

College Council Minutes

April 17, 2015

12-1:30pm / CC127

Approval of Minutes (4/3/15) – Phillip King

Please send corrections to Tami.

College Council Recharge Reports

As College Council has met through this school year, there was an effort that all committees come forward and present to College Council who they are and their charge. Then the presentations would go to the College Council Recharge group to give feedback and clarify the committees for next year.

1. IEC (International Education Committee) – Ida Flippo

Ida presented a power point that described the IEC.

Mission/Charge of the International Education Committee: To promote international studies to educate students in all facets of international education by supporting existing international education programs and by developing new programs. The Committee also serves as a clearing house for information, staff development and foreign guest visitations and an impetus in internationalizing college curriculum.

The IEC administers the International Education Fund for Excellence. The fund is set up to “provide revenue beyond the college’s general fund to support excellence and innovation in teaching and learning. Support from the fund could include the following and other activities:

- International study trips for students
- Developing educational relationships in other countries
- Sister college exchanges
- Curriculum development for integrating cultural differences
- Fulbright exchange activities
- International business curriculum
- Events, such as guest lectures, International Celebration or presentations from foreign ambassadors
- Other needs for international visitors.”

Membership is open and voluntary; there are no set terms or rotation. Current membership is:

Ida Flippo (Chair), Education, Human Services & Criminal Justice
Patricia McFarland (Recorder), Social Sciences
Matthew Altman, Associate Dean of Arts & Sciences
Patricia Anderson Wieck, Human Resources
ASG Student Representative
Irma Bjerre, World Languages
Jennifer Bown, Science
Amy Burghardt, World Languages & Social Sciences
Irene Carrillo, Workforce
Pam Clem, Customized Training
Heidi Cropsey, World Languages
Britany Ellerbrook, THOW
Elena Esquivel, Workforce
Enrique Farrera, Advising
Kerrie Hughes, Communications
Enrique Junquera-Santana, World Languages
Melissa Jones, Journalism
Robert Keeler, Social Sciences
Eric Lewis, Social Sciences
Carrie Loewen, Human Resources
Kathryn Long, ESL
Guadalupe Martinez, Counseling
John McLain, Wilsonville
David Miller, World Languages
Suzanne Munro, ESL
Lisa Nielson, Skills Development
Sarah Nolan, Library Services
Sunny Olsen, Harmony
Melissa Padron, Community Education
Michael Patterson, Science
Judy Peabody, English
Camilo Sanchez, Skills Development
Laurette Scott, Education, Human Services & Criminal Justice
Andrea Vergun, ESL
There is one subcommittee, the Study Abroad Subcommittee. Members are:
Jennifer Bown
Ida Flippo
Kerrie Hughes
Eric Lewis
Sunny Olsen
Melissa Padron
Michael Patterson

The IEC meets once per term, at no set day or time. The day and time vary in order to accommodate the large number of members, and allow as many as possible to participate in meetings.

2. CUDC (Campus Use and Development) – Bob Cochran

The CUDC its own committee and has 4 subcommittees: Signage, Grounds, Food Service and Safety.

The CUDC does bring items back to College Council that impact the college as a whole. As bond moves forward they will bring information to College Council.

The charge of this committee is to provide direction for the maintenance, modification, construction and use of existing and proposed college buildings, facilities and grounds. To accomplish this charge, the CUDC must review existing/proposed practices, procedures, and the Facility Master Plan, to make necessary recommendations to College Council.

The membership of the CUDC is: Bob Cochran (chair), Bruce Nelson (grounds/horticulture), Delbert Dulley (campus services), Jennifer Miller (facilities reservations), Jim Huckestein (ex-officio), Jim Martineau (athletics), Lloyd Helm (safety committee), Michelle Baker (ASG), Mickey Yeager (Sign Committee), Nora Brodnicki (Art), Sarah Nolan (FTF), Sunny Olsen (Harmony), 2 ASG (students), Jennifer Nelson (recorder)

How do we decide what comes to College Council or not? It's a judgment call on their part. Looks at what impacts a lot of people. The smoking shelters came to College Council. Anything high impact is brought to College Council. Maybe some items just come to College Council as information not just approval. Ensure that items that are informational should at least be heard here. Informational only items come here? Items from CUDC not brought here would be the covering for a fire truck at Clairmont and the sculpture garden construction. ASG brought the benches and tables project to CUDC. They also were involved with the bookstore patio and art to campus proposals. They look at 4 or 5 items a month. Nora commented that Bob has made good judgments of what needs to be here.

