

EXPANDED PRESIDENTS' COUNCIL MINUTES
May 18, 2010
CC 127 in Bill Brod Community Center • 8:30 – 10:00 am

PC Members	Attendance	EPC Members Present:	Attendance
Joanne Truesdell (President)	X	Stuart Long	X
Eric Lewis (FTF Pres)	X	Cyndi Andrews	X
Bob DelGatto (FTF Elect)	Absent	Bob Cochran	X
Rosemary Teetor (PTF Pres)	X	Kate Gray	X
Kelly White (Clsfd Pres)	X	Scott Giltz	Absent
Alyssa Fava (ASG Pres)	Absent	Karen Martini	Absent
Bill Briare (Exempt Pres)	X	Steffen Moller	X
Chris Robuck (Chair of College Council)	X	Theresa Tuffli	X
Elizabeth Lundy (VP of Instructional Services)	X	Bill Waters	X
Shelly Parini (Dean of College Advancement)	Absent	Bill Zuelke	X
Courtney Wilton (VP of College Services)	Absent	Sage Losh	X
Jan Godfrey (Dean of HR)	X	Jennifer Rueda	X
Janet Paulson (PIO)	X	Diane Watson	X
		Recorder, Debbie Jenkins	X

College Committees

Presidents' Council direction on sharing governance and determining goals:

OUTCOMES 5/17/10

- I. Review and modify, clarify, reaffirm:
 - a. Governance & communication "Ideal State".
 - b. Governance & communication key words to describe "action" or "principles" with regard for other types of information collected over time.
- II. Clarify the role/responsibility or why of:
 - a. Councils.
 - b. Standing committees.
 - c. Ad hoc/task forces.

Note: Use CCC and other information
- III. Review
 - a. Existing college councils, committees and ad hoc task forces.
 - b. Identify appropriate location/type.
 - c. Develop expectations of councils, committees, as hoc/task forces.

Comments:

 - We must clarify the meaning/purpose or we cannot serve our mission.

NEXT STEPS 5/24/10 : Kate Gray and President Truesdell will review today's input; create definitions; determine "types" of committees; and what has worked around orientations, reporting, tracking, and membership.

Create a Draft of Guiding Principles, Definitions, Committee Types and Committee orientations, reporting, tracking and membership

I. Create a Draft of Guiding Principles

Governance & Communication Subset of IAs

Each staff member effectively communicates the college's values, goals and activities and appropriately involves colleagues and students to solve problems, make decisions and resolve conflicts. Individual staff and students participate in the decision making process as integral members of the college.

Comments:

- As "Ideal States" are these suggestions or are they directives?
- How do we determine/define effective communication?
- What does "appropriately involves colleagues and students" mean? How do we measure this?

- What is “appropriately”? Does it need definition?
- Well done!
- How do we measure involvement?
- Well done; fine; great; good to go; and love it!
- Solve problems - too close to resolve conflicts?
- Create visions or inspire change?

Governance Themes as a Shared “Event” or “Action”

Vision:

- Have a clear “charge” for the committee and then have a clearly expressed connection between that charge and the “mission of the college” and the overarching values the committees are addressing.
- Make vision translatable to a variety of learning styles.
- Shared vision.

Information:

- Information: designate spot on web as to committee charge, mission of college addressed, membership, rotation, who reports to whom and how often.
- Internally: Clear direction as to who puts out minutes and keeps others involved, updated.
- Understandable; accessible; and use it.

Engagement:

- Involvement.
- Committees differ as to how they are able to maintain engagement.
- Membership is driven by engagement not just by specific representation.
- Sell; inform; share; and motivate.

Risk:

- Negative word; strengths; opportunities; and weaknesses.
- Support risk taking and allow course correction.

Respect:

- Respect means: Agreeing to disagree; leaving out personal agenda; assume everyone is operating with good intent and keeping the best interest of the college in mind.
- Members need to clearly understand what “hat” they are wearing. Am I representing my own opinion or representing a group’s opinion? If so, what group are you representing?
- Responsibility: Proactively seek information and involvement.

