

EXPANDED PRESIDENTS COUNCIL – June 24, 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; Michael Vu, ASG Pres; Baldwin van der Bijl, VP Instructional Services; Courtney Wilton, VP College Services; Shelly Parini, College Advancement; BJ Rinearson, Director of Human Resources; (Recorder) Debbie Jenkins. **Incoming Presidents Council Members:** Bill Waters, President Elect FT Faculty and Kelly White, President Elect Classified. **Employees in attendance:** Chris Robuck, Diane Drebin, Bill Briare, Tara Sprehe, Joe Austin, Karen Martini, Nancy Wells.

TOPIC/CATEGORY	KEY POINTS/NEXT STEPS (ACTION)
Welcome	Joanne welcomed everyone and was sorry to announce that this will be Baldwin van der Bijl's last Presidents Council meeting prior to retirement.
myAccount	<p>Tara Sprehe: The myAccount system is up and running! Students can now create an account that will give them access to CougarTrax, CCC email accounts, WiFi access, and the myClackamas portal.</p> <ul style="list-style-type: none"> - As of today, 106 students have created accounts. - A bookmark was distributed that will be used to advertise myAccount and all it has to offer [handout #1]. Further advertising will appear on tee shirts worn by Student Services staff. - Two students are covering a help desk to assist students with any problems. <ul style="list-style-type: none"> o Help desk hours are 9:00 –12:00 p.m. and 6:00-8:00 p.m. o Help desk can be accessed via the web page, email or instant messaging. Online chat informs students when help is on line or off line. <p>Baldwin van der Bijl asked if we would be offering guest accounts. Joe Austin said we will offer this type of account in the future but we are still in process.</p> <p>Joanne Truesdell asked for clarification on who needs to register for myAccount email accounts. Tara Sprehe explained that this system was designed for students and staff members do not need to set up an account. Staff should continue using their email within the GroupWise system.</p> <p>Tara Sprehe and Diane Drebin commended IT staff and all those involved with planning and implementation of this site. Several examples were shared about many staff members who have gone far beyond their daily job duties to make this site happen. There was a round of applause from all those present.</p>

Strategic Priorities 2008-11

Shelly Parini described strategic priority accomplishments to date. Some future goals and tasks as we progress through our 3 year timeline:

- complete planning templates
- identify outcomes for 07-08
- discuss the planning process for the next year
- determine what was a success and what was learned
- design templates that are user friendly (format will stay the same)
- encourage full participation from all departments (this is a necessity)
- Joanne Truesdell: discuss final thoughts and clarify wording at the July 15 meeting
- presentation to the Board of Education in August

Diane Drebin reported on *wrappers* who met with individual departments and divisions and wrapped up their individual reporting processes and received feed-back.

- met with 47 groups in 30 days
- Staff are seeing the impact of and connections with strategic priorities and their budgets and outcomes. Connections in other areas include seeing each other in this process; individuals, individual departments, individual divisions, and all the way up through administration.

Shelly Parini: 2008-11 Institutional Strategic Priorities – Final Draft **[handout #2]**

This handout is a collection of dialog/feedback received at the open house where many staff members came together and made the day a great success.

Joanne Truesdell: This is a living document that will probably shift and change annually as department activities change and evolve. Where do we go from here?

- clarify how priorities lead activities for funding and how they link with financial planning etc.
- keep in mind that it is important for people/staff members see themselves within the 19 strategic priorities; however, it is not necessary to see themselves within all the priorities
- connect strategic planning with academic master planning
- research how we structure and how we think about resources
- question how we *demonstrate creating lifetime opportunities for success through responsive education*
- show how we support learners' success
- Shelly Parini: We need to answer the question, "What activities are we going to fund that align with the strategic priorities?"

