

College Council Agenda

Date: 2.17.17 | Begin: 12:00pm End: 1:30pm | Location: CC127

Topic/Item	Mapping	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category
Minutes (2/3/17)	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance		NA	Minutes from the meeting on 2/3/17 were previously sent out for review. Any comments/corrections, please contact Beth.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information <input checked="" type="checkbox"/> Document
Accreditation	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Joanne Truesdell	5 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
Core Theme Indicators	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Donna Larson Dawn Hendricks	15 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
2017-18 Tuition & Fees – 1st Read	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Alissa Mahar Chris Robuck	15 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
Establishing the CCC Ready Advisory Group	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Donna Larson Pete Kandratieff	10 min	Charter Presentation	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
ISP – 2nd Read	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Nora Brodnicki	5 min	ISP 290 Educational Progress	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document

Construction Schedule and Impacts for Summer 2017	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Bob Cochran Mickey Yeager	10 min		<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
ARC – 1st Read	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	John Ginsburg	10 min	ARC 600 Email Use Policy - 1 st Read ARC 600P Email Use Procedure – Student *Feedback	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
Committee Reports 1. Instructional Standards and Procedures 2. Presidents' Council	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Sue Goff	10 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
Association Reports 1. ASG 2. Classified 3. Part-time Faculty 4. Full-time Faculty 5. Administrative Confidential	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance		10 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
	Assigned Action Items	Assigned to	Notes		Due
	Upcoming Meeting Dates	Start Time	End time	Location	
	March 3, 2017	12:00pm	1:30pm	CC127	
Attendance					
College Council Members 16-17: Sue Goff (Chair), Beth Hodgkinson (Recorder), Dion Baird (ITS), Dave Gates (ITS – alternate), Tara Sprehe (AFaC), Darlene Geiger (AFaC – alternate), Molly Burns (AFaC), Stephanie Schaefer (AFaC), Ryan Davis (AFaC), Scot Pruyn (AFaC), Andrea Vergun (AFaC), Ryan West (AFaC), Sue Caldera (THOW), Ida Flippo (THOW) Chris Hughes (THOW), Jarett Gilbert (THOW), Sunny Olsen (THOW), Patricia Anderson Wieck (HR) Jennifer Nelson (CS), Mickey Yeager (CS), Bill Calabrese (CPR), Sarah Hoover (AS), Bob Keeler (AS), All Association Presidents, All Deans					
Notes to Self			Deferred Items		
<ul style="list-style-type: none"> College Council Minutes can be found at F:\1MINUTES\College Council\16-17 					

College Council Minutes

Date: 2.3.17 | Begin: 12:00pm End: 1:30pm | Location: CC127

Topic/Item	Presenter	Minutes
Minutes (1/20/17)	Sue Goff	Minutes from the meeting held on 1/20/17 were previously sent out for review. Any comments and/or corrections, please contact Beth.
<p>Student Information Strategy for the Enrichment of Research, Reporting and Service to Students (SISTERRS): Online Orientation and Data Improvement</p> <p>CCC Online Orientation Video</p>	<p>BJ Nicoletti Stephen Brouwers Max Wedding</p> <p>Justin Montgomery</p>	<p>The Higher Education Coordinating Commission (HECC) awarded the college the Data Quality Improvement Grant in the amount of \$166,000 to support data improvement strategies. This one-year grant will take place September, 2016 – July, 2017. BJ Nicoletti and Stephen Brouwers will work together as co-leads along with a fine group of talented team members to develop and ready the project in order to implement the 2017-18 registration. This opportunity will improve our “front door” and “ongoing ask” for CCC credit students. We will use this information to enrich service to students, research, and reporting. This project has a two pronged strategy that will design, implement, and evaluate a new ask for a mandatory online student orientation and an improved ongoing ask for students to update their intent and keep contact information current. The online student orientation is available to all students with a myClackamas account, but will be mandatory for degree/certificate/transfer seeking students. This will increase student access to all of our available services and resources to explore in one location. The hope is to reduce confusion and provide concise, consistent communication. Max Wedding shared what the online orientation landing page could look like which included with articles, photos, and video.</p> <p>In regard to informational videos for the new online orientation, Justin shared that the college is looking for students who are interested in participating. Please let your students know that that there will auditions on February 13, and the actual video shoot will be scheduled on March 13 & 14. Please send recommendation for potential students who we can showcase in our online orientation. Forward names and their contact information to Justin Montgomery.</p>

