

**PRESIDENTS' COUNCIL MINUTES**  
**November 3, 2009**  
**CC 126 in Bill Brod Community Center • 8:30 – 10:00 am**

PC Members	Attendance	Guests/Presenters:	Attendance
Joanne Truesdell (President)	X	Joe Austin, Presenter	X
Eric Lewis (FTF Pres)	X	Bill Leach, Presenter	X
Bob DelGatto (FTF Elect)	Absent	Maureen Mitchell	X
Rosemary Teetor (PTF Pres)	X		
Kelly White (Clsfd Pres)	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)	Absent		
Janet Paulson (PIO)	X		

President Truesdell shared news stories and testimonials describing how Clackamas Community College students are taking advantage of core classes being offered at non-traditional times (i.e., midnight welding etc.) as they turn to education to get them through tough economic times and change.

**CUDC / Tobacco Use Policy & Process Update**

Bill Leach reporting for Campus Use and Development Committee (CUDC):

- CUDC met last week to plan and discuss future options for tobacco use on Clackamas Community College (CCC) campuses.
- CUDC members welcomed Bailee Sanders as the current ASG representative. Bailee reported on findings and research conducted at other college campuses including Mt. Hood, Clark and PCC.
- Committee members are taking into consideration and learning from the challenges and successes experienced at other community colleges that have become, or are in the process of becoming, tobacco free.
- It is CCC's intention/hopes to become tobacco free with a start date of 08/09/10. This date allows sufficient time to accomplish the following:
  - Soften impact and get the word out; have discussions, conduct surveys, gather input, and address concerns from staff, students and community members
  - Promote/market the tobacco free program; develop competitive campaign slogan(s), determine and award prizes to get students involved (free tuition etc.), implement ASG plans to run informative campaigns, and hold planned events.
  - Get everyone involved who wants to be involved; promotions/marketing, asking/answering questions, opportunities to voice concerns, and problem solving.
  - Disassemble smoking cabanas
- Bill Leach presented (attachment #1) AR 409-001 for a first reading. He outlined changes suggested by the CUDC who act as the sponsor of this administrative regulation and are responsible for keeping it current and accurate.

Smoking cessation programs promoted through Human Resources and Counseling will continue no matter what next steps are taken as we transition towards our intended goal of becoming a tobacco free college. Our goal is to remain respectful.

**Next Steps:**

A wide range of college community conversations will continue with ASG/students, staff and the Board of Education (research, surveys and conversations).

- AR 409-001 - Bill Leach/CUDC: Edited document to be presented to constituents for further input; presentation to College Council then back to Presidents' Council for final approval.
- November 19, 2009: The Great American Smoke Out event will mark the beginning of an ASG survey to gather data and feedback from students (at all CCC campuses) regarding CCC's intent to become tobacco free.
- Staff notification and a staff survey(s) will run in a parallel and complimentary fashion; advertising the intent to go tobacco free on 08/09/10.
- Janet Paulson will work closely with Bill Leach, Bill Zuelke, and the CUDC to post regular informational news releases and surveys on the Portal and FYI. The goal is to keep messaging consistent, ascertain questions and concerns regarding intent to become tobacco free throughout winter, spring and summer terms.
  - A Facts and Questions sheet/survey will be formulated and distributed.

- Send suggestions and questions you would like addressed within the FAQ or survey to Bill Leach and/or Bill Zuelke (i.e., where can people smoke as opposed to where they cannot).
- Staff will be alerted of pending tobacco free agenda items/discussions at College Council.
- Conversations will continue and information gathered through internal surveys and informational campaigns. This information will then be shared at all levels with CCC staff (division and departmental); Faculty Senate; College Council in December; and back to Presidents' Council in December.

## **Position Requests**

Through discussions held at previous meetings (i.e. Expanded Presidents' Council and BAG) 10 steps/principles and processes have been developed to determine institutional need for effective staffing levels. This document is called a **Position Justification** form and it contains 10 questions to be answered/reviewed and used as an aid in determining what positions to fill and/or how a position description may need to be altered to fit current needs of a particular department/college. Our goal is to view the current and future pressure points to support our Mission. At a previous Presidents' Council meeting we approved the filling of two classified, two faculty and two exempt positions.

The following positions were identified to be opened. Computer/Network Technician 1.0 FTE, College Welcome/Student Success Department Receptionist 1.0 FTE, Human Resource Operations Manager 1.0 FTE. In each instance the positions had been modified to fit current and future needs of the college. The positions were moved forward for classification review and opening. Position descriptions when completed will be available through the Human Resources Department.

## **College Council & Association Reports**

Due to the constrained time remaining, report outs were requested on urgent items. Hearing none, Presidents' Council adjourned.

## **President's Report**

President Truesdell's recent activities:

- Attended the 2009 OCCA Conference at Lane Community College along with Courtney Wilton, Elizabeth Lundy, and six Board of Education members.
- Work group on Governance and Communication will be meeting today at 10:30 a.m. The group consists of Eric Lewis, Rosemary Teetor, Shelly Parini, Kate Gray and Alyssa Fava, Joanne Truesdell.

### **Presidents' Council draft agenda November 10, 2009:**

- Tuition 2010-11
- Policy & Administrative Regulations – comprehensive list and last date of revision.

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### **UPCOMING MEETING DATES in 2009-10:**

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).

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

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**PRESIDENTS' COUNCIL MEMBERS:** Joanne Truesdell (President), Eric Lewis (FTF Pres), Bob DelGatto (FTF Pres. Elect), Rosemary Teetor (PTF Pres), Kelly White (Clsfd 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, Recorder.

**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.

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

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