If everything they talk about comes here then that's going to be a lot. How large of group is affected? Let the chairs make that judgment call. Mission for College Council talks about things impacting more than one department. Informational things impact more than one department. Use the words: local area or department area items, If items are more than one area or department or cut across the college, they should be brought here. The sculpture garden is something we would want to hear about but don't need to vote on. Let the chair of CUDC decide if it comes or not. Informational may not need to be presented. Maybe if we had a document or website that is shared to get information out, to keep people informed

without taking a lot of time. Maybe on the College Council agenda, there could be a subcommittee link to minutes to their websites.

2.a Signage – Mickey Yeager

The Signage Committee falls under the CUDC. Mickey has been chairing for a couple of years. Cross section of representation. Membership of the signage committee is: Mickey Yeager (Chair), Dustin Bare (Student Services), Deby McDowell (Work Force), Janet Paulson (Publications), Lloyd Helm (Campus Services), ASG Student Representative. The charge of this committee is Maintain and implement the College signage systems in a consistent manner.

Students and college info from Janet very important. This committee hears from different organizations/individuals outside of just ASG posters. Maintain consistency on campus. The committee worked with the fire department to post some signage about trainings they are conducting on campus. Phi Theta Kappa had some pretty substantial banners they wanted to post. The Signage Committee guided them with constraints on their guidelines.

The committee has been updating building directories. Ready to launch next building. This Item came to College Council before it was started. Room signage on campus is being updated as well.

Signage from groups having events here would go through facilities.

Steffan commented that the signs around the elevators are due for a look if not an overhaul. Those are produced by internal departments. Bob will look into it. Some signage doesn't go through their process. How do people know the difference? Unsure, just call Mickey. There are a lot of variables.

Bob gave a shout out to the committee for the new building directories. They are very nice to have.

2.b Grounds – Keoni McHone

The Signage Committee falls under the CUDC. There are a variety of people in their membership - . Keoni McHone (Chair – Athletics); Nora Brodnicki (Art); Joan Harrison-Buckley (Science); Bruce Nelson/Loretta Mills/TJ McDonough (Horticulture); Aaron Ingersoll/Tom Powell (Grounds); Richard Rueb (Science); Lloyd Helm (Campus Services); ASG Student(s).

The charge of the Grounds Committee is to act as a sounding board for the Grounds Department and assist in planning and problem solving for the college's three campus sites. To act as a liaison for campus construction and development to see that the Landscape Values document components are fulfilled.

Hands on landscaping of outdoor areas. Communicating with landscaping contractors. The time of year depends on what the committee will be doing. Ensures that the Campus is

staying safe in regards to plants and trees. They also consider foot and vehicle traffic. General look of campus staying in a manner that people want to see. This committee works closely with the CUDC.

The Grounds Committee meets monthly in Clairmont but varies on class schedules.

Assisted with building the Bookstore patio. They looked at the existing plants. What goes? What stays? Need something to replace it to make it an equal exchange.

They also worked on the orchard parking lot. Now it gets a lot of use from cross country courses now. Anticipating with bond passing and the construction that they will be involved with the landscaping and construction.

2.c Food Service – Bob Cochran

This committee falls under the CUDC. This committee hasn't really had legs underneath it. Membership of the committee is Bob Cochran/Lloyd Helm (Campus Services), Jim Martineau (Athletics), Jennifer Miller (facility reservations), Loretta Mills (horticulture), Naomi Sether (Science), Loni Sanders (ROW), Julie Paulsen (Foundation), and Tami Strawn (AFAC).

At the May board meeting, a new food vendor will be brought forward for approval – Trio Hospitality. It is now required that the food vendor meet with the food service committee at the end of every quarter. The committee can give feedback. This committee is not a formal, active committee but needs to be.

Would this committee also look at vending machines? Other contracted services? ASG BBQ's? Café at Harmony? Food buyer at the bookstore? These all could be incorporated into this committee. They could look at food services for all campuses.

