**PRESIDENTS’ COUNCIL**

Minutes

April 21, 2020

Meeting held via Zoom

# MEMBERS PRESENT:

President Tim Cook Vice President David Plotkin

Vice President Alissa Mahar CHRO Melissa Richardson

ASG President Ashley Magaña ACE Co-President Kelly Lawrence

FTF President Dustin Bates PTF President Leslie Ormandy

Admin/Confidential President Matt Goff Executive Director Marketing Lori Hall

College Council Representative Cynthia Risan Recorder Denice Bailey

**COVID-19 UPDATE**

President Tim Cook provided an update on the college’s response to coronavirus. He has been in meetings with OCCA and the HECC talking about what needs to happen before we can start reopening the state. There are three phases and we are in Phase 0 right now. We may get to Phase 1 around June 13, when restrictions are lifted. The criteria for moving forward are numbers of cases need to decline, hospitals have to have capacity, and testing/tracking needs to be readily available.

Colleges and universities are not on the list for Phase 1 re-opening, it is more about churches, restaurants, and businesses. Schools/colleges will be included in Phase 2. There needs to be continuing decline of all factors in Phase 1 to move to Phase 2. If numbers go up, restrictions would be reinstated. Phase 2 would mean a soft open, not having the whole staff on campus. Phase 3 would be fully open.

Tim reported we may be able to do the soft opening in July or August, if things go well. It’s not too early to start thinking about what we will do this fall, but this is our life for at least anther month, if not longer.

Tim said CTE programs are difficult to run remotely and that is an additional consideration. He and other presidents have offered guidelines for face to face classes to the governor’s office. Not sure when they will hear back on that.

Dustin is concerned that availability of personal protective equipment (PPE) is very low and difficult to get. All of the other colleges and business will be looking to purchase the same equipment, so we need to get our orders in as early as possible. Would PPE be required for the student to get, or would the college get it for everyone? Tim said production is ramping up on PPE, but the answers are unknown right now. We have to keep planning on physical distancing and remote teaching for now.

Tim reported we are facing a dire situation financially. Our enrollment is way down, and he anticipates it will be down for summer and fall as well. The dual credit program with K12 is down significantly, since they are letting seniors finish early. We are trying to find ways to capture more K12 participation.

**GRADUATION UPDATE**

Tim reported this year’s graduation ceremony won’t be held in June. The planning committee is looking to see what we can do to celebrate with students this summer. We are sending out a survey to students to see how they feel about some different options.

Ashley said most students like the idea of postponing the ceremony to winter. They don’t like the idea of an online ceremony.

**BUDGET UPDATE**

Alissa said her report will be the same information as she shared at College Council last Friday. We are waiting to see the state forecast, which comes out on May 20. It is looking bad for the state. They could go back to a previous biennium Community College Support Fund (CCSF) of $527M. Which would be a $2.5M reduction for CCC. Enrollment is down about 25%, and we are anticipating summer and fall will also be down. We are short in tuition revenue by $850,000. We are also paying attention to PERS impacts due to the stock market crash. This will result in PERS rate increases in the next two years. The other piece is property tax revenue. We typically forecast a 4.5% increase, but not sure that will happen this year.

We are building the forecast and paying attention to swings in revenues and expenditures. We are bracing for reductions and looking at the tools in our toolkit to reduce the budget gap.

We are near the end of the budget process and have taken significant reductions with the help of the BAG. We are looking at other cuts that we can take to balance the budget, such as reserves in the equipment fund and the technology fund. The proposed budget will look like what went through the BAG process. The PERS reserves may be used to provide an extra buffer for the budget gap. Budget committee meetings are coming up, tentatively on May 27 and June 2. Those meetings are open to the public and will be held on Zoom.

No other BAG meetings are scheduled. She asked the group to be ready for mid-year budget reductions and a rigorous budget development process in the fall. Mid-year means the middle (or earlier) of the fiscal year that begins July 1.

Tim said he will keep PC posted as new information comes out.

# ASSOCIATION REPORTS

ASG – Ashley reported:

* This is sexual assault awareness month. They are holding a bystander intervention event via zoom in conjunction with Clackamas Women’s Services. Also holding a bingo activity for students to share on Instagram. Asking what consent means to students as well.
* Next week is a CCC trivia game through social media.
* Wellness challenge – spring into strength 10-day challenge. They are still working on the details.
* The Multicultural Center is getting social media started with daily events.
* Starting elections, which is difficult online. Three students are running for president, one for VP.
* Extending the calculator/supplementary grant.
* The Covid Relief Fund is for tuition waivers, so they will have a relief fund for groceries, rent, etc. They have $12,000 in the fund.
* She is hearing student concerns about classes: instructors are posting quizzes with a small notification window to complete outside of the class time; proctored exams that require a fee are a barrier for students; etc.

Classified – Kelly reported:

* ACE is going into negotiations tomorrow with Anna. Looking forward to a quick resolution.
* Classified staff are frustrated because managers are doing different things for staff. Accountability requirements are different.

PTF – Leslie reported:

* PTF are in bargaining over coronavirus. Hope to finish quickly
* Elections are about to begin for officers and board of directors.
* Asked how to get resources published. She will send to Lori for posting on the Covid-19 webpage.

FTF – Dustin reported:

* FTF refreshed the bargaining team, which will start meeting soon. New team is Kat Long, Jay Leuck, George Burgess, Sharon Furno, Kathleen Hollingsworth, and Matt Warren will be an alternate.
* Elections are kicking off. Emailed information went out yesterday. Openings for president elect, secretary, treasurer, and four seats for senators
* Faculty members say it is taking a lot of time and effort to put classes on line. It is ongoing, not a one-time set-up but every week.

Admin/Confidential – Matt reported:

* Since the All Staff Breakfast was canceled, he would like to express appreciation to faculty and staff for their outstanding services to the college and students.
* He will send out a meeting invite for admin/confidential to meet. Need to select new president for the group for next year.

College Council – Cynthia Risan reported topics at the last College Council included:

* 80 people attended via Zoom!
* Update from Jennifer Anderson on the ARC committee
* Update from Jennifer Anderson on an optional Navigate tool – progress reports.
* Update from Karen Ash on Financial Aid census policy.
* Budget update from Alissa and Jeff.
* Update on IR Dashboards from Lisa Anh Nguyen.
* Association reports.

Adjourn 4:22 pm