

**PRESIDENTS COUNCIL – October 2, 2007**  
**CC 126 in Bill Brod Community Center • 8:30 – 10am**

TOPIC / CATEGORY	KEY POINTS / NEXT STEPS (Action)
Extended Learning Division Update	<ul style="list-style-type: none"> <li>• Godfrey – good meetings, have begun to talk about what the division will look like as well as who and what it needs – Cyndi Andrews continues to play a role in the transition</li> </ul>
Committee Support for All Staff Luncheon/Recognition in December	<ul style="list-style-type: none"> <li>• Discussion re upcoming All Staff Holiday Luncheon at which there will also be a number of staff recognition opportunities</li> <li>• Kathleen Smith is looking to recruit a committee to help plan this event – HR will be involved</li> <li>• Lunch is on Friday, December 7, from Noon to 2pm (night crew dinner will be on December 6 at 8:30pm)</li> <li>• Look for more information in FYI Today</li> </ul>
<b>Position Opening Requests:</b> <ul style="list-style-type: none"> <li>• Student Accounts Receivable Specialist</li> <li>• Wilsonville Director</li> <li>• Advising/Counseling Dept Receptionist</li> </ul>	<ul style="list-style-type: none"> <li>• Approval of all three</li> </ul>
HR / Payroll Implementation Project	<ul style="list-style-type: none"> <li>• Austin – a functional audit was conducted (see attached)</li> <li>• The recommendation was to re-implement both modules (HR and Payroll)</li> <li>• Drebin – audits were also conducted of the admissions and recruitment modules</li> <li>• Targets and goals include more proficient users (through staff training) and access to more information more efficiently - better communication with students – fewer manual processes</li> </ul>
President's Report (ACCT Congress)	<ul style="list-style-type: none"> <li>• Truesdell, along with Board members Ervin and Oathes attended annual ACCT Congress in San Diego</li> <li>• Very productive – had excellent speakers and sessions – BOE members attended governance workshops</li> <li>• There will be a Board training on October 13</li> </ul>
Conversion of Rook and DeJardin Halls to Key Card Access Only	<ul style="list-style-type: none"> <li>• Leach – as a result of ongoing efforts by campus services staff to regain integrity of buildings across campus – Rook and DeJardin Halls will be converted to key card access</li> <li>• A re-keying process is already in the works for HR, IT, the Business Office and the “Row.”</li> <li>• Wilton – will continue to strive for balance between access and security</li> </ul>
2007 Fall Ad Campaign	<ul style="list-style-type: none"> <li>• Donelson – see attached information regarding Fall term marketing efforts</li> <li>• The website is still our best investment in terms of marketing with the exception, perhaps, of the <i>Oregonian</i> newspaper</li> <li>• Marketing efforts will scale down in terms of cost over the next two terms – Fall is our biggest push</li> <li>• It would seem that text messaging is, and most certainly will be, the preferred mode of communication for our students in the future – email is already becoming passé for anyone under 21 years old</li> </ul>
All	<ul style="list-style-type: none"> <li>• Teetpr – professional development stipend requests are coming in from Part-time faculty</li> <li>• Lussier- ASG has challenged student government at MHCC to register 500 new voters</li> </ul>

- Gray – Faculty are excited - appreciates FYI Today and the wealth of pertinent information – would like to see an icon on the page that would enable users to access FYI Today archives
- Moller – College Council meeting on Friday, October 5, 2007, at Noon
- Truesdell – Staff Drive Kickoff on Friday

**UPCOMING MEETING DATES in 2007:**

10/9, 10/16 (expanded), 10/23, 10/30, 11/6, ~~11/13~~, 11/20 (expanded), 11/27, 12/4, 12/11, 12/18 (expanded), 1/8, 1/15 (expanded), 1/22, 1/29, 2/5, 2/12, 2/19 (expanded), 2/26, 3/4, 3/11, 3/18 (expanded), 3/25, 4/1, 4/8, 4/15 (expanded), 4/22, 4/29, 5/6, 5/13, 5/20 (expanded), 5/27...

**FIND PRESIDENTS COUNCIL NOTES at F:\1MINUTES\Presidents Council\2007-08**

**NUMBER OF HANDOUTS TO BRING:** Presidents Council – 20 copies; Expanded Presidents Council – 35 copies

**PRESIDENTS COUNCIL MEMBERS:** Joanne Truesdell, Baldwin van der Bijl, Courtney Wilton, Shelly Parini, Jan Godfrey, Dennis Chapman, Anne Donelson (Director of Public Affairs), Steffen Moller (Current Chair of College Council), Kathleen Smith (Recorder), Mike Caudle (Clsfd Pres), Kate Gray (FTF Pres), Bill Leach (Exempt Pres), Rosemary Teetor (PTF Pres), Tim Lussier (ASG Pres)

**EXPANDED COUNCIL MEMBERS:** PC Members plus Joe Austin, Bill Briare, Diane Drebin, Scott Giltz, Karen Martini, Maureen Mitchell, Chris Robuck, Theresa Tuffli and Bill Zuelke



## Datatel Human Resources and Payroll Modules Software Reimplementation

### Project Timeline

March 2006                      Datatel completed functional audit  
June 22, 2007                Request for Qualifications (RFQ) sent to qualified software vendors  
July 31, 2007                 Selected Rose & Tuck, Inc.  
    Founded in 1998  
    Offices in California and Massachusetts  
    Project Team – Darren Rose and Linda Kuestner  
    70 clients – colleges who use software from Datatel

