

**College Council Meeting Minutes**  
**March 18, 2017**  
**12-1:30pm / CC127**

**Approval of Minutes (3/4/16) – Phillip King**

Minutes from the March 4, 2016 College Council meeting were sent out previously. Any feedback or comments, please send to Tami.

**Foundation Mini-Grants for Innovation – Julie Paulsen**

Wanted to get the timeline out to all:

2016

<i>Monday, April 18</i>	<i>All staff email announcing minigrants</i>
<i>Monday, May 2</i>	<i>Application Deadline</i>
<i>Tuesday, May 10</i>	<i>Dean’s review at monthly meeting and forward approved applications</i>
<i>Monday, May 16</i>	<i>Committee meets to review and determine funding</i>
<i>Wed, June 1</i>	<i>Applicants notified</i>
<i>Friday, July 1</i>	<i>Funds available</i>

*Friday, March 10, 2017*    *Deadline to apply for extension*

*Friday, June 30, 2017*    *Deadline to spend funds*

*Friday, July 31, 2017*    *Final Reports Due*

The maximum amount is \$5000 for one year. The mini-grants run from July 1- June 30 and are one time money. Please get the word out to all. The application is similar to last year. The funds are to help faculty and students bring new ideas to the table and new collaborative efforts between departments.

Really interested in learning the results. You will now have 30 days after the funding deadline ends to turn in a final report. If you don’t turn in a final report, you will not be eligible for another request until that report is turned in. Total amount is \$40,000. Is there flexibility in the amount? Maybe if you have a persuasive argument and the Deans approve. They look favorably on collaborations.

**Onboarding – Patricia Anderson Wieck**

Met as an HR team. What they have heard from us that works/doesn’t work/what we understand from our training for the employee experience. Orientation is ongoing. Onboarding – getting us on the bus. Have gotten feedback. Any suggestions/comments please email any of the HR staff and put onboarding in the title. Please make the email with bullets for your ideas.

What happens in the first day: meet with HR, paperwork. Would like to take that process out. If we can afford it, NeoGov has an onboarding piece. We are global recruiters – not all are right here in Oregon City. This would help take care of things prior to the employee’s first day.

To think of a training plan, look at the job description. Try to identify gaps to become better employees at CCC.

The document is broken down into checklists by the following:

- Prior to the Employee's First Day
- Employee's First Day
- Employee's First Week (may also include the first day)
- During Employee's First Month (may include first day and first week)

There is also a section about Peer Mentoring. It's informal peer mentoring and not meant to be time consuming.

Asking for our feedback as they roll out the process. It is a work in progress.

### **Cougar Shout Outs – Aldene Sumic**

Roll out April 1. This is for all employees – student workers too. Each quarter one employee from each classification will be chosen. They will be recognized in FYI Monthly; receive a certificate of recognition in personnel file and one for them; picture taken and posted on the wall by HR; and be recognized at a yearly event. Will be able to submit online.

Great idea! Stephanie is reading a book that says things like this make a huge difference in productivity at work. Thanks to Aldene.

### **Incident Command System Trainings & Student/Classroom Training – Jim Huckestein**

As you know, the campus started an Incident Management Task Force with a notion of revamping how the college does incident response. Use standard protocols, common language and structure. Incident command structure has no committees. They tell you what to do and you go do it. Mental mindset was a barrier to us. Popularized by FEMA and used by emergency responders like fire fighters and police. This is a standardized language/structure. Structure is very organic. Could be a multi-agency thing or just 2 people. We need to train ourselves up so the Incident Management Task Force was created. The task force looks at how we are set up, what are our training needs and can bring us up to the level of expertise we need to be at. The task force wants the whole college to be familiar as to what incident command is. Trying to pull everyone in to create a structure for all of the campus community. 100 or 200 level classes you can take on FEMA website. Created some in person classes also that are an all-day course that gets you through the 100 & 200 levels.

Sue Goff pointed out that she didn't see classified across the top of the structure. This was the first draft and they had already made a note they were missing. Training over the next 6 or so months. Email went out to all employees for trainings. There will be a campus wide exercise fall of 2016. Yearly training to keep people up to date.

We are also looking at standard protocol from the I Love U Guys Foundations. This protocol was developed by a students' family and others. Same protocol is understood by all first responders. Used in K-12 in our area. It's very simplified and easy to train people on. Want to train everyone in this protocol. Showed the group a video: [http://iloveguys.org/cctt\\_orientation.html](http://iloveguys.org/cctt_orientation.html)

Would like to show this video regarding the I love u guys protocol at the beginning of each term or once a year in classes. Maybe the first four minutes of class? Before we mandated that idea they wanted to get feedback on it. Remarks from group: Good idea. Very well done. Should show every term. Every class. Please email Jim with any opinions.

We would be able to put on line – maybe in the student portal? First time we have gone done this path of making mandatory in all classes so wanted to do their due diligence in asking others. Task force believes it's a good road to go down.

Task force is Wendi Babst, Jeff Ennenga, Sharron Furno, Rob McCorkle, Shawn Parrish, Jim H., Shelly Parini, Bob Cochran and Lori Hall. If you have any questions, please send to Lori and she will send to the team of incident management specialists.

Classified staff are not in classrooms so there needs to be a way for them to see it. Put in onboarding material?

lloveuguy website is good to look at and they have a community college version. Classes half full for the ICS training so make sure you sign up soon. Jeff Ennenga is a phenomenal find for the classes.

