

PRESIDENTS COUNCIL – March 4, 2008
CC 126 in Bill Brod Community Center • 8:30 – 10am

Present: Joanne Truesdell, Jan Godfrey, Anne Donelson, Baldwin van der Bijl, Diane Drebin, Dave Arter, Terry Mackey, Rosemary Teetor, Tara Davison, Nancy Wells, Chris Robuck, Bill Briare, Tom Wakeling, Bill Waters, Michael Vu, Courtney Wilton, Kate Gray, and recorder Sheri Schoenborn

TOPIC/CATEGORY	KEY POINTS/NEXT STEPS (ACTION)
Integrated Media Studies Program	<p><i>Bill Briare presented new program information on Integrated Media Studies. Shared insights on how this program was put together by several avenues of discussion with faculty that use media on campus (art, music, video, etc.) and then moved that discussion to ways to teach an integrated program that would be valuable to employers and/or students who want to transfer to higher education. Several factors were looked at and used:</i></p> <ul style="list-style-type: none"> • <i>Content: Words on the screen</i> • <i>Creativity: something that tells a story/news</i> • <i>Convergence: Media being brought together on campus</i> • <i>History: growth in media related classes on campus (video production, animation, music technology, graphic arts, journalism)</i> <p><i>Program developed by faculty(full and part time)and an advisory committee (including representatives from high schools, Oregon Film Office, and Media & Film Industry Leaders)</i></p> <p><i>Discussion on different career pathways or areas of study that the program can take, with questions being answered as needed.</i></p> <p><u>Presidents Council approved the Integrated Media Studies Program, to be forwarded to Board for approval.</u></p>
Decision Package Preliminary Information	<p><i>Baldwin van der Bijl led discussion on Decision Package process. Hand out was reviewed listing all decision packages submitted and individual rankings. Baldwin presented information on the ranking process:</i></p> <ul style="list-style-type: none"> • <i>Decision package created and ranked at Department level</i> • <i>Submitted to Dean for division ranking.</i> • <i>Computer Packages were forwarded to IRC committee for Ranking.</i> • <i>Next step – Deans will propose funding and prioritize, bring back to presidents council next week or following week.</i> • <i>Decision packages are funded in one of three ways: with Technology Fees,</i>

	<p><i>Replacement funds, or thru General Fund Decision Package dollars.</i></p> <ul style="list-style-type: none"> • <i>Both technology and non-tech decision packages funds allocated by priority and funds available.</i> <p><i>Joanne asked that handout information be broken into those 3 funding categories, with Courtney providing that information at next PC meeting.</i></p>
<p>Budget Committee Meeting/March Board Meeting</p>	<p><i>Joanne shared information related to the budget process. The Budget Committee will meet for the first time at the next Board meeting on 3/12/08 and begin working through the process over the next 2 Board meetings, finishing with Budget report at the May 14 Board meeting. Three items will be looked at and discussed at first meeting:</i></p> <ul style="list-style-type: none"> • <i>Updated financial forecast with year-to-date information</i> • <i>An overview of draft proposal outlining budget changes</i> • <i>Tuition increase proposal</i>
<p>Around the Table Updates</p>	<p><i>Kate Gray – FT Faculty</i></p> <ul style="list-style-type: none"> • <i>Encouraging Faculty representation on Task Force and Committees around campus – this is a great way to get involved.</i> <p><i>Rosemary Teetor – PT Faculty</i></p> <ul style="list-style-type: none"> • <i>Will be available to P/T Faculty to discuss Contract on 3/11 between 11 & 5pm in Forum “C”</i> • <i>Three delegates will be sent to PAE Conference</i> • <i>Two delegates will be going to annual OERA (annual governance meeting for OEA)</i> <p><i>Michael Vu – ASG</i></p> <ul style="list-style-type: none"> • <i>Oregon Community College Students Association (OCCSA) meeting held on campus last Saturday</i> • <i>Child Care and textbook grant information was shared. From 1979 thru 2008 applications for funds averaged 21 per term. Looking at additional ways to advertise and encourage students to apply for these funds.</i> • <i>High School Skills Contest held last week and went very well. Concession stands in Randall were open for this event.</i> <p><i>Anne Donelson</i></p> <ul style="list-style-type: none"> • <i>Question asked about Chemeketa offering free tuition to high school graduates with certain GPA requirements. Diane Drebin will forward information to Anne in regards to this.</i> <p><i>Diane Drebin</i></p> <ul style="list-style-type: none"> • <i>SEM update. Third and final visit will be on Friday at College Council. Report will include observations and recommendations. A lot of interest being voiced about being involved on SEM Task Force. Contact Bill Zuelke for more information on task force.</i>

