

EXPANDED PRESIDENTS' COUNCIL – November 18, 2008
CC127 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, Courtney Wilton, VP College Services; BJ Rinearson, Director of Human Resources and (Recorder) Debbie Jenkins.
Employees in attendance: Cyndi Andrews, Joe Austin, Bill Briare, Bill Leach, Maureen Mitchell, and Kate Gray. **Guest:** Connie Green

TOPIC/CATEGORY	KEY POINTS/NEXT STEPS (ACTION)
Sexual Harassment Prevention Training	<p>BJ Rinearson reporting:</p> <ul style="list-style-type: none"> • College Council, Presidents' Council and all associations have been given opportunity to give input in regard to Sexual Harassment Prevention Training online. This is a recommended not mandatory training. • Changes have been made as suggested and are still gathering final feedback information. • Faculty Senate is going through the training now. • The only information being tracked through this training is who did or did not complete the training. • Possible January/February implementation <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • Advisory Committee will determine committee run roll-out strategies and promotions processes • Advisory committee will review and discuss in the future the feasibility of mandatory trainings
SEM	<p>Joanne introduced Connie Green and thanked her for her assistance as a consultant to the taskforce working on the SEM project and the Clackamas Community College Climate Survey.</p> <p>Bill Zuelke distributed and explained the CCC SEM Taskforce, Final Report to the College Community [handout #1: a complete representation of the body of work by the SEM Taskforce can be found at http://www2.clackamas.edu/sem/documents/SEMImplementationPlan.pdf] and the final implementation plan that outlines related processes to the model strategic enrollment management plan and its many components.</p> <ul style="list-style-type: none"> • We are at phase three of this project with one last phase to go. • AACRAO conducted an evaluation and determined CCC is very good at tactics and strategies and quite clear about our mission and goals but our enrollment infrastructure and data gathering capacity and management was weak. • AACRAO made 21 recommendations for improvement on all levels of the pyramid outlined. These have been broken down into 3 categories that are outlined on handout #1 with details found on the detailed implementation plan. <ul style="list-style-type: none"> ○ Key initiatives to move forward on and make happen ○ Priorities already begun and need to keep doing ○ Priorities already completed and need to make sure they stay that way • Our Charge: Develop a three year SEM implementation plan based on recommendations from the AACRAO consulting final report that is in alignment with institutional mission. <p>Connie Green as a facilitator shared her observation:</p>

	<ul style="list-style-type: none"> • The categories are broken down in a way that makes sense. • We must look at on-going committees. We must keep in mind that even if there are no resources and there are budget cuts, someone still needs to own Strategic Enrollment Management. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • SEM Task Force recommendations presented today will also be presented at College Council on November 21 and the Board on December 10. • We need to identify the SEM Committee/Council; the current SEM Task Force needs to provide Joanne Truesdell with recommendations as to how this committee/council needs to be configured and/or connected. • It is hoped that the SEM Task Force will be celebrating the completion of their work in December and would then pass on the binders to the SEM Committee (which will hopefully be established as the ongoing tool for Strategic Enrollment Management). • These recommendations will be taken through the regular budget process. They may end up being a top priority or they may not. The purpose of the findings and recommendations of the SEM Task Force is to help create the possibility of good decision making around financial resources.
College Holiday Reminder	<p>Winter holiday closure dates:</p> <ul style="list-style-type: none"> • There will be no night classes, Wednesday, November 26th. <ul style="list-style-type: none"> ◦ Classes end at 4:00 p.m. and the College closes at 5:00 p.m. • College closure December 25 and 26, 2008 and January 1, 2009 • There will be <u>no impromptu early College closures</u> prior to any holiday. • Other than the dates listed above, the College will be open and serving the community. Departments/Divisions will determine how to maintain coverage necessary to serve the public. <p><u>Next Steps:</u></p> <p>Communication will be sent out regarding college closures. Deans/managers will work with their staff.</p>
Climate Survey Update	<p>Connie Green discussed highlights [handout #2] of the Clackamas Community College Organizational Climate Survey 2008.</p> <ul style="list-style-type: none"> • The format followed for the 2008 survey is similar to that used in 2006 (January 2006 final report to the Board). We may want to consider changing the format in the future. • A report on findings and recommendations was created as a starting place for discussions. • The purpose today was to obtain input as to how best to prepare the report for the Clackamas Community and College Board of Education. <p>Connie Green asked for comments and discussion points:</p> <ul style="list-style-type: none"> • Response level; it was low in comparison to last time <ul style="list-style-type: none"> ◦ 2006 Survey: 60% responded ◦ 2008 Survey: 30% responded • The tone of answers was very different this time as we are now working under very different conditions. • Association leaders were asked if their members had the opportunity to participate. Each association also sent communications and links to the survey. The IT Help Desk received very few technical assistance questions

