

**EXPANDED PRESIDENTS' COUNCIL – May 5, 2009**  
**CC 126 in Bill Brod Community Center • 8:30 – 10:00 a.m.**

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; Steffen Moller, Chair of College Council; Elizabeth Lundy, VP of Instructional Services; Courtney Wilton, VP College Services; Shelly Parini, Dean of College Advancement; and (Recorder) Debbie Jenkins.

**Employees in attendance:** Janet Paulson, Karen Martini, Joe Austin, Kate Gray, and Terry Mackey.

TOPIC / CATEGORY	KEY POINTS / NEXT STEPS (Action)
Web Committee	<p>Terry Mackey reported back from the Web committee regarding myClackamas portal:</p> <ul style="list-style-type: none"> <li>• FYI will still appear on the portal startup menu in the center column</li> <li>• No timeline as been established for the set-up of links from the myClackamas portal to critical institutional links</li> <li>• We are in the final 2 month conversion from Novell GroupWise to Outlook</li> </ul> <p>Contact a web committee member with questions or suggestions:</p> <ul style="list-style-type: none"> <li>• Instructional Division: Bill Briare, Steffen Moller, Terry Mackey, Sarah Nolan, Anne Bachmann</li> <li>• Distance Learning: Steve Beining</li> <li>• Student Services: Paul Creighton, Teresa Robertson</li> <li>• Enrollment Services: Diane Drebin, Terri Sanne</li> <li>• Public Affairs: Janet Paulson, (Ex-Officio) Nancy Wells</li> <li>• Student Body: Michael Vu, Greg Robertson, Melanie Kratzer</li> <li>• Information Technology Services: (Ex-Officio) Joe Austin, Kim Carey, Shawn Swanner, Dean Walch</li> </ul> <p><b><u>The request for the myClackamas portal to become the default startup menu for every staff computer on campus was approved.</u></b></p> <p><b><u>NEXT STEPS:</u></b></p> <ul style="list-style-type: none"> <li>• After July 1: myClackamas portal will become the default startup for all CCC computers</li> <li>• Critical institutional links: Available search features will be explained when the migration date is announced.</li> <li>• Links, blue bar and FYI features: Terry Mackey will take questions and concerns regarding these features back to the web committee for further discussion.</li> <li>• Terry will return to PC on a semi-regular basis for further review and input on myClackamas contents</li> </ul>
All Staff Recognition	<p>All Staff Recognition celebration dates and times were discussed:</p> <ul style="list-style-type: none"> <li>• Alternative dates/times under consideration are 12/10/09 from 12-1:30 p.m. or 12/11/09 from 2-3:30 p.m.</li> <li>• Alternative locations to be considered are Gregory Forum (GF) and Niemeyer</li> </ul> <p>Comments regarding Niemeyer use for this celebration:</p> <ul style="list-style-type: none"> <li>• Better acoustics and line of sight than GF (everyone can hear and see what is going on).</li> <li>• Niemeyer lobby - <i>years of service</i> pin awards: Point speakers away from the audience (when speakers were pointed toward the audience the sound was distorted and many could not hear/understand what was being said).</li> <li>• Niemeyer has a more intimate feeling than sitting around tables in GF.</li> <li>• Being called to the Osterman Theatre stage adds a well deserved air of importance for those receiving awards.</li> </ul>

