

**PRESIDENTS COUNCIL – April 8, 2008**  
**Bill Brod Community Center / CC 126**  
**8:30 – 10:00 a.m.**

*Present: Baldwin van der Bijl, Rosemary Teetor, Bill Leach, BJ Rinearson, Shelly Parini, Tim Lussier, Kate Gray, Terry Mackey, Courtney Wilton, Maureen Mitchell, Nancy Wells, Bill Waters, Anne Donelson, Karen Martini, Dave Arter, Jan Godfrey, Steffen Moller, and (recorder) Debbie Jenkins*

| <b>TOPIC / CATEGORY</b>  | <b>KEY POINTS / NEXT STEPS (ACTION)</b>  |
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| Institutional Strategic Planning 08-09<br>Presenter: Shelly Parini | <p><b>Handout #1: CCC Spring Planning Schedule 2008</b><br/> <b>Handout #2: 2008-09 Institutional Strategic Planning Template</b><br/> <b>Handout #3: 07-08 Dept planning wrap-up</b></p> <p>Discussed planning process and tools for 08/09 <i>Institutional Strategic Priorities</i>. <b>[Handouts #1 &amp; 2]</b>.</p> <ul style="list-style-type: none"> <li>■ The Presidents Council approved the new strategic planning template and planning approach for 08/09. A revised CCC Spring Planning Schedule was distributed <b>[Handout #1]</b>.</li> <li>■ At next weeks Expanded Presidents Council there will be a more in-depth discussion on recommendations for 2008/2009. It was noted that at the Joint Deans' meeting last week (4/1/08) some housekeeping had begun and a few recommendations had been made. Those recommendations were distributed and can be viewed in handout #2.</li> <li>■ It was noted that the planning and budgeting processes were in much better alignment than in 07/08 where budgeting drove planning. The goal through our three strategic priority exercises is to have planning start driving the budgeting and decision-making process.</li> <li>■ Courtney inquired about timelines involving values and goals. Shelly responded that these are 10 years old and originated with the Visions to Reality document.</li> <li>■ On the subject of planning, Bill Waters ask for clarity around the 07/08 wrap up process. Kate Gray noted that she and Diane Drebin have distributed templates <b>[Handout #3]</b> to collect data that will help departments define and measure their outcomes for 07/08.               <ul style="list-style-type: none"> <li>○ Parini invited everyone to the Spring Planning Open House scheduled for Monday, June 2, 2008 from 11-3:00 p.m. in the Gregory Forum. See handout #1 for open house highlights.</li> <li>○ Parini also noted that a College Advancement division page (linked to the FYI) would be coming on line soon. The new web site will provide a link to all of the planning information that is in process. This site was developed in response to the requests from the campus community to have easy access to all planning information.</li> </ul> </li> </ul> <p><b><u>NEXT STEPS:</u></b></p> <ul style="list-style-type: none"> <li>■ <b>Send PC members 08/09 Institutional Strategic Planning Template</b></li> <li>■ <b>PC members asked to bring their recommendations, concerns, and fresh ideas to next weeks Expanded Presidents Council.</b></li> <li>■ <b>Request 30 minutes at Expanded Presidents Council for a more in-depth discussion.</b></li> </ul> |