<p>President's Report</p>	<p><i>Joanne asked if there were areas of concern that needed to be addressed. Several items were brought up.</i></p> <ul style="list-style-type: none"> • <i>Kate Gray asked if updates on Student of Concern (SOC) could be addressed campus wide. Many questions have been asked about where it happened, how it happened, is there safety or security concerns, or have they been addressed, etc...</i> • <i>Jan Godfrey recommended that these could be addressed through the Campus Security Committee, with Bill Leach.</i> • <i>Anne Donelson will put process information on this issue in FYI.</i> • <i>Michael Vu from ASG suggested a "newsletter" be put together as well as having open forums for students where questions could be asked. He also thought that the "portals" will definitely improve the way information is shared across campus with the student population.</i> <p><i>Clatsop Community College Capital Funds have been allocated, thanks to all the lobbying, postcards, letters and general support that was provided.</i></p> <p><i>There will probably be information coming out at the state level on discussion for tuition waivers for families of deceased active duty soldiers. Seems to be a high interest discussion item. This may result in a bill next year that will provide comprehensive training/education for veterans' families.</i></p>
<p>Next Meeting</p>	<p>March 11 – 8:30-10 in CC126</p>
<p>UPCOMING MEETING DATES in 2007-08: 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, 6/3.....</p>	
<p>FIND PRESIDENTS COUNCIL NOTES at F:\1MINUTES\Presidents Council\2007-08</p>	
<p>NUMBER OF HANDOUTS TO BRING: Presidents Council – 20 copies; Expanded Presidents Council – 35 copies</p>	
<p>PRESIDENTS COUNCIL MEMBERS: Joanne Truesdell, Baldwin van der Bijl, Courtney Wilton, Shelly Parini, Jan Godfrey, Anne Donelson (Director of Public Affairs), Steffen Moller (Current Chair of College Council), Sheri Schoenborn, (Recorder), Colline Brown (Clsfd Pres), Kate Gray (FTF Pres), Bill Leach (Exempt Pres), Rosemary Teetor (PTF Pres), Tim Lussier (ASG Pres), BJ Rinearson (Director of Human Resources) 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</p>	

Presidents' Council Recommendations

A. Budget Changes for 2008-09

College administrators have been working closely with their staff over the last couple of months to balance next year's budget. College operating revenues are expected to flatten over the next few years as last year's large (5%) enrollment drop is phased in, and also to changes in the community college distribution formula. Next biennium's state funding is also of concern due to a softening national economy. The combination of flat revenues and increased costs has created a projected seven million dollar shortfall in fiscal 10/11. By being proactive and making budget adjustments now, we can greatly reduce the shortfall's size and better manage its impact to the college. To that end, this year's budget process has focused on increasing revenue, shifting costs to other funding sources and reducing expenses.

Deans have worked with each of their departments, chairs, directors and managers to find savings, efficiencies and revenue enhancements. Courtney Wilton and Baldwin van der Bijl have been meeting bi-weekly with association presidents to ensure ongoing communication. Ideas have been proposed, vetted at multiple levels and recommendations were made. How can we do our work differently? Can we rearrange work and work groups? Can the number of sections taught be reduced without greatly reducing FTE? In the past we did not make across-the-board reductions, nor do we plan to at this time.

