

## EXPANDED PRESIDENTS' COUNCIL MINUTES

October 18, 2011

CC 127 • 3 – 4:30 p.m.

PC Members	Attendance	EPC Members Present:	Attendance
Joanne Truesdell (President)	Absent	Scott Giltz	X
Adam Hall (FTF Pres)	X	Cyndi Andrews	Absent
Steve Beining (FTF Elect)	X	Bob DelGatto	X
Jennifer Rueda (PTF Pres)	X	Theresa Tuffli	X
Tamera Davis & Lizz Norrander (Clsfd Pres)	X	Karen Martini	Absent
Sean Briare (ASG Pres)	X	Phillip King	X
Bob Cochran (Exempt Pres)	X	Chris Robuck	X
Bob Cochran (Chair of College Council)	X	Kim Carey	Absent
Elizabeth Lundy (VP of Instructional Services)	Absent	Steffen Moller	X
Shelly Parini (Dean of College Advancement)	X	Bill Briare	X
Courtney Wilton (VP of College Services)	Absent	Guests: Cynthia Risan	X
Marsha Edwards (Dean of HR)	X	Jim Martineau	X
Janet Paulson (PIO)	Absent	Matthew Altman	X

### **Administrative Regulations (1<sup>st</sup> Review 8/10/11 – EPC – Cont'd)**

#### AC-AR: Discrimination Complaint Procedure [Handout #1]

Discussion points:

- Gender identity is not listed as a type of discrimination.
- Do compliance officers need to be named in the policy?
- Formal Procedure – Item #1: 20 business days seems a long time for complainant to receive a response from the compliance officer; however, this amount of time is necessary to conduct needed research, investigation, action, and written response.
- When listing protected categories, should “other” be an option? Federal and state law dictates protected categories therefore we don’t alter the list. Any situation where an individual may feel discriminated against that does not fall within the definition of protected category, would be addressed by the supervisor in conjunction with HR.

Suggested changes:

- Cite/reference law(s) at the bottom of the page for Discrimination Complaint Procedure.
- Formal Procedure – Item #3:
  - Clarification is needed in regard to what type of and when complaints are brought before the Board of Education.
  - Clarification is needed as to what portion of the Board meeting is used to attempt to resolve complaints (i.e. when would the board review a personnel issue?)
  - Clarify what type of a complaint is heard at Regular Session, Special Session and/or Executive Session?

#### ACA-AR: ADA Grievance Procedure [Handout #2]

Discussion points:

- Federal law: Complaint shall be presented in writing within 180 days from date of alleged discrimination.
- No suggested changes.

#### BDC-AR: Executive Session [Handout #3]

- No discussion.

Suggested changes:

- List who is allowed in the Board of Education Executive Sessions and under what circumstances.

#### BDDH-AR: Public Comment in Board Meeting [Handout #4]

Discussion points:

- Item #6: Shelly Parini shared a document (Handout #5) that can be used to submit written comments to the Board of Education. This document is to be used in lieu of publicly speaking at the board meeting.
- The time limit for public comment is flexible and varies so it does not appear in board policy.
- Item #2: Once all comments are directed to the Board chair; questions or requests for action are referred to the proper person for response. If the needed information is not immediately available a follow-up meeting is scheduled or information is sent via letter to the person requesting the information (this information would also be shared at the next board meeting.) Board business meetings are not the proper forum for dialog with board members.

#### Suggested changes:

- Item #2:
  - It was suggested that process be changed; change/add a sentence explaining that no immediate response will be made to any public comment and that all responses/information will be shared at a later time via a follow-up meeting or letter.
  - Clarify if responses can be made via email.
- First paragraph
  - Add to first paragraph of policy or add to opening statement/remarks at Board meetings:
    - Process (how/when/where) a citizen can have dialog with members of the Board. This would reinforce the “comments only” allowance during a board meeting.
  - Include information as to how to be included as an agenda item on the Board of Education agenda.
- Item #6 – second sentence: Once a letter becomes a public document; include similar criteria as outlined in paragraph #4.

#### **Foundation of Excellence (FoE)**

Phillip King, Dean of Academic Foundations & Connections outlined the Foundation of Excellence (FoE) process. This is a yearlong self-study (specific to the first year) of all aspects of the new student experience resulting in a plan for institutional improvement leading to higher levels of student learning and persistence. First year student is defined as a student taking 30 credits or less and excludes high school diploma and ABE/GED & ESL populations.

- Nine principles of first year excellence serve as the framework for the FoE process.
- FoE was designed by the Gardner Institute for Excellence in Undergraduate Education and supported programmatically and financially by the Department of Oregon Community Colleges and Workforce Development (OCCWD).
- Tara Sprehe, Director of Enrollment Management & Registrar is acting in the capacity of a task force member.
- Phillip King and Brenda Marks will organize and monitor the self-study process and serve as liaisons with the Gardner Institute.
- Andrea Csavajda, Web Enabled Survey System (WESS) Administrator will manage technical facets of the surveys and website.
- The task force is meeting weekly and next steps include recruitment of committee members.
- FoE consultants from the Gardner Institute will provide expert support and assistance.
- The FoE framework guides us through a process that closely aligns and carries out many of the Strategic Enrollment Management (SEM) initiatives and the Clarus Corporation recommendations to the college.
- The FoE framework meets several requirements of the accreditation process and provides a ready-made, research based framework to study our new student experience.
- The self-study will likely result in recommendations for change both simple and complex. We will be given feedback that compares national research results with our local findings.
- Surveys of students and faculty will go out the end of fall term, before finals.
- There will be an implementation plan to enhance the first year experience for students at Clackamas Community College.

