

EXPANDED PRESIDENTS' COUNCIL – February 17, 2009
CC 127 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, Bill Zuelke, Maureen Mitchell, Chris Robuck, Janet Paulson, Scott Giltz, Steffen Moller, Cyndi Andrews, Bill Briare, Diane Drebin, Theresa Tuffli, and Bill Leach.

TOPIC / CATEGORY	KEY POINTS / NEXT STEPS
Welcome	Joanne Truesdell acknowledged Rosemary Teetor who went to Salem last week (February 11) to testify to a legislative committee about community college funding and Kelly White who participated in the OEA Rally for Education on Monday, February 16. There was a huge turnout and Joanne was very appreciative of the efforts made by many to represent education and human services.
All Staff Recognition Dessert: March 18 & 19	<p>Budget related topics:</p> <ul style="list-style-type: none"> • Reduce food expenses at the All Staff Recognition • Reconsider the date of the celebration (March 19) • Association presidents are to talk with their associations regarding their feelings and thoughts on the recognition event. <p><u>NEXT STEPS:</u> Concerns and questions to be addressed at the Presidents' Council meeting on March 3rd:</p> <ul style="list-style-type: none"> • How should pins be distributed? • Can personnel get away to attend a recognition event? We need to be sensitive to feelings and needs of departments in regard to coverage. • Is it important to acknowledge years of service? • Could there be an individual, personal presentation of pins to staff instead of a public presentation? • Could pins be presented at department or division meetings? • Should there be representatives from each association plus President Truesdell present when pins are presented either by personal presentations or at department meetings? • Should staff recognition be combined with the May 20, Retirement party? • How will night shift individuals be presented awards?
Budget Update	<p>Courtney Wilton reported on a draft copy of key dates [attachment #3] and times administrators have set aside for budget review. Items in bolded font reflect dates when administrators will need input from the deans:</p> <ul style="list-style-type: none"> • Friday, February 20 (8-12:00 pm): Deans turn in proposed budgets and we receive state revenue update from the State of Oregon. <ul style="list-style-type: none"> ○ Joanne Truesdell will acquaint herself with deans' proposals and areas of concern; revenue proposals from staff; speak with the Board and keep them up-to-date with the budget process and how we are proceeding; meeting requirements from the Board; studying budget inter-relationships involving, changes, filters, strategic priorities, and institutional activities; and preparation for launch. • Wednesday, February 25 (8-5:00 pm): Meet with Deans to understand proposals

	<ul style="list-style-type: none"> • Tuesday, March 3 (12-4:00 pm): Update Financial Forecast; deficit based on updated state number; review • Wednesday, March 4 (12-4:00 pm): Review • Friday, March 6 (8-5:00 pm): Review; meet with associations and deans • Tuesday, March 10 (1-4:00 pm): Review • Monday, March 16 (1:30-5:00 pm): Review • March 20: Proposed budget decisions in place; be prepared – Saturday and/or Sunday work sessions may be necessary • Elizabeth Lundy will be informed and involved. She will understand the mechanics of what everyone is doing. <p>Familiarize yourself with the following (if you need further information, contact Bill Zuelke at ext. 2268):</p> <ul style="list-style-type: none"> • Career and Employment Resource Center (CERC) website; links to a comprehensive page of links for unemployment support • EAP (Employee Assistance Program) • 211 system; access to real people who connect people to resources/referrals for Clackamas County • A one page menu will be designed as a handout for frontline staff to share with students and community members that has a listing of resources available, contacts for unemployment support, and general emergency resources. <p>Courtney Wilton stressed that administrators want to keep the lines of communication open regarding budget questions. He asked for advice or suggestions on how administrators might share future information:</p> <ul style="list-style-type: none"> • Keep a personal touch involved in the process; talk to people one-on-one; the sooner people know the better; and make sure unemployment resources are in an easy to read packet (rapid response coordination, EAP information etc.) • We need a shared understanding and a consistent form of communication and sharing. • It was suggested that a purpose statement or philosophy be reiterated explaining the recommendations to the budget committee.
Competitive Projects Submissions	<p>Competitive Process / Summary of Projects we may receive funding for [Attachment #1]:</p> <ul style="list-style-type: none"> • Janis Rosenlof was thanked for all her work compiling and editing this project and helping us to meet the requirements and deadline for submission. • Now we will wait for the President to sign the bill and determine how funds will be handled once they reach the State of Oregon. • The attachment is a reflection of the entire community college list so that you can know what other colleges are thinking about. This may be helpful to us in the future when considering what we want to do. We can see what is similar or duplicative with other colleges. There may be projects that compliment each other causing us to seek out partnerships with other colleges etc. <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • The President will sign the stimulus bill then determine how to funnel the dollars to individual states. The Federal government typically releases funding April, July and October and occasionally August. • Coming up, February 20: The governor will determine when and how to release funding and the criteria to do so. • On any project there will be the need to identify what the benchmarks are that we currently are trying to influence. <p>Some things we will be accountable for (on a monthly or quarterly basis) and the questions we will need to answer are:</p> <ul style="list-style-type: none"> • What are the outcomes you expect to achieve as the result of these funds?