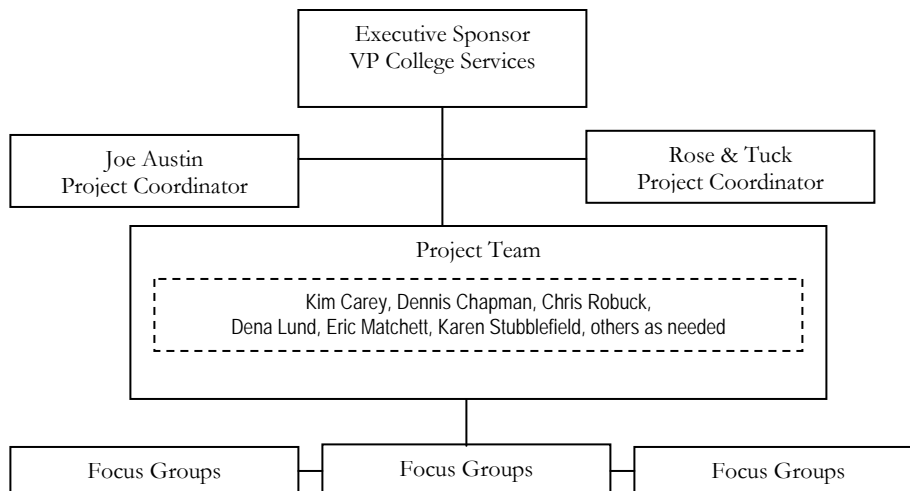
November 14-16, 2007      Focus Groups – Information Gathering

Phase I – Rose and Tuck are tasked with developing a detailed project plan, estimated at 15-20 days of effort

Phase I deliverables:

- Detailed project plan
- Fit/Gap Analysis
- Estimating resources
- Estimating a timeline
- Identifying a project organizational structure
- Identifying project status reporting structure

### Phase I Project Structure



DRAFT - Work in Progress

## Datatel HR/PY Information Gathering "Focus Groups"

Name		Position Title	Focus Group
Joe	Austin	Dean of ITS	project manager / project management team
Kim	Carey	Director of Administrative Computer	IT staff
Eric	Matchett	Software Applications Specialist	IT staff
Chris	Robuck	Dean of Business Services	project management team
Carolyn	Arita	Internal Auditor/Software Analyst	Business Office staff
Sandy	Sargent	Payroll Accountant	Business Office staff
Ligaya	Humbert	Director of Financial Services	Business Office staff
Dennis	Chapman	Dean of Human Resources	project management team
Karen	Stubblefield	Director of Human Resources	HR staff
Sara	Simmons	Compensation/Benefits Specialist	HR staff
Courtney	Wilton	Vice President of College Services	executive sponsor
Kelly	Steigleder	Division Secretary, Business, Math & Science	focus group - division secretary
Rochelle	Feltz	Division Secretary, Enrollment Services	focus group - division secretary
Tami	Strawn	Division Secretary, Extended Learning Services	focus group - division secretary
Shelly	Tracy	Division Secretary, Harmony/Wilsonville	focus group - division secretary
Myrna	Reed	Division Secretary, Health Sciences	focus group - division secretary
Beth	Hodgkinson	Division Secretary, Humanities	focus group - division secretary
Dena	Gillenwater	Division Secretary, Student Services	focus group - division secretary
Michelle	Meyer	Division Secretary, Technical Career Education	focus group - division secretary
Debbie	Mullins	Division Secretary, Campus Services	focus group - division secretary
		to be named	focus group - department secretary
		to be named	focus group - campus services supervisors
		to be named	focus group - department chairs
Joanne	Truesdell	President	focus group - executive team
		Dean of College Advancement/Foundation	
Shelly	Parini	Director	focus group - executive team
Baldwin	van der Bijl	Vice President of Instruction	focus group - executive team
Bill	Briare	Dean, Humanities	focus group - deans
Bill	Leach	Dean of Campus Services	focus group - deans
Bill	Zuelke	Dean, Student Services	focus group - deans
Cyndi	Andrews	Dean, Extended Learning Services	focus group - deans
Diane	Drebin	Dean, Enrollment Services	focus group - deans
Maureen	Mitchell	Dean, Health Sciences	focus group - deans
Scott	Giltz	Dean, Technical Career Education	focus group - deans
Steffen	Moller	Dean, Business, Math & Science	focus group - deans
Theresa	Tuffli	Dean, Harmony/Wilsonville	focus group - deans

## 2007 Fall Ad campaign

Source	Run dates	Cost
The Oregonian	8/23, 8/30, 9/7	\$488.00
Community Newspapers <input type="checkbox"/> Clackamas Review <input type="checkbox"/> Oregon City News <input type="checkbox"/> Estacada News <input type="checkbox"/> West Linn Tidings	8/22, 8/29, 9/5	\$1,086.84
Eagle Newspapers (twice per week) <input type="checkbox"/> Canby Herald <input type="checkbox"/> Molalla Pioneer <input type="checkbox"/> Wilsonville Spokesman	8/22, 8/25, 8/29, 9/1, 9/5	\$657.50
Theatre Slide Group: <input type="checkbox"/> Oak Grove 8	9/1—12/01	\$656.00
Bus Advertising: <input type="checkbox"/> 8 tail lights <input type="checkbox"/> 15 Michelangelo	8/20-10/15	\$7,060
Banners <input type="checkbox"/> 6 @ 2 entrances	9/21	\$3,330.00
Direct Mail <input type="checkbox"/> Schedule	8/27	n/a
Displays for Student Outreach	summer	
Website <input type="checkbox"/> Constantly changing success stories <input type="checkbox"/> Schedule, catalog posted <input type="checkbox"/> New "Getting Started" button <input type="checkbox"/> New student experience promotion <input type="checkbox"/> Story on expanded hours for registration, advising, bookstore		n/a
Promotional Giveaways	CC Fair; events	\$1,300.00
		<b>\$14,578.34</b>