

EXPANDED PRESIDENTS' COUNCIL MINUTES
October 20, 2009
CC 127 in Bill Brod Community Center • 8:30 a.m. – Noon

PC Members	Attendance	EPC Members Present:	Attendance
Joanne Truesdell (President)	X	Bill Waters	X
Eric Lewis (FTF Pres)	X	Cyndi Andrews	X
Bob DeGatto (FTF Elect)	absent	Joe Austin	X
Rosemary Teetor (PTF Pres)	X	Diane Drebin	X
Kelly White (Clsfd Pres)-Tara Davisson fill in	X	Scott Giltz	X
Alyssa Fava (ASG Pres)	X	Bill Leach	X
Bill Briare (Exempt Pres)	X	Karen Martini	absent
Chris Robuck (Chair of College Council)	absent	Maureen Mitchell	X
Elizabeth Lundy (VP of Instructional Services)	X	Steffen Moller	X
Shelly Parini (Dean of College Advancement)	X	Theresa Tuffli	absent
Courtney Wilton (VP of College Services)	X	Bill Zuelke	X
Jan Godfrey (Dean of HR)	X	Kate Gray	X
Janet Paulson (PIO)	absent	Recorder, Debbie Jenkins	X

President Truesdell shared a letter received from a student who attended Clackamas Community College (CCC). He described a general chemistry course, taught by Nick Hamel, that he attended. After continuing his education at Portland State University (PSU) and taking advanced courses in Organic Chemistry/Biology it became very obvious to him how well prepared he was for the upper level courses. He has been very successful at PSU; earned a high grade point average; and a very high score on the ACS Organic Chemistry National Exam. He feels very indebted to Nick Hamel for the solid foundation given.

Position Requests

Scott Giltz requested permission to fill the position of WIA Youth Transition Coordinator. This position was vacated in August. Youth who access this program are in-school and out-of-school youth (ages 16-24) through high school personnel referrals and a variety of other agencies. This is a full time position; vacated in August; 100% WIA grant funded; and a non-bargaining classified unit position.

Presidents' Council approved the position of WIA Youth Transition Coordinator, Technical Career Education Division, to be moved forward.

Courtney Wilton requested permission to fill the exempt position of Dean of Campus Services (due to Bill Leach retiring) and distributed (handout #1) the job description.

A historical review followed regarding Deans and VPs meetings plus EPC and BAG meetings that took place in September when *thawing the hiring freeze* discussions took place:

- Members established criteria on how to proceed with new hires.
- Deans were asked to review open positions; their department and division needs currently and into the future; and if those needs could be filled without opening the position. Discussions about priorities and issues with each position opening will continue indefinitely.
- Presidents' Council (PC) goals concerning position opening requests: The outcome is to identify why a position is being considered for moving forward for recruitment and why now.
- While we had positions that were open as of July 1st (that were in the budget), we will not automatically fill those positions. We will also be looking at positions that were open prior to July 1, 2009 and positions that we need in the future. We cannot continue filling a particular position simply because we have always had one. This is the context in which we would bring forward a position whether exempt or classified (or faculty through their own process). We will review each position as it comes open and determine what types of positions we need to keep us viable in the long run.
- At the deans meeting as the Dean of Campus Services was being discussed and all the pertinent questions were asked, it was determined that this position was necessary and needed to be filled. There was no future problem solving or modifications that could be done to avoid filling this position. There was no interim staffing possibilities available. The level of urgency seen within this position caused it to rise above other exempt openings at this time.

Funding formula impact on hiring was discussed:

President Truesdell shared an update received yesterday. Quarterly payments anticipated for August and the actual quarterly payment we are going to receive in October are different; our payment is \$755,000 less than we had anticipated. This is due to changes in our state average FTE reimbursement (which we anticipated would be the same as other

colleges and it was not) dropped from 12% to 4+%; a change in equalization; and the State Board of Education adopted its strategic fund which takes 1.33% out of the total \$450m – theoretically budgeted by the legislature. When we began budgeting we budgeted for an anticipated amount of revenue and expenditures and as we go through the year we must keep readjusting what our expectations are. Given the lack of certainty whether or not the \$750m will hold for our legislative tax increases and uncertainties in economic revenue; we need to be thinking about what we need to do for next year. One yet unknown is the \$750m January ballot referral. Each time we have a position opening during this budget we will take a close look at those position dollars before filling any position. Given the feed back received on the economy and the legislature groups and their concerns, the board and their concerns, we will move ahead cautiously and keep looking at restructuring. When we have state money involved that makes up 70% of our income and those state monies are volatile (as they are now) we cannot count on those dollars to be there for us as we have in the past.

Presidents' Council approved the exempt position of Dean of Campus Services, College Services Division, to be moved forward.

Next Steps:

Dean of Campus Services/Targeted Dates:

- November: Recruitment begins
- December: Interviews and campus review process
- January: Hire date

Bill Leach has graciously agreed to assist with the new hire training and transition processes for a few months.

Information administrative staff needs to convey to all staff:

- How college funding has destabilized in the last calendar year and that the economy is not back on track.
- There is a need for clarification as to the difference between budgeted dollars and what we actually receive in support funds from the state.
 - Note: Many people believe that once a budget is adopted, that is the way it stays. If there is a destabilizing factor beyond the college's control, staff members need to know.

