

EXPANDED PRESIDENTS' COUNCIL – April 21, 2009
CC 127 in Bill Brod Community Center • 8:30 – 10am

Present: **Presidents' Council Members:** Joanne Truesdell, College President; 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; Elizabeth Lundy, VP of Instructional Services; Courtney Wilton, VP College Services; and (Recorder) Debbie Jenkins.
Employees in attendance: Jan Godfrey, Scott Giltz, Joe Austin, Theresa Tuffli, Maureen Mitchell, Janet Paulson, Diane Drebin, Bill Briare, Cyndi Andrews, Karen Martini, Chris Robuck, and Terry Mackey

TOPIC / CATEGORY	KEY POINTS / NEXT STEPS (Action)
Electrical Repair Work - Urgent	<p>Courtney Wilton outlined electrical repair work to be scheduled during the next 6 months:</p> <ul style="list-style-type: none"> • This will result in the need to be off the electrical grid for extended periods of time on several occasions • Electrical service shut-down will result in no phone, fire alarms or computer service <p><u>NEXT STEPS:</u> Courtney will return with more information in 2-3 weeks:</p> <ul style="list-style-type: none"> • Dates/times selected for power shut-downs • List of alternative locations for events and/or activities
Board Policy 602: Approval Request	<p>[Attachment #1] Board Policy 602 – Tuition Waivers is being updated to reflect the extension of tuition waivers to spouses/domestic partners and dependents of fallen or 100% disabled Oregon Service members as outlined in Administrative Regulation 602-001.</p> <p><u>NEXT STEPS:</u> <u>Board Policy 602 was approved with the recommendation that this policy be presented to the Board of Education for approval on May 13, 2009.</u></p>
Administrative Regulation 602-001: Tuition Waivers / Addition of Veterans dependents	<p>[Attachment #2] Administrative Regulation 602-001 – Tuition Waivers is being updated to reflect an additional benefit for fallen Oregon Service members. This benefit is for military members who served and were killed on active duty or had a 100% disability as of the year 1990. This tuition waiver benefit is intended to provide family members (spouse/domestic partners and dependent children) the opportunity to earn a certificate and/or an associate degree. Eligibility rules are outlined in this administrative regulation. Presidents' Council serves as the final approval body for administrative regulations.</p> <p><u>Administrative Regulation 602-001 was approved with the addition of three words "a certificate or" to the following sentence:</u> <i>Fallen Oregon Service Member Benefit – The fallen Oregon service member tuition waiver benefit is intended to honor Oregon service members and provide their family members with the opportunity to earn <u>a certificate or</u> an associates degree.</i></p>
Administrative Regulation 404-003	<p>Diane Drebin presented Administrative Regulation (AR) 404-003: Tuition and Fee Payment Policy [attachment #3]</p> <ul style="list-style-type: none"> • The updated language does not change the intent of the original AR • The goal is to clarify two student registration options at CCC; <i>Pay Now or Pay Later</i>

	<ul style="list-style-type: none"> • A communication campaign in place that will be launched with summer term registration to alert students to these new <i>Pay Now</i> or <i>Pay Later</i> options. • EXCEPTIONS: Students receiving third party support resources to fund their education (financial aid, scholarships, workforce, veterans etc.) may be exempt from the <i>Pay Now</i> or <i>Pay Later</i> policy. • <i>Pay Later</i> option: First 1/3 of balance owed end of week two; second 1/3 paid end of week 4; final remaining balance paid end of week 6 • A minimum of \$100 in tuition fee charges must be owed the college to use the <i>Pay Later</i> option. • \$15 service fee: Added to the total balance owed for students using the <i>Pay Later</i> option • \$25 late fee: Assessed each time a <i>Pay Later</i> option payment is missed (\$75 late fee still in place – divided into thirds) • Emails will be sent to students explaining and reminding them of upcoming payment due dates and the amount owed. • Short-term classes: Follow the same 1/3 payment plan as outlined above. If the class starts after the second week then there would be an adjustment made so that the payment would be paid in two parts instead of three. If a class begins after the 6th week, the entire balance owed would be due at the time of registration. <p><u>NEXT STEPS:</u> May 1: College Council – 1st reading May 5: Presidents’ Council – 2nd reading</p>
Administrative Regulation 701-001	Diane Drebin presented Administrative Regulation (AR) 701-001: Items Returned by Bank [attachment #4] <ul style="list-style-type: none"> • The word “service” was deleted and the words “non-sufficient funds (NSF)” were added in the following sentence: Any item not honored by the bank is subject to a <u>non-sufficient funds (NSF) charge</u>. • This AR applies to payments/checks accepted by the college in enrollments services, the bookstore, and parts merchandising (automotive) etc. <p><u>NEXT STEPS:</u> May 1: College Council – 1st reading May 5: Presidents’ Council – 2nd reading</p>
Budget	Courtney Wilton gave a budget update on future plans and concerns: <ul style="list-style-type: none"> • It is time to begin discussions on further adjustments to the CCC budget that include planning for a shortfall. (If we receive less than the earlier estimated amount of \$430m from the state.) • Mid to late May we will know if there is going to be a shortfall. A Budget Discussion meeting scheduled for Monday, April 27, has been changed to 2-4 pm (from 1-4:00 pm) in DeJardin 226. • Courtney will be presenting a 4 year projection - where we should go next, timelines, and trigger mechanisms: <ul style="list-style-type: none"> ○ Where we are currently with our budget and gross amounts ○ Certificate of Participation (COP) affect on operating budget ○ Strategies as we work towards a capital campaign ○ Long term considerations <p>President Truesdell shared that due to possible 15% cuts to local school (K-12) budgets:</p> <ul style="list-style-type: none"> • High school students could have approximately 40-45 students in all classrooms. • Kindergarten seat loads could increase to 30-35 students.