<p>2nd Read – Board Policy Academic Freedom and Responsibility</p>	<p>Joanne Truesdell</p>	<p>Joanne reviewed two suggestions from the last Board meeting. The Board policy mentions “college and university faculty” and the word university was struck from the document. The other change was in reference of “community academic freedom and responsibility”. The board has a responsibility for a larger community than focused on faculty and the work done in the classroom. They wanted to make sure when they are outside the classroom that we have the opportunity and responsibility to participate. Now academic freedom is one of the tenets and principles of the board when we are acting in those capacities. Review and send any comments forward to Denice Bailey before the next Board meeting. Denice will check that the hyperlinks are active.</p>
<p>2nd Read – Administrative Regulation: Retaliation and Whistleblower Protection</p>	<p>Chris Smith</p>	<p>This is back to College Council for the second read. We haven’t received any substantial changes since the first read. The hyperlinks at the bottom will be activated. Forward feedback or comments to Chris Smith.</p>
<p>Town Hall Meetings</p>	<p>Lori Hall</p>	<p>Lori provided some fast facts. The state budget shortfall for this season is \$1.8 billion to keep current state funding operating. The governor’s proposed budget included \$550 million for community colleges which is what we received last biennium. We think we will need \$634 million to keep operating at the status quo. Tuition at Oregon’s community colleges is the second highest in the western states. Cost drivers like PERS, Affordable Care Act costs, and compliance with state and federal mandates account for the increase in additional funding. Our specific asks this year is the \$8 million match for our DeJardin and Pauling science complex; \$8 million match for the Community Center; \$40 million for deferred maintenance projects; and \$3.2 million for safety and security needs. Without the increase of state funding, we have scenarios of 3-6% tuition increases (e.g., \$6/credit increase raises tuition from \$90 a credit to \$96, adding hundreds a year), the possibility of eliminating programs, staff and service cuts, and operating cuts in order to fund the deferred maintenance and safety and security needs. We need to be engaged, be involved, and be friends of our legislatures. The Ways and Means co-chairs are holding a town hall at the Sylvania campus at Portland Community College which would be a great opportunity to come out and show support. Lori will make legislative procedures available in order to follow proper protocol.</p>

2nd Read – ISP 374 DANTES Subject Standardized Tests (DSST)	Sue Goff	This is back to College Council for the second read. No suggestions or changes were presented at the first read. Forward any feedback or comments to Sue Goff.
Committee Reports 1. Presidents’ Council	Sue Goff	Most of the agenda item were very similar to what we have heard here today. We had an Assessment/Core Theme update similar to what David Plotkin presented here at our last College Council meeting. There was further discussion about the proposed Diversity Committee and are working to finalize the membership. We had a reading of the administrative regulation for Retaliation and Whistleblower Protection, a SISTERRS project presentation, a discussion on the Academic Freedom and Responsibility Board policy, and some initial conversation about potential tuition hikes.
Association Reports 1. ASG 2. Classified 3. Part-time Faculty 4. Full-time Faculty 5. Administrative Confidential		<ol style="list-style-type: none"> 1. ASG – Ariel Mead: Upcoming events: ASG’s Hunt for a Heart for a Kiss and the Share the Love event in conjunction with the Club Fair on February 13 & 14. 2. Classified – Ali Ihrke: Upcoming Winterhawks game on March 4. Members will be participating in lobbying activities to advocate for a CCC strong budget and colleges across the state. Association presidents are meeting to discuss legislative matters, budgets, and the Oregon Education Association business items. 3. Part-time Faculty – Leslie Ormandy: Effective February 1, part-time faculty will have health insurance available. Human Resources put together an orientation reviewing current health insurance benefits. Leslie is currently working to have part-time faculty representation on all college committees. 4. Full-Time Faculty – Stephanie Schaefer: We are planning a full-time faculty lunch in March. Discussions have included the upcoming town hall meeting, academic freedom, and the updated evaluation handbook. 5. Administrative Confidential – Jarett Gilbert: He confirmed March 23 as the date for the All Staff Breakfast and Recognition. Breakfast will be served from 7-9 a.m. and the recognition celebration is scheduled for 9-10 a.m. The college will announce an evening recognition event at a later date.