	<p>Bill Leach expressed his appreciation to Shelly for this incredible document. <u>Bill requested the word “master” be removed from item C3 of handout #2.</u> Shelly agreed to do so.</p> <p>Diane Drebin asked if the SEM task force can now work with these strategic priorities. Joanne Truesdell explained the Board of Education in December 2007 requested the college staff to recommend, for the Board’s review, the Strategic Priorities for 08-11. Since the Priorities have been so thoroughly vetted, we can begin using them over the summer to plan. The Board will have their first reading in August with adoption in September.</p> <p>Shelly Parini expressed her sincere appreciation for the high degree of involvement of our students in the creation of this document.</p> <p>NEXT STEPS: Joanne asked everyone to conduct preliminary thinking of Institutional Activities in July and then return with answers at our August 12 meeting.</p>
<p>Committee Evaluation Information</p>	<p>Topic: Best Practices - How Committees Should Operate [handout #3]</p> <p>Joanne Truesdell led a discussion regarding the eight characteristics of an effective committee and the following questions were asked:</p> <ol style="list-style-type: none"> 1) Do we have a clear focus that all committee members support? <ol style="list-style-type: none"> a. All present agreed that this has been good. 2) Do we work well together? <ol style="list-style-type: none"> a. Yes, but there is room for improvement. 3) Do we communicate often with each other and disseminate information to CCC staff efficiently? <ol style="list-style-type: none"> a. Kate Gray: We need to improve the way we release and share information with CCC staff. b. Colleen Brown: Build in timelines for future communications. 4) Do we exhibit leadership sharing? <ol style="list-style-type: none"> a. We should not leave all the work to the chair person. b. Colleen Brown: Our work needs to be more structured. Could there be a rotating chair? c. Rosemary Teetor: Historically speaking, the President’s Office took the lead here and we are set-up to function accordingly. 5) Is this committee composed of the right people? <ol style="list-style-type: none"> a. Last year: We added the College Council chair and a Public Affairs representative. Was the addition of these two people helpful? Do we need to change or add anyone? b. Courtney Wilton: Is there a set membership? How do you manage that? c. Joanne Truesdell: Currently we are open to anyone who wishes to attend. Do we need

to define, "open to anyone who wishes to attend"? How do we incorporate additional people into the agenda and decision making processes?

- d. Bill Waters: It isn't clear as to who is welcome to attend. We need clarification of expectations of visitors and where they can join in or not join in.
- e. Kate Gray: We need a chart that displays process from idea to implementation.
- 6) Do we have strong sponsorship that provides resource and guidance?
 - a. We need to fine tune and define Presidents Council.
 - b. What information should we share with the general community and how do we communicate this information?
 - c. Shelly Parini: Decision making processes need to be clarified. We need to involve more people so more ideas and initiatives are brought to the table. We need more input from members of the PC team.
 - d. Bill Leach: We need to clarify the agenda process; approval of topics; placing of items on the PC agenda; and determination of appropriate topics. Discussion items have been more substantive in the past year.
- 7) Group chemistry
 - a. All agreed the chemistry is good.
- 8) Results:
 - a. Colleen Brown: We need to become synchronized. We need to define consensus and shared governance. We need to develop timelines that are self directed not forced.

For discussion on July 15:

- Develop agenda contents
- Discuss - Best Run Committees:
 - We need better promotion of the work done by Presidents Council to the college community.
 - How can we communicate best as a council and better inform the CCC community?
 - Can we distribute PC minutes more efficiently? Minutes are currently on the F:/drive. Should we add a link to the minutes on FYI?
 - Bill Waters: Minutes need to be easily accessed by all but discussed in more detail by individual groups.
 - Shelly Parini: The strategic priorities document addresses member involvement and how to access the information. Should this become an In-Service activity?
 - Are we getting a cohesive set of input relating to budget, performance, and the Legislature?

	<p>Joanne Truesdell discussed the purpose of new PC member orientation:</p> <ul style="list-style-type: none"> • orientation for new members • discuss how we might improve ourselves as a team next year and brainstorm how we might work together more effectively • develop a work plan • tour the new Harmony campus <p>NEXT STEPS: July 15: Discuss the questions and input listed above. August 12: Develop a Presidents Council work plan for the coming year</p>
New PC Member Orientation	<p>NEXT STEPS: The August 12 meeting will take place from 8:30 a.m. – 12:00 p.m. at the Harmony campus. Lunch will be served.</p>
Medical Benefits Update	<p>BJ Rinearson: Open enrollment will take place August 15 - September 15. The decision to change to OEBC coverage was a collaborative one. An all staff survey was conducted (80% of employees wanted to make this change) with the final decision being made by the insurance committee who voted unanimously to move to OEBC.</p> <ul style="list-style-type: none"> • Further enrollment information will be sent out to all staff next week. • Open enrollment will take place online. • Courtney Wilton noted that open enrollment is different now. Employees are directly responsible for going on line and conducting their own enrollment process. • No employee will be allowed to stay with their current insurance coverage. • If a staff member misses the open enrollment window, there will be a 12 month waiting period prior to the next open enrollment. <p>Bill Waters noted that there may have been staff who voted against this switch but that didn't necessarily mean they were unhappy as a result of this move. Responses to questions submitted to HR have been good. The MOA vote was unanimous. If people were not in favor of this there would have been protest votes and there were none. Continued open communication with HR is very important. We must do something to really catch people's attention regarding open enrollment dates!</p> <p>The possibility of default insurance was discussed in the case of a staff member not participating in open enrollment.</p> <p>Kate Gray and Colline Brown offered to make calls to people who have not enrolled by the cut-off date.</p>

