

College Council Meeting Minutes

May 1, 2015

12-1:30pm / CC127

Approval of Minutes (4/17/15)

Emailed two days ago. Let us know comments here or email Tami.

College Council Recharge Reports

The College Council Recharge (CCR) Committee asked all committees to report their charge and charters at a College Council meeting this past year. Please ask questions if you have them as the information is taken back to CCR.

Insurance Committee - Jim Huckestein:

The charge of the Insurance Committee is to review college health, supplemental life and dental insurance programs on a year-to-year basis and make recommendations regarding plans, premium charges, coverage and renewal. Also deals with Employee Assistance issues.

Jim is the Chair of the committee. Membership mandates are in the collective bargaining agreements and Admin Handbook. Two representatives from each benefit eligible group (FT Faculty, FT Classified, PT Faculty, and Administrative/Confidential) and HR representation:

FT Classified: Beth Hodgkinson, Kathy Bronson

FT Faculty: Hugo Grimaldi, Polly Shulz

PT Faculty: Gerry Loveless, Catherine Weesner

Administrative/Confidential: Jim Martineau, Jim Huckestein

HR Rep: Sara Simmons

No students

The committee reviews medical, dental, vision, and other benefits received through OEGB. They meet quarterly except in May when they meet twice to review rates, and decide on plan options.

Choice of plan options affect benefit eligible employees, optionally dependents and retirees and may consist of rate changes and/or plan changes from OEGB carriers. The information of the changes is sent out in a letter to "Benefit Eligible Employees" via email and posted on FYI and a separate letter is mailed to retirees.

They just received the rates for medical plans. There will be mandatory open enrollment this year. Everyone must go in online and update their information. The committee is still looking into the FSA/HSA problems that OEGB has found – people who have both an FSA and HAS have been getting paid from both, double-dipping. There were 2 different companies, one for the FSA and one for the HSA. OEGB wants to go to the same company for both. We

would probably have the option to stay with our current one but it would not be through OEGB.

When is open enrollment? Usually mid-August to mid-September. Sometimes it falls into a time before faculty come back. OEGB is exploring making the enrollment year from January to December. They did a survey about the timing and received mixed results.

How does this committee make a decision? The VP of College Services indicated that decisions are made in the context of this committee. Those decisions are presented as informational items to all other councils and committees. Apparently, this committee does not need to seek approval from any other body.

Refund Committee - Tara Sprehe:

Tara is filling in for Chris Sweet as he is at the statewide registrar's group.

The refund committee really is not a committee. The group reviews refund petitions that students submit. There is no charter and no chair. It's a group of staff that meet weekly to look at the submitted petitions.

There are representatives from enrollment services, financial aid and an academic advisor. There are no students in the group as they are dealing with sensitive student information.

Chris Sweet facilitates the group but doesn't sit at the table because he is the appeal process.

Approvals or denials are communicated to the student.

Are there refund committee guidelines? On the CCC website under forms, you can find the petition for refund form. It was overhauled 2 or 3 years ago. There is certain criteria that a student needs to meet.

Where does instruction fit into this? If a student quits coming to class and they filed for a refund – is there any communication to the instructor? Sometimes it's pretty straightforward. If a grade is posted, they can't refund and will reach out to faculty. Advisors, counselors and faculty have also provided letters in support of the student getting a refund.

Does the committee look at how the refunds could affect the budget? No, they look at the students individually. It is not used in the decision making process. Does it even come into the budget process? We need to do an analysis. Any stats? No but most are denied. Can ask Chris for the data. Do allow a one-time exception. They do quite a few of those. Look at what is in the control of the student.

Cultural Arts Committee – Sue Mach:

The committee used to be fairly large. There was a group from the foundation called PARTY who was a big fundraising group that worked with the Cultural Arts Committee. They brought writers and artists to CCC.

A few years ago, Bill Briare contacted Sue to see about getting the committee back together. They wanted to create/build something in honor of Rick True who was retiring. There was \$6000 in the committee's budget which was used for this. There went the rest of the money. The group decided to keep meeting. Sue put out a call last spring to see if anyone was interested in joining the committee. She got a response that 15 people were interested. They have been meeting irregularly. She would like to start doing quarterly meetings.

Greg Fitzgerald found \$6000 for the committee. They have funded a few events this year – one was the exhibition in the Pauling Gallery to start May 12, and they will be helping with the anniversary book. The group would like to make May arts month at CCC.

Will it keep going when the money is gone? How was the money raised before? By the PARTY group – they had a themed event with an auction that was attended by donors. It was a lot of work. The \$6000 that Greg found may have come from the art department. They do need and want a student on the committee.

Could there be dedicated money for this? Jim H. said anything is possible but right now the foundation is collecting donations and monitoring the funds.

GAP Analysis Update – BJ Nicoletti

Carnegie Mellon Fellow – what are the things about our community that we as a community college should know? What information out that that we should be knowing?

