

EXPANDED PRESIDENTS COUNCIL – October 16, 2007
CC 126 in Bill Brod Community Center • 8:30 – 10am

TOPIC / CATEGORY	KEY POINTS / NEXT STEPS (Action)
VP of Instruction – Announcement, Process and Timeline for Hiring	<ul style="list-style-type: none"> • See attached brainstorming results
College Advancement Update	<ul style="list-style-type: none"> • Parini – ongoing assessment of this division over the past year regarding how they can best support the institution without asking for more resources – while Parini has enjoyed working with the Foundation staff and Board, she has gradually been moving into more institutional activities in terms of her ongoing work plan • Martini has a wealth of experience in fundraising and non-profit board management - and has been serving as the Managing Director of the Foundation Board for the past year – she has worked closely with the Foundation Board to keep them on track with their major campaign efforts and goals; therefore, Martini will be assuming the Executive Director of the Foundation role, and Parini will continue as Dean of College Advancement only – Parini's ongoing efforts will address (among others): <ul style="list-style-type: none"> ➤ Enrollment strategies/marketing ➤ New resources beyond fundraising and grants ➤ Saving current resources • In other news regarding College Advancement, Donelson will be taking on an executive level role in grant writing – her focus will mainly be Nursing/Allied Health at this point in time (also Storm water Retention) – she will also continue to supervise the staff in Public Affairs and will be conducting grant writing workshops – Nancy Wells will provide support in tracking grant activity • The Grant Task Force will be reconvened to explore further efforts and make recommendations
Position Opening: Facility Reservations Specialist (DePretto retirement)	<ul style="list-style-type: none"> • Approval • Zuelke will ensure wide range of participation on the hiring committee for this important position (e.g. ITS, Custodial, etc.) – will open internally first
Academic Calendar	<ul style="list-style-type: none"> • 2nd Reading / 2nd Draft • Our schedule mirrors that of the Oregon University System for a number of reasons • Godfrey will follow up other area community college calendars for 08-09 • Approval – then on to 10/19 College Council for approval, then to BOE on 11/14 for final approval
President's Report	<ul style="list-style-type: none"> • Truesdell talked about a recent BOE Development/Training meeting at which Board members learned about functioning more effectively; having a communication plan; and having a good sense of their own work plan so they can make decisions with “one voice” • They will continue to work on their role with the college, the community, the budget and policy issues in an effort to be more effective in communicating with their various constituencies • BOE has ultimate responsibility for successful accreditation – as a result, BOE will be more involved in strategic priorities and goals (both short and long term) than in the past. • Another Board Development session will take place during winter term – the Board intends to meet once a quarter for these sessions

	<ul style="list-style-type: none"> We have a new Board members for Zone 6 – Jane Reid of Estacada
Communications Plan	<ul style="list-style-type: none"> Postponed until 11/20 EPC meeting
Relationship Between Executive Council and Presidents Council	<ul style="list-style-type: none"> Executive Council will return to its original membership which includes the president, VPs and the Dean of College Advancement (Godfrey has been asked to stay on due to her involvement with workforce and student services) Truesdell explained various topics discussed at EC meetings (i.e. Unified Visioning for Harmony, external relationships, administrative issues, etc.) – she added that individuals from across campus will periodically be invited to present information at EC meetings to update them on various efforts, programs and projects (e.g. sustainability, Human Resources, FTE, AAOT degrees, accreditation, etc.) Truesdell noted that EC must address concerns of the BOE and that some decision, ultimately, must be made by the president - EC can be instrumental in helping the president to make those decisions. EC currently questions some position openings only to determine if there are alternate ways to fill those openings other than hiring from outside – also, EC must be prepared to keep the BOE informed of all openings as they occur Name change – discussion regarding a name change for EC will take place at the 10/23 PC meeting
<i>Veterans Career and Benefits Fair</i>	<ul style="list-style-type: none"> Zuelke – reminder of this important event taking place on campus on November 3 at which 800-1000 veterans and their families are expected Refer any questions, concerns or interests regarding the event

UPCOMING MEETING DATES in 2007:

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 (Clisd 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

10.16.07 Presidents Council

VP of Instruction Brain Storming

Knowledge

- VP Student Learning
- VP Instructional Services
- How Libraries Work
- Instruction
- Student Development
- Diverse Experience
- Career Tech Ed / Relationships to other Academic & Workforce Connections/Departments
- Comprehensive Nature
- Of Technology & Distance Learning
- Ability to analyze data & budget
- Fluent knowledge of Oregon system/networks/strategic planning/institutional effectiveness

Skills

- Classroom Experience
- Worked in multiple areas
- Positive approach & experience in administering collective bargaining agreements
- Demonstrated people manager and leader
- Talking with community members (i.e.; City, County etc, Grants etc)
- Can go "Outside the Box"
- Capable of making difficult decisions & explain/transparent/understood
- Perseverance/Courage

Abilities/Character

- Critical Thinker, will do what is best for the Institution
- Live and Breathe Community College
- Commitment to Collaborative Environment
- Faculty/Dean Evaluation/Communication
- Professional Development/Communication
- Innovative, Look at things a few degrees from here
- Ethical – treats all human beings with integrity and the same
- Comfortable – no arrogance or power plays
- Ability to be abstract/concrete
- Complementary with the other Executive Team members
- Lives their Values and Beliefs
- Good problem solving/objective, egoless or not about them
- Earned Doctorate

PROCESS-

Recruitment Nov-Jan/Feb

- Diverse Background/Publications etc...
- Materials/Questions about what they need to respond to

Screen Applicants Jan/Feb

- Initial Reference Check?

Interview Jan/Feb/Mar

Forum Feb/Mar

Informal Meetings

- Deans
- Division Mtg/Greeting/Interactions with staff

References Feb/Mar/April

President/VP College Services

Visit with current employees/workplace?

President/VP College Services/Dean College Advancement/Board Chair, Vice Chair/ or others

- Touch back to interview committee, Post Mortem

Decision March/April

- Begin Soon

Committee(s)