**MEETING AGENDA**

**Date**: February 1, 2022| **Time**: 3:30 – 5 p.m. | **Location**: via Zoom | **Recorder**: Kattie Riggs

Join Zoom Meeting
Meeting URL: <https://clackamas.zoom.us/j/92801688761>

Meeting ID: 928 0168 8761

 Form revised 10/29/21

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| **MEMBERS IN ATTENDANCE** | Tim Cook, CCC President MaryJean Williams, Associate Faculty President Cynthia Risan, College Council Chair Kattie Riggs, Recorder Nora Brodnicki & Mark Yannotta, FTF Co-Presidents Melissa Richardson, CHRO Kelly White & Becky Fidler, ACE Co-Presidents Lori Hall, Marketing Executive Director Chris Sweet & Dustin Bare, Admin/Conf Co-Presidents Josiah Smith, ASG President Guests: Jen Miller, Sue Goff, Katherine Long |

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|  **TOPIC/ITEMS** | **Facilitator** | **Allotted Time** | **Key Points: Provide 50 words or less on expected outcome** | **Category** |
| 1. Welcome/Check-in
 | Tim  | 3:30 – 3:35 PM(5 min) |  | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
|  |  |  | **NOTES:** The meeting began at 3:30 PM. |  |
| 1. Second Read:
* KG – AR Facilities Use and Term Conditions
* JFCH/JFCI – AR Alcohol and Other Drugs
 | Jen Miller | 3:35 – 3:50 PM(15 min) |  | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information |
|  |  |  | **NOTES:** Jen Miller shared the draft KG – AR Facility Use and Terms. The revisions included the addition of the use areas and the Alcohol on Campus section, there was the removal of a few sections and combined language added for safety language. The College will not have directional signage or limit it to one for events. Updated name throughout from Campus Services to Events and Conference Services. Removed language for petitioners and expressive language because that will be covered in another policy now. There was consensus to approve this AR to move forward.Reviewed draft JFCH/JFCI – AR Alcohol and Other Drugs Added the Alcohol language to this AR. There was a comment to call-out Marijuana specifically because it is legal in Oregon. A clean version of the language will return to the Feb. 15, 2022 PC meeting for a vote. |  |
| 1. Event Process and Criteria for Sponsored-hosted Internal and External Events
 | Jen Miller | 3:50 – 4:00 PM(10 min) | ­­­­­­ | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information |
|  |  |  | **NOTES:** Jen Miller reviewed the Event Criteria that helps to determine the difference between what is an internal, sponsored, hosted, or external event and what that means for coverage under the College’s liability insurance.Jen then reviewed the processes for the different types of events. The staff needs to have about a 3-weeks’ notice for sponsored events and 30-days’ notice for hosted events. |  |
| 1. First Read:

ISP 190 Academic Honesty | Sue Goff | 4:00 – 4:10 PM(10 min) |  | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information |
|  |  |  | **NOTES:** Sue Goff reviewed the changes made to ISP 190 Academic Honesty. Some recommendations were added including The Honor Pledge was added and a few other items such as explicit conversations, assignment designThere was a question regard systemic plagiarism and what might be able to be added that would include this or steps the College could take in preventing this issue. Then there was a suggestion to change the language in the section with the Honor Pledge to be written from the staff’s perspective. |  |
| 1. All- Staff Breakfast
 | Dustin/Chris | 4:10 – 4:20 PM(10 min) | We’d love some input and thinking around how we create an engaging All-Staff Breakfast event at the end of Winter Term. This has historically been a get-together where staff had a meal with their peers and connected. With us being remote and/or having limited on-campus gathering options by March 17th, what makes sense to help staff feel appreciated and to create a space for connections and collaboration with departments.  | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information |
|  |  |  | **NOTES:** Chris Sweet discussed some ideas for the All-Staff Breakfast and some virtual options could be. There was an idea for a virtual BINGO or a drive through breakfast. There was discussion regarding a hybrid mode or a drive through breakfast in the morning and a virtual bingo in the afternoon. Volunteers were requested to participate in a separate committee meeting for this event. |  |
| 1. Information Needs
 | MaryJean | 4:20 – 4:45 PM(25 min) | This is continued from the last agenda on 1/18/2022.  | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information |
|  |  |  | **NOTES:** MaryJeanreviewed what was discussed at the last meeting and began where the group left off with what kind of information do Classified employees need.Two urgent issues – the need to be on the right list from day one and the use of identity. Being addressed in opening lines of emails/correspondence as appropriate for Associate Faculty. There were concerns for Associate Faculty to receive emails that have opening remarks addressing them as Part-Tim Faculty. The actual creation of the distribution list is an IT function and there are continued process improvements with IT and HR. There will be future time to bring this item back, but not on the next agenda. |  |
| 1. Reports – ASG, Admin/Conf., Associate Faculty, Classified, College Council, and Full-Time Faculty
 | All | 4:45 – 5:00 PM(15 min) | ­­­ | [ ]  Discussion[ ]  Decision[ ]  Advocacy[x]  Information |
|  |  |  | **NOTES:**Josiah – All the Department Chair positions are filled and they are continuing to fill positions that were needed. Looking into how ASG can be promoted more on campus and using grant funds.Nora – Mentioned the 10 Full-time Faculty that will be hired from the POR process.Cynthia – Provided update regarding last College Council meeting from 1/28/2022 |  |

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|  **COMMITMENTS** |
| **Date** | **Who** |  **What** | **Committed To** | **When** |
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|  **FUTURE AGENDA ITEMS FOR MEETINGS** |
|  **Topic/Item** | **Facilitator** | **Key Points: Provide 50 words or less on expected outcome** | **Category** |
| First Read:Revised Policies:AC – NondiscriminationACA – Americans with Disabilities ActACA-AR – ADA Grievance ProcedureBBAA – Individual Board Member’s Authority and ResponsibilitiesBBF – Board Member Standards of ConductBBFB – Board Member Ethics and NepotismBD/BDA – Board MeetingsBDDH – Public Comment in Board MeetingsBDDH-AR – Public Comment in Board Meetings | Denice Bailey | ­­Revised Policies for Review. | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information |
| Second Read: ISP 190 Academic Honesty | Sue Goff |  | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information |
| Juneteenth (June 19th) | Lori/Melissa/Casey |  | [x]  Discussion[x]  Decision[ ]  Advocacy[ ]  Information |

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| **UPCOMING MEETING DATE** | **Start Time** | **End Time** | **Location** |
| February 15, 2022 | 3:30  | 5:00 | Zoom |

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|  **PURPOSE** | **GUIDING PRINCIPLES**  |
| Presidents’ Council makes policy recommendations to the Board of Education and approves all Administrative Regulations. The Council also coordinates college-wide planning and communication, sets goals and strategic priorities, and advises the Executive Team on the proposed budget. Presidents’ Council provides the opportunity for staff and student involvement in the development and review of institutional policies, activities, budgets, and performance. | Presidents’ Council embodies core values of shared governance, which is understood as student and staff involvement in decision making in a climate of mutual trust and respect. The Council’s Guiding Principles include **Consensus:** When making decisions and recommendations, we seek broad agreement on specific issues and the overall direction of the college in service to its mission. **Transparency**: When we make decisions or recommendations, we have a common understanding and ability to articulate and explain what decisions have been made, and the decision process. **Answerability**: As the stewards of communication, we have a shared responsibility for explanation, discussion, and implementation of decisions and recommendations among constituent groups and across the college. **Engagement:** We encourage engagement across the college. |