	<ul style="list-style-type: none"> <li>• Seating/Niemeyer Theatre: Typical set-up seats 228; however, an additional 30 seats can be added – <u>total 258</u></li> <li>• Seating/GF A-B-C: Maximum seating is 288 (Fire Marshall limit)</li> </ul> <p>Bill Waters complimented Debbie Jenkins on her script writing for the staff recognition event - especially the SuccessMaker awards script.</p> <p><b><u>NEXT STEPS:</u></b></p> <ul style="list-style-type: none"> <li>• All Staff Recognition: Association leaders are to speak to staff to determine the preferred celebration location/date and bring back results to the May 12<sup>th</sup> PC meeting.</li> </ul> <p>At our next December 2009 celebration:</p> <ul style="list-style-type: none"> <li>• Increase advertising</li> <li>• Department heads to encourage staff attendance</li> <li>• Publish a list of all staff members due to receive <i>years of service</i> pins</li> <li>• Michael Vu will encourage next years ASG President to plan a <i>Niceness at Noon</i> event in December</li> </ul>
Swine Flu Update	<p>Janet Paulson, Elizabeth Lundy, Shelly Parini and Courtney Wilton are all remaining in close contact with county health officials and healthcare providers regarding the H1N1 flu virus (swine flu):</p> <ul style="list-style-type: none"> <li>• CCC has a Pandemic Influenza Plan outlining procedures the college will follow.</li> <li>• Staff members are working hard to be proactive in getting information out to staff and students via the myClackamas portal, FYI and *. * email updates. Should the college need to make a change from normal operations the information will be posted at the additional sites of FlashNews, CCC website, and a message would be left on audix at ext. 5950.</li> <li>• CCC has no flu cases that have tested positive for the H1N1flu virus as of today.</li> <li>• Health officials reported that a vaccine is being developed for release prior to next year.</li> <li>• Research is being conducted on behalf of the uninsured and/or unemployed.</li> <li>• Clackamas County Public Health Department has information available on a variety of health and insurance issues: <ul style="list-style-type: none"> <li>○ <i>Swine Flu Regional Hotline/general questions and advice:</i> 1-800-978-3040</li> <li>○ <i>Oregon Safe Net</i> (one-stop resource center for free medical advice or health care referral): Dial – 211 or 1-800-723-3638 or access their website at <a href="http://www.211info.org">www.211info.org</a></li> </ul> </li> </ul> <p>Discussions followed in regard to general information update processes that are constantly changing and improving. ASG leadership and various focus groups are reviewing, investigating, and considering many different communication styles and techniques.</p> <p><b><u>NEXT STEPS:</u></b></p> <ul style="list-style-type: none"> <li>• Janet Paulson to attend a Social Networking Conference to aid in research and discovery of modern forms of communication and application processes.</li> <li>• We need to ask students how they want us to communicate with them, as opposed to us telling them.</li> </ul>
Administrative Regulation 404-003	<p>Attachment #1: AR 404-003 – Tuition and Fee Payments is being updated to reflect current student registration and payment options.</p> <p><b><u>NEXT STEPS:</u></b></p> <p><b><u>Administrative Regulation 404-003 was approved with the addition of changes reflected in Attachment #1.</u></b></p> <ul style="list-style-type: none"> <li>• Debbie Jenkins to post the updated regulation to the “F” drive</li> </ul>
Administrative Regulation 701-001	<p>Attachment #2: AR 701-001 – Items Returned By The Bank is being updated. The word “service” was removed so that the sentence now reads: Any item not honored by the bank is subject to a <u><i>non-sufficient funds (NSF)</i></u> charge.</p> <p><b><u>NEXT STEPS:</u></b></p>

