

PRESIDENTS' COUNCIL MINUTES

October 4, 2011

CC 126 • 3 – 4:30 p.m.

PC Members	Attendance	Guests/Presenters:	Attendance
Joanne Truesdell (President)	X		
Adam Hall (FTF Pres)	X		
Steve Beining (FTF Elect)	X		
Jennifer Rueda (PTF Pres)	X		
Tamera Davis & Lizz Norrander (Clsfd Pres)	X		
Sean Briare (ASG Pres)	X		
Bob Cochran (Exempt Pres)	X		
Bob Cochran (Chair of College Council)	X		
Elizabeth Lundy (VP of Instructional Services)	Absent		
Shelly Parini (Dean of College Advancement)	X		
Courtney Wilton (VP of College Services)	X		
Marsha Edwards (Dean of HR)	X		
Janet Paulson (PIO)	X	Debbie Jenkins, Recorder	X

President Truesdell asked each Presidents' Council member to share positive happenings across Clackamas Community College campuses. Some of those items included:

- Completion of remodel in Human Resources.
- Moodle updates and distance learning system running smoothly.
- Lots of new students and full classrooms.
- Several staff members are receiving new job training due to relocation and changes in job descriptions.
- The moves of several staff members went smoothly.
- Many staff at CCC are grateful for and love their jobs!
- Our work study students are very appreciated for their hard work. They are doing a great job!
- Appreciative Inquiry is in process. This is a positive approach to change management. Visioning language is being reviewed.
- Bliss Brown, founder of *Imagine Chicago* will be presenting at a visioning workshop at Clackamas Community College on March 12, 2012.
- Striping and parking lot upgrades are complete.
- Photo library (of CCC photos) upgrade is complete.
- There is a new wood fire pizza oven at Clairmont.
- Many students and ASG President Sean Briare are enjoying their fall term classes and the ASG team is moving full speed ahead!
- Several staff members have taken advantage of the good weather lately by getting outside and exercising together.
- Difficulty in finding a parking spot is a good problem to have!

How Board Policy and Administrative Rules Are Made

Board policy and administrative regulations are documents created from multiple perspectives among staffing groups.

President Truesdell

- Board policy identifies new or revised needs due to new or revised state statute, legislative action, Oregon administrative regulations, public opinion, accreditation self study review, Clackamas Community College (CCC) board of education review of policy, and/or internal CCC constituents (including staff and students).
 - President Truesdell explained the process followed to revise and/or create board policy. [see handout #2]
- Administrative regulations identifies new or revised needs due to new or revised state statute, Oregon administrative regulations, public opinion, accreditation self study review, Clackamas Community College (CCC) board of education is informed of changes or new regulation, internal CCC constituents (including staff and students), and regular review of administrative regulations.
 - President Truesdell explained the process followed to revise and/or create administrative regulations. [see handout #1]
 - Create as opportunities for review gathered through College Council and Presidents' Council.
 - College Council reviews new or revised administrative regulations at least twice before Presidents' Council gives final approval. New or revised and approved administrative regulations are presented to the CCC Board of Education as an information item.

Board Policy Review

The College Board began the process to review and update board policies on October 12, 2010.

The process began with a Work Session conducted by Peggy Holstedt, Policy Advisor of the Oregon School Board Association. The presentation included the board's role in policy development and the process the board would go through to repeal, amend or add policies. Also, the review introduced the new structure using letters to represent sections of policy in replacement of the current numbering system.

Since October, various board members met with the OSBA policy advisor, president and administrative staff to review each policy.

Prior to the Clackamas Community College (CCC) Board of Education review of Board Policy GBB Shared Governance [see handout #3]: President Truesdell asked for input from Presidents' Council members regarding clarity of content.

- Presidents' Council members were asked if they preferred the definition of what shared governance means in version 1 or version 2 presented in handout #3. The majority preferred the first version.

Next Steps for Board Policy GBB:

- President Truesdell will deliver the minor word changes suggested to Peggy Holstedt.
- October 18: President Truesdell will bring back the revised policy to Presidents' Council for a second reading.
- October 21: College Council, first reading
- November 4: College Council, second reading and/or approval.
- November 8: Presidents' Council third reading and/or approval.
- November 9: Clackamas Community College Board of Education first reading.
- December 14: Clackamas Community College Board of Education action item.

