

PRESIDENTS' COUNCIL – October 14, 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; Michael Vu, ASG Pres; Bill Zuelke, Exempt Pres; Steffen Moller, Chair of College Council; Jan Godfrey, VP Instructional Services; Shelly Parini, Dean of College Advancement; Courtney Wilton, VP of College Services; and (Recorder) Debbie Jenkins.
Employees in attendance: Karen Martini, Terry Mackey, Diane Drebin, Kate Gray and Joe Austin.

TOPIC/CATEGORY	KEY POINTS/NEXT STEPS (ACTION)
Financial Forecast Update	<p>Courtney Wilton shared a Financial Forecasting PowerPoint presentation and the following discussion topics included:</p> <ul style="list-style-type: none"> • Overview of budget challenges faced last year • 5% enrollment decline in 6/7 – loss of 380 FTE / \$1.6M less revenue • Changes to community college distribution formula: Equalization and acceleration of enrollment gain/drop • Prior over-budgeting of tuition and other revenue • Projected revenue growth vs. expenditure growth • Some actions taken by the college which helped the cause: enrollment increased in 7/8 (fall 08 enrollment growth is promising), increased revenue in 8/9; 770k (tuition increases), cost shifts away from general fund – 600k; and reduced expenditures on food subsidy. • Higher costs were involved with unbudgeted WIA grant costs, higher COLA, higher energy costs, cost shift from High School Alternative Programs. <p>Budget strategies as we closely monitor finances – continue to:</p> <ul style="list-style-type: none"> • Look for opportunities to increase revenue (enrollment, tuition increases, new grants, opportunities to decrease costs) • Communicate the College's financial position and our strategies to manage efficiently • Listen and involve employees in budgeting processes • Look for more off campus opportunities to increase FTE <p>Hybrid class discussion:</p> <ul style="list-style-type: none"> • Students are not always clear as to what a hybrid is. • Some students appreciate the time savings which means fewer trips to campus; however, some feel hybrids have more homework assignments than a regular class. • We need to review retention and best practices for hybrid classes. • We need to look closely at Hybrid outcomes - how are the students doing - in class vs. online. <p>Courtney asked for input on the budget planning and review process plus any ideas for increased revenue, reduced expenditures and increased efficiency:</p> <ul style="list-style-type: none"> • Budget planning last year involved staff at all levels from administrators to department chairs and secretaries. Everyone looked really hard for cuts and ways to save. It was a really great group effort and worked well. • Consider more on-line classes. Seat loads have reached a maximum limit. • Some doubt they are able to make any further cuts. • It is essential that department chairs are involved at close looks and cuts to the budget. • Conduct a survey of students on myClackamas as to what their favorite learning style is? (Hybrid or in classrooms?) • Consider a tuition increase • Work harder to make students aware that CCC is a route to PSU

- Spend more time aligning new budget requests with the CCC Strategic Priorities and Institutional Guidelines.
- Clarify future projects needs
- Be strategic with investments, planning, grants, marketing, scholarships, and funds for excellence.
- A reduction in class sections would negatively impact our FTE.
- Measure efficiency of class needs
- Consider the use of differentiated marketing (advertising and pricing structures – different types of marketing for different people) and advertising.
- Development of hybrid courses takes more time and will require more dollars to pay increased part time faculty hours.
- Start the budget planning process earlier and take a broader look at budgets.
- Show us projections over the next 3 years of reductions expected (given the current trend we are on - these are the type of reductions we might be looking at...)
- Develop projected targets/goals
- Let's look at ways to spend money - to make money.
- Charge an application for admission fee (to support access, recruitment, retention efforts)
- Critical infrastructure enhancements are needed
- Take a College-wide look at productivity
- Ask all staff to think of creative ways to save money while they do - what they do.
- What can we stop doing that will get rid of hidden costs?
- Get grants training for more staff members
- Biweekly meetings with association presidents are great but we need to be more specific with agendas.
- Conduct faculty and staff forums to brainstorm
- We need to get the message out as to why there is a need for tuition increase to students, early.