Action:

- Need top two actions and information.
- Outcomes: Need to be measureable with goals, objectives, action and reporting.
- Take on action – do something!
- Continuous improvement and review.

II. Committee Definitions

Other College Definitions Regarding Councils/Committees

Advisory to the President or other administrators and deal with a broad range of issues affecting the college and community.

- College Council? Advisory? Informational? Decision Making? Which?
- Policy, processes, and operational issues.
- Councils address issues that broadly impact the operation, image or impact of the college.
- Councils are decision-making groups that deal with college-wide issues.
- Determine through collective wisdom the best solution which is then recommended to the college.

CCC Visions to Reality Introduction to Decision Making page

College-Wide Network of Councils, Committees and Taskforces:

These work groups are organized to promote free information sharing and together the widest possible input from across the college community. By drawing upon our collective strength and engaging the community we continue to provide quality education

- Please design a graphic organizer(s) that reflects committees and ad hoc groups plus councils and deans.

Presidents' Council Comments 5/18/10:

- If needed make a decision.
- The councils are shaping tools (procedures for representation, agenda creation and decision making needed) in councils.
- Provide continuity among committees; the work they do and various college functions.
- Provide rules/guidance for committees.
- Shared governance with cross sectional representation.
- College-wide policies that determine how the college functions.
- Council definition: Overarching, college-wide, policy and decision making body, represented by associations and all aspects of college.
- Appropriate representation is determined by the decisions to be made; the perspectives; expertise that should be considered in making the decision and/or recommendation.
- Clarify for each council whether it is an advisory (to whom) or decision making group.
- A council's responsibilities are to engage all in the decision making process. Groups/individuals should recognize the work the council has already done before bringing a recommendation forward.
- CCC councils are college-wide assemblies convened to deliberate and advise on matters of institutional concern.
- Councils/committees should include Presidents' Council; College Council; SEM; Expanded Presidents' Council and Executive Council.

Standing Committees

- Need a narrower and more topical scope than councils.
- Focus on operations.
- Usually involve multiple areas, departments, and division.
- Do the work of the college and share information.
- Allow more people to be involved and expand understanding of the college operations, the needs, and the gap solutions.

Presidents' Council Comments 5/18/10:

- Longer-term view.
- Can be sunsetted; need for review periodically.
- Narrow operational focus.
- Standing committees are focused on key institutional areas and are a vital gatekeeper for decision making.
- The standing committees vet ideas, recommendations, and define moving onto the formal proposal stage.
- Moves a decision forward after review and recommendation.
- Report their recommendations to an appropriate council for ratification. Need to share its process, efforts, and direction with staff continuously.
- Taken to College Council as information.
- Ongoing: Indefinite life.
- Outcomes: Process decisions or policy recommendations. Process decisions are taken to College Council as information.
- Report to or get approval from councils.
- Communicate to the rest of the college.
- Review periodically.
- Standing Committees should include: Accreditation Steering; CUDC; Camus Security; Cultural Arts; Curriculum; Distance Learning; Diversity*; Environmental Learning Steering; Grounds; IRC; ISP; International*; Schedule Review; Scholarship; SEM; Staff Development; Sustainability; Traffic Appeals; and Web.
- Sub committees should include: Environmental Health; Grounds; Signage and Traffic Appeals.

Ad Hoc/Taskforce

Beginning: Formed to accomplish a specific directive.

- Timeline measurable product.

Middle: New or current problem that the college is facing.

End: When resolved the taskforce is disbanded.

