

College Council Agenda

Date: 3.17.17 | 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 (3/3/17)	<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 3/3/17 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
HB 2871	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Jane Littlefield	10 min	"Low Cost Courses" Definition	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
Human Resources Process	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Vicki Hedges	10 min	Review Talent Acquisition Process	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
CCC Furniture Standards	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Mickey Yeager	15 min	Furniture Standard Draft	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" 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	Sue Goff	10 min	ISP 490 Catalog Designation for Graduation Requirements	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document

Committee Reports 1. Cultural Arts Committee 2. Presidents' Council	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Justin Montgomery Sue Goff	10 min 5 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" 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	
April 7, 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 (TAPS), Ida Flippo (TAPS) Chris Hughes (TAPS), Jarett Gilbert (TAPS), Sunny Olsen (TAPS), 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: 3.3.17 | Begin: 12:00pm End: 1:30pm | Location: CC127

Topic/Item	Presenter	Minutes
Minutes (2/17/17)	Sue Goff	Minutes from the meeting held on 2/17/17 were previously sent out for review. Any comments and/or corrections, please contact Beth.
2017-18 Tuition & Fees – 2nd Read	Alissa Mahar Chris Robuck	This resolution was reviewed at College Council for the second read. The 2017-18 Recommendations: Tuition: Increase \$3 per credit hour - from \$90 to \$93. General Student Fee: Increase \$0.50 per hour - currently \$2 to \$2.50 per credit hour. Student Technology Fee: Increase \$1.00 per credit hour - currently \$4.50 to \$5.50 per credit hour. College Service Fee: No change. No questions came forward. Next week the resolution will go to the Board for the second read.
ISP – 1st Read ISP 191 Administrative Withdrawal	Tara Sprehe	The College is implementing a product called Student Planning to help students plan their degree and certificate requirements online. Part of the process will be forcing prerequisites, so when a student tries to register for WR-122 and hasn't taken WR-121, the system will not let them register for the course. The addition to this policy will establish guidelines which allow instructors and/or the Registration and Records office to withdraw students from courses for non-attendance and/or for inability to demonstrate compliance with published course prerequisites and/or co-requisites. If you have additional comments you can send them to ISP.
Title III Grant and Navigate	Tara Sprehe	Currently, the College is eligible to apply for a \$2 million Title III grant. As part of the grant we are focusing on guided pathways initiatives and efforts that will help students be successful. With the grant funds, we are looking into purchasing software called Navigate. This is a system provided by the Education Advisory Board who does a lot of community college specific research about students and retention strategies. The college is currently in the midst of having conversations and reviewing demos. We wanted to bring forward this information about the grant as well as the software purchase. Please forward questions or comments to Tara, Sue Goff, or Luke Norman. The application for this five-year grant is due on April 17.

