

EXPANDED PRESIDENTS' COUNCIL MINUTES

April 19, 2011

CC 127 • 3 – 4:30 p.m.

PC Members	Attendance	EPC Members Present:	Attendance
Joanne Truesdell (President)	X	Scott Giltz	X
Bob DelGatto (FTF Pres)	X	Cyndi Andrews	absent
Adam Hall (FTF Elect)	X	Bob Cochran	X
Rosemary Teetor (PTF Pres)	X	Theresa Tuffli	X
Tamera Davis & Lizz (Clsfd Pres)	XX	Karen Martini	X
Alyssa Fava (ASG Pres)	X	Phillip King	X
Bill Briare (Exempt Pres)	X	Chris Robuck	absent
Steffen Moller (Chair of College Council)	X	Jennifer Rueda	absent
Elizabeth Lundy (VP of Instructional Services)	X	Kim Carey	absent
Shelly Parini (Dean of College Advancement)	X	Eric Lewis	X
Courtney Wilton (VP of College Services)	X	Jim Martineau	X
Marsha Edwards (Dean of HR)	absent	Cynthia Risan - Guest	X
Janet Paulson (PIO)	absent	Recorder, Debbie Jenkins	X

Restructure and Staffing

Goals and processes for college-wide restructuring and staffing were discussed but will not be implemented until July 1, 2011. Early discussions are taking place to result in a smooth transition.

- Management of reduced budget dollars:
 - Take advantage of positions already open.
 - Pool resources of remaining staff, restructure and then move forward.
 - All divisions were reviewed and discussed at department and division levels.
- Instruction and Student Services Department restructuring:
 - A study of primary support for each department at Clackamas Community College took place. Special attention and research was conducted to determine when support needs are high and when they are low. Much forethought and consideration of staff qualifications and skills went into the future transition.
 - Elizabeth Lundy shared a conceptual map of how primary support will be given/shared. This map outlines Deans, administrative support personnel and the departments they will be supporting.
 - Sharing of resources: Individual staff support will be adjusted during high need time periods.
 - Administrative support personnel job descriptions were updated and LGPI was consulted about duties/responsibilities and pay levels. This was necessary to be certain that job descriptions accurately describe what will be expected of staff members in positions that are being changed.
 - New job titles include *Administrative Assistant 1*, *Administrative Assistant 2* and *Administrative Coordinator*.
- Instruction and Student Services Division meetings have taken place and deans have met with staff and reported:
 - Discussions included; how to better accomplish work with the new job title/description without focusing on a particular department; how to share the strengths of all; restructuring process; flow charts including behind the scenes work flow at department level, and load leveling.
 - This information has been well received by most and followed by many good discussions with positive outlooks and feedback. There is wide acceptance of looking at the new model, new opportunities and moving forward. Many have been very candid and shared interesting commentaries.
 - Some staff are a little fearful of the pending changes, which is very understandable. There is a lot of processing to do. All agreed this is a time to work hard to be sensitive and supportive to the needs of those undergoing change in their jobs and for those physically relocating.
 - Any staff member who will be experiencing changes in his/her job description has received a letter explaining the pending change(s). The majority of these letters were well received and many staff members were excited about the new opportunities presented to them.
 - Now the work begins with implementation.

President Truesdell reminded everyone that we need to be supportive to those in transition. Some staff members have jobs that are changing, some are leaving and some are moving. There will be an adjustment process/time for many. Everyone responds to change in a different way and at a different rate. Some will want to jump right in and tackle whatever comes next and some will need to take things a little slower. All staff members need to be conscious of these changes and support those going through it. Please give extra consideration and support to those who received layoff notices in March.

ASG President, Alyssa Fava said the student body is very aware of the reduced number of staff remaining to run the college and wonder what processes will be slowed down and what the affect will be on them. With change comes hesitation and fear and hopefully the adequate amount of support will be available to all those (staff and students) affected.

Next Steps:

Tamera Davis requested that Elizabeth Lundy create and share a spreadsheet that reflects the changes (staff restructuring/conceptual map) shared at the meeting today and that it be made available to members of Expanded Presidents' Council. Elizabeth agreed to do this.

Upcoming Events and Decision Points

- Budget events and timelines: The Clackamas Community College Board of Education voted unanimously at the last Board of Education meeting on April 13th to move the Budget Committee meeting date to May 25th at 5:30 p.m. in CC 127.
- The 2011-12 Clackamas Community College Budget must be in place by July 1, 2011.
- Recommended funding for Oregon's community colleges is \$410 million. 80% of the budget is funds allocated on the basis of FTE. Our FTE is lagging behind the state average. We lose \$135,000 for every FTE percentage point we are below the target. We are continuing to move forward with budget planning along with many uncertainties. The anticipated amount of \$410 million could go up or down when the state revenue forecast is released next month.