	<p><b><u>Administrative Regulation 701-001 was approved with no further changes as reflected in Attachment #2.</u></b>  Debbie Jenkins to post the updated regulation to the "F" drive</p>
College Council	<p>May 15: Next College Council meeting  For more details regarding College Council minutes and agendas please go to  <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>Associated Student Government (ASG) / Michael Vu:</u></p> <ul style="list-style-type: none"> <li>• May 8: Horticulture Club Plant Sale 12-5 p.m. plus an ASG sponsored barbeque outside Clairmont from 11:30-1:30 p.m.</li> <li>• May 9: The final meeting of the Oregon Community College Student Association (OCCSA) will be held at Umpqua Community College.</li> <li>• Students have voiced concerns about armored vehicles driving too fast as they travel through the CCC quad. <ul style="list-style-type: none"> <li>○ Courtney Wilton will conduct an investigation on this matter.</li> </ul> </li> <li>• Michael encouraged college committee chairs to contact ASG and get students more involved in the various college committees here at Clackamas.</li> </ul> <p><u>Classified / Kelly White:</u></p> <ul style="list-style-type: none"> <li>• Reduction in Force (RIF): We continue to move through the RIF process with 12 people. One employee has chosen to go to recall rather than bump.</li> <li>• Elections: Finalizing the nomination list and the election event will end in May with a strawberry shortcake celebration.</li> </ul> <p><u>PT Faculty / Rosemary Teetor:</u></p> <ul style="list-style-type: none"> <li>• Health Insurance reimbursement and professional development applications are in</li> <li>• PT Faculty newsletter will be coming out later this week.</li> <li>• May 1: Seven PT Faculty attended the Sarah Varnum Professional Development Conference at Chemeketa</li> </ul> <p><u>FT Faculty / Bill Waters:</u></p> <ul style="list-style-type: none"> <li>• 57 staff voted at elections yesterday</li> <li>• Bill is working hard to finish various projects and resolve many issues before relinquishing presidential responsibilities to Eric Lewis.</li> </ul> <p><u>Exempt / Bill Zuelke:</u>  No report.</p>
Around the Table Updates	<p>Karen Martini - The Foundation office conducted a phone-a-thon on April 27-29. Karen thanked ASG for their help bringing in \$16,000 in pledges. With matching dollars the grand total will be approximately \$20-\$30,000. Minigrant proposals are due to the Foundation by 5:00 p.m. on May 8<sup>th</sup>.</p> <p>Michael Vu - Presidential candidate Alyssa Fava and VP candidate Bailee Sanders are running unopposed at the May 7 &amp; 8 ASG elections.</p> <p>Shelly Parini - The Green Grant has given new life to the sustainability project. We are working on some exciting new marketing ideas. Several speaker series will be filmed. We will also film interviews with instructors and others attending CCC</p>

	venues such as the upcoming plant sale on May 8 <sup>th</sup> . These films will then be played on television to promote CCC for many years to come. Visit the sustainability site at: <a href="http://www2.clackamas.edu/sustainability/">http://www2.clackamas.edu/sustainability/</a>
President's Report	<p>President Truesdell reported:</p> <ul style="list-style-type: none"> <li>• There are no new budget numbers to share. We are continuing to make budget plans based on the \$430m estimate. We will know more after May 18<sup>th</sup>.</li> <li>• CCC has submitted another \$1m in requests for non-matching funds.</li> <li>• April 29: Oregon's Speaker of the House Dave Hunt, State Senator Martha Schrader and State Representative Brent Barton toured <i>Go Oregon</i> stimulus projects in process at the college. <ul style="list-style-type: none"> <li>○ Bill Leach and Janet Paulson gave presentations highlighting 28 projects that are in process and projects that are already complete. We are on schedule!</li> <li>○ Joe Austin led a tour of 10 wiring projects. Michael Antonietti, contractor/electrician for Cochran Technologies personally expressed his appreciation to the visiting officials. He thanked them for the work provided by the college and explained how much this has helped him and his employees.</li> <li>○ All visiting officials were very pleased with the college and Senator Schrader said she was planning to share, on the floor tomorrow, how stimulus dollars are creating and sustaining jobs for Clackamas County citizens.</li> </ul> </li> </ul>
Next Meeting	The next Presidents' Council meeting will take place on May 12, 2009 at 8:30 a.m. in CC 126

**UPCOMING MEETING DATES in 2008-09:**

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 [If possible please send handouts electronically, prior to the meeting, to Debbie Jenkins to avoid the need to make paper 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), Courtney Wilton (VP of College Services), Shelly Parini (Dean of College Advancement), Jan Godfrey (Dean of Human Resources), Bill Zuelke (Exempt Pres), and Debbie Jenkins, (Recorder).

**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.