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| <p>VP Instructional Services Update<br/>Presenter: Jan Godfrey</p>   | <p>We are on track with the hiring process for VP of Instructional Services. The timeline remains the same.</p> <ul style="list-style-type: none"> <li>■ The position announcement has closed.</li> <li>■ HR is in the process of locking in interview times.</li> <li>■ Interview questions are being determined.</li> <li>■ Four individuals will be interviewed.</li> <li>■ April 21, 2008 <ul style="list-style-type: none"> <li>○ All Staff Open Forum / McLoughlin Theatre from 12:00-3:00 p.m.</li> <li>○ Deans: CC 126 from 3-6:00 p.m.</li> </ul> </li> <li>■ Baldwin asked that there be more lead-time as to when the Open Forum will take place.</li> </ul> <p>Jan is proud of this team and the work they are doing. She is looking forward to the May 14 Board meeting when, hopefully, we will be making a recommendation to hire for this position.</p>  |
| <p>Foundation Agreement Update<br/>Presenter: Karen Martini</p>      | <p><b>Handout #4: Summary entitled Operating Agreement Between CCC and CCC Foundation</b></p> <p>Martini reported that the need for a new operating agreement between the college and the foundation was a result of an embedded accreditation concern found in recommendation #3. The concern stated, “the Committee was unable to find a written agreement between the Foundation and the Board that describes the relationship and financial exchange between the Foundation and the Board.” More details were needed.</p> <p>Agreement timeline:</p> <ul style="list-style-type: none"> <li>○ Reviewed and recommended to move forward by the Foundation Executive Committee on March 17, 2008;</li> <li>○ Board of Education First Reading, April 9, 2008;</li> <li>○ Foundation Board Final Review, April 17, 2008;</li> <li>○ Board of Education Second Reading, May 14, 2008.</li> <li>○ If approved, the agreement will extend through June 30, 2009 and be reviewed and restated at least every three years thereafter.</li> </ul> <p>The agreement will describe the relationship and financial exchange between the Foundation and the Board and the services provided by the College to the Foundation.</p> |
| <p>Job Opening Information Update<br/>Presenter: Courtney Wilton</p> | <p>Courtney made the request to open the classified position of Executive Assistant to the Vice President of College Services. Vacancy due to Debbie Jenkins being hired for the position of Executive Assistant to the President.</p> <ul style="list-style-type: none"> <li>■ <b><u>Presidents Council approved this position to be moved forward.</u></b></li> <li>■ Colleen Brown asked for verification that this would be opened as a Classified position. <ul style="list-style-type: none"> <li>○ Courtney responded “Yes”. He expanded on his answer to explain that CCC was following legal rules/regulations by making this position <i>confidential</i> (for a limited time) due to a change in job duties related to the bargaining process.</li> </ul> </li> </ul> <p><b><i>NEXT STEPS: Courtney will update the job description and job announcement.</i></b></p>   |
| <p>Around the Table Updates</p>                                      | <p><b>Kate Gray - FT Faculty</b></p> <ul style="list-style-type: none"> <li>• Election time / Irma called from Italy and she misses us.</li> </ul>   |

- Kate asked if there were any updates on the movement of Education and Human Services.
    - Baldwin replied “No”
  - Kate shared that she is very anxious about the fact that there will be no new staffing / faculty hired to support the Nursing Department next year.
- Tim Lussier – ASG President**
- Creating binders to send to CSSA / getting certified / showing what we do in ASG
  - Gearing up for elections process
- Colline Brown – Classified President**
- Gearing up for election time / getting the word out
- Rosemary Teetor – PT Faculty President**
- Announced it is time to solicit grant applications / spring professional development
  - Contract maintenance meetings are taking place
  - Thursday, April 3: 85 people were on campus for region 1 mini representative assembly (membership business meetings) of OEA.
    - Student ambassadors participated as pages.
    - Rosemary commended Campus Services on a very smooth running process.
    - This event offers a great opportunity to get the word out about CCC.
    - Rosemary shared that we are missing out, on a great opportunity for advertisement of our various programs here at CCC. She strongly encouraged everyone to participate in the future with program descriptions, displays and/or handouts.
- Bill Leach – Dean of College Services**
- Bill announced that College Council has approved designated smoking areas.
- Smoking will take place only in designated areas
    - Fines: First offense will result in a warning, second offense \$15 fine, third offense \$30 fine. There will be an appeals process.
    - Colleen had concerns about how fines impact our students. It was pointed out that it will work just like other fine systems currently in place, such as a parking tickets and library books etc.
    - Tim Lussier felt that as long as the rules and regulations are made clear and the information is disseminated in a thorough manner, fines should not be a concern.
    - Bill Leach emphasized that there will be a full implementation of this process and designated smoking areas by Fall 2008. This will leave a 4-5 month opportunity for education of the college community and the rules/regulations will be enforceable by staff.
    - Anne Donelson asked if the smoking areas would be maintained. Bill assured her that they would be and that they would be under the care of existing Grounds maintenance staff. No plan is in place yet but it will be shortly.
  - Bill announced that Exempt staff is gearing up for elections soon. Any interested parties,