The Presidents' Council endorsed keeping the budget focused on students and supporting the college's comprehensive mission. It is important that we build on our strengths and continue to grow. With decision packages we will make investments in new programs and areas as appropriate while at the same time making reductions in other areas. We will be guided by our college values and institutional strategic priorities.

Below is a recap of recommended budget actions:

A. Increased Revenue - \$755,000 / year:

1. Tuition

In March, the college board of education is expected to take action on a recommended \$5 tuition increase - from \$57 to \$62 per credit hour. Even with the increase the college's rate will remain one of the lowest in the state, and the least cost option in the metro area. No increase is recommended for the \$5 general student fee. Each \$1 increase in tuition raises approximately \$135,000. If the Board approves the recommended increase, an additional **\$675,000** of revenue is expected.

2. Other Revenue

Another **\$80,000** per year can be generated from nursing contract reimbursements, a new space rental charge and a restructuring of high school alternative education contracts.

B. Shifts to Other Funding Sources - \$600,000 / year:

1. Storm-water Mitigation Costs

The college has been contributing **\$500,000** per year for storm-water mitigation. The capital contribution has been discontinued with this budget saving the college's operating budget \$1,000,000 over the next two years. The costs of this capital project will likely be shifted to a future bond request.

2. Other Cost Shifts

Another **\$100,000** per year can be saved by shifting certain existing general fund costs to grants, contracts for services or other revenues.

C. Savings and Efficiencies - \$700,000 / year:

Expenses will be reduced in a number of ways. Measures include eliminating two exempt positions, reducing various class sections where it appears related enrollment can be shifted, holding certain full time faculty positions open, reducing classified positions, cutting part time classified costs, reducing materials and services, and eliminating the subsidy to the college's food service contractor. In addition, the college will open its Harmony building next year with no new non-instructional staff, but rather rely on the transfer of existing personnel - saving additional amounts over what would be required if new staffing were added.

A detail of the savings is as follows:

Full time faculty: Leave positions open in Business, English, Engineering, Human Services, and Social Science.

Full time classified: Eliminate or leave open two vacant custodial positions and evaluate other efficiencies.

Exempt: Eliminate two positions - one of which will be transferred to Harmony next year on a temporary basis to assist with day-to-day operations. The purchasing manager position will not be refilled and related work will be transferred to the business office.

Part time faculty: \$242,000

Part time classified: \$55,000

Materials & Services: \$45,500

Building Construction program suspended

B. Organizational Changes for 2008-09

In addition to budget adjustments, several reorganizations are tentatively planned. These reorganizations have less to do with money and more to do with locating the program in the division where we believe it will be most successful.

Department/program	From Division	To Division
Criminal Justice	Extended Learning	Health Science
Education & Early Childhood	Extended Learning	Arts, Humanities and Social Science
WIA	Student Services	Career Technical
Human Services	Extended Learning	Student Services
Advanced College Credit	Career Technical	Extended Learning
High School connections	Student Services	Extended Learning
Purchasing (location change only)	Business Services	Business Services
Duplication / Warehouse /	Business	Campus Services

Motor Pool	Services	
Library	Extended Learning	Business, Math & Sciences
YMCA childcare / Headstart	Extended Learning	Student Services

Next Steps

On March 4th, college deans will review and prioritize decision packages. These, in turn, will be reviewed by Presidents' Council the following week. College Council will be updated on March 21 and April 18. The college's budget committee (comprised of the Board and an equal number of citizen appointees) will meet three times starting March 12th - culminating in approval of the proposed budget sometime in May. Throughout this process there will be a number of opportunities for employees and students to give feedback on budget proposals via open forums of the president's fireside chats. Regardless of the budget cycle, our efforts to find efficiencies and make strategic investments will continue on an ongoing basis.

Thanks

There is no doubt about it - the current budget scene is stressful. We have felt it while preparing these proposals, and we know you feel it too. While change and financial constraints are a reality of our current work environment, we want to do everything we can to not let these challenges drive us apart. Our success depends on the extraordinary efforts of so many and your continued input and involvement is crucial. Thanks for all that you do and for your help during this process.

Baldwin van der Bijl

Courtney Wilton