<p>Committee Reports 1. Presidents' Council</p>	<p>Sue Goff</p>	<p>We continue to talk about the Diversity Committee membership which will report to Presidents' Council. We had a second read for the 2017-18 Tuition & Fees proposal. Additional discussion took place on the Student Right to Learn materials. There was a short conversation about the title for Chris Robuck's replacement. The working title, Dean of Business Services, would be listed to attract potential candidates as Chief of Finance and Business Services Officer.</p>
<p>Association Reports 1. ASG 2. Classified 3. Part-time Faculty 4. Full-time Faculty 5. Administrative Confidential</p>		<ol style="list-style-type: none"> 1. ASG – Megan Baumhardt: Upcoming events: ASG will host an event to help promote their awareness during the month of April to hunt for four-leaf clovers at the Harmony Campus. Interclub Council is March 7, the spring term deadline for grants is March 10, and the Power Cart offered during finals week will go out to Clairmont and the Harmony Campus this term. The free food market is available to students, staff and the community every Thursday starting at 11 a.m. until food runs out. We recently hired a new work study student for the Cougar Cave. The new hours of operation will be Monday through Friday, 10 a.m.-4 p.m. The multicultural center will feature monthly music. Campus Affairs will feature Dead Week Days of Massage available Monday-Thursday, 10 a.m.-2 p.m. for a 10 minute chair massages available and free to students. Reminder that we still have three positions open. 2. Classified – No report. 3. Part-time Faculty – Leslie Ormandy: The part-time faculty email group list is almost complete. Two community garden plots will be available for part-time faculty. 4. Full-Time Faculty – Nora Brodnicki: "Picnic," runs March 2-12, Thursdays through Saturdays at 7:30 p.m. with Sunday matinees at 2:30 p.m. in the Niemeyer Osterman Theatre. Horticulture is hosting a fundraising event, Taco Terrill, on Thursday, March 9. Proceeds will help with equipment purchase, marketing and student recruitment. Reminder to full-time faculty to apply for Professional Development monies. Don't forget to attend the All-Staff Breakfast and Recognition on March 23. 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 from 8-9:30 p.m. in the Cougar Café. 5. Administrative Confidential – Jarett Gilbert: Employees are encouraged to bring hygiene kit items as donations for the Cougar Cave. Suggested items include: toothpaste, toothbrush, liquid soap, dental floss, shampoo, conditioner, deodorant and feminine hygiene products.

<p>Announcements</p>	<p>All</p>	<p>Sue Goff – Over two hundred people attended the Science, Technology, Engineering and Math (STEM) talk with the first registered indigenous person in space, retired Commander John B. Herrington.</p> <p>Stephanie Schaefer – Oregon Promise applications are now open through July 3. Members through your associations (full and part-time faculty and classified), can access Oregon Education Association (OEA) Foundation grants for our students - up to \$2,000 per association. Stephanie will send all three association leaders this information to forward to employees. Attend the ASG Health Fair on March 13. ASG and Counseling is launching a Health and Wellness campaign. The Counseling department will be making free t-shirts available to help breakdown the stigma of accessing counseling and to help promote wellness.</p> <p>Bill Waters – On March 8, we submitted our year-one report to NWCCU. No visit is scheduled, but we will be receiving feedback. We reported on our changes to the language that describes our core themes and indicators. Yes, there is further work to be done, but this was a big step for us. Along with that, we submitted the addendum that the commission asked us to tie to the recommendations around our warnings. We submitted the academic freedom language which has been at College Council. We discussed related instruction at lengths and our efforts around assessment. When you read the report you will recognize the amount of engagement as well as the amount of work that this college has accomplished. The quality and the depth of work is apparent in the addendum. Everyone involved is making a big difference to this institution.</p> <p>Lori Hall – The groundbreaking ceremony for the Industrial Technology Center is scheduled on April 6 from 4-5 p.m.</p>
<p>Present</p>		<p>Sue Goff (Chair), Tara Sprehe, Robert Keeler, Stephanie Schaefer, Chris Robuck, Jarett Gilbert, David Plotkin, Bill Waters, Nora Brodnicki, Xaun Wilson, Megan Baumhardt, Lori Hall, Alissa Mahar, Scot Pruyn, Chris Hughes, Ryan West, Luke Norman, Dave Gates, Laura Lundborg, Sara Dier, Pete Kandratieff, Patricia Anderson Wieck, Beth Hodgkinson (recorder)</p>

OR HB 2781: Low Cost

Section 4: Each public university listed in ORS 352.002 and community college **shall prominently designate courses whose course materials exclusively consist of open or free textbooks or other low-cost or no-cost course materials**. The course designation required by this section **must appear in the published course descriptions** that are on the Internet or are otherwise **provided to students at the time of course registration**, including **on the campus bookstore course materials** list that is provided for the course.

CCC Propose: “Low Cost Course” Definition:

Low cost courses have required text costs of \$40 and under.

Included in the cost calculations are: required textbooks and other text-based materials, workbooks, lab manuals, online homework software (e.g. MyMathLab, etc.), and codes or publisher-provided curricular materials for students. Printing costs are not included, unless a printed version is required for the course.

