**PRESIDENTS’ COUNCIL**

Minutes

October 19, 2021

Meeting held via Zoom

# MEMBERS PRESENT:

President Tim Cook Vice President David Plotkin

Vice President Alissa Mahar CHRO Melissa Richardson

FTF President Nora Brodnicki Classified Co-Presidents Becky Fidler & Kelly White

Associate Faculty President MaryJean Williams College Council Representative Cynthia Risan

Admin/Conf Co-Presidents Chris Sweet & Dustin Bare ASG President Felicity Orrell

Executive Director Marketing Lori Hall Recorder Kattie Riggs

Others in attendance: Sue Goff

**WELCOME/INTRODUCTIONS**

Meeting began at 3:31 p.m.

**ISP 170 TEXTBOOK AND INSTRUCTIONAL MATERIALS ADOPTION**

Sue Goff explained the changes to the ISP 170 including a minor change to the summary section with more of a positive twist. There was changes to the standard section. Changes to sections 4 and 6 regarding materials. A definition of instructional materials was added. There was discussion and questions about pencils and having students buy their own when it is required for an Art class. There was discussion about changing Part-time Faculty to Associate Faculty through-out the policy. There was a budgetary question regarding cost of books to have it available in the Library and the difficulty to get a copy for the Library from the publishers. There was a question about an audit or if an assessment is being done to make sure the lowest cost textbooks are being purchased and if we are making progress on reducing costs for students. David Plotkin will check with the workgroup who is working on the low-cost textbooks. It’s hard to use open source textbooks when there is not a course that is taught by multiple sections per term. Test banks are extremely time consuming and usually need to be worked through several times before all the error and bugs are worked-out.

What is the intent of the language? The intent is for support of students, ideally for collaboration within departments, ideally for collaboration with the Library and across departments, and making sure it’s cost effective and meeting the needs for the student outcome. Does the instructional materials discussion need to be thought of as a wider conversation for Arts, Welding, and other departments that the materials for the students would cost more versus in other departments. It might be beneficial for the faculty to buy the materials for the students at a discounted rate by using the fees paid, instead of having the student’s buy them on their own at a hirer cost. With using the fees, there are cost-savings benefits, first day access, etc. Making the faculty more aware of the first day access to the ebooks options (<https://clackamas.bncollege.com/shop/clackamas/page/help-links/CONTENT_SPOT_FIRSTDAY_1?displayPageId=Home&leftNavRequired=false>). We might need Faculty Champions from those that are using it and realize how beneficial it is.

**Motion was made by Kelly White, seconded by Nora Brodnicki, to approve the updates/changes to ISP 170 Textbook and Instructional Materials with updating Part-time Faculty to Associate Faculty through-out the policy. The motion passed unanimously.**

All policies are posted on the Clackamas Community College website here: <https://www.clackamas.edu/about-us/accreditation-policies/policies-and-procedures>

Dustin Bare will bring up the fees discussion with Jennifer Anderson who chairs the ARC (Access Retention Completion) Committee. Dustin sits on the retention sub-committee and Chris Sweet is on access sub-committee.

**STANDARDIZED AGENDA TEMPLATE**

The standardized agenda would be the one that College Council uses, but with more blue instead of red coloring. It was discussed that the format of the standard agenda can be difficult to do meeting minutes easily. Use the section of “key points” for the note taking for the meeting and as meeting minutes.

The Arts Department just recently discussed this standard agenda and they are going to use it.

There was discussion around having the purpose and the guiding principles at the top of each agenda, which is not on the standard agenda. There was a suggestion to send-out the purpose and guiding principles with the meeting invite instead of taking up space on the agenda. The Guided Pathways Committee is also using this standard agenda.

There was consensus to have Presidents’ Council try using the agenda for a couple of meetings and then re-evaluate it. There was a consensus to have larger meetings keep a standard agenda to keep consistency. Then ask for feedback on the use of the template. The larger meetings were identified as College Council, Presidents’ Council, ISP, and possibly Curriculum committee.

Marketing will work on the agenda to have the colors correct, a black/white version, and in a word format or easily used format.

# ASSOCIATION REPORTS

# ASG – Felicity Orrell

# Chromebooks being loaned-out

# ASG hosting a lot of game nights – tonight is celebrity trivia night

# Looking for speakers at upcoming student meetings

ACE – Kelly White reported:

* ACE MOU good through December 31, 2021
* Hired a few new custodians that are mainly Spanish speaking and needed the training videos in Spanish.
* Melissa is very lucky to have two Spanish-speaking employees in helping with the translation of English-speaking documents to Spanish.

Good conversations as we diversify and challenges to move forward.

Associate Faculty (Formerly Part-Time Faculty) – MaryJean Williams reported:

* Implementing the name change.
* Paperwork filed with State and National Associations.
* Thank you to everyone for the support.

FTF – Nora Brodnicki reported:

* Extension for the Nursing MOU and it passed.
* CPIU email check and let Association Presidents know before we make payroll changes.
* FTF has created a bargaining team and sent letter to say they have the intent to bargain.

Wage schedules could be clearer… using the wage schedule as a communication tool.

Admin/Confidential – Chris Sweet reported:

* Spanish ECE (Early Childhood Education) program coming onboard.
* Grand Opening of the Wacheno Welcome Center is next Friday, October 29, 2021.

College Council – Cynthia reported:

* On the College Council meeting from 10/15/2021.

Other Announcements:

* Employee Drive was discussed and if Tim could please send out an email to encourage participation.

Meeting ended at 4:45 p.m.