2.d Environmental Health & Safety – Lloyd Helm

Falls under the CUDC. Lloyd is the Interim co-chair of this committee. The new director of campus safety is going to be chair. Now is called the Safety Committee. Membership has variety of individuals – Michelle Barker (ASG), Dotty Coburn (Athletics), Nick Miller (Automotive), Joan Harrison-Buckley (Science), Aaron Ingersoll (Campus Services), Chris Whitten (Theater Arts); Students: Maddy Scott, Thomas Ayala, Diana Navarro, Ruby Ramirez, Killian Millyer; Employer Members: Lloyd Helm (Interim Chair/Campus Services), Jim Huckestein (Ex-Officio), Sara Simmons (HR-Recorder, non-voting)

It is the mission of the Safety Committee of the Clackamas Community College to promote a safe working environment for Staff, Students, and the General Public by creating and maintaining an active interest in safety by each college employee and to assist in the overall

effort to minimize the frequency of accidents throughout the college, and to identify corrective measures needed to eliminate or control recognized safety hazards

Make sure facilities are safe for all. Mandate from OSHA to have a safety committee on campus and be very active. This committee looks at reports from accidents at every meeting. They look to see what and where in regards to the accidents. Focus in to see what needs to be done or what can be done. Make recommendations to Campus Safety and Campus Services by FWO. Group is very committed. Harmony & Wilsonville have separate safety committees. PGE & Wilsonville work together. There are issues as Harmony to address.

CUDC – Sue asked if classroom furniture fall into this? M249 did have a discussion when got the furniture. Folks looking for changing furniture. Change to classroom in RR204 – replaced tables with kidney shaped tables. Who can change furniture? Classrooms are no longer department specific. No one is coordinating or saying yes or not. It is falling in the Dean's laps.

3. Insurance Committee – Jim Huckestein - postponed.

4. STEM – Eric Lee, Jen Bown, and Rhonda Hull

Provided a handout to the group – the STEM Initiative Committee Charter. The charter answers the questions that the CCR is interested in. If there are more questions, please ask.

The STEM mission: The Science, Technology, Engineering, and Mathematics (STEM) Initiative committee seeks to:

- Undertake actions that build CCC's reputation in STEM programs with both high schools and universities,
- Increase the proficiency of all STEM students,
- Provide industry with a highly skilled, diverse, and motivated workforce,
- Increase interdisciplinary faculty connections and professional development, and
- Obtain funding from multiple sources to increase CCC's STEM capabilities.

The STEM purpose: The STEM Initiative Committee seeks to harness the efforts of several individual departments to develop a stronger and more unified STEM presence at CCC.

Membership on the STEM Committee shall have broad representation from science, technology, engineering and mathematics areas at the college, and will include both faculty and administration. Meetings will be at least once a term or more depending on upcoming activities.

STEM Fields: Encompasses the CCC departments of science, manufacturing, automotive, applied technology, health sciences, engineering computer science, horticulture, and mathematics.

They are excited about faculty development and will work with CLC so that they might advertise to a wider audience. Old and new faculty members will help in building a great place for STEM. Need to add classified. If you are interested in this committee, please contact them.

The committee's activities and/or actions: Establish a lecture series highlighting STEM careers and innovative STEM-related research. Establish and maintain a collaborative work space (known as a Maker Space) that will allow students to create and design their own projects in a flexible, interdisciplinary environment. Promote faculty development by establishing and maintaining a forum for interdisciplinary exchange of best teaching practices in STEM fields. The committee does not have specific tasks that it must perform on a regular basis, but rather will meet to formulate tasks and goals that complement the committee's mission.

Jil asked if they would be anticipating that it would become a STEAM committee. No, not at start.

Maybe they are not a committee but a work group if they are just going to focus on their areas? In the midst of a looking at committees, they are presenting something new. This is a really good opportunity for the college to hear them - why this group thinks they are here and what's important? Thoughts on how it should work. We will need guidance for the future as we start these groups. CCR is working on a grid to clearly define each group: council, committee, advisory group, etc. Subject specific experts may be a work group.

This only affects STEM students but cuts across 3 different divisions. It's a work in progress. As we move forward need something more clear on how they fit into a structure. We need guidance from the recharge committee on how much work we do before we show up at College Council.

In looking at shared governance – most of us just don't have enough time. We need to be thoughtful and careful about how we can manage what's coming forward. Then we need college wide participation on it. Lesser may be a work group or advisory group. Need to set-up a threshold. There needs to be more of a clear path as we go forward - a more direct path. Something that says here are the steps you go thru. Still need enough space to explore before it becomes anything. How far can work happen outside the confines we will set up? If we want the world to know that we are all this and put information out there on committee and council websites, we do not currently have guidelines identifying what each is.

STEM is something from the ground up from a couple departments. Sometimes the college needs to consider if that it fits in the context of where the college is going. Don't want to stop movement of talking.

Ida commented that STEM students are a target of the federal government – to get those students to study abroad. Grants and scholarships available for those students.

A big thank you for STEM being guinea pigs. They are doing a great job. Whatever their title is their goal is to communicate what they are doing and share with the college. Advertise effectively and work well with others across campus.