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|  | <p>please contact Bill at ext. 2624</p> <p><b><u>NEXT STEPS:</u></b><br/> <b>Bill plans to: (1) Rewrite the administrative regulation and present to Presidents Council soon. (2) Prior to presentation to College Council (hopefully within 2 weeks), we will have smoking locations designated. (3) Set-up designated smoking areas maintenance plan.</b></p>  |
| <p>Presidents Report</p> <ul style="list-style-type: none"> <li>• Weapons Policy Info</li> <li>• Policy Update Info</li> </ul> <p>Presenter: Baldwin van der Bijl</p>  | <p>Last month the Board reviewed General Education Outcomes for AAOT and ASOT Transfer Degrees:</p> <ul style="list-style-type: none"> <li>■ Board policy 303 concerns Transfer Education and currently does not address general education student learning outcomes required by NWCCU.</li> <li>■ Discussion and suggestions were given for rewording of Policy 303. It was agreed that the wording is to include the fact that student-learning outcomes will be identified, published and systematically assessed. All present agreed to have Baldwin wordsmith the policy and take to the Board meeting tomorrow night (April 9, 2008).</li> </ul> <p>Weapons policy:</p> <ul style="list-style-type: none"> <li>■ We are in the process of conducting in-depth research and proceeding cautiously. Plans are to adhere to the law and conduct a very thorough inclusive process throughout this study. It is planned to have open forums and very broad discussion groups.</li> <li>■ Research is not expected to be complete prior to summer term 2008.</li> <li>■ Colleen Brown stated she would like to be informed as to other colleges' policies on this topic. She noted that a sign was knocked down (that referenced no guns on campus). It was stated that Debbie Mullins in Campus Services should be notified of the missing signage.</li> <li>■ Tim Lussier stated that he was happy that we are researching this for further clarification and looks forward to discussions on legal interpretations.</li> </ul> |
| Miscellaneous Announcements  | <p>Karen Martini: In <i>FYI Today</i> (April 7<sup>th</sup> &amp; 8<sup>th</sup>), there is an announcement/invitation to attend the USO Foundation event, happening this weekend. She encouraged all to take advantage of the discounted (\$50) tickets.</p> <p>Tim L.: ASG "Buzz the President" event for Doernbechers is coming up in mid-May. FT Faculty and ASG will be sending invitations to others to join the head-shaving contest. Over \$1,000 was earned last year. We are waiting to hear from Kurt Schrader whether legislative candidate debates will be held here on campus.</p>   |
| NEXT MEETING   | Expanded Presidents Council: April 15, 2008 at 8:30–10:00 a.m. in CC 127   |
| <b>UPCOMING MEETING DATES in 2008:</b><br>4/15 (Expanded), 4/22, 4/29, 5/6, 5/13, 5/20 (expanded), 5/27, 6/3, 6/10, 6/17 (expanded), 6/24  |  |
| <b>FIND PRESIDENTS COUNCIL NOTES</b> at F:\1MINUTES\Presidents Council\2007-08   |  |
| <p><b>PRESIDENTS COUNCIL MEMBERS:</b> 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), Debbie Jenkins, (Recorder), Colline Brown (Clafd Pres), Kate Gray (FTF Pres), Bill Leach (Exempt Pres), Rosemary Teetor (PTF Pres), Tim Lussier (ASG Pres), BJ Rinearson (Director of Human Resources)</p> <p><b>EXPANDED COUNCIL MEMBERS:</b> PC Members plus Joe Austin, Bill Briare, Diane Drebin, Scott Giltz, Karen Martini, Maureen Mitchell, Chris Robuck, Theresa Tuffli and Bill Zuelke</p> |  |