

## EXPANDED PRESIDENTS' COUNCIL MINUTES

November 15, 2011

CC 127 • 3 – 4:30 p.m.

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

### **Continuous Learning Collaborative (CLC)**

Kate Gray and Steve Beining reported on new online resources being developed by them and Bill Waters.

A few new resources and features were demonstrated. One new feature demonstrated was orientation resources for new Part-time Faculty:

- This site includes information formerly found and distributed in notebooks and handbooks and is in response to an expressed need put forth by department chairs and many other staff members.
- The need was identified (following discussions with department chairs) for a single/central place to gather information, materials (from many departments around campus) and direct people to electronic links that would lead them to needed resources on campus that are kept current on an ongoing basis.
- The site was started with resource materials we already have. The most relevant information was gleaned and loaded into a Moodle book that is currently 64 pages of a wide variety of information.
- A discovery process continues as it is determined what more is needed. Information is coming in from Human Resources, Deans and Department Chairs.
- Today's demonstration served as a first showing of this resource that is well underway and impressive!

Discussion items included:

- Many topics may direct you to a web page; it is our goal that all pages linked to be the most current information available and be routinely updated.
- How this online resource will be vetted is still being discussed.
- There will be one point of reference for information that is common among all instructional departments.
- There will be links to specific departments for information that is unique to those departments.
- CLC calendar of upcoming events was displayed and discussed; an event reflected on a particular date will have links to further details/resources and registration.
- Full-service/self-service mode for faculty to get more information, assistance, trainings, links to best practices and group projects etc.
- The Moodle "look" will be coordinated with our new web site and will grow with time and become more elaborate.
- The Department Chair Handbook will be added to the CLC site on Moodle. Bill Waters and Kate Gray have been working to develop this. The idea originated from department chair meetings and was a collaborative process with many people feeding in information and ideas.
- Kate and Bill will be helping departments develop their own professional development pages and will distribute samples of how departments can show their department information via Moodle.
- Kate, Bill and Steve are working hard to develop these new online resources. Their goals include a process (work in progress) that is transparent, easy to access and consistent as they pull together a lot of information from many different sources into a single point of access for multiple users.

## **Innovation Fund & IAs – Handout #1**

President Truesdell discussed Institutional Activities (IAs) and Innovation Fund Investments.

Discussion points:

- Handout #1 was presented as a review of Institutional Activities and Targeted Tasks developed for the current year 2011-12 and next fiscal year 2012-13.
- President Truesdell asked if there was a level of clarity on the IAs and all agreed there is.
- In conjunction with the IAs and 2011-13 targeted tasks funding was requested to support implementation of targeted tasks.
- Those that directly support the targeted tasks were reviewed first; tasks that meet future student, staff and state achievement compact requirements.
- Projects approved for 2011-12 and
  - Foundations of Excellence.
  - Clarus recommendation follow-up.
  - Funds for department targeted task follow-up.
  - College-wide capital needs assessment.
  - Web standards and guidelines
  - Department website migration.
  - Community engagement process.
  - Accounts receivable system improvements
- Preliminary approval/set aside 2012-13.
  - Foundations of Excellence continued implementation
  - Inventory system development of college-wide equipment.
- Requests for server upgrades and faculty and staff computer upgrades were approved using other funds.
- Projects already approved in prior years with their associated funds remain for continued implementation.

New Strategic Priorities Development

- We will begin redefining our Strategic Priorities in January.
- Present Strategic Priorities for approval by the Board of Education in May 2012.
- Innovation Funds will be targeted beginning in 2013-14 to support the board's new institutional priorities and associated tasks.

Equipment Replacement:

- Requests have been made for equipment replacement from the innovation fund.
- Elizabeth Lundy and Courtney Wilton will facilitate the development of an instructional equipment replacement schedule and request process, and an institutional technology, hardware and software students and employees, replacement schedule and process. This will be incorporated into the 2012-13 budget development process.

## **College Council**

- The next meeting is scheduled for November 18 from 12-1:30 p.m. in CC 127. Topics will include a first reading of Board Policy, Section E: Support Services and Section G: Personnel; second reading of administrative regulations reviewed at the previous College Council meeting on November 4<sup>th</sup>; and 25Live presentation.
- Agendas and minutes: <http://www2.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings>

## **Association Reports**

Associated Student Government (ASG) / Sean Briare:

- Sean Briare thanked everyone for their support and donations of food items for the Thanksgiving Food Drive for Students.
- Sean shared student concerns/complaints regarding class schedule conflicts. Discussion items included:
  - Students have suggested there are too many online and night classes and not enough classes between the hours 9:00 a.m. – 3:00 p.m.
  - Science classes and science labs take up a large section of the day and conflict with other required course offerings. Those required courses are not being found at any other time slot.
  - Department chairs will get together to discuss class offerings and conflicts. Students from ASG will be invited to attend these conversations.
  - Class offerings: State achievement compact requirements will be discussed in 2012. We will be working with issues of degree completion and timeliness. This is an area of great importance and concern to students and impacts the time and cost of their education. College funding, long-term, will be dependent upon good student service.

Classified / Tamera Davis & Lizz Norrander:

Not present.

PT Faculty / Jennifer Rueda:

Not present.

FT Faculty / Adam Hall:

Full-time Faculty have been looking at shared governance; where it is working and areas of concern.

Exempt / Bob Cochran:

Exempt staff are excited about the Classified Appreciation event tomorrow.

### **Around the Table**

Happenings around campus:

- President Truesdell has been writing the preamble for board policy. It includes our purpose, philosophy, values, decision making and mission statement. This outlines the guidance the board uses to help align board policy and administrative regulations.
- Revenue forecast tomorrow: Courtney Wilton's best prediction is that it will be down. It will not have an immediate impact on our revenue; however, it is likely revenue will go down.
- November 17<sup>th</sup>: President Truesdell will learn more about the revenue forecast at the Oregon Presidents' Council meeting.
- November 18<sup>th</sup>: President Truesdell will testify to the House Veterans' Committee.
  - Military credit transcription of credit: Allowing credit earned while in military training to be applied for credit at Clackamas Community College.
- Faculty Forum: Moving through the position opening process. Processing *Position Opening Request* (POR) forms.

---

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

**2011:** ~~4/22~~ (no meeting), 11/29 (BAG), 12/6, 12/13 (EPC), ~~4/20, 4/27, 4/3/12~~ (no meeting)

**2012:** ~~4/3/12~~ (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.

---