

**PRESIDENTS' COUNCIL – January 13, 2009**  
**CC126 in Bill Brod Community Center • 8:30 – 10am**

Present: **Presidents' Council Members:** Joanne Truesdell, College Pres; Bill Waters, FT Faculty Pres; Kelly White, Clsfd Pres; Rosemary Teetor, PT Faculty Pres; Michael Vu, ASG Pres; Bill Zuelke, Exempt Pres; Steffen Moller, Chair of College Council; Jan Godfrey, VP of Instructional Services; Shelly Parini, Dean of College Advancement; Courtney Wilton, VP College Services; and (Recorder) Debbie Jenkins.  
**Employees in attendance:** Kate Gray, Terry Mackey, Janet Paulson, Karen Martini, Chris Robuck, Joe Austin, Diane Drebin and BJ Rinearson.  
**Visitor:** Connie Green

TOPIC/CATEGORY	KEY POINTS/NEXT STEPS (ACTION)
Climate Survey	<p>The Climate Survey document (attachment #1) was sent out for review by Presidents' Council members last week:</p> <ul style="list-style-type: none"> <li>• No substantial changes were made</li> <li>• Reduction in participation of CCC staff completion of the survey in 2008 was discussed               <ul style="list-style-type: none"> <li>○ Some think this means staff are content with the way things are</li> <li>○ Others think staff do not feel empowered to participate and that they are not being heard</li> </ul> </li> <li>• Encouragement of staff participation in CCC surveys, fireside chats, open forums, and budget issues etc., was discussed and the different opportunities available to learn and/or give input on current events and issues facing Clackamas Community College.               <ul style="list-style-type: none"> <li>○ Staff in leadership roles need to support and convey to their various teams, committees, and individual staff members the importance of getting and staying involved with College issues in addition to regular and ongoing dissemination of information.</li> <li>○ There is a lack of clarity, continuity and consistency in messages as they flow from the top down (from leadership to support staff members).</li> </ul> </li> <li>• It was suggested that the next survey include a one line question at the beginning of the survey that could gage the overall view/temperature of a person's feelings as to how CCC is doing. This single question could be used by those who do not feel they have the time or desire to fill out the entire questionnaire.</li> </ul> <p><b><u>Next Steps:</u></b>            At the Board meeting on January 14, 2009, Rosemary Teetor, Kelly White, Bill Waters, and Connie Green will present as a team key findings in regard to the 2006 and 2008 Climate Surveys:</p> <ul style="list-style-type: none"> <li>• Highlight 2006 Climate Survey recommendations and where we are today as we have and are working towards fulfilling goals and areas where we have yet to improve.</li> <li>• Highlight recommendations from 2008 Climate Survey</li> </ul>
Budget Development	<p><b><u>Budget Development Process:</u></b>            Courtney Wilton and Jan Godfrey have met and will continue to meet with associations to discuss potential budget cuts, communication concepts, and processes to share budget information, in a more efficient manner, at department and division levels.</p> <p><b><u>Prioritization of timelines:</u></b></p> <ul style="list-style-type: none"> <li>• What feedback is needed and when is it due? This needs to be explained to all staff.</li> <li>• During the next two months we need to determine department level timelines and division need targets.</li> </ul> <p>Three general sections for grouping budget saving suggestions:</p>

	<ul style="list-style-type: none"> <li>1) Productivity or capacity use</li> <li>2) New investment items</li> <li>3) Generate revenue and expenditure reductions</li> </ul> <p>All staff need to search for what we can do differently, instead of just cuts.</p> <p><b><u>Next Steps:</u></b></p> <ul style="list-style-type: none"> <li>• Key item: Courtney will send out the budget reduction list plus an explanation of the document explaining that these are brainstorming ideas – a list developed from many individuals. This is not a document created by administrative staff. The email is to include the following: <ul style="list-style-type: none"> <li>○ Designate open forums where information can be acquired or input given: fireside chats, PC, CC, departmental meetings etc. For those who cannot attend meetings: contact supervisors, department chairs, deans and access the budget website.</li> <li>○ Supervisor/Chair/Deans are responsible for getting the word out to staff as to how to give input.</li> </ul> </li> <li>• Plan, schedule and advertise open forums</li> <li>• Deans and department chairs are to schedule and advertise meeting times and locations to share and brainstorm with all staff.</li> </ul>
<p>FTE Within Term Reporting &amp; Projections</p>	<p>President Truesdell was surprised as many others were, by FTE numbers from week #1 of the current term compared to week #1 of the previous term. Discussion followed as to the possible causes of the <i>roller coaster</i> effect on numbers as FTE projections and reporting takes place:</p> <ul style="list-style-type: none"> <li>• Everyone needs to take a look at working to develop our mid-term reporting processes and set markers at 4 weeks.</li> <li>• We need better <i>throughout the term</i> tracking in addition to <i>term to term</i> tracking.</li> <li>• The Financial Aid department is tapping into “need waivers” etc., and working hard to not let any student be turned away due to financial need. <ul style="list-style-type: none"> <li>○ 6500 students on FAFSA</li> <li>○ We are up 50% in financial dollars awarded. Financial need is increasing and thus far we are meeting ALL needs. No one is being turned away as of today.</li> <li>○ Need grants are done for the year.</li> <li>○ We must be creative in helping with tuition waivers for those whose financial aid does not come through. For students already here we are working hard to give them financial assistance to keep them here. We have not addressed new students that have not yet committed to attending CCC.</li> </ul> </li> </ul> <p>Other financial support available and challenges facing students were discussed: Bridge loans, library, text books on reserve, and the issue facing a student that does not have money for books.</p>
<p>PC Meeting Dates 2009-10</p>	<p>Presidents’ Council meeting dates (attachment #2 – final adopted calendar) were discussed and it was agreed to:</p> <ul style="list-style-type: none"> <li>• Have no meeting on July 21 and meet on July 28. However, due to President Truesdell’s calendar the attached is the final calendar. Meetings will stand as shown on the draft document.</li> </ul> <p><b><u>Next Steps:</u></b></p> <p>The final adopted calendar will be attached to the minutes from this meeting when they are distributed electronically to PC members.</p>
<p>College Council</p>	<p>Steffen Moller reported that College Council has not met since his last report to Presidents’ Council.</p> <ul style="list-style-type: none"> <li>• Budget updates have been added to the agenda for items to be discussed at College Council.</li> <li>• For up-to-date information/minutes:</li> </ul>

