

PRESIDENTS' COUNCIL MINUTES

April 6, 2010

CC 126 in Bill Brod Community Center • 8:30 – 10:00 am

| PC Members | Attendance | Guests/Presenters: | Attendance |
|------------------------------------------------|------------|--------------------------|------------|
| Joanne Truesdell (President) | X | Diane Drebin | X |
| Eric Lewis (FTF Pres) | X | Steve Beining | X |
| Bob DelGatto (FTF Elect) | Absent | Tim Maher | X |
| Rosemary Teetor (PTF Pres) | X | Terry Mackey | X |
| Kelly White (Clsfd Pres) | X | Kate Gray | X |
| Alyssa Fava (ASG Pres) | Absent | Ray Hoyt | X |
| Bill Briare (Exempt Pres) | X | Guadalupe Martinez | X |
| Chris Robuck (Chair of College Council) | Absent | Jim Martineau | X |
| Elizabeth Lundy (VP of Instructional Services) | X | Tami Strawn | X |
| Shelly Parini (Dean of College Advancement) | X | Debbie Jenkins, Recorder | X |
| Courtney Wilton (VP of College Services) | X | | |
| Jan Godfrey (Dean of HR) | Absent | | |
| Janet Paulson (PIO) | X | | |

Sustainability Activities

Courtney Wilton and Tim Maher (Sustainability Coordinator - AmeriCorps member), shared information about the Towncenter Xpress ("TX") shuttle and Greenhouse Gas Emissions.

Clackamas Community College (CCC) is joining with Clackamas County and the Transportation Management Association to provide free shuttle service from the end of the Green Line (MAX) at Clackamas Town Center to CCC.

- Shuttle service begins April 5th and runs through June 10th; rides will be free during this introductory phase.
- Shuttle hours are 6:30 a.m. to 6:30 p.m. Monday through Thursday and will run on a one-hour cycle with stops at CCC's Oregon City campus and the county's Red Soils location.
- The second shuttle of the day leaves the Town Center at 7:30 a.m. and arrives at CCC at approximately 7:50 a.m.
- Go to crc-tma.com for a temporary schedule; this will be adjusted over time to best meet ridership needs.
- The CCC stop is located near the bus turnaround and will be marked with a blue and green "TX" sign; similar signage will be posted at the lower level of the parking garage at the Green Line Transit Center/Town Center.
- Shuttle service is open to staff, student and the public; those wishing to ride are asked to call 503-654-7777.
- This is a test to determine need for this service; we may apply for a grant for continuous funding if the shuttle service is continued next year.
- Advertising for this service includes the student portal, newsletters, The Print, posters, and signs around campus.

Tim Maher requested permission to include a Greenhouse Gas (GHG) Emissions Inventory Survey of Clackamas Community College (CCC) along with the DEQ survey (employee commuting options survey) that CCC currently conducts every two years. This would include an additional question to determine annual miles traveled when commuting to and from CCC. Currently the survey only asks the number of trips taken.

- The GHG survey will tell us what our contribution to climate change is.
- These measurements may be mandatory in the near future (updating every 2 years); this would be a fairly easy task and a good way to measure progress and set goals.
- If approved the new survey/inventory will be submitted to staff and students.

Presidents' Council approved:

- ***The survey to begin for staff and students.***
- ***The survey to include a question to determine annual miles traveled by staff and students to and from Clackamas Community College.***
- ***The inclusion of the Greenhouse Gas Emissions Inventory Survey with the existing DEQ Employee Commuting Options Survey.***

Lean Schedule Team

Elizabeth Lundy, Ray Hoyt, Kate Gray, Guadalupe Martinez, Tami Strawn, Jim Martineau, and Terry Mackey reported on behalf of the *Lean Team 14* group who have been studying and mapping the work flow and processes used by the College in the production process of the Clackamas Community College class schedule. The *Lean Team 14* reviewed steps from the point of deciding to offer a class, to creating the class schedule, through the actual enrollment of students in their classes.

A few goals to accomplish to make this process more lean and green:

- Remove obstacles and reduce process steps; 10-11 steps have been removed and they hope to remove more.
- Be facilitators on campus and engage others in the streamlining of this process.
- Identify stress in the system and remove as much as possible.
- Make the process transparent, complete, and accurate and more user-friendly.

- Work towards a student centered/focused schedule.
- Do not over burden those above or below where a process step is removed.
- Establish best practices and processes to ensure quality of process.
- Review value streams of recommendations to explore.
- Review Datatel applications that are not being used yet or can be utilized more fully.
- Determine if we can establish common hourly class start times, remove gaps of 30 minutes, odd times, and overlaps (5-15 minutes) that making scheduling a challenge for our students.
- Maintain and strive for continuous process improvement.