<p>Announcements</p>	<p>All</p>	<p>Stephanie Schaefer – She reported that the Counseling Department offered a well-attended emotion-focused coping workshop for all staff that shared useful tips and techniques to manage tough and frustrating everyday situations.</p> <p>BJ Nicolette - The college will be applying for federal Title III Grant Strengthening Institutions Program. The focus will be on how we can assist our students to reach their educational goals.</p> <p>Jarett Gilbert – Shout out to Justin Montgomery’s amazing art which will be showcased at the Harmony Campus on Wednesday, February 15.</p>
<p>Present</p>		<p>Sue Goff (Chair), Robert Keeler, Jane Littlefield, Ali Ihrke, Ryan Davis, Stephanie Schaefer, Stephen Wilks, Jarett Gilbert, Leslie Ormandy, Max Wedding, Justin McDaniels, Justin Montgomery, Chris Sweet, Ariel Mead, Andrea Vergun, Dave Gates, Sarah Hoover, Christine Tappe, Greer Gaston, Denice Bailey, BJ Nicolette, Stephen Brouwers, John Ginsburg, Joanne Truesdell, Jennifer Mildrum, Patricia Andersen Wieck, Laura Lundburg, Brian Azule, Beth Hodgkinson (recorder)</p>

Core Theme: Academic Transfer

We prepare learners to transition to a four year institution and attain their goals for further education.

Objectives

1. Transfer students have a quality educational experience at Clackamas Community College.
2. Transfer students are prepared to attend a baccalaureate-granting institution.
3. Students complete a credential in a timely way and transfer to a baccalaureate-granting institution.

Indicators

1. Rates of attainment of program learning outcomes for credit students
2. Rates of attainment of Gen Ed learning outcomes
3. Students are ready to succeed at a four year school based on 1) persistence in enrollment at transfer institution and 2) an audit of student GPA at transfer institution.
4. Rates of completion at CCC or transfer to four-year institution within 150% of starting a degree or certificate.

Core Theme: CTE

We prepare learners to attain their career goals through programs that reflect the labor market needs of business and industry.

Objectives

- CTE learners acquire knowledge and skills appropriate for their goals and careers.
- CTE learners and graduates are employed in a labor market area related to their area of learning.

Indicators

- Rates of attainment of program learning outcomes for credit students.
- Rates of attainment of related instruction learning outcomes.
- CCC Student Success Cohort: rates of completion at CCC within 150% of start.
- Rates of employment of CCC graduates.
- CCC graduates' employment in related labor market area.
- Non-graduates achieving employment within one year of leaving CCC.

Core Theme: Essential Skills

We prepare learners to attain high school completion, to achieve English language proficiency, and to gain college and career readiness skills in mathematics, reading, and writing.

Objectives

- Essential skills students acquire career readiness skills.
- Students who complete essential skills coursework are prepared to succeed in college-level work

Indicators

- % of students who progress through Developmental Ed writing and math to first level degree/certificate intent course.
- Rates of literacy level gains for reading for ESL students.
- Completion rates of GED and adult high school students within one year.
- Rates of pre-college student (e.g. Adult Basic Education, GED, Adult High School Diploma) transitioning to college credit or employment.

Core Theme: Lifelong Learning

We create opportunities for the lifelong professional, cultural, and personal development of our community members.

Objectives

- Lifelong learners participate in professional, cultural, and personal enrichment opportunities that reflect community interest.
- CCC partners with education, business, industry, and community organizations to provide professional and personal enrichment opportunities.

Indicators

- Unduplicated Headcount Participation in specified credit and non-credit courses that provide career advancement, life and wellness skills, or for enjoyment and % of service district population 18 years and older it represents.
- Credentials/Certifications from Customized Training and Workforce area.
- Satisfaction survey results from community education course evaluations and customer satisfaction surveys from customized training clients.

NEW BUSINESS – ACTION**AGENDA ITEM**

CCC Board of Education – Topic Summary	
Topic:	2017-18 Tuition and Fees
Date:	March 8, 2017
Presenter:	Alissa Mahar, Vice President
Division/Department:	College Services
RECOMMENDATION:	Adopt tuition and fees for the 2017-18 year

REASON FOR BOARD CONSIDERATION:

The Board considers the need to increase tuition and fees as part of the annual budget development process.