	<p><a href="http://www2.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings">http://www2.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings</a></p>
<p>Association Reports:</p> <ul style="list-style-type: none"> <li>• ASG</li> <li>• Classified</li> <li>• Pt Faculty</li> <li>• FT Faculty</li> <li>• Exempt</li> </ul>	<p><u>ASG / Michael Vu:</u> No Report.</p> <p><u>Classified / Kelly White:</u> No Report.</p> <p><u>PT Faculty / Rosemary Teetor:</u></p> <ul style="list-style-type: none"> <li>• Elaine Beal will go to the Student Success Conference next month, sponsored by PTFA.</li> <li>• Kathryn Long is taking over for Leslie Ruminski on the Curriculum Committee.</li> <li>• Thanks go out to duplication for the very fast turn-around of duplicating orders accomplished this term. It is very much appreciated.</li> <li>• Part-Time Faculty called students who were missing from their first day of classes. Students were very grateful and appreciated the thoughtful gesture. The calls pulled several dozen students back into classes. HPE acquired four new students by passing out flyers in the gym lobby. Students were impressed that an instructor would go out of their way to contact them.</li> <li>• Retention: Students are being retained by phone calls and/or emails. Some students miss the first class or two due to some catastrophe or illness and assume that there is no way they could catch up. Perhaps they assume their spot has been given to another student who was waiting to get into the class. A couple students did not realize that the term had begun and just needed a reminder!</li> <li>• Calls are also made to students who might attend the first day but then miss two days in a row sometime during the first 10 days. Some of these students may just be having difficulty getting a textbook or has had a problem accessing the online content (in online or hybrid courses) and just give up. In this situation Rosemary tells the student that they are welcome to return to class and she will do whatever she can to help them catch up, but she is also sure to let them know that, after missing a class or two, they are going to have to put in extra effort to do so.</li> <li>• It is very worthwhile to make a little extra effort to contact students missing from classes.</li> </ul> <p><u>FT Faculty / Bill Waters:</u> No Report.</p> <p><u>Exempt / Bill Zuelke:</u> No Report.</p>
<p>Around the Table Updates</p>	<p>No Report.</p>
<p>President's Report</p>	<p>We will be requesting Board of Education permission to extend our Institutional Activities (IAs) by one year.</p> <ul style="list-style-type: none"> <li>• Should we be given permission to do so, it will give us time to get traction.</li> <li>• Our goal is not to remove any of the 33 IAs but to determine and accomplish goals and challenges ahead.</li> <li>• Once our budget is determined, we will be able to clarify what activities can be moved forward.</li> </ul> <p>We are searching to find affordable trainings to invigorate us, get us grounded and moving ahead:</p> <ul style="list-style-type: none"> <li>• Potential \$2500 endowment – Teaching Excellence grant for learning: We could tie such trainings to an IA</li> </ul>

NEXT MEETING	Next Meeting: Expanded Presidents' Council, January 20, 2009 at 8:30 in CC127
<p><b>UPCOMING MEETING DATES in 2008-09:</b>  1/20 (expanded), 1/27, 2/3, 2/10, 2/17 (expanded), 2/24, 3/3, 3/10, 3/17 (expanded), <del>3/24</del> (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</b> at 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 (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)</p> <p><b>EXPANDED COUNCIL MEMBERS:</b> 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>	