	<ul style="list-style-type: none"> • These increased seat loads will affect the level of remediation needed from community colleges. • Modifications are being considered as to <i>how</i> kicker dollars are handled. Several different methodologies are being considered. <p>President Truesdell stressed that our goal is to concentrate on how we implement change and create innovation. She will continue moving our institution forward based on the amount of money we do have as opposed to centering our focus on the money we do not have.</p>
<p>College Council</p>	<p>College Council has been working with similar issues being discussed here today plus Instructional Standards Committee (ISP) items that include assessment of general education outcomes, changes to the course approval process, and Faculty Emeritus update.</p> <ul style="list-style-type: none"> • In the past faculty have requested Faculty Emeritus designation and it is felt this should be automatic. • Career faculty designation is outlined in the faculty contract and current tradition is for this to be conferred by a dean by creating and awarding a certificate and notifying the VP of Instructional Services. • Privileges include life-time library access, portal access, and the right to use the CCC logo on business cards at the faculty member's expense. • President Truesdell will consult with the Board regarding changes. As this is an honor for recognition of Faculty Excellence, the Emeritus status may warrant a board confirmation. <p><u>NEXT STEPS:</u></p> <ul style="list-style-type: none"> • May 1: Next College Council meeting • Steffen Moller to return to the ISP Committee for further discussion/clarification on Faculty Emeritus privileges and bring back to Presidents' Council for further discussion: <ul style="list-style-type: none"> ▪ Portal access ▪ Clarification on the college logo – the conditions under which use is allowed ▪ CCC Board of Education as the brand holder
<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"> • April 21: Take Back the Tap event from 12-2:00 pm • April 21: Five ASG members will be accompanying Chuck Clemans to the PCC Cascade Campus, Ways and Means Hearing tonight • The Power of “Thank You” by Ryan Malone: Michael distributed an article on the power of positivity and gratitude in our lives (Handout #5) • April 22 & 23: Blood Drive <p><u>Classified / Kelly White:</u> Reduction in Force (RIF): As this process continues, please refer any employees with questions to Jan Godfrey or Kelly White. April 21: Kelly will be speaking at the PCC Cascade Campus, Ways and Means Hearing tonight.</p> <p><u>PT Faculty / Rosemary Teetor:</u></p> <ul style="list-style-type: none"> • Health Insurance reimbursement and professional development applications are currently in process.

	<ul style="list-style-type: none"> • Attending the PCC Cascade Campus, Ways and Means Hearing tonight • Attending the OEA annual business meeting this upcoming weekend - representative assembly <p><u>FT Faculty / Bill Waters:</u></p> <ul style="list-style-type: none"> • Bill and other full time faculty will be present at the PCC Cascade Campus, Ways and Means Hearing tonight • The CCC Full Time Faculty election process has begun for 3 senators and 3 officers - ballots will be going out soon. <p><u>Exempt / Bill Zuelke:</u></p> <ul style="list-style-type: none"> • Bill expressed his appreciation on behalf of all Exempt staff for all the work that went into the Staff Appreciation event. The positive energy shared with awards and years of service pins was very much enjoyed. • Bill will also be attending the Cascade Campus, Ways and Means Hearing tonight.
Around the Table Updates	<p>Jan Godfrey thanked Janet Paulson for her efforts in getting the information out regarding Karen Stubblefield.</p> <p>Janet Paulson announced that there is a new shipment of Smart tee-shirts available in B 223. She also distributed copies of the special sustainability project section, (promoting college programs, students and our work around the Go Oregon sustainability projects) coming out tomorrow in the Oregon City News and the Clackamas Review community newspapers. Please contact Janet at ext. 2307 for extra copies.</p> <p>Theresa Tuffli reported: Maureen Mitchell's area is having an open house on April 23rd at the Harmony campus from 4-6:00 pm. Following this event, there will be a meeting at OIT serving as the final stage of the Harmony visioning process. April 20 marks the beginning of a new partnership with the Criminal Justice Division of the Oregon Department of Justice at Wilsonville. This educational partnership is funded by a 3-year federal grant through the Division of Homeland Security to elevate knowledge and skill levels of staff at local school districts (i.e., our trauma team). Theresa thanked Courtney and Shelly Tracy for all their work and many hours spent pulling together this very complicated contract.</p>
President's Report	<p>Joanne Truesdell outlined Essential Budget Level Calculation (EBL) in process in Salem:</p> <ul style="list-style-type: none"> • This is a formula that uses actuals from the previous biennium to determine/calculate services at the same level for the next biennium (factors include PERS, anticipated salary increments, property taxes, and cost of living etc.) • Three different methodologies are being considered
Next Meeting	The next Presidents' Council meeting will take place on May 5, 2009 in CC 126

UPCOMING MEETING DATES in 2008-09:

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), 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), and Jan Godfrey (Dean 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.