The Board adopted budget development principles at its January meeting. Principles in 2017-18 budget development process include:

1. Ensure budget supports improvements in Mission Fulfillment by integrating Strategic Priorities and assessment and core theme indicator results with budget planning decisions.
2. Consider CCC's affordability, district median income and comparability with other metro-area community colleges when establishing total student costs, including tuition rates.
3. Infuse one-time expenditures to upgrade learning resources and support.
4. Redirect and document resources to meet learning and learning support outcomes.
5. Forecast actual 2016-2017 investments and the resulting effects through 2021-2022. Forecast proposed 2017-2018 investments/reallocations and the resulting effects through 2021-2022.
6. Bring revenues and expenditures (including PERS cost escalation) substantially in balance over the five-year planning horizon.
7. Maintain Board required 10-percent minimum ending fund balance throughout the five-year forecast.

EXPECTED OUTCOME/RELEVANCE TO STRATEGIC PRIORITY OR CORE THEME:

The strategic priority of fiscal sustainability is the primary factor leading to the recommended tuition and fee rate increases.

This recommendation is driven by substantive changes in three key areas supporting student success and completion -- supporting and broadening student engagement opportunities toward retention; developing a replacement schedule in support of technology security and service infrastructure improvements; maintaining recent investments in student retention focused staff.

This recommendation also acknowledges the Oregon Community College Support Fund current estimate based upon the Legislative Framework that is estimated to be \$7.8 million less than current service level; or, \$6 million more than the 2015-2017 allocation. This excludes several student retention grant funded employees who provided extra capacity and made a difference in our retention rate.

Addressing Affordability

Two key budget principles have also been used to address affordability.

1. Ensure budget supports improvements in Mission Fulfillment by integrating Strategic Priorities and assessment and core theme indicator results with budget planning decisions.

Students consistently provide feedback about the expense of textbooks. CCC has been diligently working to control text book costs. As an example, more than 40 percent of the total classes in the schedule for winter term have textbook costs between zero and \$40. Out of 1,108 courses, 540 have books at no cost and 75 are \$40 or less. Other highly specialized textbooks have been reduced by 50% or more. Efforts continue to reduce the textbook costs to students.

2. Consider CCC's affordability, district median income and comparability with other metro-area community colleges when establishing total student costs, including tuition rates.

Median household income in CCC's district ranges between \$38,000 and \$100,000, dependent upon in what city the student resides. Based on the \$38,000 figure, annual tuition and student fees represent 12% of the median household income. If the student was a sole support for a child, some of the expense would be offset by federal and state grants.*

BACKGROUND:

This resolution addresses tuition, the general student fee, and the student technology fee, which apply to all credit courses and terms. The request is made in the context of the entire college budget, including all revenue sources and levels of planned expenditures, and informed by multi-year projections for sustainability of programs and services. Students and staff are consulted in this process through the Associated Student Government, Budget Advisory Group and presentation of the financial forecast at various venues.

Tuition

Tuition provides about a third of the General Fund revenue. In light of long term increases in personnel and pension costs as well as maintaining investments to increase student success, increases in tuition revenue provide a portion of the resources to insure sustainability of programs and services.

Tuition changes are relevant to most of the seven budget principles delineated in the Board resolution adopted January 11, 2017. In particular, tuition increases allow the College to:

4. Redirect and document resources to meet learning and learning support outcomes.
6. Bring revenues and expenditures substantially in balance over the five-year planning horizon.
7. Maintain Board required 10-percent minimum ending fund balance through the five-year forecast.

General Student Fee

The General Student Fee funds non-course related services available to the general college community; specifically, the Intramurals and Athletics, Student Life and Leadership (Associated Student Government), and Computer Lab funds. The fee was established in 2000 at \$4 per credit hour. The fee was reduced to \$2 per credit hour in 2006 and has been \$2 per credit since. Expanded efforts to engage and retain students, such as Welcome Weeks, alcohol awareness, health fairs and other public service programs, and the Cougar Cave, require increased funding to continue.

*2015 information will be updated and source identified at February meeting

Student Technology Fee

Information Technology (IT) costs are borne by the General Fund and the Student Technology Fund. The Student Technology Fee is used for IT expenditures directly related to teaching and learning. The fee is \$4.50 per credit hour and was last increased in 2011-12.

Using bond funds, IT just completed a comprehensive upgrade of network infrastructure (switches, firewalls, and wireless equipment and architecture) and the data center (servers). Future periodic upgrades are essential for student learning and operations. To that end, a six-year financial forecast has been developed for IT. The recommended fee increase for 2017-18 implements a model that will help fund:

- Replacement of IT infrastructure every six years
- Software maintenance contracts, which typically increase four to five percent annually
- Classified IT staff who provide direct infrastructure technology and help desk support to students

The Student Technology Fee is particularly relevant to these budget principles:

3. Infuse one-time expenditures to upgrade learning resources and support.
4. Redirect and document resources to meet learning and learning support outcomes.