	<ul style="list-style-type: none"> • How are you going to report and track them? There will likely be a tracking sheet reflecting the goals you set. You will list timelines for when you said you were going to do it and report if you did it. • Did you make the difference you said you were going to make? <p>Outcome tracking will be tightened up. There will be a public central reporting process that tracks all funding received.</p>
Federal Appropriations	<p>Shelly Parini outlined the \$1 million 2010 federal appropriations request that Scott Giltz, Catherine Nopp, Ray Hoyt and others have been working very hard on to pull together.</p> <ul style="list-style-type: none"> • This appropriations request will allow us to continue improving and building on the platform of our alternative energy programs. • If we are fortunate enough to receive funding for this appropriation request, we would receive it, fall of 2009. • Due to the strong ties to the academic side of what we have already started, alternative energy and sustainability was added to the name given to our appropriations request. • Hopes are to be aggressive and educate 5,000 people through this grant should we get it. • Shelly received a confirmation from Congressman Schrader's office this morning saying they are looking forward to working with Clackamas Community College on this opportunity.
Proposed Travel Procedures	<p>Chris Robuck presented Travel Expenditures Procedures [attachment #2]:</p> <ul style="list-style-type: none"> • These are procedures to be maintained at the department level by the Business Office and will affect all staff campus-wide. The changes made, bring Clackamas Community College into compliance with IRS regulations and will create consistency in communications, reporting and recording of information. • The first reading of this document took place on 11/25/08 at Presidents' Council and has been to College Council for a first and second reading. No changes were made to the draft since the first presentation at Presidents' Council. • Chris Robuck requested final approval by Presidents' Council today (2/17/09) so that the procedures may be formalized. <p><u>NEXT STEPS:</u> <u>Presidents' Council adopted the <i>Travel Expenditures Procedures</i> and approved the following actions:</u></p> <ul style="list-style-type: none"> • The Business Office will post this information to the Business Office website. • Chris Robuck will email budget originators to notify them of this revised document and its location. Chris will also send information regarding this document to FYI for posting. • Joanne Truesdell will report to the Board of Education on March 11, 2009, and notify them of the adoption of the Travel Expenditure Procedures that will likely result in the elimination of two administrative regulations 713.001 and 713.002.
College Council	<p>College Council performed the second reading of the Travel Procedures at their last meeting. The next College Council meeting has a very full agenda which can be found at http://www2.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings</p>
Association Reports	<p><u>Associated Student Government (ASG) / Michael Vu:</u></p> <ul style="list-style-type: none"> • February 9-12: The Club Fair was a great success. • February 16: Popcorn with the President, 11-12:00 in the Fireside Lounge; there was a large turn-out of students and they were asked what they hoped we would keep as we proceed through the budget cuts process: <ul style="list-style-type: none"> ○ "Fun classes" in addition to core class requirements are desired to help students relax (art, yoga etc.) ○ Extra-curricular and co-curricular activities help to keep students involved and successful throughout their college experience. ○ Reduce class scheduling conflicts; improve class staggering so multiple required classes can be taken within the same term.

