

EXPANDED PRESIDENTS' COUNCIL MINUTES

February 21, 2012

CC 127 • 3 – 4:30 p.m.

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

Attendance / Guests: Cynthia Risan, Jim Martineau, Matthew Altman, and Eric Lewis.

BOARD POLICY FF – (Handout #1)

It was the recommendation of Expanded Presidents' Council members to move Board Policy FF: Naming of Buildings forward to the Clackamas Community College Board of Education for adoption. No further changes were suggested.

History:

- 1/24/12: 1st reading; Presidents' Council
- 2/3/12: 1st reading; College Council
- 2/17/12: 2nd reading; College Council
- 2/21/12: 2nd reading/APPROVED with no further changes; Expanded Presidents' Council

Next Steps:

3/14/12: Clackamas Community College Board of Education adoption request.

GBN/JBA-AR: Sexual Harassment Complaint Procedure – (Coded 02.21.12-Handout #2 with suggested changes)

This is a first reading by Expanded Presidents' Council members of the Sexual Harassment Complaint Procedure administrative regulation (Coded 02.21.12-Handout #2 – with suggested changes):

- Discussion topics:
 - Reporting procedures and investigation of sexual harassment allegations.
 - Compliance Officer is the Dean of Human Resources and is the preferred initial contact for complaint reporting. Any college administrator is considered secondary to the Compliance Officer and is charged with immediately notifying the Compliance Officer of any complaint or allegation of sexual harassment.
 - Timelines to be followed when addressing complaints and appeals to board.
 - Outside agencies are available should anyone be dissatisfied with the College process.
 - Reporting processes have not changed. More detail has been added and are attaching a new/updated complaint form to the regulation.
 - It was determined that the first two sentences are not clear.

Suggested changes:

- Define Compliance Officer as Dean of Human Resources.
- Change the first sentence to read, ***“Compliance officer has the responsibility of investigating allegations of sexual harassment and sexual harassment investigations.”***
- Strike the second sentence.

Next Steps:

- 4/20/12: 1st reading; College Council
- 5/4/12: 2nd reading; College Council
- 5/15/12: 2nd reading/approval; Expanded Presidents' Council
- 6/27/12: President's Report to the Board of Ed.

GCBDA: Family Medical Leave – (Coded 02.21.12-Handout #3 with suggested changes)

This was a first reading of the Federal Family Medical Leave/State Family Medical Leave administrative regulation (Coded 02.21.12-Handout #3 with changes).

Discussion topics:

- This regulation is driven by Federal and State law.
- Includes the same information as the former regulation.
- The new regulation has much more detail and is very thorough.
- The only major change is the inclusion of Military Family Leave information and the increase of time an individual is entitled to, to care for a qualifying service member. This changed from 12 weeks to 26 weeks.
- Family Medical Leave dates need to be aligned with the Clackamas Community College calendar.

Suggested changes:

Marsha Edwards, Dean of Human Resources is to align the Family Medical Leave Act (FMLA) dates in this regulation with the College calendar and send those changes to Debbie Jenkins to be included in the minutes (see document coded 02.21-12-Handout #3 with suggested changes).

Next Steps:

- 4/20/12: 1st reading; College Council
- 5/4/12: 2nd reading; College Council
- 5/15/12: 2nd reading/approval; EPC
- 6/27/12: Pres. Report to the Board of Ed.

PC, EPC & BAG 2011-12 Meeting Dates – (Handout #4)

One change has been made to the 2011-12 PC, EPC and BAG meeting dates:

- June 26, 2012 BAG meeting moved to same day as the Clackamas Community College Board of Education meeting on June 27, 2012.

The CCC Board of Education meeting has been moved from June 20 to June 27, 2012.

PC, EPC & BAG 2012-13 Meeting Dates – Handout #5

Changes made to the 2012-13 PC, EPC and BAG meeting dates were outlined:

- Expanded Presidents' Council – August 8, 2012: Start time changed from 2:00 p.m. to 1:00 p.m. (meeting time 1-4:30 p.m. in DJ 233).
- Expanded Presidents' Council – September 11, 2012: Moved meeting date to September 12, 2012 to coordinate with the Clackamas Community College Board of Education meeting during summer break.
- Budget Advisory Group – June 25, 2013: Move the meeting date to June 26, 2013 to coordinate with the Clackamas Community College Board of Education meeting date during summer break.