College Services Fee

The College Services Fee is a once per term student fee and was implemented in 2012-13 to consolidate individual fees for testing, transcripts, and graduation caps and gowns. In addition, it funds the shuttle service between the Harmony and Oregon City campuses. The fee was increased from the original \$20 to \$23 in 2016-17 to fund a significant expansion in shuttle hours.

BUDGET IMPACT/SOURCE OF FUNDS:

Recommendation

Staff recommends adoption of the following changes in tuition, the general student fee, and the student technology fee.

- Tuition: Increase \$3 per credit hour. From current year \$90 to 2017-2018 \$93.
- General Student Fee: Increase \$0.50 (50 cents) per hour. From current year \$2 to 2017-2018 \$2.50 per credit hour.
- Student Technology Fee: Increase \$1.00 per credit hour. From current year \$4.50 to 2017-2018 \$5.50 per credit hour.
- College Service Fee: NO CHANGE

Chart of Current and Proposed CCC rates

The in-state tuition rate applies to in-district residents and states where we have border agreements (Washington, Idaho, Nevada and California). The change in out-of-state and international tuition is proportionate to the existing rates. If approved, the changes would be effective summer term 2017.

		2016-17	Proposed	2017-18
	Basis	Rate	\$ Increase	Proposed Rate
Tuition, in-state (in district and out of district border states)	Per credit hour	\$90.00	\$3.00	\$93.00
Tuition, out of state and international	Per credit hour	\$257.00	\$9.00	\$266.00
General student fee	Per credit hour	\$2.00	\$0.50	\$2.50
Technology fee	Per credit hour	\$4.50	\$1.00	\$5.50
College services fee	Per term	\$23.00	-	\$23.00

SUPPLEMENTARY INFORMATION

Statewide tuition information

For 2017-2018, tuition increases under consideration range from \$1 to \$5 per credit hour. The state average is \$3 per credit hour. The following chart shows the current year (2016-2017) Annualized Tuition, Tuition and Fees in descending order.

Oregon Community Colleges: 2016-17 Tuition and Fees

Community College	Annualized (3 terms, 15 credits each term)		Tuition		Fees	
	In-District Tuition & Fees	Out-of-State Tuition & Fees	In-District	International	Quarterly Fees	
			Per Credit Hour	Per Credit Hour	For typical student taking 15 hours	
					Technology	Other
Southwestern	\$5,670	\$5,670	\$91	\$273	\$0	\$525
Treasure Valley	\$5,400	\$5,850	\$98	\$212	\$0	\$330
Oregon Coast	\$5,175	\$10,350	\$99	\$214	\$90	\$150
Lane	\$5,117	\$11,777	\$103	\$233	\$75	\$93
Rogue	\$5,100	\$6,090	\$99	\$331	\$75	\$140
Columbia Gorge	\$5,085	\$10,845	\$97	\$225	\$0	\$240
Clatsop	\$4,995	\$9,450	\$99	\$346	\$150	\$30
Mt. Hood	\$4,943	\$10,028	\$96	\$236	\$83	\$125
Blue Mountain	\$4,914	\$13,554	\$96	\$288	\$135	\$63
Umpqua	\$4,838	\$10,103	\$88	\$205	\$98	\$195
Linn-Benton	\$4,832	\$10,758	\$99	\$282	\$56	\$63
Tillamook Bay	\$4,770	\$5,670	\$95	\$115	\$75	\$90
Portland	\$4,748	\$10,553	\$97	\$226	\$68	\$60
Klamath	\$4,605	\$8,115	\$90	\$198	\$60	\$133
Central	\$4,534	\$11,869	\$93	\$256	\$90	\$26
Clackamas*	\$4,412	\$11,927	\$90	\$257	\$68	\$53
Chemeketa	\$4,230	\$11,520	\$80	\$242	\$0	\$210
Statewide Average	\$4,904	\$9,655	\$95	\$243	\$66	\$149

* 2017/18 annualized total for students taking 15 credits per term \$4,614.00 \$12,339.00

Clackamas Community College (CCC) CCC Ready Advisory Group

I. INTRODUCTION: Clackamas Community College (“CCC” or “College”) respects and values the safety and well-being of our students, staff, faculty and visitors. Our college community can only remain safe and secure through the cooperation of community members. By working together, we can continue to make CCC among the safest community colleges in the country.