#### **College Council**

- Topics discussed at the College meeting on October 7 included Accreditation and Turtles.
- The next meeting is scheduled for October 21 from 12-1:30 p.m. in CC 127. Topics will include a presentation of Foundation of Excellence by Brenda Marks and Board Policy and Administrative Regulation Process presented by President Truesdell.
- Agendas and minutes: <http://www2.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings>

#### **Association Reports**

##### Associated Student Government (ASG) / Sean Briare:

- October 24-25: Hosting a Red Cross Blood Drive from 10:00 a.m. – 3:00 p.m. in the Gregory Forum.
- October 27: Breast cancer awareness event will include a barbecue and proceeds will go to the Susan G. Komen Breast Cancer Foundation.

##### Classified / Tamera Davis & Lizz Norrander:

No report

##### PT Faculty / Jennifer Rueda:

Jennifer Rueda will be unable to attend the next Board of Education meeting in November as she will be attending a National Education Association (NEA) training.

#### FT Faculty / Adam Hall:

Adam Hall thanked Exempt staff for their dedication to the Clackamas Community College mission. They are doing a fantastic job and are very much appreciated!

#### Exempt / Bob Cochran:

Planning is in process for the Classified Appreciation event on November 16, 2011.

#### **Around the Table**

Happenings around campus:

- Habitat for Humanity will be building two homes in the Molalla area this spring and early summer. Contact Theresa Tuffli if you would like to get involved.
- Theresa Tuffli invited Expanded Presidents' Council members to get the word out, get involved and get engaged with constituents in our service district by participating in van tours. Theresa will be leading tours to neighboring communities where many of our students are coming from. Her first tour is taking place next Friday, November 18<sup>th</sup>. Please contact Theresa for further information and to be included in this exciting event! Theresa guarantees an exciting ride!
- Phillip King reported that Cyndi Andrews is doing an amazing job as the interim lead for the Credentials Acceleration and Support for Employment (CASE) grant. This is a 3-year project that started October 1, 2011. There are two funding accounts; one for management of the money itself for all 17 community colleges; and another for our own localized project and outcomes. The Clackamas Community College Business Office will be the fiscal agent for the grant. Ten new full time employees will be added due to the CASE Grant that will include Exempt, Faculty and Classified (non-union) staff.
- Two new hires for Advising have been approved. There will be more information coming soon. The new counseling model (advisor in every building) is going well.
- Bill Briare played a large role in the memorial ceremony held on October 15 for Cody Myers in the Niemeyer Osterman Theatre. The Clackamas Community College (CCC) Music Department staff were heavily involved and created a lovely event. Many CCC staff really stepped up and made this a successful event appreciated by many family members and friends. A Cody Myers memorial foundation was set-up to help students who cannot afford to buy their own music instruments. Cody's family is donating a memorial granite bench to CCC. There is more information available about the Cody Myers memorial foundation on FYI. Donations are to be sent to US Bank. Shelly Parini and Bill Briare will be working together to send out more information about the memorial foundation to association presidents so they can disseminate the information to others.
- Restoration of Environmental Learning Center is being discussed.
- Scott Giltz expressed his appreciation of Cynthia Risan and Tracey Donnelly our new Director of Health Sciences and how well everyone is working together, getting good things done and building a strong team!
- October 19: The Clackamas Community College Volleyball team will be playing Multnomah University. All proceeds will go towards cancer research.
- Clackamas Community College hosted a 10k walk through Clackamas County to raise money for volunteers doing public service.
- Moodle training for faculty is taking place this week.

Position Openings:

- October 14: The Director of Student Academic Support Services position closed. There were 62 applicants.
- October 14: Custodial position closed.
- October 21: Director of Campus Services closes. There were many strong applicants.
- Payroll Accountant position closes in one week.
- Institutional Research (IR) position closes the end of this month. We have very qualified applicants in the applicant pool.

Shelly Parini reported on happenings in her area:

- In process of training a new social media person.
- Interviews are in process for a Social Media Marketing Specialist starting in December. (This person will assist with the CCC website.)
- The internal launch date for our new and improved website is the end of December. Dean Walch, Tamara Barry-Peebles and Janet Paulson are doing a great job! Staff feedback will be very important part of this first phase.
- November 19: Planning in process for the Career and Benefits Fair for veterans. There will be reintegration activities with the Oregon National Guard (hiring our heroes). Greg Meyers is the lead coordinator in Veterans' Affairs for this event.

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**UPCOMING MEETING DATES in 2010-11:**

**2011:** 10/25 (Strategic Priorities & Institutional Activities Mtg.), 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).

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

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**PRESIDENTS' COUNCIL MEMBERS** Joanne Truesdell (President), Adam Hall (FTF Pres), Steve Beining (FTF Pres. Elect), Jennifer Rueda (PTF Pres), Tamera Davis & Lizz Rich (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.

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

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