- Students like and very much appreciate the warm feeling, and quality of people employed at Clackamas Community College (CCC) and hope this will continue.
- Concerns regarding tuition and fees were discussed.
- Students want to know how they can help. They appreciate and trust the assurance that CCC staff and Board members truly care about them and their desire to be successful in their educational endeavors.
- February 18: Health Fair in the Community Center from 11:00 – 2:00 p.m.
- February 18: Pizza with the President (budget discussion with students at CCC) from 2-3:00 pm in CC 127

Classified / Kelly White:

The Classified put together a survey this weekend to help guide us in the direction we want to go and are getting the results back this evening (2/17/09) and will do a follow-up survey today. Kelly has been working very hard to be a proactive participant of shared governance and appreciates the opportunity to work with the administrative staff and Classified Association members. Kelly's efforts are very much appreciated.

PT Faculty / Rosemary Teetor:

- Professional Development and health insurance reimbursement applications are in and being processed.
- Rosemary will be attending the quarterly UNISERVE Council meeting on February 20 and 21. OEA is providing training on proactive moves to be taken during a time of financial crisis.
- A National Council on Higher Education conference is coming up the end of spring break. Eight part-time faculty members will be in attendance. Everyone is invited to attend. The event is still open for registration (for an early bird price).

FT Faculty / Bill Waters:

- Bill Waters will be participating, along with Eric Lewis and Paul Wanner, in the session on February 20 and 21 outlined by Rosemary earlier.
- A Memo of Agreement was sent to faculty today (2/17/09) for ratification to give up the 4.5% cost of living plus 1% for next year (the last year of the faculty contract). Voting closes tomorrow evening, February 18, 2009.
- Bill Waters and Kelly White are working closely together and will generate an combined announcement for release as soon as results are in from both associations, in regard to budget issues or any further steps to be made.

Joanne Truesdell shared that the Board is acutely aware of the work in process by the associations and very much appreciate those efforts.

Exempt / Bill Zuelke:

No report.

Around the Table Updates

Bill Zuelke reported on Skills Day which took place on February 26. Transfer Day was a big success and many colleges and universities gathered and all participants felt very good about the attendance by students. Our athletic teams are all doing well. There are eight wrestlers qualified for the nationals and are in process of fund raising. We now have a Brazilian and Denmark flag for the community center.

Diane Drebin reported on the Culture of Poverty workshop held the end of January. This workshop was funded by a foundation mini grant. Two individuals presented and there were 60 participants representing student services, enrollment

services, and faculty. Training was received in the area of stronger communication techniques and how better to communicate with others from different cultural backgrounds.

Shelly Parini gave an update on the schedule of classes and the tuition increase. She gave a big THANK YOU to publications, the enrollment services team, and the deans assistants who worked incredibly hard and quick together (over the weekend) to make the changes to the schedule of classes.

Jan Godfrey reported on the department chair meeting on Friday, February 13th; Diane Drebin presented a demonstration of the data warehouse (a demo will be given at College Council in two weeks); Judy Redder led a conversation around Community College Survey of Student Engagement (CCSSE); and Bill Briare reported on assessment.

UPCOMING MEETING DATES in 2008-09:

2/24 (no meeting), 3/3, ~~3/4~~ (no meeting), 3/17 (expanded), ~~3/24~~ (no meeting), 3/31, 4/7, 4/14 (no meeting), 4/21 (expanded), 4/28 (no meeting), 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.