Presidents' Council Comments 5/18/10:

- Makes recommendations but not final decision(s).
- Makes recommendations or suggestions for action.
- Members chosen who can contribute to the topic.
- Limited duration.
- Call them work groups.
- Like the 3 articles of definition, but what if only 2 of 3 are met? I'm on 2 "task forces" that have existed for 10 years.
- Can be established by any staff member for a specific purpose.
- A task force is a temporary committee formed to address a specific issue.
- Should be short-term; very operational; deal with broad or specific issues.
- May address very broad or very focused issues.
- Ad Hoc/Task Force should include: Accreditation steering; Cultural Arts; Financial Aid Advisory; Food Service; Insurance; IRC/yearly; Insurance; SEM; Signage; Traffic Appeals/repeats; and Textbook

Other types do not necessarily fit into these categories: Example are subcommittees & see below.

Not yet covered: Who do they report to organizationally & How do they report organizationally?

Committee Types – Feedback on Current Councils, Standing Committees, Ad Hoc & Other

Councils – Committees should include Presidents' Council; College Council; SEM; Expanded Presidents' Council and Executive Council.

Standing Committees should include: Accreditation Steering; CUDC; Campus Security; Cultural Arts; Curriculum; Distance Learning; Diversity*; Environmental Learning Steering; Grounds; IRC; ISP; International*; Schedule Review; Scholarship; SEM; Staff Development; Sustainability; Traffic Appeals; and Web.

Sub committees should include: Environmental Health; Grounds; Signage and Traffic Appeals.

Ad Hoc/Task Force should include: Accreditation steering; Cultural Arts; Financial Aid Advisory; Food Service; Insurance; IRC/yearly; Insurance; SEM; Signage; Traffic Appeals/repeats; and Textbook

Other types of committees that may be incorporated as a subcommittee

Subcommittees should include: Accreditation Steering Ad Hoc; Campus Security; Campus Use and Development (standing); Cultural Arts (inactive-Do we need this?); Curriculum Standing; Distance Learning (standing); Diversity (inactive); Environmental Health & Safety; Environmental Learning Center Steering; Financial Aid Advisory; Financial Aid; Food Services (sub to CUDC); Grounds (sub to CUDC); Information Resources (IRC); Instructional Standards and Procedures (ISP); Insurance; International Education (inactive); Refund Advisory; Schedule Review; Scholarship; Security; Signage (sub to CUDC); Staff Development; Strategic Enrollment Management (SEM); Sustainability/sub to CUDC; Text book; Traffic Appeals (sub to CUDC); Web Standing.

NEXT STEPS: Kate Gray and President Truesdell will review today's input; create definitions; determine "types" of committees; and what has worked around orientations, reporting, tracking, and membership.

Meeting Schedule Review

Expanded Presidents' Council members approved (attachment #1) Expanded Presidents' Council, Presidents' Council and Budget Advisory Group "Revised Draft #2" meeting schedule for the 2010-11 academic year.

College Council

- Next Meeting: Friday, May 21, 2010.
- 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:

No report.

PT Faculty / Rosemary Teetor:

Part-Time Faculty Association Officers for 2010-11:

- Rosemary Teetor, President
- Jennifer Rueda (ESL Dept.), Vice President
- Kerry Cotter (Science Dept.), Secretary
- Mike Watkins (Skills Dept.), Treasurer

FT Faculty / Eric Lewis:

Full-Time Faculty Association Officers for 2010-11:

- Bob DelGatto, President
- Adam Hall, President Elect
- Kathy Christensen, Treasurer
- Suzanne Munro, Secretary
- In-Coming Senators: Nora Brodnicki, Carrie Kyser, Nick Miller, and Paul Wanner

Exempt / Bill Briare:

No report.

Around the Table Updates

June 5 - Hall of Fame Induction Ceremony: Tickets are now on sale for \$35, please contact Bill Zuelke for further information at ext. 3430.

President's Report

No report.

UPCOMING MEETING DATES in 2009-10:

5/25 (BAG), 6/1, 6/8, 6/15 (expanded), ~~6/22~~ (no meeting), and ~~6/29~~ (no meeting).

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 (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, Scott Giltz, Bob Cochran, Karen Martini, Steffen Moller, Theresa Tuffli, and Bill Zuelke.

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