CCC recognizes that incidents on any or all of the three campuses could range in scope from a college-only response to a complex, multi-agency response. How incidents are responded to will be based on the nature, time, duration and complexity of the incident.

Natural or manmade incidents requiring a multi-agency response might include:

- Fire / emergency evacuation
- Active threat
- Water outage
- Bomb threat
- Earthquake
- Medical emergencies / death response
- Telecommunication failure
- Electrical / power outage
- Hazardous materials emergency
- Crimes / incidents / assaults

As a result, CCC is moving towards becoming a disaster-resilient college. Becoming a disaster-resilient college entails developing and implementing solutions to address short-term and long-term emergency preparedness, mitigation, response, and recovery goals.

A critical first step in this process is finding out where we are, then determining where we want to be through a comprehensive review and analysis of the current mitigation, emergency response and recovery plans. The team will collect historical and recent data on existing, potential, and perceived threats, then perform a threat assessment to prioritize the most likely threats.

The Advisory Group’s work will be incorporated into the College’s assessment-planning-budgeting process to implement Advisory Group recommendations. The College’s Executive Team will be the decision-making forum for implementing Advisory Group recommendations that require policy or budgetary changes.

II. PURPOSE: The CCC Ready Advisory Group is created for the purpose of guiding CCC in development and implementation of mitigation, preparedness, response, and recovery plans to protect and preserve the safety and well-being of its students, staff, faculty and visitors.

III. AREAS OF FOCUS:

- **ICS** – Update / identify members, provide appropriate training, conduct drills and table top exercises.
 - Develop an all-hazard, multi-agency capable Incident Management Team to respond to on-campus incidents that require a robust response to an incident.
 - Collect all available internal emergency plans and all local and state plans that reference CCC.

- Write and adopt comprehensive mitigation, emergency operations and recovery plans that incorporate and synchronize with key stakeholders and partners.
- **Threat Assessment Team** – Assemble a stand-alone Threat Assessment Team (TAT), provide appropriate training, establish recurring meetings, collaborate with the Behavior Intervention Team (BIT) and Building Emergency Response Teams (BERTs).
 - Select members
 - Set forth a charge for the TAT
 - Provide appropriate training for all TAT members
 - Collect threat analysis work done by local, state, and federal partners.
 - Analyze and prioritize information to begin the planning process and begin to address gaps in information.
 - Establish an information network for the sharing of information as it relates to current and future hazards and threats to the college.
- **Safety Training, Education and Awareness** – Identify related training for employees and students, identify key ways to incorporate messages throughout the college – video, orientations, social media.
 - Implement training and exercise plan.
- **Continuity of Operations** – Identify essential functions and employees, develop a Continuity of Operations Plan (COOP), communicate requirements to employees.
 - Determine the requirements of each college program, service or activity to recover to operational status and the priorities of each.
 - COOP creation fulfills the requirements for restoration of essential services and the path to normal operations.
- **Intergovernmental Partnerships** – Establish Memorandums of Understanding (MOUs) and Intergovernmental Agreements (IGAs), include partners in drills, leverage relationships for training (Clackamas County, Oregon City, medical, nonprofits, business and industry).
- **Facilities, Equipment and Supplies** – Ensure adequate radios, messaging systems, emergency kits, shelter-in-place supplies, campus/college security lighting and cameras, speaker systems, screen/monitor messaging and other supplies necessary for emergency operations.
- **Communications** – Ensure systems are available and ADA compliant to notify employees, students and partners in emergency situations.
- **Building Emergency Response Team (BERT)** – Support and equip BERTs as needed

IV. GROUP OPERATIONS:

- Monthly, one-hour meetings – agenda prepared by Chair
- Monthly tracking of Two-year Work Plan implementation
- Development of short list of accomplishments to share in Quarterly College-Wide Message
- Establishment of ad hoc teams (within the College Ready Advisory Group) to tackle smaller initiatives

V. GROUP COMPOSITION:

Wendi Babst (chair), Pete Kandratieff (co-chair), Alissa Mahar (sponsor), Donna Larson, Bob Cochran, James Logan, Lori Hall, Jeff Ennenga, Sharron Furno, Jarett Gilbert (Harmony representative), Shelly Tracy (Wilsonville representative), Margaret Mallatt

ISP 290

Educational Progress Policy (Replaces “Ability to Benefit” Policy)

PURPOSE

Establishes alternate progress standard for students not subject to the Academic Standing Policy.