Excluded from the cost calculations are: art supplies, calculators, software, course and student fees or equipment, and optional costs.

Please send feedback, questions, comments to Jil Freeman (jil.freeman@clackamas.edu) or Jane Littlefield (jane.littlefield@clackamas.edu).

Courses that fall into this definition and have book/materials orders submitted on time will be noted with a symbol in the course schedule and materials list.

OR HB 2781

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Full-Time Talent Acquisition Process

Clackamas is committed to employing and promoting those persons whose education, experience, knowledge, skills, and abilities best match the requirements of the position.

Job Description	Complete	Helpful Tools
<p>New Position: Hiring Manager must complete the classification process via the Dean of Human Resources to develop a new job description.</p>	<input type="checkbox"/>	<p>The classification guidelines can be found on the HR website.</p>
<p>Current Position: Hiring manager should review the job description. If changes are needed, it should be sent to the Dean of Human Resources for review and reclassification, if needed.</p>	<input type="checkbox"/>	<p>All job postings will be created using the job descriptions, As the full-time faculty job description is standard, a unique job posting will need be created by the hiring manager.</p> <p>Current job descriptions can found on the HR website.</p>

Position Approval	Complete	Helpful Tools
<p>New positions in adopted budget: New positions included in the budget adopted by the Board in June do not require a POR.</p>	<input type="checkbox"/>	<p>The POR process and form can be found on the Business Office website.</p>
<p>Existing position that has become vacant: If this is a current position that has been vacated or a new position in the prior year's budget that has never been filled, complete the Position Opening Request (POR)* process.</p>	<input type="checkbox"/>	<p>After the POR process is complete the Dean of Human Resources will notify Presidents' Council that the position will be posted.</p> <p>*Note: The POR Process is currently under review.</p>

NEOGOV	Complete	Helpful Tools
<p>Requisition: Hiring Manager completes a requisition in NeoGov-Online Hiring Center (OHC).</p>	<input type="checkbox"/>	<p>Be prepared to provide the following information:</p> <ul style="list-style-type: none"> • General Ledger Account number where the position's wages will be charged • Required documents (e.g., transcripts, supplemental questions) to be submitted with the application. • Details for posting, e.g., length of time for internal/external posting, sites/locations/organizations. (This is a good time to think about diverse advertising sources).

Job Posting	Complete	Helpful Tools
<p>Full-time classified and full-time faculty positions: HR posts the position internally for eight days prior to posting externally.</p> <p>All other positions: HR posts internally concurrent with external posting.</p> <p>Advertising: HR will advertise with the standard recruitment sites and any additional sites requested in the requisition.</p>	<input type="checkbox"/>	<p>Standard advertising sites include the following:</p> <ul style="list-style-type: none"> • FYI Today • CCC Associations • State Employment Department • Indeed.com • Us.Jobs • Craigslist • Higher Education Resource Commission (HERC) <p>All other advertising will be at the cost of the department.</p>

Planning	Complete	Helpful Tools
<p>Hiring Manager should begin planning the interview activities, including:</p> <ul style="list-style-type: none"> • Form a search committee and notify HR of committee member's names. • Develop interview questions and send to HR for review. • Developing application and interview scoring rubrics. • Plan and schedule committee meeting and interview dates (This should include additional interviews and skills assessments). • Plan and reserve interview/assessment dates and rooms. • Ensure search committee members complete required trainings. • Review SAFE Colleges training "Conducting Job Interviews". 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Any person participating in the talent acquisition process is considered to be a part of the search committee.</p> <p>The committee should include a diverse group representative of those who will work with this position on a regular basis or who understand the performance results. The group may include internal and/or external partners.</p> <p>When necessary, request permission from supervisors prior to asking an employee to participate in the talent acquisition process.</p> <p>Develop interview questions using the job description and the core competencies. Questions should relate to the functions of the job and the required knowledge, skills, and abilities.</p> <p>For help with scoring and/or rubrics contact your HR recruiter.</p> <p>The full list of competencies can be found in myClackamas > Supervisor Information.</p>

