

PRESIDENTS COUNCIL – May 6, 2008
CC 126 in Bill Brod Community Center • 8:30 – 10am

Present: **Presidents Council Members:** Joanne Truesdell, College Pres; Kate Gray, FT Faculty Pres; Colleen Brown, FT Classified Pres; Rosemary Teetor, PT Faculty Pres; Bill Leach, Exempt Pres; Tim Lussier, ASG Pres; Steffen Moller, College Council Chair; Baldwin van der Bijl, VP Instructional Services; Courtney Wilton, VP College Services; Jan Godfrey, Extended Learning; Anne Donelson, Public Affairs; (Recorder) Debbie Jenkins. **Incoming Presidents Council Members:** Bill Waters, President Elect FT Faculty. **Employees in attendance:** Chris Robuck, Maureen Mitchell, Terry Mackey, Scott Giltz, and Dave Arter, Past President FT Faculty.

TOPIC/CATEGORY	KEY POINTS/NEXT STEPS (ACTION)
<p>Designated Smoking Changes & Appropriate Administrative Regulation</p>	<p>On behalf of the CUDC, Bill Leach submitted a request for changes to AR 409-001 [handout 1]. This is a first reading for Presidents Council. College Council has approved the designation of smoking spaces. Section "A" reflects new language in line items 4 and 5. Line 4 refers to smoking products and line 5 addresses non-smoking tobacco products.</p> <p>The goals for this policy:</p> <ul style="list-style-type: none"> ■ print detailed information in the Fall schedule ■ establish an effective policy date September 24, 2008 ■ complete a detailed information campaign that will alert and inform all students and staff no later than the middle of fall term ■ issue and enforcement of warnings and fines to be discussed further at College Council on May 16th ■ PC staff is charged with the responsibility of discussing the details of potential warnings and fines (for smoking in locations other than designated smoking areas) with their co-workers. <p>Findings are to be shared at the next EPC on May 20. This is intended to be the final review.</p> <p>It was determined that all staff and students at CCC need to take an active roll in informing and enforcing any adopted smoking regulations. This responsibility does not rest solely with Public Safety. This means, all students and staff are expected to direct smokers to designated smoking areas (if discovered smoking in an undesignated area).</p> <p>Tim Lussier and Jan Godfrey: we need to concurrently promote prevention</p> <p>ACTION: Administrative Regulation 409-001 was approved to move forward to College Council on May 16th.</p> <p>NEXT STEPS: PC members and Bill Leach will present feedback and further plans for</p>

	<p>implementation of Designated Smoking Changes (designated smoking areas, warnings and fines) at Expanded Presidents Council on the 20th as a final review.</p>
Facility Setup Change Orders	<p>Bill Leach shared general operations information. Two position were cut from custodial staffing that prompted reorganization and the need to plan-ahead. Custodial work schedules are set through facility scheduling a week in advance. A late fee will be assessed for any set-up change order received with less than a 7 calendar days warning. This is being implemented due to the need to bring in extra staff to make last minute changes, and to make people more aware of the impact on facility planning. Notice of this pending late charge and deadlines for set-up changes will be noted on the form submitted to facilities planning for room set-up.</p> <p>NEXT STEPS: <u>Implementation of this operation change is yet to be announced</u> and Rosemary Teetor suggested that In-Service would be a great time to get the word out. Bill will keep us posted on updates and future plans on implementation.</p>
YTD Enrollment Update, SP 08 Projection	<p>Baldwin van der Bijl [handout 2]: There was a 4.41% increase in our Winter term headcount and 1.82% decrease to reimbursable FTE. Looking ahead to Spring term 2008, fourth week enrollment indicates increases of 4.06% in unduplicated headcount and the reimbursable FTE is slightly up by 0.34%. Year to date, we have reached 91% of our end of year reimbursable FTE target and we are hoping for an additional 627 FTE between now and the end of spring term.</p> <p>Recruitment and Retention: We have 581 new credit students for Winter 2008. The majority of our new transfer students were previously enrolled at PCC, Mt. Hood and Chemeketa. Our outreach staff made phone calls to 2,181 students. Student Services made calls to 1,239 new students.</p> <p>Estimates for year-to-date (end of winter term) comparisons: Chemeketa is up 4.9%, Lane is down 3.5%, Linn-Benton is down 1%, and PCC is up 2.5%.</p> <p>Courtney Wilton: Year-to-date enrollment measurements are up 45 FTE as of today. Statewide enrollment was flat last year and a little up this year.</p> <p>NEXT STEPS: It is our goal to raise enrollment by 1 or 2% by the end of spring term.</p>
Human Resources Staffing	<p>Courtney Wilton described structural changes in HR to address institutional needs. The structure includes one exempt manager instead of two. The agreement a PC was to move toward one manager.</p> <p>We will continue looking at PC member questions over the next few days. Questions go to Courtney Wilton at ext. 2222.</p> <p>NEXT STEPS: Courtney will move ahead on the restructuring process.</p>