Prior to the Clackamas Community College Board of Education review of:

- New policy "Hazing/Harassment/Intimidation/Bullying/Menacing" – Board Policy: GBNA/JFCF [see handout #4]
- New Administrative Regulation "Hazing/Harassment/Intimidation/Bullying/Menacing" – AR GBNA/FJCF-AR [see handout #5]
- Our goal is to be clear and concise in policy and regulation.
- Clearly define student harassment.
- Cyber Bullying:
 - Should it be addressed in this policy?
 - Awareness is important.
 - Attempts to stop it should be made at a department level.
 - When does the college need to get involved and at what level?
 - How do we determine when it is a college issue vs. personal issue?
 - Why only protected classes outlined in 4 and 5?

Next Steps for Board Policy (BP) GBNA/JFCF & Administrative Regulation (AR) GBNA/JFCF-AR:

- President Truesdell will ask Peggy Holstedt, Policy Advisor of the Oregon School Board Association for more information.
- BP GBNA/JFCF & AR GBNA/JFCF-AR Will be brought back to Presidents' Council when questions are addressed.

CCC Events Review – [handout #6]

The President's Office is a co-sponsor of the Classified Appreciation, All Staff Recognition, and Retiree Celebration (new retirees celebrated in May 2012) events.

Classified Appreciation November 16, 2011 – Daytime and Evening Staff:

- Daytime Staff: 2-3:30 p.m. in GF 108-A, B, C
- Evening Staff: 11:30 p.m. – 1:00 a.m. in GF 108-C
- Association Presidents were asked for financial support/donations towards this event.
 - Donations of funds will be accepted by Bob Cochran, Exempt President.
- Association Presidents will be asked to lend support by participating in the daytime program (request will originate from Bob Cochran).

Retiree (past retirees) Holiday Luncheon, December 5, 2011 / 12-2:30 p.m.:

- Association Presidents will be invited to attend the lunch from 12-1:30 p.m.
- All staff are invited to the cookie reception following the luncheon (1:30-2:30 p.m.)

All Staff Recognition, December 8, 2011:

- Daytime Staff: 12-1:30 p.m. in Niemeyer
- Evening Staff: 8:30-10:00 p.m. GF-108-A
- Association Presidents will be asked to lend support by participating in the daytime program and soliciting decorating committee members (request will originate from Debbie Jenkins).

Retiree Celebration, May 17, 2012:

- 2-3:30 p.m. in GF 108-A, B, C
- Association Presidents will be asked to lend support/participate in the program and solicit decorating committee members (request will originate from Debbie Jenkins).

President Truesdell is asking that all association presidents discuss these events with their respective association members. How can we as a college community celebrate? Are these events reflective of what and how celebrations are developed, staffed, supported financially, and meaningful to staff when taking place?

College Council

Next meeting is scheduled for October 7 from 12-1:30 p.m. in CC 127.

Agendas and minutes: <http://www2.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings>

Association Reports

No reports.

President's Report

The following item was shared through an email to Presidents' Council members on October 3, 2011 at 5:56 p.m.:

Subject: Presidents' Council: Position Openings; Recruitments and Progress toward hiring

An area we did not discuss is one of hiring. To that end, I wanted to make you aware of what is happening with our staffing. In the category of Positions Approved for Recruitment, you will see a position that has made it through the complete process and is approved for opening. This is new information for you and in this instance is a replacement for an employee who is retiring. Just as a reminder, the college operates with two payroll employees.

As usual, I have included background, process and status. If you have questions, please contact Marsha.

