

PRESIDENTS' COUNCIL MINUTES

November 1, 2011

CC 126 • 3 – 4:30 p.m.

PC Members	Attendance	Guests:	Attendance
Joanne Truesdell (President)	Absent		
Adam Hall (FTF Pres)	X		
Steve Beining (FTF Elect)	X		
Jennifer Rueda (PTF Pres)	X		
Tamera Davis & Lizz Norrander (Clsfd Pres)	Davis		
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)	X		
Janet Paulson (PIO)	X		

2013-14 Academic Calendar – Handout #1 – First Reading

The 2013-14 Clackamas Community College Academic Calendar was presented for review (handout #1):

- This calendar is aligned with the OUS calendar:
<http://www.ous.edu/sites/default/files/stucoun/prospstu/files/2011-2016Five-YearOUSAcademicCalendar5-9-11.pdf>
- Send suggestions for change to Elizabeth Lundy.

Next steps for review of document:

- November 4: College Council – 1st Reading.
- November 18: College Council – 2nd Reading or Approval.
- December 6: Presidents' Council – (If approved by College Council on November 18th) 2nd Reading or Approval.
- December 14: Clackamas Community College Board of Education – 1st Reading.

Institutional Activities & Proposed Refreshed Targeted Tasks 2011-2013 – Handout #2

Targeted Tasks and their proposed outcomes expected by June 30, 2012 and June 30, 2013 were reviewed. These outcomes will be modified from time to time; however, Clackamas Community College's 6 Institutional Activities will stay the same.

Institutional Activities 1-6 and each of their targeted tasks were reviewed:

1. Understand the Clackamas student experience and make sure processes are user-friendly and user satisfaction levels are high.
 - a. The Foundation of Excellence (FoE) is one tool that will be used for analysis of student services.
2. Redevelop the CCC web site to be up-to-date, interesting, inviting, and easy to use for external constituents and to provide internal constituents with stronger communication and easy access to information.
 - a. Goals include integration of online content that includes Moodle, Web and MyClackamas etc.
3. Analyze and refine the way we schedule, deliver, and assess instruction to provide maximum access and success, and to improve student experience, college internal and external processes, and community perception.
 - a. Targeted Task 3-2: 4th column; add "t" to "Par-time".
4. Improve the way we understand and utilize Datatel systems to enable CCC staff to access information that connects student and instructional data with human resource, budget and expenditure data.
 - a. Goals include decreasing the time students must wait for award of financial aid and to create fewer steps to operate more efficiently.
5. Align and implement coordinated strategic planning and budgeting processes through clarifying decision-making processes and strengthening communication networks.
6. Continue our work on creating a long-term capital plan that incorporates redevelopment and new development to support sustainability, economic stability, and future educational needs.
 - Targeted Task 6-1: This task outlines how we use energy more efficiently (resources/expenditures). In column one; it was suggested that the words "reductions in college resources" be changed to "reduction of carbon foot-print".

As review continues of Targeted Tasks it must be determined if the tasks are doable and whether or not sufficient personnel, facilities and resource dollars are available to accomplish them. If any of these resources are unavailable, the task needs to be removed or adjusted in a manner that the task can be accomplished.

Next Steps:

- Presidents' Council members were charged to review Targeted Tasks with their peers and send any suggested changes to Elizabeth Lundy as soon as possible.
- Document review of proposed copy:
 - November 4: College Council – information item.

Mission Fulfillment Indicators – Handout #3

The Mission Fulfillment Indicators document (handout #3) is a key to the numbers reflected in the 6th column (far right-hand column) of the IA and Proposed Refreshed Targeted Tasks 2011-13 document (handout #3)

College Council

- The next meeting is scheduled for November 4 from 12-1:30 p.m. in CC 127.
- Agendas and minutes: <http://www2.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings>
- Topics to be discussed: Administrative Regulations and Institutional Activities & Targeted Tasks 2011-2013.

Association Reports

Associated Student Government (ASG) / Sean Briare:

- November 10: Veterans' Day celebration barbecue from 11:30-1:30 p.m.
- The Red Cross blood drive last week was very successful. Blood donation went well beyond the set goal.
- ASG team is in the early stages of money expenditure discussions.

Classified / Tamera Davis & Lizz Norrande:

- Classified staff have embarked upon a hat and scarf fundraiser for children of parents in the Young Parent Opportunity Program.
- Tamera will be unable to attend the Board of Education meeting in November as she will be out of town. She will also be traveling soon to Bulgaria to be introduced to and bring home her newly adopted 2 ½ year old grandson!

PT Faculty / Jennifer Rueda:

- Part-Time Faculty are considering and currently discussing the possibility of an official name change to "Adjunct Faculty".
- Bylaws will be voted on soon.
- November 8: Bargaining continues with a mediation meeting scheduled.
- November 9: Rosemary Teetor will be attending the Board of Education meeting on Jennifer's behalf as Jennifer will be out of town at a National Education Association training.

FT Faculty / Adam Hall:

- Senate meeting: Brenda Marks and others presented information in regard to Foundation of Excellence.
- Faculty appreciates the opportunity to contribute to this study.

Exempt / Bob Cochran:

- November 16: Planning continues for Classified Appreciation.
- Administrative, Supervisory & Confidential (ASC) Staff: Draft handbook is in process and will be going out to staff for review soon.

Around the Table

Position Openings and Interviews:

- Payroll Accountant – closed – received applications from many qualified applicants;
- Director of Campus Safety – closed – received applications from many qualified applicants; and
- Social Media Marketing Coordinator interviews are in process.

Elizabeth Lundy gave a Position Opening Request (POR) update (openings/recruitments/progress):

- 1.0 FTE Advising and Outreach – Classified – opening is the result of a recent resignation.

We were awarded a federal grant (CASE) that coordinates a statewide community college grant, in addition to our own local Clackamas Community College efforts. This grant is a three year grant and has the following positions that will be recruited; statewide only at this time:

- 1.0 Director - ASC/Exempt;
- 1.0 Admin Assistant - Classified Non-Bargaining Unit (NBU);
- .8 Fiscal - Classified NBU; and
- 1.0 Data Analysis - Classified NBU.

All position openings will be posted on the Clackamas Community College Human Resources web site.

Many activities and meetings are taking place around campus:

- Continuous Learning Collaborative;
- Moodle training;
- job interviews;
- committees for course outlines;
- Steve Beining hosted a meeting last week for a group from Marylhurst to review the Clackamas Community College Moodle system;
- pending web site launch; and
- Associated Student Government is in search of more students to hire. Their current staffing number is 16 and their goal is 20.

UPCOMING MEETING DATES in 2011-12:

2011: 11/08, 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.
