

PRESIDENTS' COUNCIL MINUTES
October 6, 2009
CC 126 in Bill Brod Community Center • 8:30 – 10:00 am

PC Members	Attendance	EPC Members Present:	Attendance
Joanne Truesdell (President)	X	Bill Leach	X
Eric Lewis (FTF Pres)	Absent	Maureen Mitchell	x
Bob DelGatto (FTF Elect)	Absent	Theresa Tuffli	X
Rosemary Teetor (PTF Pres)	X	Bill Waters	X
Kelly White (Clsfd Pres)	X	Bill Zuelke	x
Alyssa Fava (ASG Pres)	X	D. Jenkins, Recorder	X
Bill Briare (Exempt Pres)	X		
Chris Robuck (Chair of College Council)	X		
Elizabeth Lundy (VP of Instructional Services)	X		
Shelly Parini (Dean of College Advancement)	X		
Courtney Wilton (VP of College Services)	X		
Jan Godfrey (Dean of HR)	X		
Janet Paulson (PIO)	x		

Tobacco Use Policy & Process - [Attachment #1]

Bill Leach reviewed the Campus Use and Development Committee (CUDC) activities (interviews and research conducted) over the past 3 years:

- Past attempts to designate and enforce a no smoking rule (no smoking within 25 feet of any building entrance) proved nearly impossible to enforce.
- We then moved from designated non smoking areas (that were too hard to enforce) to designated smoking areas. This was more successful with many less complaints reported.
- As PCC and Clark College moved towards a ban on any tobacco products on their college campuses, the CUDC began considering the same and reviewing those colleges' results and any difficulties encountered.
- We need to determine, today, if we are interested in moving toward a stricter policy involving smoking cessation on all Clackamas Community College campuses.
- CUDC recommends the ban of tobacco products on all Clackamas Community College campuses.
- Educational Issues and opportunities:
 - Cessation programs, resources and pamphlets have been researched and will be made available to staff and students through Human Resources, ASG and the Counseling Center. There will be many avenues of support made available for those who choose to stop the use of tobacco products.
 - Alyssa Fava reporting: ASG has been very pro-active in acquiring training during the summer and planning ahead for smoking cessation activities. Several student outreach events are planned; speakers, flyers and events designed to educate students; and the development of a "quit line". There are 26 ASG students who are trained and ready to be activists to get the word out, answer questions/concerns and direct other students regarding issues of tobacco free rules and regulations. Flyers and fact sheets are being planned and designed for distribution across all college campuses. Information explaining what a person goes through as they quit smoking will be distributed. A clean-up of cigarette butts, picked up across campus and placed in a jar for display, is planned as a visual aid for people to see the impact of dropping cigarettes on our grounds.
 - Counseling, CUDC and ASG will join forces to approach and educate staff and students as we move towards our goal of a tobacco free campus.
 - Jan Godfrey announced the upcoming "Great American Smoke Out" event on November 19th. This is a great way to kick-off our campaign of no smoking on campus and clarify the location of the designated smoking areas. As we move towards a tobacco free campus we must determine where smoking will be allowed (i.e., cars and public sidewalks etc.) Human Resources has researched resources available to CCC employees for support and assistance to those who choose to stop using tobacco products.

Bill Leach outlined lessons learned from other colleges (PCC and Clark):

- Support the mission of your institution: It is of utmost importance to receive the support of all staff (from administrative throughout support staff).
- Communication must be broad and often throughout the implementation process.
- With sufficient notification, few incidences of enforcement were required.
- Stress the positive health benefits.
- Attach reminders to emails: Post a note to all outgoing emails of the pending enforcement/implementation date of our becoming a tobacco free campus.
- Make smoking less convenient: This helps and encourages people to quit
- Allow people to smoke in the privacy of their cars in the parking lot.

Other comments:

- Faculty have spoken with students and they view the designated areas for smoking as a weakness. They are totally supportive of becoming a tobacco free campus.
- Classified staff are very supportive of becoming tobacco free. We must be diligent in the distribution of information and outreach efforts to support staff in the sharing of cessation information and materials.
- Reminder: This is a ban on all tobacco products not just smoking cessation.

Next steps:

President Truesdell will speak with CCC partners:

- Chris Maples/OIT/Harmony, Bob Davies/EQU, PGE, PacificCorp/Wilsonville and other partners (via phone, personal meetings and chamber meetings) regarding shared ownership, involvement and responsibilities in becoming a tobacco free campus at Oregon City, OIT/Harmony and Wilsonville campuses.

President Truesdell will speak with the Clackamas Community College Board of Education:

- Anticipated changes and review our tobacco free policy in her report to the board on October 14, 2009
- Prior to November 18:
 - 1) Determine an implementation date (allow for a full year warning); two suggested dates were 8/9/10 and 10/10/10.
 - 2) Develop an implementation plan outline that includes a few specific activities planned and determine what we need to start communicating now.
- Bill Leach / CUDC will:
 - Update the document titled *Smoking on Campus (A Review and Recommendation)* dated June 10, 2009 and update the members list
 - Add a classified representative
 - Add a student representative and strive to develop a stronger connection with ASG as we move forward in developing proposal
 - CUDC: Check-in with PC next week on movement forward.
 - Make policy updates and generally shepherd the educational and engagement process up to the kick-off campaign.
 - Designated smoking area structures will be torn down next summer.
- Alyssa Fava / ASG will:
 - Attend an OCCSA Board meeting next week and will gather further implementation plan information.
- Bill Waters / FT Faculty will:
 - Talk about the pending tobacco free campus issues at the Faculty Senate meeting next Thursday. Faculty are supportive of the designated smoking area structures being torn down.
- Jan Godfrey / Human Resources will:
 - Get the word out that they are ready to assist staff members with tobacco cessation issues and do so by the summer implementation date.
 - Designate key activities and assistance available – when and where – distribute across all campuses.

