

**PRESIDENTS' COUNCIL – September 30, 2008**  
**CC126 in Bill Brod Community Center • 8:30 – 10am**

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; Steffen Moller, Chair of College Council; Jan Godfrey, VP Instructional Services; Courtney Wilton, VP of College Services; Shelly Parini, Dean of College Advancement; and (Recorder) Debbie Jenkins.  
**Employees in attendance:** Diane Drebin, Bill Leach and BJ Rinearson.

TOPIC/CATEGORY	KEY POINTS/NEXT STEPS (ACTION)
<p>Debrief of 5/9 security exercise with OC School District</p>	<p>Bill Leach gave a debrief of the “Live Shooter” training event that the College participated in on May 9, 2008 [handout #3]  Participants included:</p> <ul style="list-style-type: none"> <li>• Oregon City Police Department and Oregon City School District</li> <li>• One CCC Campus Safety officer, Pete Kandratieff, was assigned to one of the “hunter” teams.</li> <li>• CCC’s primary Incident Response Team was permitted to shadow their Oregon City Police counterparts.</li> <li>• CCC’s Building Evacuation Coordinators were involved and performed a campus-wide lock down scenario.</li> <li>• CCC’s Incident Command Team staffed the operations center and commanded responders during the in-house drill.</li> </ul> <p>It was CCC’s intention to give various in-house teams an opportunity to practice their training and assess the functionality of equipment and methodology. Participant debriefs were held following the event and lessons learned are outlined in handout #3. Overall the responders performed well and the training event was determined a success.</p> <p>Issues Identified:</p> <ul style="list-style-type: none"> <li>• Need additional training on radio process and use, radio distribution, and “dead spots” messaging not getting through. In the future, equipment replacement plans include a 3<sup>rd</sup> frequency to be added.</li> <li>• Pauling lock down issues (need to switch to magnetic locks)</li> <li>• Need additional Incident Command Team members for McLoughlin</li> <li>• Some team members experienced minor confusion that can be solved with further role definition and practice.</li> </ul> <p>Are there incremental steps we can take to improve?</p> <ul style="list-style-type: none"> <li>• Year-end budget: If there are residual budget funds left over, Bill Leach and Courtney Wilton will look at CCC’s safety needs and determine how best to fill them with the dollars we have to spend.</li> <li>• Research outside partnerships for possible assistance to upgrade radios.</li> <li>• Consider having an “officer” of the day (a CCC staff member) who carries a radio at all times.</li> <li>• Look at an emergency contact system that will contact staff and students’ though cell phones.</li> </ul> <p><b><u>Next Steps:</u></b></p> <ul style="list-style-type: none"> <li>• Some repairs can be made with current budget dollars (i.e., magnetic locks for Pauling)</li> <li>• Plan future evacuation drills; only building evacuation coordinators will be notified ahead of time (for the purpose of further training opportunities.) The evacuation drill on September 26 went very well.</li> <li>• Walk around buildings to determine areas that are not “dead zones” for new placement of radios.</li> <li>• Consider Blackboard emergency broadcast capabilities and the fees attached.</li> <li>• No lock-down drills are planned for the near future.</li> <li>• Winter term: Bill Leach will give a Campus Security update.</li> </ul>

