

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

Present: Presidents' Council Members: Joanne Truesdell, President; Bill Waters, FT Faculty Pres; Rosemary Teetor, PT Faculty Pres; Kelly White, Classified President; Alyssa Fava, ASG Pres; Chris Robuck, College Council Chair; Elizabeth Lundy, VP Instructional Services; Shelly Parini, Dean of College Advancement; Jan Godfrey, Dean of HR; Janet Paulson, Public Information Officer; and (Recorder) Debbie Jenkins.

TOPIC / CATEGORY	KEY POINTS / NEXT STEPS (Action)
How an Idea Becomes a Policy	<p>President Truesdell led a discussion regarding “How an Idea Becomes a Policy” [attachment #1] and whether or not the current outline gives clear and sufficient information.</p> <p>Communication issues discussed included:</p> <ul style="list-style-type: none"> • Create better information flow between the councils (Presidents' Council and College Council) and their constituents. • Two sites for data storage/access is too confusing (F:/drive and the internet) • Clarification is needed as to where staff can go for the most recent information regarding the college and communication. • How do we decide when a policy needs to go to both students and staff? • Be efficient and very inclusive to insure good communication that includes others, when appropriate; Information communicated through a LEAN lens • Notify ASG and explain each step of the policy process: Discuss the policy, pending changes, policy ratification, and when the information can be released to the general population via the portal etc. • Apply lean concepts: post policies, in the process of being changed, to the portal (prior to College Council 1st reading) and give staff the opportunity to post comments. <p>Management of information and where it should be located:</p> <ul style="list-style-type: none"> • Create and share a college-wide common template for minutes. • Improve data collection and retrieval; post to only one location; file management and access is extremely important • We need to take a look at how we store critical information within our database system and how staff access critical information currently accessed through FYI, especially during the Portal switch-over. <p>Process:</p> <ul style="list-style-type: none"> • Be people oriented and project focused. • Determine what types of non-policy should be presented to PC. <p>Improvements/changes to policy flow document:</p> <ul style="list-style-type: none"> • Identify administrative lead (sponsor/division) responsible for each policy brought forward. This will maintain integrity in the policy process. The sponsor affirms the need and is responsible to inform constituents of pending

	<p>changes and adopted policy.</p> <ul style="list-style-type: none"> • Add a step (between step one and two) to stress the importance of <i>ownership of policy</i>; <p><u>NEXT STEPS:</u></p> <ul style="list-style-type: none"> • In-Service training suggestion - Lean Training: Responsibilities in accessing information, communicating with others, shared governance, philosophy, and process etc. • Review the Administrative Regulation process • Review IA's and PC Targets
Tobacco Free	<p>President Truesdell called for questions or comments:</p> <ul style="list-style-type: none"> • Soft enforcement of smoking rules and regulations will continue for the next year. • Keep ASG up-to-date on any policy updates/changes • Additional signage, posted in key areas, outlining smoking information is needed. • Plan enforcement of tobacco free rules at graduation events • Alyssa Fava shared experiences at two other college campuses where she saw a combination of results regarding smoking cessation attempts. Some campuses had many people actively smoking and others appeared more proactive with less smokers and more signage displayed. <p><u>NEXT STEPS:</u></p> <p>Smoking Cessation: Fall term discuss and receive updates regarding current designated smoking policy enforcement enforcement, information, proactive activities, workshops and getting the word out from:</p> <ul style="list-style-type: none"> • Student Services: Bill Zuelke • Human resources: Jan Godfrey • ASG: Alyssa Fava • Policy sponsor: Courtney Wilton & Bill Leach: Committee CUDC
Workforce Utilization Study	<p>Coming up in July: Human Resources will be sending out staff benefits information plus gathering updated information from employees:</p> <ul style="list-style-type: none"> • EEOC (Equal Employment Opportunity Commission) information requests will be delivered via email asking everyone to go to a website to review and update addresses, emergency contact information, and ethnicity etc. <ul style="list-style-type: none"> ◦ Race/ethnicity information being requested is optional.
<p>Association Reports</p> <ul style="list-style-type: none"> • ASG • Classified • PT Faculty • FT Faculty • Exempt 	<p><u>Associated Student Government (ASG) / Alyssa Fava for Michael Vu:</u></p> <ul style="list-style-type: none"> • President, Alyssa Fava and Vice President Bailee Sanders attended an OCCSA sponsored student management training/workshop session on June 19 at Lane Community College. They learned many new leadership and team organizing skills. Nine new ASG members have been interviewed and hired. <p><u>Classified / Kelly White:</u></p> <ul style="list-style-type: none"> • Kelly is looking forward to working with her new and returning Classified Association Board. She also expressed her gratitude to the past board members and all their hard work. • Prior to summer break Kelly is following up on employee issues: Rights of Classified members are being reviewed with the Dean of Human Resources, Jan Godfrey, as some issues are yet to be resolved concerning the bumping (RIF – Reduction in Force) process.

	<p><u>PT Faculty / Rosemary Teetor:</u></p> <ul style="list-style-type: none"> Rosemary Teetor shared that she has been Part Time Faculty President since 2004 and is actively recruiting. <p><u>FT Faculty / Bill Waters:</u></p> <p>Bill announced that this is his last meeting as FT Faculty President and is very confident that the upcoming President, Eric Lewis will do a great job!</p>
Around the Table Updates	No Reports
President's Report	We will continue to look at the challenges we face with inclusion of all staff with information updates when many are out on vacation etc.
Next Meeting	Expanded Presidents' Council: July 21, 2009 in CC 127 from 8:30 – 12:00 pm

UPCOMING MEETING DATES in 2009-10:

~~7/7~~ (no meeting), ~~7/14~~ (no meeting), 7/21 (expanded), ~~7/28~~ (no meeting), ~~8/4~~ (no meeting), ~~8/11~~ (no meeting), ~~8/18~~ (no meeting), ~~8/25~~ (no meeting), 9/1 (no meeting), 9/8, 9/15 (expanded), ~~9/22~~ (no meeting/In-Service), 9/29, 10/6, 10/13, 10/20 (expanded), 10/27...

NUMBER OF HANDOUTS TO BRING: Presidents' Council – 20 copies; Expanded Presidents' Council – 35 copies

PRESIDENTS' COUNCIL MEMBERS: Joanne Truesdell (President), Bill Waters (FTF Pres), Rosemary Teetor (PTF Pres), Kelly White (Clafd Pres), Alyssa Fava (ASG Pres), Chris Robuck (Chair of College Council), Jan Godfrey (VP of Instructional Services), Shelly Parini (Dean of College Advancement), Courtney Wilton (VP of College Services), Jan Godfrey (Dean of HR), Bill Zuelke (Exempt Pres), Janet Paulson (Public Information Officer), and Debbie Jenkins,

EXPANDED COUNCIL MEMBERS: PC Members plus Cyndi Andrews, Joe Austin, Bill Briare, Diane Drebin, Scott Giltz, Bill Leach, Karen Martini, Maureen Mitchell, Chris Robuck, Steffen Moller, and Theresa Tuffli.