H1-N1 Communication Plan Update

Bill Leach reported that we are at level 1 of the Pandemic Influenza plan that is designed to deal with seasonal flu issues; however, due to the nature of H1N1 we are taking additional precautions:

- Increasing the number of information updates and notification processes (to include electronic and flyers distributed on all campuses).
- Posters to create awareness will be posted at all campuses in several different languages that will outline good hand cleaning processes (including hand sanitizer information – 82% alcohol based solution recommended).
- Sanitizing stations being set-up in every building on every campus; including the cafeteria, commons areas in Roger Rook and Community Center, Harmony and Wilsonville campuses.

- Soap in restroom soap dispensers will not be changed; a good thorough hand washing is still recommended as a very good preventative to contracting the flu.
- Antiviral wipes are being distributed and are available in the ASG office.
- Custodians have been directed to clean common touch areas regularly as a preventative step.
- Staff and students have a personal responsibility to help clean our work areas as a community effort; clean and disinfect your own work area - let's work together; clean your eating area before eating (whether at your desk, lunch room or cafeteria areas etc.)
- Staff and students are being encouraged to get flu vaccinations as soon as possible.
- Prolonged fever is a typical symptom of the H1N1 flu virus; staff and students are to be supportive and encourage other staff and student to stay home if they develop a fever.
- Contingency plans are in place for significant absenteeism (staff and students); recommendations on how to maintain contact and keep moving ahead with students, instructors and support staff.

Next steps:

- Keep up to date on the latest information (as recommendations could change) by logging into the Clackamas County website: <http://www.co.clackamas.or.us/swineflu/>
- We are hopeful to have public flu shots available by November 6, more information to come.
- Bill Leach (on behalf of the CUDC) will report back on a regular basis as new updates and information become available.

College Council

Chris Robuck briefly outline topic covered at College Council on October 2nd:

- Role of College Council
- Issues regarding the student handbook and how to make copies available for purchase.
- Report from Campus Use and Development

Association Reports

Associated Student Government (ASG) / Alyssa Fava:

Alyssa announced upcoming events:

- October 7 from 12-2:00 p.m.: Community Fair
 - ASG will be handing out hand wipes and hand sanitizers/gel cleansers.
 - There will be advertising and demonstrations of special soaps along with washing stations. A special dye will be used to show missed cleansed areas to help explain good hand washing techniques.
- October 27-28: Blood Drive
- OCCSA board meeting; ballot measures presentation;
- Voter registration campaign is under way and voter registration cards are being distributed.
- ASG is hard at work in their outreach efforts to get more CCC student involvement with ASG and various student activities.

Classified / Kelly White:

The Classified Inservice luncheon was a great success and enjoyed by all!

- Professional development awards/scholarships awarded:
 - Mickey Yeager: Classified Memorial Scholarship
 - Vickie Fish, Sheila Baack and Paul Creighton: Kevin Forney Scholarship
- October 17 - OEA Advocacy Conference at the Portland Holiday Inn: 8 classified staff will be in attendance.

PT Faculty / Rosemary Teetor:

- Notification of staff development opportunities/registration has gone out to all part-time faculty
- October 17 – OEA Advocacy Conference at the Portland Holiday Inn: 4 part-time faculty will be in attendance.

FT Faculty / Bill Waters reporting on behalf of Eric Lewis:

This Thursday, the Faculty Senate will meet and determine bargaining team members for the coming year.

Exempt / Bill Briare:

- October 29: Exempt breakfast meeting
- Exempt staff are in the process of planning for the Classified Appreciation Dessert coming up on November 18 from 2-5:00 pm in the Gregory Forum.
- Exempt handbook is in the process of being updated

President's Report

John Blanton, WIA, Coordinator, Rapid Response Services:

- Next Thursday 100 Blount employees will arrive in the morning and an additional 100 in the afternoon to receive assistance in making decision regarding career opportunities available as an important investment in themselves and their families. Clackamas Community College is working hard to be proactive in accessing and fulfilling their needs.

President Truesdell is meeting today with Oregon State Representative Chris Harker to discuss funding needs of community colleges.

Next Steps:

Expanded Presidents' Council on October 20th:

- Review updated IAs, educational indicators (are we effective?), and committee work to ensure adequate representation from across campus and efficient communication processes.
- CCC web updates and web redesign

Budget Advisory Group on October 27th:

Tuition conversations begin to be followed by a recommendation to the Board of Education in February.

UPCOMING MEETING DATES in 2009-10:

10/13, 10/20 (expanded), 10/27 (BAG), 11/3, 11/10, 11/17 (expanded), 11/24 (BAG), 12/1, 12/8, 12/15 (expanded), ~~12/22~~ (no meeting), ~~12/29~~ (no meeting), 1/5, 1/12, 1/19 (expanded), 1/26 (BAG), 2/2, 2/9, 2/16 (expanded), 2/23 (BAG), 3/2, 3/9, 3/16 (expanded), ~~3/23~~ (no meeting), 3/30 (BAG), 4/6, 4/13, 4/20 (expanded), 4/27 (BAG), 5/4, 5/11, 5/18 (expanded), 5/25 (BAG), 6/1, 6/8, and 6/15 (expanded).

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

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

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

BAG Members: Expanded Presidents' Council members plus Lynda Graf, Michael Watkins or Wes Bruning.
