGENDA ITEM V-4**

CCC Board of Education – Topic Summary	
Topic:	Budget Report
Date:	May 13, 2020
Prepared By:	Alissa Mahar, Vice President
Division/Department:	College Services
ISSUE BEFORE THE BOARD:	Understanding of the college budget and financial position given COVID-19.

BACKGROUND

The college has realized myriad impacts from the covid-19 pandemic. The financial outlook and budget gap have been negatively impacted by the unprecedented circumstances the college faces. The college has been working diligently to fully understand all impacts, although the environment is changing daily. The college would like to share current information with the Board of Education and share strategies that are being discussed at the college.

This information will inform potential discussions and decisions pertaining to tuition revenue at the Board meeting.

NEW BUSINESS - ACTION **AGENDA ITEM VII-1**
R19/20-34

CCC Board of Education – Topic Summary	
Topic:	Extend Emergency Resolution Regarding Covid-19
Date:	May 13, 2020
Presenter:	Tim Cook, President
Division/Department:	Executive Offices
RECOMMENDATION:	Extend Emergency Resolution R19/20-31, approved at the April 8 Board of Education meeting, through June 24, 2020.

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. The current emergency resolution expires May 13, 2020.

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 June 13, 2020. Faculty and staff are working remotely as is possible.

On April 8, 2020, the Board approved an emergency resolution with the following components:

(1) Determines that the circumstances described in the 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; and
(4) Limits the president's expenditure authority to under $500,000; and
(5) Requires the president to inform the Board of any emergency actions as soon as possible and no later than within 24 hours.

The resolution was approved through May 13, 2020. At this time, college administration requests a one-month extension of the resolution, through June 24, 2020.

BUDGET IMPACT/SOURCE OF FUNDS:
Adoption of the resolution authorizes the president/designee to approve and execute emergency contracts.

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; and
(4) Limits the president's expenditure authority to under $500,000; and
(5) Requires the president to inform the Board of any emergency actions as soon as possible and no later than within 24 hours.

THIS DECLARATION IS EFFECTIVE ON APRIL 8, 2020, AND SHALL REMAIN IN EFFECT UNTIL MAY 13, 2020, UNLESS EXTENDED.

CLACKAMAS COMMUNITY COLLEGE DISTRICT, CLACKAMAS COUNTY, OREGON

By: ______________________________
Chair, Board of Education

ATTEST:

By: Tim S. Cook
President/Clerk

NEW BUSINESS – ACTION **AGENDA ITEM VII-2**

CCC Board of Education – Topic Summary	
Topic:	2020-21 Tuition and Fees Amendments
Date:	May 13, 2020
Presenter:	Alissa Mahar, Vice President
Division/Department:	College Services
RECOMMENDATION:	Amend the following change in tuition and fees for 2020/21: • General Student Fee: Increase from previously adopted rate of \$3.00 per credit to \$6.00 per credit. • Discontinue \$20/course hybrid fee and \$40/course online fee • Waive \$30/term College Services fee for students enrolled in summer term classes

REASON FOR BOARD CONSIDERATION:
Board members approve all universal student fees that are applied to all students. The College is recommending the changing the current online fee structure to better allocate funds appropriate to the needs of technological support for students, faculty and staff. This change includes eliminating the $40 online course fee and the $20 hybrid course fee (both assessed at the course level) and increasing the General Student Fee by $3 (assessed as per credit and applied to all credit-seeking students).

Additionally, we would like to waive the $30 College Services Fee for students enrolled in summer term classes due to many of the activities associated with that fee are not offered in a remote environment.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:
Changing the fee structure will eliminate the current inequity of charging fees for those students taking online or hybrid (part online, part face-to-face). A decision is needed to ensure revenue from current fee structure isn't lost but is reallocated in a way that supports all students in all courses.

BACKGROUND:
For many, many years, CCC has charged students taking online and hybrid courses fees. For years, that money was allocated to support online resources specifically needed for those courses. For example, an online course established a web presence through the Learning Management System (currently Moodle). Within the last couple of years, all courses have an online presence via Moodle leading to an inequity in which students enrolled in an online course are paying more for their Moodle support than students who aren't enrolled in an online course.

In an effort to reduce this inequity and create an opportunity to address where the funds should be more adequately allocated (e.g. technological support for students, professional development for instructors teaching online, etc.), we would like to shift the current course specific fee to the general student fee.

The $30/term College Services Fee is a fee that primarily supports student-wide services on campus, such as testing services, graduations services and the shuttle. Since these services will have limited services provided to students during summer term, we are recommending this fee be waived.

BUDGET IMPACT/SOURCE OF FUNDS:
Recommendations:
Conversion of Online/Hybrid Fee to an increase of $3.00 per credit to the General Student Fee is intended to be revenue neutral. A $3.00 per credit increase is estimated to generate $420,000 annually at current enrollment levels, and the existing online and hybrid fees currently generate between $410,000 and $430,000 annually.

The waiver of the College Services Fee for summer term is estimated to cost the College roughly $40,000 in lost revenue for FY 2020/21.