

PRESIDENTS' COUNCIL MINUTES

October 11, 2011

CC 126 • 3 – 4:30 p.m.

PC Members	Attendance	Guests/Presenters:	Attendance
Joanne Truesdell (President)	Absent	Karen Martini	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)	X		
Shelly Parini (Dean of College Advancement)	Absent		
Courtney Wilton (VP of College Services)	X		
Marsha Edwards (Dean of HR)	Absent		
Janet Paulson (PIO)	Absent	Debbie Jenkins, Recorder	X

Board Policy (BP) & Administrative Regulations (AR):

DB-AR: Budget (Handout #1)

- Budget Law: Statutes set by the legislature.
- This document gives Clackamas Community College staff and board members the background information they need to know and aids in a better understanding of our budget.
- There were no suggested changes to this document (see handout #1)

DF-AR: Fundraising Guidelines (Handout #2)

- This document addresses college fundraising efforts and coordination among many efforts that occur throughout the institution.
- Suggested changes are as follows:
 - Under the header "Soliciting Gifts"; item 1; last sentence; remove parenthesis, remove the word "department" and after the word "funds" add the words "for specific purposes". The sentence would then read, "Foundation staff can provide assistance in establishing funds for specific purposes."
 - Remove the last header on page "Other Requests" and delete the last sentence, "All other requests for donations or gifts shall go through the dean of college advancement."

DFA-AR: Investment Procedures (Handout #3)

- This regulation applies to the investment of short-term operating funds and capital funds.
- The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield.
- There were no suggested changes to this document.

Next Steps:

- Debbie Jenkins will send the suggested changes to Peggy Holstedt, Oregon School Board Association.
- Bob Cochran will take all three administrative regulations (DB-AR, DF-AR & DFA-AR) to College Council for a first reading on November 4, 2011.

Designated Smoking Areas:

Bob Cochran, Dean of College Services is working the Campus Use and Development Committee and Grounds Committee to re-address our smoking areas. A draft plan is underway and first review will take place at College Council.

- Complaints are being made as people have to walk through clouds of smoke originating from some smoking cabanas.
- Smoking cabanas will be moved away from the core campus area towards Douglas Loop.
- The signage committee will be included in discussions regarding designated smoking areas to better direct smokers (and notify/warn non-smokers) as to where the smoking cabanas are located.
- It is likely that the first cabana to be moved will be the one located between McLoughlin Hall and the Community Center.
- Enforcement by Public Safety Officers of designated smoking areas will likely be needed.

- Once official rules and regulations are in place it was suggested that they be posted on the CCC web site so staff and students will be made aware.
- The new designated smoking areas plan will probably take 4 years to implement.
- December 2011: Target date to present the draft plan for designated smoking areas to College Council.
- Target date to start moving cabanas is summer term 2012.

College Council

- Topics discussed at the College Council meeting on October 7 included Accreditation and the CASE Grant.
- The next meeting is scheduled for October 21 from 12-1:30 p.m. in CC 127.
- Agendas and minutes: <http://www2.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings>

Association Reports

Associated Student Government (ASG) / Sean Briare:

- October 15: Cody Myers Memorial; 1:00 p.m. in Niemeyer Osterman Theatre; ASG will be providing cookies.
- October 24 & 25: Red Cross Blood Drive; 10:00 a.m. – 3:00 p.m.; sign up in ASG office.
- October 27: Breast cancer awareness event will include a barbecue and proceeds will go to the Susan G. Komen Breast Cancer Foundation. Trail Blazer Patty Mills, Point Guard for the Trailblazers will be a special guest at the event.

Classified / Tamera Davis & Lizz Norrander:

The Classified Executive Team is spearheading a *Listening Campaign*.

- Their goal is to hear from all 162 members of the Classified Association.
- Building representatives will be scheduling 10 minutes with Classified staff and listening to responses to four questions.

PT Faculty / Jennifer Rueda:

- Part-time (PT) Faculty Association is gifting \$100 towards expenditures for the Classified Appreciation Event on November 16.
- PT Faculty member Susan McKenna will be representing the PT Faculty Association at this event as Jennifer will be out of town.

FT Faculty / Adam Hall:

- Full-time Faculty Association is donating \$1,000 towards expenditures for the Classified Appreciation Event on November 16.
- A new website has been created for Full-time Faculty for the purpose of improved communications.

Exempt / Bob Cochran:

- A pizza bake for Administrative/Supervisory & Confidential (ASC) staff has been planned for November 19 from 12-2:00 p.m. at Clairmont.

Around the Table

Full-time Faculty, Part-time Faculty and Exempt President's told ASG President Sean Briare of their desire to support ASG and Clackamas Community College students by assisting him in getting the word out about special events on campus. They all offered to send notices to their memberships to keep them aware and involved with ASG activities.

Vice President of Instruction and Student Services, Elizabeth Lundy, reported on recent presentations at College Council and the Vice Presidents' meeting. These presentations included timelines/calendaring of events to accomplish goals in regard to Accreditation, budget, targeted tasks, and position openings etc. She also spoke about participation in the National Foundation of Excellence Study and how it will help us move forward with our Institutional Activities and enhance student services. This is a study of first year students; what impacts their success; and a guide to analysis.

Elizabeth will be filling in for President Truesdell at the upcoming Board of Education meeting on October 12 and will be updating the board on Accreditation and the Foundations of Excellence study. Three full-time faculty new hires are on the board agenda as requests for approval; Automotive, Small Business Development; and Water and Environmental Technology. A total of eight positions have been approved for opening; three are on the board agenda for October 12; one is in process; and four are soon to follow soon.

Steve Beining reported that the CLC has been meeting and scheduling events for the year that include Moodle and Distance Learning training.

Courtney Wilton Vice President of College Services will be attending a Business Managers conference at Treasure Valley Community College on Thursday and Friday.

A Memorial Service for a former Clackamas Community College student Cody Myers will be taking place in Niemeyer on Saturday, October 15, 2011 at 1:00 p.m. Associated Student Government representatives will be serving cookies and are expecting as many as 1,000 to be in attendance.

Coming up next week:

- October 18: Expanded Presidents' Council at 3:00 p.m. in CC 127.
- October 18: Joint Deans meeting at 10:00 a.m. in CC 126
- October 25: Administrators Meeting at 1:00 p.m. in DeJardin 233: Start of strategic planning updates; targeted tasks activities (what to fund and not to fund); review funding needs; strategic investments; and strategic funding.

Enrollment is very close to where we were last year. Next month there will be an end of year report given to the Clackamas Community College Board of Education.

UPCOMING MEETING DATES in 2010-11:

2011: 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.
