

**EXPANDED PRESIDENTS COUNCIL – May 20, 2008**  
**CC 127 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; BJ Rinearson, Human Resources; 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.  
**Expanded PC Members:** Diane Drebin, Joe Austin, Bill Briare, and Maureen Mitchell.  
**Incoming Presidents Council Members:** Bill Waters, President Elect FT Faculty, and Michael Vu, ASG President Elect 2008-09. **Employees in attendance:** Tara Sprehe, Stuart Long, Dean Walch, Shawn Swanner, Scott Branscum, Dave Arter, Past President FT Faculty.

TOPIC/CATEGORY	<i>KEY POINTS/NEXT STEPS (ACTION)</i>
Capital Maintenance 08-09	<p>Bill Leach distributed [handout #1] information addressing three focus areas for capital funds and how we have set priorities and noted contingency projects on the horizon.</p> <ul style="list-style-type: none"> <li>■ urgent repair needs to maintain operations, life/safety, compliance</li> <li>■ scheduled maintenance for critical repair needs</li> <li>■ projects necessary to enhance or maintain operations</li> </ul> <p>Discussion followed outlining plans for capital and deferred maintenance over the next 3 years. Line items identify scheduled maintenance and repairs.</p> <p>C. Wilton/B. Leach: This is a snap shot in time for real maintenance. Our reserves must last for another three years so we all need to be mindful of our spending. If anyone has a serious need not shown on the outline (contingency or emergency line items), please feel free to contact Bill Leach with requests or questions. The process and costs for storm water mitigation will be shifted to bond funding in the future.</p> <p>J. Godfrey thanked Bill Leach for all his efforts filling our many needs and commended his campus services team for jobs well done!</p>
Capital Planning for next 3 years	Due to time constraints, Joanne moved discussion of <i>Capital Planning for the next three years</i> to the next PC meeting on May 27, 2008.
Designated Smoking Areas	Bill Leach/Administrative Regulation 409-001: this is the second presentation to PC [handout #2]. There have been no further changes made since the last viewing at PC. Implementation of this AR is scheduled for fall term. Bill distributed a chart of designated smoking areas [handout #3]. Green

	<p>cabanas designate covered smoking area locations. CCC staff and students will be treated in the same manner when involving fines and warnings. The student handbook will be updated to reflect the new smoking regulations as soon as possible. Wilsonville campus has standards regulated by the UTA (Utility Training Alliance).</p> <p>Rosemary Teetor: We need clarification as to where students will be allowed to smoke at the Harmony campus.</p> <p>Bill Leach: Harmony campus regulations are pending. CUDC will work with PC in developing future smoking regulations. Our goal is to designate our building at Harmony as a smoke free zone. There will be a designated smoking area at OIT. We have not yet established that location.</p> <p>Joanne Truesdell: Discussion followed regarding administrative regulations and their relationship to Board policy. The Board does not take action on AR policy.</p> <p><b>ACTION: <u>AR 409-001 was approved by PC members with no objections.</u></b></p> <p><b>NEXT STEPS:</b> Joanne will report changes in AR 409-001 as an information item in her next monthly report to the Board. Bill Leach will explore smoking regulations at the next CUDC meeting and then report back to PC for further discussion.</p>
<p>Student Email Account Guidelines</p>	<p>Tara Sprehe / Guidelines [Handout #4]: This process has been through the IRC and College Council twice. We would like to follow this process for now and then revisit it in June 2009, at which time we would:</p> <ul style="list-style-type: none"> <li>■ make any needed changes</li> <li>■ make a final presentation to PC</li> <li>■ create/request approval of an official administrative regulation</li> </ul> <p>PC members were comfortable with the current process.</p>
<p>Student Portal Update</p>	<p>Joe Austin [handout #5] shared Web Portal goals and task force recommendations: Our task force has been hard at work on the email system and portal. Dean Walch gave a demonstration of the staff, faculty and student sites at "my Clackamas". Information and data shown will be modified in the future with feedback from staff. Contact Stuart with your thoughts and ideas.</p> <ul style="list-style-type: none"> <li>■ received task force and web committee approval (version #1)</li> <li>■ Staff site: new additions to the portal integrates data from Datatel plus data such as academic calendar, events, leave summaries (vacation, sick, personal etc), unread messages in your email box, weather, and news items.</li> <li>■ Faculty site: same information as the staff site plus headcount display for classes, current</li> </ul>

