

COLLEGE COUNCIL MINUTES  
9 AM August 5, 2008  
FIRESIDE ROOM

Present: Adams, Agnew, Aynes, Cavin, Clemetsen, Davis, Drury, Fugate, Haynes, Hogeland, Houser, Jones, King, Konzak, Lara, Lundy, Malosh, Nielsen, Nicoletti, Pace, Paul, Propst, Snyder, Sperling, Thallemer, White, Wille, Wisecaver

Elizabeth introduced Jeff Davis, our new director of the Benton Center. Bruce introduced Danny Aynes our new Director of Enrollment Services and Registrar. The CC members introduced themselves and shared something unique about their office space.

I. WORK OF THE COUNCIL

- Council communication to the college – building names

Rita urged the Council members to share information gathered at Council meetings with staff.

- Healthy meetings – We will discuss the handout “Is it safe to speak?”

Bill summarized the importance of allowing everyone to speak at meetings. There should be a climate to allow members to disagree with each other in meetings. Make sure to wrap things up so there is no room for miscommunication. Input is dependent at times on the size of the group. The topic of discussion may make a difference in how much input you share. Be aware that those new to the college community or that are lower in the staffing hierarchy may not feel comfortable in sharing. Trial service faculty may be hesitant to speak up. Sometimes staff will feel free to speak to colleagues or only if the issue has great importance to them. Alice mentioned that non-voting members may feel disengaged. Bruce shared that there are no non-voting members on College Council. Bill further discussed the following issues: is this meeting necessary, who should attend meeting, is it information or decision? Break large groups into smaller groups for more in depth conversation. Marsha - Be aware of how we present our opinions - tone of voice, mannerism. Rita - Controversial items, such as race, gender, inequity are volatile discussion points and in a leadership role one must be prepared to handle such discussions. Rita is willing to have further conversations concerning the issues brought up during the discussion.

- 2008-2009 Work Plan draft – We will review draft based on last month’s discussion

Rita reviewed the CC Work Plan third draft. Jerry questioned accreditation report recommendations. Rita stated that recommendations need to be ready to update the Board in Oct. Three other reports are needed in the Spring. The reports to the Board become part of the institutional record. Rita will check with Carol concerning learner outcome responsibilities at the division level. A discussion was held concerning #4 – “Continue to improve supervisory consistency in contract management thru regular training and communication”. Last year there were 8 management team meetings. It was voted to remove #4 from the CC Work Plan and give it to the Management Team.

- Diversity and Civic Engagement Council Charter – Tammi Paul
- Enrollment Management Council (EMC) Charter - Bruce Clemetsen

No discussion - just information

## II. UPDATES

- Berms – Elizabeth and Bill

Elizabeth reported that the berm project was started on July 26. There will be 25 additional parking spots. Some plants were moved to other areas. Bill shared Kevin's Lacy update. There will be greenery on the berms. Irrigation will allow for plantings. Fred Haynes questioned whether the berm in Parking Lot 5 would be removed due to safety issues. This recommendation should go to the safety committee. Bruce noted the increase in handicap spaces for Calapooia Center. Sharon mentioned having short term parking spaces available for the Bookstore.

- Science building – Dan and Elizabeth

The Science building came in \$350,000 over budget. Twenty items will be value engineered. The Board will identify an amount that needs to be trimmed from the project budget. Elizabeth explained that there are several items such as concrete being reused and a solar gazebo which are sustainable, but expensive. The bid will be taken to board for approval with a 2 week protest period, then the contract will be signed. Don Johnson is the architect on the project. The ground breaking ceremony for the Science building will occur before the Oct. Board meeting (third Wed. of Oct.)

- Change of board agenda format starting August - handout

Ron Mason is the new chair of the Board of Education. The Board decided that a new agenda format would be helpful. The August meeting will be the first with the new agenda and it might feel a bit awkward. Introductions and presentations will occur first. When inviting the Board to events, it is important to have written invitations (7) available for the Board members. The need for written invitations should be shared with staff and students who are attending Board meetings. Details will still be given under each agenda item for Board meetings. Board Reports will be done earlier in the meeting when more people are present. College Reports will share what is happening on campus. The Consent Calendar has been moved further down the agenda. Administrative Reports should highlight the positives, share "something wonderful", and have the meeting end on a high note.

- Team report – Student Services and Government Relations

Bill has met with Senator Frank Morse who is focusing on tax reform and the Mayor of Corvallis who is concerned about green jobs. The City of Albany is interested in working on process improvement. Interest has been shown concerning Hispanic outreach, more coordination of bus schedules, supporting soldiers and their families, the disabled, correctional youth, foster children, and individual child care issues. Bill encouraged departments to take accountability of their own accounting processes. There will be more focus in the future on the Emergency Business Continuity Plan concerning how the college recovers in case of a major disaster.

## III. PLANNING

- 2-day budget retreat & President's retreat

Rita shared that the 2-day budget retreat is to prepare a cohesive presentation for the President's Retreat. The goal from the 2-day budget retreat is to come up with 8-10 scenarios that can then be taken to the President's Retreat. Out of the President's Retreat will come conversations with the Board and building a budget. The 2-day budget retreat will be a time for bigger, broader information sharing and not fine tuning or word smithing.