SUMMARY

Students not subject to the Academic Standing Policy who repeatedly fail to progress in courses or demonstrate repeated inability to progress toward meeting applicable course or program outcomes may be required to follow an appropriate action plan crafted in response to the student’s demonstrated difficulties.

STANDARD

1. Faculty evaluate whether students have made substantial progress meeting learning outcomes in their courses. If such progress has not been made, the faculty member will work together with his/her department chair/director to determine an appropriate course of action (determine appropriate action as outlined in 290P).
2. Appeals or requests for exceptions to the Educational Progress policy can be made on a case by case basis to the Dean of Academic Foundations and Connections.
3. Students receiving financial aid may be subject to additional criteria regarding their educational progress. In such cases those criteria may be incorporated into any action plans created.

REVIEW HISTORY

ISP Committee	Adopted	[Date]
College Council	Reviewed	[Date]

ARC 600

Email Use Policy

PURPOSE

Establishes the policy and expectations for student and staff use of official Clackamas Community College (CCC) email communication.

SUMMARY

Email is the official method of communication between the College and CCC students. All students admitted to CCC are provided a College-issued email address and are expected to use this as their primary form of email communication with the College.

The accompanying procedures encompass both student and college employee responsibilities with regards to email communication including, but not limited to: appropriate use of CCC email, authentication and privacy, troubleshooting issues, etc.

END OF POLICY

APPROVALS

Last Reviewed	Date:
Maintained By	CCC Registrar
ISP Committee – if appropriate	Date: N/A
College Council – first reading	Date:
College Council – second reading	Date:
President's Council – if appropriate	Date:

ARC 6004P

Email Use ~~Process~~ Procedure - Student

1. Assigned College Email Account

You are automatically given a College-designated email account once you have applied for admission or enrolled in a course at Clackamas Community College (CCC) and are expected to use it for communication with CCC.

CCC utilizes a standardized format when creating and assigning college email accounts that ends in @student.clackamas.edu.

~~Your College email account will remain active as long as it is accessed at least once every two (2) years. Your student accounts, email and myClackamas, will become inactive after two (2) years of inactivity or if you do not register for a class in six (6) consecutive terms.~~

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~~If an error occurred in the assignment of your CCC email account or your name changes, please submit a request to update your email address to Enrollment Services by calling 503-594-6100 or emailing registration@clackamas.edu~~

Commented [RS1]: Removed because the last section highlights who to contact for issues/troubleshooting. Not sure we need to note when an account is "deactivated".

To ~~reactive-reactivate your an existing~~ account(s), please contact the Student Helpdesk at 503-594-63100 or studenthelpdesk@clackamas.edu.

2. Accessing CCC Email

~~To access your College-issued email, you will need to log into your myClackamas account by going to www.my.clackamas.edu.~~

~~Once logged into your myClackamas account, sometimes referred to as "The Student Portal", follow the mail icon near the center of the page to open your email. CCC uses Microsoft's Outlook Web Application.~~

Commented [RS2]: Moved this to item 2 instead of 3

2.3. Student Expectations of Email Communication

Email is the official method of communication between you and Clackamas Community College, including your instructors. While you are enrolled at CCC, the College will only send official communication to your College-issued email account which may include information such as, but not limited to: course registration; required financial aid documentation; important deadline and event reminders; tuition and billing information, etc.

The College expects you to check your CCC email account at least weekly to stay current with information sent by the College. "I didn't check my email", an error in forwarding email to a personal account or email returned to the College with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official College communications via email.

~~3. Accessing CCC Email~~

~~To access your College-issued email, you will need to log into your myClackamas account, by going to www.my.clackamas.edu.~~

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Once logged into your myClackamas account, sometimes referred to as "The Student Portal", follow the mail icon near the center of the page to open your email. CCC uses Microsoft's Outlook Web Application.

6.4. Secondary Email Address

CCC requires all actively enrolled students to have a secondary email address, such as a Gmail account, on file with the College. Typically, you provide this information when completing the online version of CCC's application for admissions.

A secondary email account will make it easier to retrieve or reset your password if you forget. Contact Enrollment Services to update this information.

CCC recommends using Gmail or Outlook.com as your secondary email provider if you need to following reasons:

Gmail: <https://www.google.com/intl/en/mail/help/about.html> and select 'Create an account'.

