

EXPANDED PRESIDENTS' COUNCIL – March 17, 2009
CC 126 in Bill Brod Community Center • 8:30 – 10am

Present: **Presidents' Council Members:** Bill Waters, FT Faculty Pres; Kelly White, Clsfd Pres; Rosemary Teetor, PT Faculty Pres; Michael Vu, ASG Pres; Bill Zuelke, Exempt Pres; Elizabeth Lundy, VP of Instructional Services; Shelly Parini, Dean of College Advancement; Courtney Wilton, VP College Services; and (Recorder) Debbie Jenkins. **Employees in attendance:** Jan Godfrey, Janet Paulson, Diane Drebin, Bill Briare, Fayne Griffiths, Tara Sprehe, Kate Gray, Cyndi Andrews, Karen Martini, Chris Robuck, Jennifer Bown, and Terry Mackey

TOPIC / CATEGORY	KEY POINTS / NEXT STEPS
Satisfactory Academic Progress (SAP)	<p>Diane Drebin reported on Satisfactory Academic Progress – Initiatives Underway (Handout #1). Fayne Griffiths explained two measurements required for financial aid eligibility:</p> <ul style="list-style-type: none"> ▪ Quantitative (maintain 2.0 G.P.A.) ▪ Qualitative (cannot attend over 150% of any particular program) ▪ An easy to read handout has been developed for students, outlining rules and exemptions to the rules (i.e., financial aid limits are extended due to job loss and income reduction) <p>Pay Now – Pay Later, payment policy:</p> <ul style="list-style-type: none"> ▪ Pay later involves a \$15 payment schedule service fee plus balance owing by the end of week 6. See handout #1 for more details. <p>Tara Sprehe reported on transcript requests:</p> <ul style="list-style-type: none"> ▪ Student can track their own transcript requests (\$2.25 per transcript) on-line through the National Student Clearinghouse. This process will go live the first day of spring term. <p>Articulation of Transfer Credit:</p> <ul style="list-style-type: none"> ▪ Labor intensive and will take time to build tables in Datatel. ▪ These tables will show students how their credits transfer here from other colleges - starting summer term. <p>Automated wait list:</p> <ul style="list-style-type: none"> ▪ Currently we move students manually from wait lists to open seats. This will become automated. ▪ Once the automated system contacts students, they will have 48 hours to sign up for the class they are on a wait list for. If the student doesn't sign-up the system will then move down the wait list to the next student. ▪ Automated system goes live for summer registration in May. ▪ The automation process is turned off once classes begin at which time faculty control the wait list process. ▪ There will be conversations with faculty spring term, regarding this process, <p>Items listed on handout #1 are attached to Strategic Enrollment Recommendations (SEM) and Strategic Priorities. See the handout for details.</p>
2010-11 Academic Calendar	<p>Elizabeth Lundy distributed the draft version of the 2010-11 Academic Calendar for a first reading. (Handout #2)</p> <p><u>NEXT STEPS:</u> The 2010-11 Academic Calendar will go to College Council then back to Presidents' Council for final review.</p>
Annual Calendar	<p>Bill Zuelke presented (handout #3) a Memorandum to All College Event Planners plus the Annual Event Calendar facilities reservation form.</p> <p><u>NEXT STEPS:</u></p> <ul style="list-style-type: none"> ▪ Anyone who would like to be added to the email list to receive event planners information, please contact Bill Zuelke

	<p>at ext. 2268.</p> <ul style="list-style-type: none"> ▪ If you have an event you want added to the Annual Event Calendar for next year, fill out the Annual Event Calendar form and send it to Roxanne Kachel.
Web Committee Resolution	<p>Terry Mackey explained (handout #4) a document created by the Web Committee – a resolution regarding the portal:</p> <ul style="list-style-type: none"> ▪ myClackamas portal will become the default start-up (one-stop communication page) for all staff computers as soon as possible. <p><u>NEXT STEPS: Terry Mackey – Issues and requests to be taken to the Web Committee for further discussion</u></p> <ul style="list-style-type: none"> ▪ FYI Today was the intended electronic document to get current information out to employees, let's not bury it so that it gets lost among the other information on the portal home page. ▪ FYI should be at top. Keep it fresh with current information. ▪ Shrink the size of the message “read more” so that you can see more headlines. ▪ Links to documents and critical institutional information currently on FYI Today need to appear on the portal home page plus links to FRX (exists but does not currently work) and Datatel. ▪ Offer short ½ hour trainings on the use of the portal; what it can do and what is available to staff members. ▪ Keep the “look” of FYI now - as far as design and layout ▪ Portal improvements are needed for administrators and staff. It is working well “as is” for faculty and students. ▪ Students would like portal training – plan this training as part of New Student Orientation
College Council	<p>Steffen Moller was unable to be present today – no report. For more details regarding College Council minutes and agendas please go to http://www2.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings</p>
<p>Association Reports</p> <ul style="list-style-type: none"> • ASG • Classified • PT Faculty • FT Faculty • Exempt 	<p><u>Associated Student Government (ASG) / Michael Vu:</u></p> <ul style="list-style-type: none"> ▪ Students would like to retain access to the seating section plus microwave in the Chartwells area after Chartwells' regular open/operating hours. This is a primary student seating, meeting and working space. ▪ Students should be made aware of the microwave near the vending machine alcove in the Community Center. <p><u>NEXT STEPS:</u> Courtney Wilton will look into the cost of rolling cages to close off access to the Chartwells service area.</p> <p><u>Classified / Kelly White:</u></p> <ul style="list-style-type: none"> ▪ Reduction in Force (RIF) Forum today in the Gregory Forum from 12-1:30 p.m. ▪ The Classified Association requests that a bargaining team member be present when classified staff are informed that they have been bumped. ▪ Memorandum of Agreement (MOA) passed by a 90.5% vote - 145 voted yes and 15 voted no, to give up their Cost of Living Adjustment (COLA) next year. <p><u>PT Faculty / Rosemary Teetor:</u></p> <ul style="list-style-type: none"> ▪ Finals and grading papers are in process. ▪ Requested that a department chair or dean be present when a part time faculty member is told there is no work for them spring term. ▪ A survey has gone out regarding whether or not part time faculty wish to forego their COLA next year. Data will be reviewed tomorrow, March 18, 2009. <p><u>FT Faculty / Bill Waters:</u></p>