VP of Instruction Update	<p>Jan Godfrey: As reported in the FYI on May 1st, the committee announced their determination to reopen the position of VP of Instruction. This position will be advertised in the Chronicle of Higher Education on May 16th and will remain open until sufficient applications are received. The committee is not going to rush this process and is committed to obtain the best candidates possible. Hopefully, the screening process will begin again soon. Jan thanked Tim Lussier for his input and support throughout this process.</p>
In-Service Update	<p>Joanne Truesdell [handout3]: Our goal is to provide interaction and learning opportunities at the institutional, divisional, departmental and individual levels. The committee's desires is to make this event a success by designing each training to be meaningful to those it is prepared for. To accomplish this we need broad participation from faculty, classified and exempt throughout the planning process.</p> <p>Discussion items:</p> <ul style="list-style-type: none"> ■ last year's survey and budget (\$20,000 and our goal is to spend less on food) ■ utilization of staff and resources in regard to Instruction, service and wellness volunteers ■ task force members are BJ Rinearson, Anne Donelson, Janet Paulson, Janis Rosenlof, Theresa Tuffli and Mike Caudle ■ educational opportunities involving institutional operating principles, development, initiatives, and individual importance of jobs ■ use of PC as a sounding board for the In-Service committee <p>NEXT STEPS: Contact BJ Rinearson at ext. 2767 if you would like to participate in this planning process. A request for volunteers will be sent out between now and May 13.</p>
Job Opening – Classified FT in Automotive	<p>This position has been vacant (filled by temporary part time staff) since the middle of last summer. This position generates revenue and partially funds itself (25%). The position and the job description have been reviewed and rewritten to fill the needs of the department.</p> <p>Presidents Council approved this position to be moved forward.</p>
Around the Table Updates	<p>Kate Gray/FT Faculty Elections are underway for FT faculty. She shared her appreciation for everyone's hard work involving the accreditation report.</p> <p>Rosemary Teetor/PT Faculty Elections are coming up. Professional Development applications close May 15th. The Health Care reimbursement committee will be submitting a report next week.</p> <p>Colline Brown/Classified Elections are coming up.</p> <p>April 18th OEA/RA Meeting: Certificate of Accomplishment was awarded to Clackamas CC ACE for</p>

	<p>promoting compliance with the OEA By Law 3-2-B. “An organization that does not reflect and model inclusion cannot grow and prosper.” This certificate verifies that our local exceeded minority representation at the OEA RA.</p> <p>OEA/NEA [handout 4]: Any interested member is encouraged to apply to be a part of the Oregon C.A.R.E. Cadre four-day training session. This training offers suggestions on how to create a learning environment in which diverse students can learn and how to offer quality instruction to students who need the most help. This training addresses the causes of disparity in student achievement and explores ways to improve academic success.</p> <p>Bill Leach/Campus Services Details of the upcoming emergency training exercise at Oregon City High School and CCC on May 9 was shared. Traffic will be diverted from the east end of Douglas Loop. CCC evacuation coordinators have been notified and will participate in a practice lock down that will be timed. At 8:00 a.m., we will mobilize (staging and emergency vehicles etc.). There will be no classroom lock downs. Evacuation coordinators will lock only one entry door per person, report that they have done so, and then immediately unlock the door. Bill distributed a copy of a flier he will be posting on campus [handout 5]. Anne Donelson shared details on further alerts planned around the active shooter drill.</p> <ul style="list-style-type: none"> ■ posting to the <i>FYI Today</i> page on Thursday and Friday ■ alert will scroll on the CCC website the day of the event ■ telephone broadcast message alerting all staff <p>Rosemary asked that there be a very clear emphasis on the fact that “This is a drill and only a drill.”</p> <p>Tim Lussier/ASG Tim gave thanks to Bill Zuelke for his help recently with personnel changes. Register to vote took place on April 29. Pizza with the President is 12-1:00 p.m. on Tuesday, May 6.</p>
<p>President’s Report</p>	<p>Joanne Truesdell Summer PC Meetings: Think about your summer schedules and when you will be available to meet. Also, be thinking about what we need to weigh in on. Accreditation Update: We earned two gold stars on Finance and Institutional Planning and Assessment. We have completed about two-thirds of the activities on General Education Outcomes, since measurements have yet to occur. Kathy Hughes will contact Joanne soon to let us know what her letter to the commission will look like and next steps information.</p> <p>NEXT STEPS: Let Debbie or Sheri know which Tuesdays you are available during the summer months.</p>

Next Meeting	Next meeting - May 13th at 8:30am in CC126
<p>UPCOMING MEETING DATES in 2007-08: 5/13, 5/20 (expanded), 5/27, 6/3, 6/10, 6/17 (expanded), 6/24</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>	