Hiring Pending Board Approval:

- 1.0 FTE Automotive High School Program - Faculty
- 1.0 FTE Water and Environment Technology - Faculty
- 1.0 FTE Small Business Development - Faculty

In process:

- 1.0 FTE Welding - Faculty
- 2.0 FTE Advising Specialist - Classified

Recruitments Underway:

- 1.0 FTE Social Media - Classified
- 1.0 FTE Custodian - Classified
- 1.0 FTE Director Campus Safety -Administrative/Supervisory/Confidential (ASC)
- 1.0 FTE Director Institutional Research and Reporting – ASC
- 1.0 FTE Director Student Success – ASC

Positions Approved for Recruitment:

- 1.0 FTE Lead Payroll Specialist – Confidential Classified (ASC)

January 2012 Faculty recruitment cycle (opening in early January):

- 1.0 FTE General Biology
- 1.0 FTE English as a Second Language
- 1.0 FTE Engineering
- 1.0 FTE Counseling

Hiring process background information:

We had balanced our budget given the information we had at the March 15th deadline. Due to retirements and career changes for our employees (part of the natural turnover during the budget year) we had additional positions that were budgeted become vacant.

Because we knew many of the position vacancies between April 15 and May 30th, the Faculty Forum process was used to begin identifying which instructional positions CCC will begin to fill.

Non-faculty positions have become vacant and it is likely other positions will become vacant too.

As non-faculty positions become vacant a Position Opening Request (POR) is filled out by the Deans (in consult with staff) and then reviewed with all the deans and the VPs. Exec Team, then staffs requests. It then comes your way for information. Even if all concerned support the position, a delayed opening may occur in order to address a pressing institutional priority.

We do it this way because, in our shared governance model, the Budget Advisory Group and association leadership is involved in reviewing types of positions we will need in the future. This includes modification of existing positions, or the complete elimination of one type and the recruitment of another. During these conversations together, we learn where to strengthen our organization.

Future

In addition, we continue to have retirements, transitions and career changes.

I have some concerns regarding Oregon's economic recovery. The competing demands the legislature will consider in February may keep the college from receiving \$1.5 million in revenue going into the 2012-13 Fiscal Year. The August revenue forecast was down \$200 million in August and I will be waiting for the November revenue forecast.

I remain committed to create and maintain the best learning and teaching environment and want you to know that I am keeping in mind the need to respect the ratio and to be careful not to rely too heavily on classified part-time. As such, if all goes well, I anticipate up to another 4 faculty positions to be opened. For classified and administrative, we have taken and considered vacancies and needs as they arise. I am pleased that two vacancies allowed us transfer staff who received layoff notices.

Next Steps:

Designated smoking areas will be a topic added to the Presidents' Council meeting agenda for October 11, 2011.

UPCOMING MEETING DATES in 2010-11:

2011: 10/11, 10/18 (EPC), 10/25 (BAG), 11/1, 11/8, 11/15 (EPC), 11/22 (no meeting), 11/29 (BAG), 12/6, 12/13 (EPC), 12/20, 12/27, 1/3/12 (no meeting)

2012: 1/3/12 (no meeting), 1/10, 1/17, 1/24 (EPC), 1/31 (BAG), 2/7, 2/14, 2/21 (EPC), 2/28 (BAG), 3/6, 3/13, 3/20 (EPC & BAG), 3/27, 4/3 (no meeting), 4/10, 4/17 (EPC), 4/24 (BAG), 5/1, 5/8, 5/15 (EPC), 5/22, 5/29 (BAG), 6/5, 6/12, 6/24 (no meeting), and 6/26 (BAG).

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

PRESIDENTS' COUNCIL MEMBERS Joanne Truesdell (President), Adam Hall (FTF Pres), Steve Beining (FTF Pres. Elect), Jennifer Rueda (PTF Pres), Tamera Davis & Lizz Norrander (Clsfd Pres), Sean Briare (ASG Pres), Bob Cochran (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), Bob Cochran (Exempt Pres), Janet Paulson (Public Information Officer), and Debbie Jenkins.

EXPANDED PRESIDENTS' COUNCIL MEMBERS: PC Members plus Deans, Bob DelGatto, and Karen Martini.

Budget Advisory Group Members: Executive Team, Deans, Associate Deans, Association Presidents, Steve Beining, Rosemary Teetor, Lynda Graf, Tami Strawn, Chris Robuck, and Jennifer Rueda.