	<ul style="list-style-type: none"> ▪ Finals and grading papers are in process. ▪ Elections coming up soon for next year officers. <p><u>Exempt / Bill Zuelke:</u> Nothing to report</p>
<p><i>Around the Table Updates</i></p>	<p>Bill Zuelke – Hosting a large community event for the entire county, spring term (the date has not yet been set), for people who have been laid off or are fearful of being laid off. The Small Business Development Center, Workforce, Employer Resource Center, Business and Counseling Departments will be involved with hosting this all day event. There will be personal budgeting, stress management, certificate and short-term training information etc. Contact Bill Zuelke if you would like to participate or assist in any way at ext. 2268.</p> <p>Bill is part of a group working on summer and fall schedules to shift curriculum to avoid overlaps and work on block scheduling. For summer we are concentrating on strategic courses and will have a broader focus/plan for fall term. Contact Bill, ext. 2268, if you would like to help out with New Student Orientation.</p> <p>LCOP, a designated course for people in transition has been very successful. Kaiser has awarded a grant (written by Jean DeVenney) to help organize and provide free insurance to students from specific cohorts. We are now creating the gateway course to give students access. Contact Bill at ext. 2268 for further information.</p> <p>Bill thanked the Foundation for underwriting the furniture for the Veterans’ Center.</p> <p>Strategic Enrollment Management (SEM) is alive and well and working in the background. Things are moving forward with SEM proposals and will be bursting out again right after spring break. So everyone, get ready!</p> <p>Karen Martini – The CCC Foundation is working hard to carve out dollars for the Mini-Grants for Innovation Program. Announcements will go out by the middle of next week outlining the timelines, schedule and guidelines. These will be due the last week of April. We are hoping for about \$30,000 towards innovative, collaborative projects.</p> <p>Janet Paulson - Special section of the Oregonian this week “Learn On”, quoted Casey Sims in an article relating to people returning to colleges in times of economic downturn.</p> <p>Cyndi Andrews – Camilo Sanchez and a committee of others (including Janet Paulson and Shelly Parini) are organizing a Latino cultural event that will take place on July 11. We hope to bring approximately 300 Latinos and their families to campus. One goal is to get CCC better acquainted with the Latino community. We want to display the many opportunities that CCC has to offer. We will be in partnership with many members of the Latino community. A Latino radio station is giving us free advertising and the Gregory Forum has been booked. There will be some fun events taking place such as dances and soccer games. We hope this will become an annual event.</p> <p>Kate Gray – Thanked everyone for their tireless efforts and abilities to embrace one another, come together to display strength, and support of one another through some very difficult times. We are stronger for it.</p> <p>The sustainability series is kicking off on April 7. Our keynote speaker will be Mark Hickson, OSU professor of Marine Biology. The topic will be ocean warming. We have 15 confirmed speakers/presenters for the sustainability series</p>

taking place April through June. Funding is coming from the Green Grant and Mini-Grants. Five of the presentation will be filmed. You can find a complete list of topics, speakers, times, and locations on the sustainability committee website (through FYI Today and the portal).

Bill Briare – First run pilot of assessment of student learning outcomes for 5 classes is under way. We are testing to see how this information is passing through Datatel and the Portal. Bill thanked the large group of faculty involved in this process. For more information, please contact Bill Briare at ext. 2202.

Courtney Wilton – The first round of the budget process has ended. We have accomplished a lot. Courtney expressed his appreciation to the many people who stepped up and contributed. Further discussions are to follow at Presidents' Council, College Council, and the Budget Committee. There will be a revenue update in May followed by budget adoption in June. Thank you to everyone for all your help!

UPCOMING MEETING DATES in 2008-09:

~~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 (Clsfd Pres), Steffen Moller (Chair of College Council), Elizabeth Lundy (VP of Instructional Services), Shelly Parini (Dean of College Advancement), Courtney Wilton (VP of College Services), Debbie Jenkins, (Recorder), Bill Zuelke (Exempt Pres), Jan Godfrey (Dean of Human Resources), and BJ Rinearson (Director of HR)

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.