#### **FERPA – Chris Sweet**

Second read for the FERPA policy. New policy for the college. Expanded on current policy. New things are the definitions. Process laid out for students to look at educational records. Main feedback – student area of definition – added clarification.

Pre-enrollment – testing, counseling, admissions - FERPA doesn't apply. Have had discipline cases with students in a pre-enrollment status where we are discussing their rights but they are not students. Minor modification – for the purposes of FERPA – Discipline wise may want to use them since being a student gives us more resources.

For FERPA policies this is the definition. Think about how we manage students that are not students – Associate Deans.

#### **ISP / Course That May be Repeated for Additional Credit Towards Degree Completion - Sue Goff**

First Read. Now has a longer title but not a lot of other changes. The purpose now defines the conditions which allow a student to repeat a course for additional credit towards degree completion. Summary is the same. Standards #1, #2 & #4 are the same as before just rearranged in a different order. Standard #3 is new.

Is additional information needed? Not just trying to improve a grade. Can talk about it more to make more clear. Grade change not for additional credit. PE-185 would be for additional credit. Think about the different ways students can use. Name of the policy – take for a new grade – repeat policy. Repeat as often as they wish. There is a whole other policy to look at. Why are they not challengeable? Kind of courses you have to be present to win. A student can challenge the first time, not the repeat time. This standard only applies when they are going to repeat a class, not challenge

it. Look at the language. Think about title. Look at the other repeatable ISP to compare. Make very clear about challengeable aspect of it. Send in any feedback to Sue.

**ARC – Deceased Student Policy – Tara Sprehe**

First read for the deceased student process. When we find out we have lost a student or current alumni, what do we do? Who do we contact? What do we have to do in the system?

The Emergency Response Team should be the Emotional Trauma Response Team.

By what means are you being notified? Notable email – phone call – someone in the community will notify us. Can come from a variety of sources - obituary notice, death certificates – something that demonstrates what happened. Notify HR if student is also an employee. Same process for former students but fewer things to pay attention to. Work with the foundation if an alumni.

PIO to help if in the news. Primary contact is the Dean or one of the Associate Deans of AFaC.

Associate Deans – Title 9 – student conduct activities. Investigating student conduct. Policy will come alive when it happens. Work in progress. Identifies some key players including accounts receivable and business office.

**Presidents’ Council – Phillip King**

At the last meeting talked about guided pathways and strategic priorities. CAP planning soon.

**Association Reports**

**ASG** – No report.

**Classified – Tami Strawn for Enrique Farrera**

- The campus safety officers received their official De-Commissioning Letters meaning they will no longer have Policing Authority after June 30, 2016.
- The Classified Team and the Administration will be bargaining. Back to back Thursday sessions for 4/7 & 4/14, still meeting from 2-6 PM in B240. Please refer to the newsletter for room details. Thank you for your support.
- It's elections season. If you would like to be part of the Nominations committee for the classified association, please contact Kelly Steigleder or Loretta Mills.

**Full Time Faculty – Bruce Nelson**

Had a discussion on the faculty evaluation process. Also a discussion regarding faculty in guided pathways. Both topics are ongoing discussions.

**Administrative Confidential – Tara Sprehe**

Yesterday’s All Staff Breakfast event was great. Thanks to all who helped. If you see BJ, please tell her thank you for the event.

**General Announcements**

- **Tara Sprehe:** Quick update on Oregon Promise. There are as many questions as there are answers. Deadline for students was March 1 to apply for the program and FASFA. In Clackamas County, a little over 5000 applied. The questions that asked where the student which college they

are going to was removed from the application. Are hearing from 4 year institutions they are seeing a decline in applications and they are implying it's because of the Oregon Promise. We are going to be ramping up efforts once we know who they are. Any questions, ask Tara. Primary contact is Tara. Will be managed through Financial Aid.

- **Stephanie Schaefer:** April is counseling awareness month. One of the interns is coordinating Counselor Awareness Month activities. Brain awareness week is 3<sup>rd</sup> week of the term. Brenda Marks is planning an event with quizzes and giveaways.
- **Chris Sweet:** Grades are due Monday at noon.
- **Phillip King:**
  - Library joining the Orbis Cascade Alliance. Official on March 1. Phillip attended the required first council meeting. A lot we can bring to our students. 39 librarians or directors doing a tremendous amount of work. Our students and all of you will benefit greatly from this.
  - Graduation changes: Big team is planning with Max at the lead. Ensure that every student who will be walking and lets us know will get 3 tickets for guest seating in the gym. There will still be overflow seating.
  - Transportation updates: Luke Norman is doing a great job thinking forward regarding transportation for our students. Term to term shuttle adjustments to help ridership with additional information regarding carpooling, ride shares, and tri-met times. Questions contact Luke or Phillip.

**Present:**

Phillip King (Chair), Tami Strawn (recorder), Stephanie Schaefer, Robert Keeler, Tara Sprehe, Beth Hodgkinson, Lizz Norrander, Joyce Gabriel, Ali Ihrke, RB Green, Chris Sweet, Patricia Anderson Wieck, Aldene Sumic, Jennifer Mildrum, Linda Felix, Terry Mackey, Eden Francis, Cheryl Tallman, Dave Gates, Bob Cochran, Bruce Nelson, Lori Hall, Jim Huckestein, Denice Bailey, Molly Burns, David Plotkin, Jenelle Vader, Shawn Swanner