	<p>Items to keep in mind for the next survey:</p> <ul style="list-style-type: none"> • Put context inside the report • Include specifics as to how to advertise the survey and linkages • Frequent reminders to all staff • Summary report of where we are on the last survey's recommendations (what items were recommended within the last survey and list those items that were carried out). • Insert items that were changed – close the loop <p><u>NEXT STEPS:</u></p> <ul style="list-style-type: none"> • Connie Green asked that she be contacted with any items that can be added from the 2006 recommendations list that have been accomplished or are in process. Please email her at conniegreenwqa@gmail.com by Friday, November 21. This list will be compiled over the weekend and ready for review at the next EPC meeting. • Are there any recommendations to be added, changed, or moved forward? • The Climate Survey and results will be discussed further next week at Presidents' Council. • Expanded Presidents' Council members are all invited to attend next week's PC meeting. • This will continue to be an agenda item until PC has fully discussed.
Tuition	<p>Joanne Truesdell gave an update on tuition: Presidents' Council will have to consider tuition simultaneous to the economic forecast and Governor's budget.</p> <ul style="list-style-type: none"> • 3.7% HEPI tuition increase • Joanne Truesdell will be attending the Oregon Presidents' Council meeting on November 20. This will give the opportunity to learn what other schools are thinking about in terms of their tuition and the restructuring of budgets etc. • In February a final recommendation for consideration to the Budget Committee and the Board is due.
College Council	SEM and inclement weather will be items for discussion at the next College Council.
<p>Association Reports:</p> <ul style="list-style-type: none"> • ASG • Classified • Pt Faculty • FT Faculty • Exempt 	<p><u>ASG / Michael Vu:</u></p> <ul style="list-style-type: none"> • November 15: community college student governments from across the state met to discuss lobbying efforts for the upcoming legislative session. • November 19: ASG is hosting a BBQ • November 21: ASG is partnering with PTK, the honor society on campus, for an event called Adopt a Grandparent event. Students will be going to Mt. View Assisted Living to spend time with the elderly. • December 12: Staff service project (determining between the names An Angels Afternoon or Holiday Helpers) • Giving tree is in process and gives an opportunity to students and staff to buy gifts for the needy. <p><u>Classified / Kelly White:</u> No report</p> <p><u>PT Faculty / Rosemary Teetor:</u> No report</p>

	<p><u>FT Faculty / Bill Waters:</u> No report</p> <p><u>Exempt / Bill Zuelke:</u></p> <ul style="list-style-type: none"> • November 19: Classified Appreciation Dessert from 2-5:00 p.m. in the Gregory Forum
Around the table updates	<ul style="list-style-type: none"> • November 18: China Brown Bag Travel Series in McLoughlin Auditorium at noon. • November 19: Meet Elizabeth Lundy the finalist for the position of Vice President of Instructional Services in the Fireside Lounge. • November 20: Novus HR Training in Barlow 240 • November 25: China Music/Video extravaganza
President's Report	Nothing to report.
NEXT MEETING	Next Meeting: Expanded Presidents' Council, November 25 at 8:30 in CC126
<p>UPCOMING MEETING DATES in 2008-09: 11/25 (expanded), 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>FIND PRESIDENTS' COUNCIL NOTES at F:\1MINUTES\Presidents Council\2008-09</p>	
<p>NUMBER OF HANDOUTS TO BRING: Presidents' Council – 20 copies; Expanded Presidents' Council – 35 copies</p>	
<p>PRESIDENTS' COUNCIL MEMBERS: Joanne Truesdell (President), Rosemary Teetor (PTF Pres), Michael Vu (ASG Pres), Bill Waters (FTF Pres), Kelly White (Clsfd 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)</p> <p>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.</p>	