Business and industry part – better expand our regional understanding what is going on with business and industry. As a Community College what do we know about the economic region that represents us? We will look at Clackamas, Washington, Multnomah, and Clark counties. The college will be working with EMSI for 5 years. Working with EMSI we will get:

- 2 GAP analysis reports.
- Access to a different labor market tool.
- Career Coach – online – real time data to connect our students to jobs. Work on it in the summer.
- Something totally available to us.

Bought some training on labor market data – Phillip King would like to do this. Be thinking environmental scan. Be nimble and on the pulse.

CCEA will be on the next agenda for a small group exercise. Take back to your areas and have one or two conversations. BJ can show up for conversations, if requested. Phillip will take to his division meeting on Monday then can go to department meetings. Phillip & BJ will craft a message to send out.

ISP – Administrative Withdrawal – Sue Goff:

ISP standards are on a 5 year cycle review. This standard has not changed too much since last review. One reason for the change now is that the committee is continuing to move forward with separating out procedures from policies.

The other change is about online classes to change the withdrawal time to the beginning of the second week instead of the middle of the first week. Students on the committee were for it. Online students usually work on coursework the first weekend of the term but we were dropping them mid-week of the first week. Are faculty required to withdraw students or is it just an option? There is a conversation coming up. Highly encouraged to drop students. What kind of flexibility do departments have? The deadline for administratively withdrawing students is changing to the beginning of the second week. Usually much larger waitlist on online classes. Condition #2 is the only thing changed. Deadline for getting refund – the end of the second week. First read.

Presidents' Council – Phillip King:

No meeting since last College Council meeting.

Association Reports

1. ASG – no one present for report.
2. Classified – Mary Collins: Executive Board meeting next week – lots of stuff on agenda.
3. PT Faculty– no one present for report.
4. FT Faculty– Amanda: Big meeting coming up tomorrow with a huge agenda. Nominations just closed for faculty senate. Elections next. COMPOSE all day tomorrow.
5. Admin/Supervisory – no Tara. Nothing from Jim.

Other Announcements:

Kate Gray: Knows everyone has been waiting to read the accreditation report. It was emailed out. The A-Team needs comments by 5/15. It came from an accreditation email so you can just respond to that or you can turn in comments to Steffen.

Tamara Barry-Peebles: Reminder that the retiree reception is May 12.

Philip King: There are a number of new hires which means a variety of us are on search committees. Please participate in search committees if asked. It's a great way to be involved. There are 10 new faculty hires - AFAC has 6, Arts and Science has 2, and THOW has 2. There are also 5 classified hires in AFAC. There will be a lot of new people here next year.

Jim Huckestein: The VP search has not concluded. It should conclude next week.

Innovation Proposals are now due on May 4 – originally on May 1. Deans will be reviewing in the next couple of weeks.

Carrie Loewen: Name badges and business cards with the new logo are now available and can be ordered. Tamara will put on FYI.

Bob Cochran: A project management group to assist with the bond will be presented to the Board in May. The new food vendor – Trio Hospitality - will also be presented at the May Board Meeting. They will be ready to go for inservice.

A reminder that the food vendor has first right of refusal for events catered on campus. If we are not happy with them, we will communicate that to them. They have fresh food choices, healthy food choices, dietary options, and they want to work with horticulture. We need to give them a chance. . They had a tasting for the food committee that was very good. They are excited to be here. How does this impact student events like the barbecues? More information to come.

Tawnya Stauffer-Dexter & Ryan Stewart: They are planning for fall orientation now. More information will come out closer to the end of spring term.

Tara Sprehe: 1700 students did their student information updates on Tuesday, April 28. Another reminder email will be sent out next week. Big thank you to IT and IR for their help in doing this. If a student declares program study intent or program change, it could change their financial aid. They did have that conversation when setting this up and it does state whether the program is financial aid eligible.

The past two days CCC has had a team at Heald College to assist their students since Heald closed their doors abruptly. Thank you to everyone who helped. It was very hard to be there. PCC, Mt. Hood, Pioneer Pacific, Concord, Concordia, and PSU were some of the other schools that were there to help the students also. Our team sat down with the students and looked at their unofficial transcripts to see if we could take some of their credits. HECC was there also. Faculty and departments here were contacted behind the scenes and have been responsive.

Sue Mach: COMPOSE is tomorrow. There are a few spots left. Each session is \$5. Free panel look at story writing. If you are interested, you can show up tomorrow.

Attendees: Phillip King, Jim Huckestein, Bob Cochran, Sue Goff, Robert Keeler, Ryan Stewart, Tawnya Stauffer Dexter, Kara Leonard, Denice Bailey, Tamara Barry-Peebles, Mary Collins, BJ

Nicoletti, Alison Ihrke, Cynthia Boettcher, Amanda Coffey, Andrea Vergun, Sue Mach, Carrie Loewen, Tami Strawn (recorder)