Outlook: <https://www.microsoft.com/en-us/outlook-com/> and select 'Sign Up'.

This is a good time to create a professional sounding email account outside of your CCC email. Here are a few naming conventions you can use when creating your secondary email account:

- Firstname.lastname
- Firstname_lastname
- Firstinitial.lastname

After you are enrolled in classes for a given term, CCC may use your secondary email address for the following reasons:

- Communicate with you prior to enrollment
- Reactivatee or recover account information
- Faculty correspondence with you
- The Office of Educational Partnerships will use high school students' secondary email addresses for communication
- Follow-up with you after graduation regarding continuing education or employment

By having a secondary email address on file with the College, it is easier for you to recover information, such as resetting your myClackamas password, if and when needed. It is also possible that the College will occasionally send important information to both your CCC and personal email addresses if appropriate.

8.5. Forwarding Your CCC Email

It is your responsibility as a CCC student to ensure you receive and read communications from the College. If you wish to forward your CCC email to a personal account, you are welcome to do so. Forwarding your CCC email to an outside provider does not absolve you from the responsibilities associated with official communication sent to your College issued email address.

For instructions on how to forward your CCC emails to a personal email account, please visit the following link: <http://kb.dl.clackamas.edu/student-2/forwarding-student-clackamas-emails-to-a-personal-email/>.

Please note that you will not be able to reply to these ~~forwaded~~forwarded messages from your personal email. You will need to log into your CCC email account in order to respond.

It is your responsibility as a CCC student to ensure you receive and read communications from the College. The College shall not be held responsible for errors that may arise from your opting out of using your college issued email account as your primary means of communication with the College.

9.6. Acceptable Use of CCC Email

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Commented [RS3]: Noting when CCC will use a student's secondary email address. Exact details still need to be worked out.

It is a violation of college policies, including the Electronic Communication Systems Policy (<http://policy.osba.org/clackcc/IIBGA%20R%20D1.PDF>), for any user of official email addresses to impersonate a college department/office, faculty/staff member, or student.

10.7. Privacy

You should exercise caution when using email to communicate confidential or sensitive matters. While CCC values and protects your right to privacy, it is possible that email may not be private or confidential due to outside influences such as network intrusions. CCC takes matters of privacy and confidentiality very seriously and if an issues arises, the College's Information Technology Team works diligently to resolve any problems that may come about.

It is especially important that you are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence. [Be specific here about phishing and replying to emails \(as opposed to a best practice about email etiquette\).](#)

Some confidential information may only be made available through your myClackamas account which is password protected. In these cases, you will receive email correspondence directing you to your myClackamas account where you can access the confidential information.

Please note that the College will never ask you for your passwords or direct you to a third party site that would request your Clackamas log in information.

11.8. Troubleshooting and Additional Resources

If you experience any issues with your CCC email or myClackamas account, please ~~feel free to~~ contact the following for assistance:

Enrollment Services: registration@clackamas.edu

Student Helpdesk: studenthelpdesk@clackamas.edu or 503-594-~~63~~100 (~~double check this phone number. Should it be 6100?~~)

Flash Alert: You can use your CCC email account when you sign up through Flash Alert for campus emergencies such as college closures. [The Flash Alert system does not automatically link to your CCC email account. Set-up your Flash Alert here: <https://www.flashalert.net/signup.html>.](#)

Commented [RS4]: A request has been sent to Dave Gates and Shawn Swanner in IT for suggested language and edits.

ISP Committee Charge

The Instructional Standards and Procedures (ISP) Committee is charged with the task of regularly reviewing as well as updating, adding and making changes to the Instructional Standards and Procedures of Clackamas Community College. This committee works to maintain a fair and thorough process in the consideration, evaluation and decision-making related to Instructional Standards and Procedures.

Membership

- Current Chair: Sue Goff
- Members: Representative across divisions, majority faculty
- 3 year rotation
- Meeting Schedule: 2nd and 4th Fridays, 8-9:30
- Agendas, Minutes, and ISP documents are found on the ISP Committee Portal Site:

<http://www2.clackamas.edu/committees/ispc/index.aspx?content=meetings>

Committee Goals for 2016-17

- Currency
 - Nothing older than 5 years
- ISP/ARC Relationship and Work Flow
- ISP/ARC Document Repository
- Formatting
 - Complete Implementation of new numbering system
 - Separation of Standard/Policy from Procedure
- Improved Communication of Changes