We need to start budget discussions early this year. We are now a month ahead of where we were last year, which is great!

Next Week:

- Take a look at the budget worksheet supplied by Courtney
- Tuition
- HEPI price index
- What influenced decision making last year?
- CCSE (Community College Student Engagement Survey) will be discussed on November 4.
- Quick primer on budgeting processes
- What kinds of education or support do department chairs need/want through this process of budget planning?

Joanne recapped the items recommended through the course of the discussion:

- As we work through student learning outcomes let's look at success of online (distance learning) vs. courses not online.
- We need conversation internally on how to better inform students as to what hybrid means and how to best deliver sensible options to them. We need to ensure that our students are successful with the options we provide.
- We will lose FTE if we reduce the number of classes offered. Is it time to consider the number of options of classes offered? Do we reduce options and increase seat loads?
- Our numbers (of students) are increasing and becoming unmanageable in some ways. When we are thinking about funding resources we need to think of options available. We need creative thinking on how to lighten the load.
- What are we doing now? How do we sustain this? Can we make things better for students and their desire for different learning styles? Should we be doing things differently?
- Learning outcomes will always be our guide. We need broader and more conversations around methodologies and

	good indicators of student success. Is this the best use/best structure? Keep asking your students.
All-Staff Holiday Lunch and Awards	Due to time constraints this discussion item was moved to next week.
College Council	Due to time constraints this discussion item was moved to next week.
Job Opening: Exempt / Foundation Development Officer/Annual Giving	Karen Martini requested to open the exempt position of Foundation Development Officer / Annual Giving. The priorities of this position were recrafted slightly. The job responsibilities were outlined. There has been no change in level (9) or pay. This is a replacement of an existing position. There was a call for questions or concerns regarding this position. There were none. <u>Presidents' Council approved the position of FT Foundation Development Officer/Annual Giving, to be moved forward.</u>
Job Opening: Exempt / HR Dean	Courtney Wilton requested to open the position of Exempt, Human Resources Dean. There has been no change in level or pay. This is a replacement of an existing position that has been open for the past year. There was a call for questions or concerns regarding this position. Discussion followed. <u>Presidents' Council approved the position of Exempt Human Resources Dean, to be moved forward.</u>
. Information Sharing Procedures	Due to time constraints this discussion item was moved to next week.
Association Reports: <ul style="list-style-type: none"> • ASG • Classified • Pt Faculty • FT Faculty • Exempt 	<u>ASG / Michael Vu:</u> <ul style="list-style-type: none"> • This Saturday, October 18th there will be a meeting for the statewide community college group OCCSA and Michael Vu will be attending it with Mindy Brown as representatives for Clackamas Community College and to show our support. • ASG is in the planning process of upcoming events and one event that is scheduled is the fall term blood drive taking place next Wednesday, October 22. <u>Classified / Kelly White:</u> Due to time constraints, no report was given. <u>PT Faculty / Rosemary Teetor:</u> Due to time constraints, no report was given. <u>FT Faculty / Bill Waters:</u> The open treasury position was filled by Kerrie Hughes. <u>Exempt / Bill Zuelke:</u> Due to lack of time, no report was given.
Around the table updates	Due to time constraints, no report was given.
President's Report	Due to time constraints, no report was given.
NEXT MEETING	Next Meeting: Expanded Presidents' Council, October 21 at 8:30 in CC127
UPCOMING MEETING DATES in 2008-09: 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.	
FIND PRESIDENTS' COUNCIL NOTES at F:\1MINUTES\Presidents Council\2008-09	

NUMBER OF HANDOUTS TO BRING: Presidents' Council – 20 copies; Expanded Presidents' Council – 35 copies

PRESIDENTS' COUNCIL MEMBERS: Joanne Truesdell (President), Rosemary Teetor (PTF Pres), Michael Vu (ASG Pres), Bill Waters (FTF Pres), Kelly White (Clafd 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.