COLLEGE COUNCIL – Bob Cochran

- Agendas and minutes: <http://www2.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings>
- March 2nd: Next College Council meeting topics to include administrative regulations DMA-AR: Tuition Waivers 2nd reading; GBNA/JFCG-AR: Hazing, Harassment 2nd reading; ISP revisions; and CCC Mission Statement revisions.

ASSOCIATION REPORTS

Associated Student Government (ASG) / Sean Briare:

- February 21: Student video game tournament began at 1:00 p.m.
- February 22 – March 3rd: "Fight 4 Food and Fashion"; ASG effort to restock the Cougar Cave with donated canned food, clothing and hygiene products for students in need; kick-off event on February 22nd includes a barbecue from 12-1:30 p.m.
- February 29: Black History event in Gregory Forum from 11:30 a.m. – 1:30 p.m.; learn about Black History and enjoy a barbecue lunch.

Classified / Tamera Davis & Lizz Norrander:

No report.

PT Faculty / Jennifer Rueda:

- February 20: Attended the President's Day Rally in Salem and all went well.
- Jennifer is finishing her National Education Association Leadership Training in Chicago next week.

FT Faculty / Adam Hall:

February 20: Attended the President's Day Rally in Salem and approximately 1,000 people were in attendance. Adam enjoyed the speakers and helped deliver the message/request for *no more cuts* and to *please fund community college revenue* along with many other advocates of community colleges in the rotunda.

CCC Administrators have written a MOU to offer early retirement (to faculty within at least 8 years of retirement age) on a pro rata basis. This will be coming up for a vote/approval soon.

Exempt / Bob Cochran:

March 6 from 7:30 – 9:00 a.m. in CC 127:

- Administrative, Supervisory and Confidential (ASC) handbook revisions to be reviewed by ASC staff.
- ASC staff will plan the staff appreciation breakfast scheduled to take place on March 22nd.
- Administrative and Supervisory staff will attend a 90 minute supervisory training offered by PACE.

AROUND THE TABLE

The Turtle Teams have finished their work and the first drafts/edits are complete for the Year Three Accreditation Report. A celebration has been planned for February 29 from 3:30-5:30 p.m. at Jimmy O's Pizza.

Many staff members are missing from our meeting today because they are busy working hard in support of the College on other projects at this time.

Two budget forums were held in the McLoughlin Auditorium on February 15 and 16 from 3-4:00 p.m. The first forum was well attended with approximately 40 people. The second forum had approximately 10 people in attendance. Very good and helpful feedback was received and we are continuing to gather information through an online survey that is currently underway. To-date approximately 126 people have participated in the on-line survey and it will continue through Friday, February 24th at which time all comments will be summarized. Overall, comments and suggestions have been very creative, supportive and helpful. Courtney's favorite comment to-date has been, "Stop asking and start doing."

PRESIDENT'S REPORT

The Legislative session is headed for a February 26th wind-up date; however, it could possibly be extended to March 6th if they so choose. The Achievement Compact draft was received yesterday. The Clackamas Community College Board of Education will be required to sign (agree to participate) by the end of this fiscal year in order to be qualified to receive funding for the College next year. **See attachment coded 02.21.12-Handout #6.** Monday, February 27th through Wednesday, February 29th the legislature will be working to clarify the compact. Once the Governor signs off, Clackamas Community College administrators will inform the college community more thoroughly as to the impact on our college. Many staff members will be involved.

Capital Construction Funding: The Oregon State Legislature continues to deliberate on a bill that results in the release of \$10m in lottery funds to community colleges for remodeling costs. We are still in the running for these funds totaling \$800,000. The support for community colleges will be at the \$395m for the 2011-12 and 2012-13 biennium.

UPCOMING MEETING DATES in 2012: 2/28 (BAG), 3/6, ~~3/13~~ (no meeting), 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, ~~6/21~~ (no meeting), and 6/27 (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.