- Quarterly management team meetings – your thoughts about how to improve the meetings and possible future topics

Rita questioned the Council on how the quarterly management team meetings might be improved and made more relevant. We don't have to stay with the current format or agenda for the meetings. Friday meetings were recommended in the past because it was a "light day". 11-12:00 on Tuesdays after CC was suggested, with Academic Affairs meetings in the afternoon. An hour may not be long enough for some topics. Possible start times could be 8:00 or 8:30 for CC so that Rotarians could attend their meetings.

Comments on Management Team meetings:

Ann Adams and Ann Malosh - Meetings should be mandatory if agenda warrants and people know ahead of time.

Timing is important - schedule fluctuations may be needed for mandatory meetings.

Beth – Need to improve consistency with management and management skills.

Virgil - CC members need to move information out into departments and division.

Rita - Sending notes of a meeting doesn't have as much impact.

Jan. K. - Would like training in how to inspire managers/ staff, coaching skills, motivation

Jerry - Most important topics at meetings have been FERPA and sexual harassment - legal issues

Brenda P - Legal issues

Bruce C - Ergonomic spaces

Jan K - Understanding budget

Betty Nielsen - Interested in sharing budget information - cash counts are an on-going discussion item

Possible topics - How to manage change, how to get involvement of classified, and coaching techniques. Look at old and new practices.

BJ - College wide topics - diversity, process improvement, culture evidence, wellness, safety

Rita will provide a draft schedule (spreading trainings throughout the year) of topics and will attach to CC meetings.

- President's Fall letter and In-service remarks- your recommendations for content

Suggestions: info about new Science building, name changes (timeline), new staff, significant achievements (robotics), location changes (department locations), bus schedules, tone of letter should respect those who have worked all summer, student engagement.

#### IV. DECISION

First presentation of possible names for conference rooms – Jan

- Alesia/Calapooia becoming Cascade View A and B
- Fireside stays the same
- Siletz becoming Vineyard Mt.
- Willamette becoming Mt. Jefferson

Since buildings now have names of present conference rooms, conference rooms now need to have new names. Ann M. reported that HOWE prefers one word room names. Consensus is Cascade, Fireside, and Vineyard room names are OK. Gary Snyder will work on a different name for the Willamette room, other than Mt. Jefferson.

#### V. CLOSING THE LOOP

Insurance – Jan and Marsha

Open enrollment for medical insurance will be Aug. 15-29. OEBB has an on-line site for reviewing the plans and signing up. When open enrollment is complete, HR will input information into Banner. There are 172 participants who use Tax Sheltered Annuities (403 B). The number of TSA vendors will be decreased to possibly 8. Participants should be able to transfer funds into one of the available vendors. All information should be in place by Jan. 1, '09. Deanna Culbertson is HR person to contact concerning OEBB transition. There will be meetings to help with the on-line enrollment, but changes can also be done at home on internet. Default plan can be put in for someone who has not enrolled. Directors and Deans may wish to send a reminder to staff about open enrollment and who to contact in HR. Concern was voiced about the information meetings being scheduled during a busy staff time.

VI. REMINDER: Updates to Governance Document are due to Renee by 9/1 in order to make publication cut off. Goal is distribution of document in mid Sept.

Oregon Community College Association Annual Conference Presenters needed

#### VII. SHARING

Brenda Pace – Bookstore is fully staffed

Tammi P. - Anne Marie is going to work part time after Sept. because of new baby, Mia. Student Activity Coordinator position is open.

Joel - Albany Community Education is moving to Takena 205

Jan K. - The Mail Room/group is moving in with Printing Services. Looking to streamline processes, projecting to be done this Fall.

Gary Snyder – Kitchen remodel projects have made things brighter

Marsha - HR celebrated end of year, July 31, with food and frolic

Ann Adams - Albany police have made changes on communication tower for better radio coverage for LB and south part of city

Sharon K. - New emergency cards (put in wallet, car, etc). She will bring more to next meeting.

Bill T.- Be aware of successes that are happening on campus and share these with “prospective students” (anyone you meet)

Virgil A. - Study skills class being offered before actual classes start.

Alice S. - Professional Development opportunity on Sept. 15, 8:00-5:00, for faculty and others interested. The full day event will have several of the meetings in the Fireside room. Rita Smilkstein will be the guest speaker. She has worked on relationships between brain research and learning, and curriculum development.

Laura Wisecaver - College Wide Success Indicator draft will be available soon. May access through paperless office, or hard copies will be sent out to those who need them.

Bruce - Assistant Director of Enrollment Services and Registrar and Multicultural Center Coordinator positions are open. TRIO grant is being worked on. Financial Aid is working on

process improvements. Lynne Cox is in Takena. There will be new clerical support for disability services. First Stop position will be filled soon. You can now order transcripts online. Bus schedules will be ready soon.