Academic Calendar

- Oregon University System (OUS) approves their academic calendar 5 years in advance (Handout #1). Community colleges generally align with it.
- Holidays listed are the result of collective bargaining agreements.
- High School Skills Competition Day reflects a tentative date due to conversations that are currently taking place to maximize our opportunity to connect with high school student on this very important day.
- Any questions or concerns should be shared with Elizabeth Lundy, ext. 3020.
- The Academic Calendar will be presented to:
 - College Council at the next meeting (May 6) as information item.
 - Clackamas Community College Board of Education for a first reading on May 11 and then as part of the consent calendar on June 15.

College Council – Steffen Moller

- May 6, 2011: Next College Council meeting.
- On Friday, April 15, discussion items included: Academic Calendar, bond update, change in grade process, and the new Datatel user interface. Due to time constraints the Clarus report by Phillip King was delayed and will be presented on May 6.
- Agendas and minutes: <http://www2.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings>

Association Reports

Associated Student Government (ASG) / Alyssa Fava:

- April 20 & 21 from 10-3:00 p.m.: Blood drive.
- April 25 from 9:00 a.m. – 4:00 p.m.: Rally with Oregon Community College Student Association (OCCSA) and the Oregon Student Association (OSA) in Salem.
- April 25: The OCCSA/OSA Postcard Campaign; ASG's goal is to collect 300 postcards and the anticipated total will be between 330 and 350.
- April 29 from 4-8:30 p.m.: "Battle of the Bands"; all ticket proceeds go to the music department for a scholarship for a student in the music program. All proceeds from the barbeque go towards the childcare grants.

Classified / Tamera Davis & Lizz Rich:

- Staff position restructuring and transitions underway. Tamera and Lizz have been meeting with as many people as possible in need of support.
- Three Classified Staff received awards at the Oregon Education Association Representative Assembly (OEA RA); Lynda Graf was awarded the Life Time Achievement award, Janet Wells and Debbie Mullins have worked at three conferences and received awards for completing their NEA training.
- Classified website: <http://cccace.org/blog/>
 - Tamera encouraged members to go to this site frequently.

PT Faculty / Rosemary Teetor:

Weekend of April 16th: Oregon Education Association Representative Assembly (OEA RA) went well. Rosemary commended Lynda Graf for her commitment and dedication to OEA since the late 1990's and for her current position as Board Director.

FT Faculty / Bob DelGatto:

- Paul Wanner was awarded the Deanna Conner Community College Award. This award recognizes the contributions of an OEA community college member who has made a positive impact on the advocacy of Oregon community colleges. Nominees were reviewed by the Community College UniServ Council Award Committee and the recipient was reported to the OEA President.
- We are sad to see many faculty members retiring this year. We will dearly miss their talent and expertise!

Exempt / Bill Briare:

No report.

Around the Table Updates

Representatives from Boeing recently visited/toured the Clackamas Community College (CCC) Manufacturing Program. They have a tech/prep summer internship program that they market to high schools. They are now looking closer at community college programs as they discovered that some of their top programmers came through CCC's program. They are now taking applications from CCC students for Boeing internships in the summer. Boeing would pay for 50% of a two year degree here at Clackamas Community College. Earning capabilities for graduates working at Boeing are approximately \$60-\$70,000/per year.

Dr. John Keyser has finished writing and publication of his book "Transforming Lives, The History of Clackamas Community College".

- The book sells for \$100 with \$75 going to a scholarship fund (in process of being set-up) for Clackamas Community College students.
- Keep posted for an upcoming signing party/reception event where John will be available to personally inscribe a book for you!

UPCOMING MEETING DATES in 2010-11:

2011: 4/26 (BAG), 5/3, 5/10, 5/17 (expanded), 5/24, 5/31 (BAG), 6/7, 6/14, ~~6/21~~ (no meeting), 6/28 (BAG).

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

PRESIDENTS' COUNCIL MEMBERS Joanne Truesdell (President), Bob DelGatto (FTF Pres), Adam Hall (FTF Pres. Elect), Rosemary Teetor (PTF Pres), Tamera Davis & Lizz Rich (Clsfd Pres), Alyssa Fava (ASG Pres), Steffen Moller (Chair of College Council), Elizabeth Lundy (VP of Instructional Services), Shelly Parini (Dean of College Advancement), Courtney Wilton (VP of College Services), Marsha Edwards (Dean of HR), Bill Briare (Exempt Pres), Janet Paulson (Public Information Officer), and Debbie Jenkins.

EXPANDED PRESIDENTS' COUNCIL MEMBERS: PC Members plus Deans, Eric Lewis, Jennifer Rueda, and Karen Martini.

Budget Advisory Group Members: Executive Team, Deans, Associate Deans, Association Presidents, Adam Hall, Lynda Graf, Tami Strawn, Chris Robuck, Kim Carey, and Jennifer Rueda.