<p>Presidents' Council</p>	<p>Joanne Truesdell led a discussion on Presidents' Council name, communication and agenda development processes and the future work plan:</p> <ul style="list-style-type: none"> <li>• The title of Presidents' Council will include an apostrophe.</li> <li>• Expand communication process by association leaders taking back information from Presidents' Council to their associations and asking them how they would like us to proceed with various issues. <ul style="list-style-type: none"> <li>◦ Feed back to be discussed in two weeks at Presidents' Council on October 14<sup>th</sup>.</li> </ul> </li> <li>• [Handout #2] Presidents' Council Purpose Statement - Next Steps: It was determined by PC that today, September 30, Debbie Jenkins will alter the document by inserting a note following "PC acts as a central clearinghouse" with the following in parenthesis, "the term of central clearinghouse may best describe College Council's role. Presidents' Council will continue to consider different terminology". <ul style="list-style-type: none"> <li>◦ Once this document is altered, Debbie will immediately email to all PC members on September 30.</li> </ul> </li> <li>• Joanne explained the purpose of the calendar [handout #1]. This is a living document of project timelines for Presidents' Council. It will be updated weekly, scanned, and shared/distributed with each weekly agenda.</li> <li>• Items to keep in mind for future discussions: <ul style="list-style-type: none"> <li>◦ Budgeting principles / where the Legislature is headed.</li> </ul> </li> </ul> <p><b><u>Next Steps:</u></b></p> <ul style="list-style-type: none"> <li>• Look at (handout #1) calendar: Do you have any questions? Send Debbie topics and issues you would like added to the calendar for discussion.</li> <li>• Climate survey conversation: Should Connie Green be invited (in person or by phone) to discuss questions or get a consensus on whether or not to add more questions? What else do you want to know that would be meaningful when the survey goes out this fall?</li> <li>• State Board of Education Updates - Discussion; final audit letter, decision to implement gain and loss, what does it mean to us?</li> </ul> <p><b><u>Coming up October 21 (at Expanded Presidents' Council):</u></b></p> <ul style="list-style-type: none"> <li>• Tuition review from the higher price index point of view.</li> <li>• Begin initial discussion regarding tuition and fees recommendation to the Board.</li> </ul>
<p>College Council Update</p>	<p>Steffen Moller distributed a tentative copy of the College Council agenda for October 3, 2008.</p> <ul style="list-style-type: none"> <li>• Discussion followed</li> </ul>
<p>Annual All-Staff Holiday Luncheon and Awards</p>	<p>Joanne Truesdell discussed changing the date of the Annual All-Staff Holiday Luncheon and Awards event due to the Gregory Forum being used by an external college partner.</p> <p><b><u>Next Steps:</u></b></p> <p>All Presidents' Council members were asked to poll their associations for days in winter term that may work and report back to Presidents' Council on October 14<sup>th</sup>.</p>
<p>Job Openings: 1) FT Exempt, Director, PE &amp; Athletics  2) FT Classified, Dept. Secretary, Computer Science</p>	<p>Bill Zuelke requested to open the position being vacated by Jim Jackson due to retirement. Bill outlined the job responsibilities of the FT Exempt, Director of PE and Athletics. The new hire would start December 1, 2008 which would result in a 30 day overlap for training by Jim Jackson. This position has been to LGPI and the job description updated. There has been no change in level or pay. This is a replacement of an existing position.</p> <p>Steffen Moller requested to open the position of Department Secretary for Computer Science and Distance Learning.</p> <p>There was a call for questions or concerns regarding these positions. There were none.</p> <p><b><u>Presidents' Council approved the position of FT Exempt, Director, PE and Athletics, to be moved forward.</u></b></p> <p><b><u>Presidents' Council approved the position of FT Classified, Department Secretary, Computer Science and Distance Learning, to be moved forward.</u></b></p>

<p>Association Reports:</p> <ul style="list-style-type: none"> <li>• ASG</li> <li>• Classified</li> <li>• Pt Faculty</li> <li>• Faculty</li> <li>• Exempt</li> </ul>	<p><u>ASG / Michael Vu:</u> New Student Experience day was a great success.</p> <ul style="list-style-type: none"> <li>• Approximately 600 students were in attendance.</li> <li>• Discussion topics included the process of choosing practical course work vs. your passion and communication skills.</li> </ul> <p><u>Classified / Kelly White:</u> Kelly announced the recipients of five Professional Development Scholarships:</p> <ul style="list-style-type: none"> <li>• Classified Memorial Scholarship: Tamera Davis - \$450</li> <li>• Kevin Forney Scholarship <ul style="list-style-type: none"> <li>○ Mickey Yeager - \$300</li> <li>○ Tina Birch - \$500</li> <li>○ April Smith - \$500</li> <li>○ Donna Pottratz - \$500</li> </ul> </li> </ul> <p><u>PT Faculty / Rosemary Teetor:</u></p> <ul style="list-style-type: none"> <li>• \$2,600.50 in stipends was awarded to part time faculty for 3 days to better teaching.</li> <li>• PT Faculty are gearing up to begin the recruitment process for campus committee meetings. Invitations to join are going out this week.</li> <li>• Students of Concern material went out in an email last week and the training will be repeated at the next College Council.</li> </ul> <p><u>FT Faculty / Bill Waters:</u></p> <ul style="list-style-type: none"> <li>• A lot of excitement is being felt campus-wide with the start of fall classes.</li> <li>• Over 120 full time faculty participated in the Inservice luncheon and participated in discussions concerning students of concern and the faculty evaluation handbook.</li> </ul> <p><u>Exempt / Bill Zuelke:</u></p> <ul style="list-style-type: none"> <li>• Exempt staff enjoyed the opportunity to meet over breakfast during Inservice and are looking forward to the new school year.</li> </ul>
<p>Around the table updates</p>	<p>Diane Drebin gave a summary of enrollment information. As of the 1<sup>st</sup> day of the term the enrollment management report is as follows:</p> <ul style="list-style-type: none"> <li>• Unduplicated headcount (7449) is currently up by 13.60%</li> <li>• Total FTE (1665.69) is currently up by 10.31% with reimbursable FTE (1657.60) up by 10.17%</li> <li>• Both lower division (+14%) and technical supplemental (+40%) instructional categories are showing significant increases.</li> <li>• All three campuses are indicating increased enrollment</li> <li>• Distance Learning is continuing to show significant increases to enrollment – currently up by 19.86%</li> </ul> <p>The Financial Aid department has transmitted 3 times as many dollars as last year at this time. Their charge is a 4-6 week turnaround and they are meeting that goal as part of their access and retention goals.</p> <p>Bill Leach reported that the transition to designated smoking areas has been very smooth and students are very cooperative. Some new recycle collection centers have been added on campus and Bill reminded everyone that campus services will no longer empty trash from offices.</p> <p>Jan Godfrey addressed issues surrounding the use of *.* for all staff informational updates. Permission must be granted</p>