	<p>Colleen expressed concern about staff members who do not have computers.</p> <p>BJ Rinearson stated that she would see to it that any staff member who needs access to a computer will get it. She is considering setting up computer lab time and is currently developing ideas on how best to aid staff with the registration process.</p> <p>NEXT STEPS: BJ will create a document with large bright lettering stressing two CRITICAL facts; open enrollment dates and the 12 month waiting period prior to our next open enrollment.</p>
Enrollment Update	<p>Baldwin van der Bijl reported the “early” end of Spring term 2008 and year to date enrollment activity:</p> <ul style="list-style-type: none"> • unduplicated headcount up 14% • total FTE up 2.99% • reimbursable FTE up 0.93 percent • year to date reimbursable up 1.09% • summer: unduplicated headcount up 10.58% <ul style="list-style-type: none"> ○ Reimbursable FTE up 4% ○ 96 closed credit sections and 60 non-credit closed sections ○ Moved 67 students from the Wait List to available course sections <p>The official end of Spring term 2008 reports will be distributed the week of June 30th.</p> <p>Rosemary Teetor:</p> <ul style="list-style-type: none"> • registration of GED students doubled • 29 new students registered for evening classes <p>Diane Drebin commended Student Services staff for their hard work and a job well done. New tuition rates started with summer term. Overall state results on enrollment numbers should be reported by mid august.</p> <p>Joanne Truesdell: Our goal this year was to not lose ground from our own benchmark set/compared with last year. Projections were made at department levels and processes created to access new markets. Joanne shared how grateful she was to the many people who have worked so very hard to not lose ground. All departments have worked very well together to keep us financially steady. We have maintained and/or added to new student enrollment! This is a moment to be celebrated. We are up 1.09 in reimbursables!</p>
Position Opening(s)	Baldwin van der Bijl: none
Inservice Update	BJ Rinearson is teleconferencing (confirming) with the Inservice speaker today. No further updates.
Around the Table Updates	FT Faculty / Bill Waters

	<ul style="list-style-type: none"> • first incoming senate meeting (plus outgoing) • scheduling fall retreat this summer • MOA vote passed • FT to PT hire ratio: Baldwin invited Bill to attend a meeting with Rosemary and Tim on Thursday, June 26th at 12:00 p.m. to discuss this matter further. <p>PT Faculty / Rosemary Teetor: Rosemary gave thanks for all the help she received during her move to OIT. The doors opened on time and all went well!</p> <p>Classified / Kelly White No report</p> <p>ASG / Michael Vu No report.</p> <p>Exempt / Bill Leach Bill Zuelke will be the incoming President for 2008-09.</p> <p>Oregon City Planning Commission: Courtney Wilton and Bill Leach attended a Master Planning session on June 23. Prior to taking the vote on whether to approve the College's master plan, the planning commissioners expressed concerns about the College's intention to pursue sustainable practices and "green" construction methods.</p> <ul style="list-style-type: none"> ■ Bill explained CCC's seven core values, two of which relate directly to that issue. One core value is our commitment to leave a legacy for our community and the other core value is our commitment to be responsible environmental stewards. ■ A motion to approve our master plan was made immediately. The commission approved it unanimously.
President's Report	<p>Joanne Truesdell: We had a successful Board meeting last week. Graduation was just great and everything went very smoothly! We can not be sure but it felt like more people participated this year. Good luck to all those traveling to China (luckily our CCC group will be outside the quake zone)!</p> <p>NEXT STEPS: Looking forward to seeing everyone at the next Expanded PC meeting on July 15. Send agenda items to Debbie Jenkins for July and August.</p>

UPCOMING MEETING DATES in 2007-08:

7/15 (expanded), 8/12 (expanded), 9/9, 9/16 (expanded), 9/30,10/7, 10/14, 10/21 (expanded), 10/28...

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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, Anne Donelson (Director of Public Affairs), Steffen Moller (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