

**EXPANDED PRESIDENTS COUNCIL – September 9, 2008**  
**H230 at Harmony Community Campus • 8:30 – 12:30**

Present: **Presidents Council Members:** Joanne Truesdell, College Pres; Bill Waters, FT Faculty Pres; Kelly White, FT Classified Pres; Rosemary Teetor, PT Faculty Pres; Bill Zuelke, Exempt Pres; Michael Vu, ASG Pres; Jan Godfrey, VP Instructional Services; Courtney Wilton, VP College Services; Shelly Parini, Dean of College Advancement; BJ Rinearson, Director of Human Resources; Steffen Moller, Chair of College Council; (Recorder) Debbie Jenkins and Sheri Schoenborn. **Employees in attendance:** Cyndi Andrews, Joe Austin, Bill Briare, Diane Drebin, Scott Giltz, Maureen Mitchell, Chris Robuck, Theresa Tuffli, Shelly Tracy, Mary Jo Jackson, Kate Gray, and Karen Martini.

TOPIC/CATEGORY	KEY POINTS/NEXT STEPS (ACTION)
Welcome	Joanne welcomed everyone and directed some "Getting to Know Each Other" activities.
Update on Summer Work	<p>During the summer, several job openings were approved to be opened by PC:</p> <ul style="list-style-type: none"> <li>• Approved Classified Job Openings - Financial Aid/Accountant AR, Enrollment Services System Support Specialist, Workforce Development Department Secretary, Bookstore Shipping &amp; Receiving Clerk</li> <li>• Approved Faculty Job Opening - EMT Program Director</li> </ul> <p>Courtney shared information regarding a management initiated transfer of Stuart Long, Software Engineer from classified to exempt management position, effective 10/1/08. After some discussion, <b><u>Presidents Council approved of the move.</u></b></p> <p>Diane Drebin gave an update on enrollment numbers for Summer and Fall</p> <ul style="list-style-type: none"> <li>• Summer headcount is up over 20%</li> <li>• Summer reimbursable FTE up between 4 and 5%</li> <li>• Fall headcount is up 10%</li> <li>• Fall reimbursable FTE up between 5 and 7%</li> </ul> <p>All the hard work and efforts of marketing, calling students, etc., appear to be paying off and are showing in our increase in headcount/FTE. Trend appears to be showing an increase in LD Collegiate students.</p> <p>Bill Zuelke informed the group of New Student Advising session information</p> <ul style="list-style-type: none"> <li>• Over 70 new student advising sessions have been offered/completed with over 500 students registering and attending – a new record for attendance.</li> <li>• Pre-Nursing advising sessions experienced a large increase in numbers attending over previous years.</li> <li>• Next week students that have taken placement tests but have not registered or shown up for new student advising sessions will be called.</li> </ul> <p>Rosemary Teetor remarked</p> <ul style="list-style-type: none"> <li>• That all freshman athletes are registered in Study Skills class (total of 95 enrolled). This will help greatly with student success.</li> <li>• Mentioned that Kate Gray s one of the finalists for the Oregon Book Award.</li> </ul> <p>Joe Austin informed the group</p> <ul style="list-style-type: none"> <li>• Over 3000 students have applied for CCC admission online.</li> <li>• 3200 students have opened email accounts over the last two months.</li> </ul>

	<p>Joanne gave an update on the official accreditation response letter received from NWCCU (Handout #1).</p> <ul style="list-style-type: none"> <li>• We will be working hard on the Student Learning Outcomes recommendation made by NWCCU. Deans and Department Chairs will begin working on this recommendation at upcoming meetings.</li> <li>• 2008-09 Annual Calendar has been updated with important dates of meetings, including Dept. Chair meetings.</li> <li>• First Department Chair meeting is set for Tuesday, 9/23/08 from 10-Noon in the Gregory Forum. All department chairs should attend this meeting.</li> <li>• Deans have weekly meetings scheduled with Jan Godfrey and will be working on SLO recommendation.</li> </ul>
What Presidents Council Does & How We Do It	<p>Joanne began a discussion with the group on the “Visions to Reality” (VR) document and “Presidents Council Purpose Statement”. After reading through the VR – Mission and Decision Making statements (Handout #7) Joanne commented that these are the values of the College and we are the stewards of the College. As we move through the process to review the Visions to Reality document, realize that this anchors what we do. Look at the document from the ground up and review and rework/revise. A comparison was made between the VR Mission and Decision Making pages to the Presidents Council Purpose Statement (Handout #3). Discussion followed with several suggestions being made:</p> <ul style="list-style-type: none"> <li>• Reviewed Flipchart of Diagram showing reporting pathways for committees.</li> <li>• New “wordsmithing” needed.</li> <li>• Define collaborative decision making – possible training needed.</li> <li>• College Council should act as central clearinghouse for the college. Suggestion made for issues to start at the bottom layer of the reporting diagram and then move up to College Council for discussion and first reading; then go to Presidents Council for first reading; then back to College Council for final approval; then back to Presidents Council for final approval and move on to the Board for decision.</li> <li>• Understanding that what is brought to Presidents Council will be shared with the college campus</li> <li>• What should be brought to Presidents Council from College Council? What is it that you are bringing forward &amp; who is it that is bringing it forward?</li> <li>• At what point can decision be made? Is it information only, or does it require that a decision be made? Go through 1<sup>st</sup> reading, 2<sup>nd</sup> reading and Action process.</li> </ul>
Institutional Activities Recommendation	<p>Institutional Activities (IA’s) were posted in the hallway outside the meeting room. Joanne asked that everyone take a good look at each one, read through and make suggestions and edits by marking directly on the poster or adding post-it notes with ideas/revisions directly to the appropriate IA. Time was given for this activity with discussion following, with a few more revisions being made. A revised copy with these changes will be sent out with the next agenda.</p>
Work Plan for Year	<p>Tabled until 9/16/08 Expanded Presidents Council Meeting.</p>
Tour of Harmony Facility	<p>Several groups were taken on a guided tour of the new Harmony Community Campus Building.</p>
NEXT MEETING	<p>Expanded Presidents Council Meeting will be on Tuesday, 9/16/08 from 8:30-10am in CC127.</p>
<p><b>UPCOMING MEETING DATES in 2008-09:</b> 9/16 (expanded), 9/30, 10/7, 10/14, 10/21 (expanded), 10/28...</p>	
<p><b>FIND PRESIDENTS COUNCIL NOTES at</b> F:\1MINUTES\Presidents Council\2008-09</p>	
<p><b>NUMBER OF HANDOUTS TO BRING:</b> Presidents Council – 20 copies; Expanded Presidents Council – 35 copies</p>	
<p><b>PRESIDENTS COUNCIL MEMBERS:</b> Joanne Truesdell, Courtney Wilton, Shelly Parini, Jan Godfrey, Anne Donelson (Director of Public Affairs), Steffen Moller (Chair of College Council), Debbie Jenkins, (Recorder), Kelly White (Clsfd Pres), Bill Waters (FTF Pres), Bill Zuelke (Exempt Pres), Rosemary Teetor (PTF Pres), Michael Vu (ASG Pres), BJ Rinearson (Director of Human Resources)</p> <p><b>EXPANDED COUNCIL MEMBERS:</b> PC Members plus Cyndi Andrews, Joe Austin, Bill Briare, Colline Brown, Diane Drebin, Scott Giltz, Kate Gray, Bill Leach, Karen Martini, Maureen Mitchell, Chris Robuck, and Theresa Tuffli.</p>	