	<p>through your Vice President of Instruction, Vice President of College Services or the President's Office to post information updates in this manner.</p> <p>Steffen Moller expanded upon the *.* issue and stated that rules and regulations will also need to be established for the Portal.</p> <p>Kate Gray shared that the Cougar Commute Team has 4 members and are hoping to grow! They are in process of starting a movement and reviewing bicycling issues. Contact Kate at ext. 2371 if you would like to get involved!</p> <p>Bill Zuelke reported that 560 emails were sent out as follow-up to students who were expected to enroll and did not. On the topic of sports:</p> <ul style="list-style-type: none"> <li>• Volleyball: <ul style="list-style-type: none"> <li>○ On October 1 CCC defeated Linn Benton with final scores of 25-20, 25-18, and 25-5</li> <li>○ On October 3rd they will be playing Chemeketa at home</li> <li>○ Record is 26 wins 8 losses and ranks number 2 in NWACC</li> </ul> </li> <li>• Soccer Team: <ul style="list-style-type: none"> <li>○ October 2 at 1:00 p.m. CCC is playing Columbia Basin out of Pasco Washington at home</li> <li>○ October 3 at 1:00 p.m. CCC plays the Community College of Spokane at the Oregon City Pioneer Stadium</li> <li>○ Ranks in top 4 in NWACC</li> </ul> </li> <li>• Tack and Field: <ul style="list-style-type: none"> <li>○ There are 60 students in track and field this year - up from 38 last year!</li> </ul> </li> </ul> <p>Joanne Truesdell announced that the idea of a shuttle system between Harmony and CCC Oregon City Campus is being researched.</p> <p>Shelly Parini announced that Janet Paulson is the primary Public Information Officer (PIO) for the entire campus. Please direct phone calls to Janet Paulson at ext. 2307. Janet is the 1<sup>st</sup> responder for all media calls. Shelly is the backup PIO and can be reached at ext. 2545.</p> <p>It was suggested that next year during the first week of classes, the information booths have a folder of helpful facts that some staff might not know; location of bus schedules; where to find ASG calendars; building initials clarification; if a student has missed their first class – what to say to calm them; and where to find a power plug-in for laptops, etc.</p>
President's Report	<p>Joanne Truesdell reported:</p> <ul style="list-style-type: none"> <li>• Joanne met with the new PSU President Wiewel to discuss joint initiatives.</li> <li>• Joanne met with Representative Hunt and learned that we may be confronted with a state revenue loss of \$500M.</li> <li>• Enrollment is up – this is great news!</li> </ul>
NEXT MEETING	Next meeting will be October 7 at 8:30 in CC126
<p><b>UPCOMING MEETING DATES in 2008-09:</b>  9/30, 10/7, 10/14, 10/21 (expanded), 10/28, 11/4, 11/11 (no meeting), 11/18 (expanded), 11/25, 12/2, 12/9, 12/16 (expanded), 12/23 (no meeting), 12/30 (no meeting), 1/6, 1/13, 1/20 (expanded), 1/27, 2/3, 2/10, 2/17 (expanded), 2/24, 3/3, 3/10, 3/17 (expanded), 3/24 (no meeting), 3/31, 4/7, 4/14, 4/21 (expanded), 4/28, 5/5, 5/12, 5/19 (expanded), 5/26, 6/2, 6/9, 6/16 (expanded), 6/23, 6/30.</p>	
<p><b>FIND PRESIDENTS' COUNCIL NOTES at F:\1MINUTES\Presidents Council\2008-09</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 (President), Rosemary Teetor (PTF Pres), Michael Vu (ASG Pres), Bill Waters (FTF Pres), Kelly White (Cisfd Pres), Steffen Moller (Chair of College Council), Jan Godfrey (VP of Instructional Services), Shelly Parini (Dean of College Advancement), Courtney Wilton (VP of College Services), Debbie Jenkins, (Recorder), Bill Zuelke (Exempt Pres), BJ Rinearson (Director of Human Resources)

**EXPANDED COUNCIL MEMBERS:** PC Members plus Cyndi Andrews, Joe Austin, Bill Briare, Diane Drebin, Scott Giltz, Bill Leach, Karen Martini, Maureen Mitchell, Chris Robuck, and Theresa Tuffli.