Institutional Activities and Targeted Tasks

President Truesdell distributed (handout #2) a draft document of IAs and Targeted Tasks for 2009-10:

- PC is the overall body that finalizes this document.
- IAs and Targeted Tasks have been through several reviews with several groups over the last 5 months; many suggestions have been submitted.
- The most frequently identified tasks have been noted.
- Today EPC members reviewed and submitted comments and suggestions to improve this document.

Elizabeth Lundy gave a brief review:

- All the suggested activities came to us from Vice President's meetings, Budget Advisory Group (BAG), Presidents' Council (PC), and Strategic Enrollment Management (SEM) meetings. This information was then folded into this document. We need to determine if emphasis has been placed in the right areas.
- Targeted Tasks help us to make the IA's clear and help us to become more focused.
- Today's goal is to determine what is missing or unclear.

Next Steps:

- President Truesdell thanked the Web Committee for their work on item #2 (handout #2). If there are any questions or comments on this item, President Truesdell will take those comments back to the Web Committee for review and consideration.

Work Group on Governance and Communication

During summer term a small steering committee around governance and communication met regarding *Indicators of Success*. President Truesdell asked for volunteers from the steering committee to meet with her for one or two meetings (one hour in length) over the next 3 weeks to discern governance and communication indicators of participation. They will refine and propose indicators and methods of determining whether or not we have engagement and involvement of staff across the college etc.

Next Steps:

- Volunteers agreeing to meet: Eric Lewis, Rosemary Teetor, Kate Gray, a classified representative - to be determined, Shelly Parini, and Alyssa Fava.
- Debbie Jenkins will contact staff and schedule the meeting times.
- Budget Advisory Group (BAG) will be updated on the indicators for fiscal health and how we are progressing to meet those indicators.

College Council

Cyndi Andrew reported for Chris Robuck who is attending a training today:

- Joe Austin reported on ConnectEd; testing will take place on October 21 at 12:00 pm; all staff need to update their contact information on CougarTrax. He also gave an update on the new phone system being installed
- Bill Briare spoke about the ISP language around supporting general education outcomes and assessment (second reading/approved as edited).
- ASG: Blood drive on October 27 and 28th from 10-3:00 pm; new intramural activities are coming up and CCC staff are invited to participate.
- Eric Lewis reported on the efforts to revitalize the work load committee for faculty.
- Bill Briare reported for exempt staff: there is a subcommittee working on the exempt handbook, evaluations and other evaluation efforts throughout the college.

Association Reports

Associated Student Government (ASG) / Alyssa Fava:

No Report

Classified / Kelly White:

Tara Davisson reporting on behalf of Kelly White:

- Bargaining Team: Classified are in the process of determining who will continue in the bargaining process and who will not. Next steps will be to fill any vacant positions.
- OEA Advocacy Conference/October 17th: Five staff members were in attendance.

PT Faculty / Rosemary Teetor:

- OEA Advocacy Conference/October 17th: Four part time faculty members were in attendance.
- Bargaining Team: Has been assembled
- Health Insurance Reimbursement: Applications are in and will be worked on this Friday. Checks are due to go out next month.
- Professional Development: Application period will remain open through next Monday
- Cathy Hanson/faculty liaison for the Foundation Board: Gave a great report-out on the mini grant that supported the ELMO camera used at Harmony.

FT Faculty / Eric Lewis:

Bargaining Team: Has been assembled and in two days the chair will be ratified

Testing Center: There was a nice discussion at the chairs meeting on Friday and it was very fruitful.

Exempt / Bill Briare:

No Report.

Around The Table Updates:

Shelly Parini thanked everyone who participated in the Staff Drive.

Jan Godfrey thanked all the deans who gave her the information needed for tracking staff members out with influenza symptoms. Human Resources is keeping a day-to-day tally on that information. Last week the numbers were spiking towards the end of the week and by Friday most staff were well and back to work.

Cyndi Andrews thanked Bill Leach's crew for coming in to sanitize areas where there were unusual absences or confirmed H1N1 flu cases. The crew has been quick and efficient in their response time and cleaning of work areas.

Bill Zuelke reported on a redeployment meeting in Salem last week: Our National Guard members are coming home early (in April instead of June). The redeployment activities will be accelerated. September is the chosen month for the major redeployment educational job fairs (the first of which will take place at Clackamas Community College). We are expecting approximately 1500 veterans and family members to be hosted on our campus.

President's Report

President Truesdell announced that the OCCA Board has not yet voted on either of the following bills:

- Senate Bill 442 (handout #3): Semester conversion bill; kick-off work session date is unknown at this time
- House Bill 3093 (handout #4) : Applied baccalaureate degree kick-off work session begins November 13th; we will have a study group there.
- The policy and/or regulation flow chart designed by Presidents' Council: This process could be triggered by legislative action. What we do not have at this time is the implication of that action.
- The bills will be reviewed by study groups; conversations will begin to determine the intent/thinking of those who drafted the bill and the committee who heard the bill.
- Elizabeth Lundy will be a part of the discussion taking place on November 13th; these bills allow us to develop a plan and discuss implications. This process will happen slowly over the next year.

Next Steps:

Debbie will send out additional OCCA background information along with House Bill 3093 and Senate Bill 442 when EPC minutes are released.

When we have more information regarding these bills, conversations around the college will begin:

- President Truesdell will update PC after November 13th.
- If there are instructional issues, deans and department chairs will be updated.
- Elizabeth Lundy will give regular updates on discussions as implications arise.

UPCOMING MEETING DATES in 2009-10:

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 DelGatto (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: Executive Team, Deans, Association Presidents, Bill Waters, Bob DelGatto, Lynda Graf, Mike Watkins or Wes Bruning.