	<p>enrollment and FTE etc.</p> <ul style="list-style-type: none"> <li>■ Student site: tab browsing is a new feature (and draw to students) with links to resources such as CougarTrax, forms and documents, a FYI page, and integration of email services. Students cannot access the portal until they are registered students at CCC. Tim Lussier and Michael Vu voiced their approval of the new system and said they are very pleased with the portal's offerings. "my Clackamas" puts everything in one place.</li> <li>■ Anne Donelson: asked if announcements and current news items could be integrated automatically into the portal and Joe said that it could be done.</li> <li>■ Ongoing challenges to be faced: auto-feed of data, data updates/maintenance to keep the sites current, staffing, technology, and use of portal for student recruitment in the future.</li> </ul> <p>The web committee will be responsible for management of this system. The Portal reflects current systems and information but has an amazing potential for growth and development. Staff need to communicate needs and dreams as to what they want the portal to include, now and in the future.</p> <p>As we transition to Microsoft Outlook Exchange, we will need to abandon GroupWise (by June 30, 2009) as it is not compatible with the new system. Staff email will be converted to Outlook as they move into the new building at Harmony. Staff email addresses will stay the same; however, staff telephone extensions will change. New email guidelines will be put into place in the near future.</p> <p>All staff present gave thanks to the ITS staff and task force members for their visioning and hard work!</p> <p><b>NEXT STEPS</b> / Joe Austin: The building blocks are in place – we can do more – let us know of your dreams, desires and needs for future portal content. Contact Joe at ext. 2500 or Stuart Long at ext. 2562.</p>
<p>Around Table Updates</p>	<p>Kate Gray / FT Faculty:</p> <ul style="list-style-type: none"> <li>■ Elections have generated a lot of interest and participation.</li> <li>■ Voting ends on Friday, May 23, 2008.</li> </ul> <p>Rosemary Teetor / PT Faculty:</p> <ul style="list-style-type: none"> <li>■ Health Insurance Task Force update from Michael Cannerella, OEBC Board Member</li> <li>■ Elections are next week - call for nominations are out</li> </ul> <p>Bill Leach / Exempt:</p> <ul style="list-style-type: none"> <li>■ Election of new officers is in process</li> </ul> <p>Colleen Brown / Classified:</p>

	<ul style="list-style-type: none"> <li>■ Elections are in process</li> <li>■ Insurance figures to come</li> </ul> <p>Tim Lussier / ASG:</p> <ul style="list-style-type: none"> <li>■ Alcohol Awareness Day, <i>Don't Drink and Drive</i> / BBQ / May 21 from 11-1:00 p.m.</li> <li>■ Michael Vu, ASG President elect was introduced</li> </ul>
Presidents Report	<ul style="list-style-type: none"> <li>■ Annual scholarship recognition reception/dessert is tonight (May 20). We are expecting approximately 700 people. (Additional scholarships to be awarded later)</li> <li>■ Annual Foundation dinner: Eleven new endowments to the Foundation for award</li> <li>■ Governor's Office / Veteran Services: Hosting community forums and public meetings around the unique needs of veterans and their families</li> <li>■ VP of Instruction position: We are in the recruitment process and working hard to generate excitement for this position. Since re-opening, we have not received any applications. It will remain open until filled. Jan will pull the committee together when further recruitment is done.</li> </ul>
Additional Comments	<p>Diane Drebin / Enrollment Update:</p> <ul style="list-style-type: none"> <li>■ 3 terms are currently open for enrollment</li> <li>■ End of 6<sup>th</sup> week reimbursable FTE was down</li> <li>■ 1200 students enrolled this week</li> <li>■ Financial Aid award turn around is within 1 week</li> <li>■ Student reported receipt of FAFSA information from CCC within 48 hours compared to other colleges taking 2 weeks to respond</li> </ul> <p>Jan / WICCO Contract:</p> <ul style="list-style-type: none"> <li>■ Catherine Nopp has received a letter of Intent to award the Title 1B Adult/Dislocated Worker Contract. This is a two-year award renewable for up to three additional years.</li> <li>■ Retiree recognition: May 21, 2-3:30 in the Gregory Forum.</li> </ul>
Next Meeting	May 27 at 8:30 a.m. in CC126
<p><b>UPCOMING MEETING DATES in 2007-08:</b>  5/27, 6/3, 6/10, CANCELLED-6/17 (expanded), 6/24, 7/15 (expanded), 8/12 (expanded), 9/9, 9/16 (expanded), 9/30, 10/7, 10/14, 10/21 (expanded), 10/28</p>	
<p><b>FIND PRESIDENTS COUNCIL NOTES at F:\1MINUTES\Presidents Council\2007-08</b></p>	
<p><b>NUMBER OF HANDOUTS TO BRING:</b> Presidents Council – 20 copies; Expanded Presidents Council – 35 copies</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 or Debbie Jenkins, (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