Web RFP/Consultant Report & Recommendations

Shelly Parini and Steve Beining (as members of the Web Committee Project Management Team) led a discussion regarding the request for approval of proposed recommendations made by the TACS (Training and Consulting Service for Nonprofits) Consultant, Ash Shepherd.

- Attachment #2, regarding web content needs, was referenced and discussed.
- Seven essential steps/guidelines necessary to get us started were discussed. These steps will improve the Clackamas Community College (CCC) website design and are outlined on page 2 of attachment #1.
- The Web Committee has fully endorsed the recommendations and procedures detailed in the consultant's report.
- It was agreed that CCC needs a minimum set of standards that allows creativity and flexibility within each department.
- Navigational consistency and branding standardization will be the main focus.
- The meaning of the term "branding" was discussed. Branding comes with guidelines and standardization (see the first paragraph of page 4 of attachment #1).
- Creating style guides and standardization protocol for overall online communication will be a critical step. This should include aspects such as images, icons, colors, taglines & slogans.
- Individual departments will be insured flexibility at the department level to allow creativity and flexibility in content.

Presidents' Council approved all seven critical recommendations as outlined at the top of page 2 (attachment #1) of the TACS (consultant report) Website Redesign Strategic Plan with the addition of (to sentence #1) a definition of "branding" that further defines the scope of the Request For Proposal (RFP). Navigational consistency and branding standardization will be the focus.

Next Steps:

- Continue discussions with the Web Committee.
- Website redesign process (going out for RFP) will begin in October following the hire of Dean of Information Technology – Chief Information Officer (CIO).

Position Openings

Presidents' Council reviewed the following position for immediate opening:

- ***Dean Academic Foundations and Connections***
- ***Dean Business Services/Controller***

We will recruit nationally and there will be staff involvement in open forums.

College Council

Friday, April 2:

- Adult High School Diploma Program Instructional Standards were discussed.
- Next Meeting: Friday, April 16
- Agendas and minutes): <http://www2.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings>

Association Reports

Associated Student Government (ASG) / Alyssa Fava:

No report.

Classified / Kelly White:

Classified staff are requesting that administration consider expanding the number of staff allowed on the interview committee for the Dean of Human Resources.

Classified staff are looking forward to the release of further restructuring details/information:

- Elizabeth Lundy explained that a transition team is currently being developed; this will take time as transitions in each area are unique and need to be studied. Once this team is fully developed all questions and needed clarification will be directed to individual members of this team. Individual team members will focus on specific areas to develop a transition plan. More information about how positions will be shifted will become known within the next 3 weeks.
- Consideration of financial challenges and how best to move forward will take longer; lean scheduling processes could create changes that take place throughout this year and into next year (shifting of staff).
- Necessary/additional time will be taken in order to include more people in more conversations. We plan to move slowly and work hard to maintain and increase communication levels.

Good News!

A Classified staff member who has been on the recall list has been offered a position and will be returning to Clackamas Community College.

PT Faculty / Rosemary Teetor:

- Health insurance reimbursement and applications for professional development is in process.
- Seven part-time faculty will attend the workshop "The Neuroscience of Personality": Saturday, April 10 from 8:30-4:30 pm – PSU, University Place Conference Center in Portland.
- Friday, April 30th from 8:30-3:00 pm – Chemeketa Community College: The Sarah Varnum Institute at Chemeketa will feature an informational session on Oregon Education Benefits Board (OEBC). Ten part-time faculty hope to attend.

FT Faculty / Eric Lewis:

Bargaining is in process and going well:

- A third survey to faculty is due tomorrow (April 7th) at 5:00 p.m. and is expected to be very helpful to bargaining members in establishing their contract.

Exempt / Bill Briare:

No report.

Around the Table

Steve Beining reported that Moodle is alive and doing well:

- Charting milestones.
- Tools and software installation are in process.
- Training programs are moving ahead and well attended.
- Course conversions are in process; approximately 600 overall; 450 have been converted to Moodle; and are now moving to phase II.
- 50% of faculty have been contacted and meetings have been scheduled.
- Faculty feedback regarding Moodle has been very positive in regard to Moodle training (upgrading classes).

Discussions are taking place across campus regarding consideration to use fee dollars for institutional activities and decision packages (for the common good).

President Truesdell will be attending Oregon Presidents Council meeting this week. Discussions including the Growth Committee; initial recommendation of baseline value of what FTE should be; economic growth and potential funding; and establishing a principle or set policy.

April 6th – Oregon Senator Jeff Merkley will tour the Clackamas Community College Veterans' Center in DeJardin Hall and the Career Technical Program in Barlow Hall; both of which received federal appropriation dollars. He will also hold a Clackamas County Town Hall at 7:00 pm at CCC's Osterman Theatre.

UPCOMING MEETING DATES in 2009-10:

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 (Clstd 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.

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