CCCTV – Sue Goff

CCCTV is on Comcast. It is a college wide resource. It does not belong to DMC. If there is any need or content to go on there, contact Andy Mingo. It is a college-wide resource managed by one area. We do need a little more oversight for programming and budget. There is a steering/advisory group trying to form. The group would give guidance in content and funding. Broader input is needed. If that is of interest to you, please let Sue or your Dean know.

CCCTV has aired the scholarship reception, DMC productions, college functions and events.

Mandatory Reporting Requirements Regarding Child Abuse – Patricia Anderson Wieck

As of January 1, 2013, we all became mandatory reporters for child abuse. Information to the college will be rolling out. Will send some info through the associations. The information has to be given to us by May 15. Please read the information when it comes out.

Program of Study Update Mechanism – Tara Sprehe

The program of study mechanism is launching 4/28. It allows the student to update educational intent, address, phone, and area of study. Announcements will be posted in the portal for students and a direct email will be sent to all students. On April 28 when a student logs into myClackamas, a new page will appear. They will have to complete 4 steps before going into their account. Tara showed what a student would see on the 4 screens/steps they have to do. If they have already applied for graduation, they cannot unmark their program of study. This tells a student if a program of study is financial aid eligible or not. Responses will be monitored closely when they start. It also provides the opportunity for the student to update their address and phone number. When they are done, it will pass them through to myClackamas. This will have to be done before a student can register. This will happen 4 times a year. This helps to get a student's information updated on a regular basis.

College Council Recharge (CCR) – Phillip King

Good reflections of how the college is struggling with this. Connected to the work we are doing. 9 members of CCR will come back and give feedback. One more College Council and all of the committees will have presented. CCR is creating a matrix to test what we have heard by the presentation and then come back to College Council and Presidents' Council. Time for you to give us feedback. All can contribute together. When CCR is ready to report, it will include recommendations. If you have any questions or comments, please contact Amanda, Phillip or any of the CCR Committee members.

Committee Reports

1. Presidents' Council – Phillip King

Late registration was adjusted and changed. It will be adopted in summer term. It will be called the late add policy. The first 3 business days of the course a student will be able to turn in the form with instructor consent. On the 4th business day, the student will be charged a fee of \$50. Incentive to turn the form in in a timely matter. Details will come out from Tara or Chris.

Association Reports

1. ASG – Phillip read a report from Aleque Mack.

- On April 17-19, some ASG students are attending the Diversity Conference in Chicago. They will be given the opportunity as ASG to go and speak on the importance and growing awareness of diversity in schools/society and its impact as well. 6 students are attending. Broad diverse set of students. They can come back and share with us what they learned.
- On April 21, ASG will be holding Breakfast Club - a fundraising event to a) provide delicious and affordable breakfast items for students; b) connect with students at CCC to also promote ASG and its awareness; and c) make money back that was expended for our Chicago Diversity trip.
- Getting ready to elect officers for next year.
- There will be an obstacle course run on May 30. As many people participate as can. You will be going up and over stuff. The money raised will go into a grant fund to support veterans and their families.

2. Classified – Mary Collins: Our bylaws adoption vote is underway. Nominations for officers has started.

3. Part-time Faculty – nothing.

4. Full-time Faculty – Amanda Coffey: Senate election process is underway. Positions available for three 2-year senators and one 1-year senator to finish Chris Rizzo’s term. Please read your email and consider stepping up. Contact Amanda with questions.

Thank you to Jil & Nora for putting in a lot of hours for the Master Blue print project. You can go and see the pillars.

5. Administrative Confidential Supervisory (formerly Exempt) – Tara is not here. Phillip said there will be a VP candidate coming next week. He will be here for 3 days. There will be open forums so make sure you go and ask questions. This position crosses over all parts of the campus.

Announcements

- Nora reported that the Yes Men will be here Monday morning from 10-12 in the Osterman Theatre.
- Stephanie reported that they have interns who can help with outreach activities. Please let her know if you need anything.

Attendees: Phillip King, Steffen Moller, Sue Goff, Ryan Stewart, Tawnya S. Dexter, Kara Leonard, Jennifer Nelson, Angie Sandercock, Lizz Norrander, Ida Flippo, Sarah Hoover, Jennifer Bown, Eric Lee, Bob Cochran, Lloyd Helm, Mickey Yeager, Patricia A. Wieck, Jil Freeman, BJ Nicoletti, Stephanie Schaefer, Janet Paulson, Keoni McHone, Tara Sprehe, Rhonda Hull, Sheila Baack, Mary Collins, Carrie Loewen, Tami Strawn (recorder)