Training	Complete	Helpful Tools
<p>Human Resources will send an email to the committee members which will include:</p> <ul style="list-style-type: none"> • "Talent Acquisition Guidelines" • "Talent Acquisition Confidentiality Agreement" • Job description for the position being recruited • Instructions for using Neogov • SAFE College training information <p>All committee members need to complete mandatory trainings* in SAFE Colleges.</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>*The required SAFE Colleges trainings include:</p> <ul style="list-style-type: none"> • Sensitivity Training • Diversity Awareness <p>These trainings are to be completed once per year.</p> <p>Committee members will be required to sign a confidentiality agreement and return it to HR.</p>

Review of Applications	Complete	Helpful Tools
<p>Initial Review: Hiring Manager completes an initial review of the applications before they are sent to the selected search committee for review and scoring.</p> <p>Preference: HR will review candidates for internal candidates and those with veterans' preference and provide ranking to hiring manager.</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>The initial review by the hiring manager is completed in Neogov on a qualifying/non-qualifying basis to ensure applicants meet the minimum qualifications of the job.</p> <p>Qualifying internal candidates and qualifying veterans are required to receive an invitation to interview.</p>

Search Committee Review	Complete	Helpful Tools
<p>Scoring: Each person on the committee should score the applications using the rubric created during the planning stage.</p> <p>List: Using the scores in NEOGOV, HR will send a ranked list of candidates.</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>Final scores should be entered in NEOGOV by each committee member.</p>

Search Process	Complete	Helpful Tools
<p>Candidates: The hiring manager and/or the search committee decide how many candidates to interview from the list.</p> <p>Interviews: The hiring manager decides how many rounds of interviews they would like to complete. This includes whether or not they would like to conduct phone interviews and other assessments.</p> <p>Scheduling: Human Resources will schedule the interviews online through Neogov after being provided with a list of interview dates, times, and location.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>After determining the number of candidates to interview, select candidates based on their scores. For example, if interviewing 10 people, the top 10* from the list must be chosen.</p> <ul style="list-style-type: none"> *Exceptions may be made for internal candidates and those with veterans' preference <p>Some divisions require the final candidate(s) to meet with the dean, vice-president, and/or the president as a final interview. Please confirm as it appropriate.</p> <p>All full-time faculty recruitments require the final candidate(s) meet with the VP of Instruction and Student Services.</p> <p>Some positions require background checks (Examples: credit, criminal, psychological testing).</p> <p>Each interview step requires a scoring mechanism and completed scores.</p>

Selection	Complete	Helpful Tools
<p>Reference Checks: The hiring manager completes at least three (3) reference checks prior to making an offer.</p> <p>Selection: The hiring manager determines a final candidate based on the recommendation of the search committee and the feedback received from all other search related steps in the talent acquisition process.</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>Reference check documents are available on the HR webpage.</p> <p>Clarifying questions, not noted on the reference check documents, which are directly related to the candidates employment history may be asked during reference checking.</p> <p>Notify the applicant prior to beginning the reference checking process.</p> <p>All completed reference checks should be documented and returned to Human Resources.</p> <p>If background checks are required for the position, coordinate with Human Resources.</p>

Placement	Complete	Helpful Tools
<p>Salary Placement: The hiring manager should coordinate with HR for salary placement of top candidate.</p>	<input type="checkbox"/>	<p>A signed copy of the offer letter should be sent to Human Resources.</p>
<p>Offer Letter: HR will prepare the offer letter and send to hiring manager for distribution.</p>	<input type="checkbox"/>	<p>Please allow Human Resources 1-2 days for the salary placement and offer letter.</p>
<p>Making the offer: The hiring manager offers the position to candidate and sends a signed copy of the offer letter to the candidate.</p>	<input type="checkbox"/> <input type="checkbox"/>	
<p>Next Steps: The hiring manager notifies HR of acceptance, start date, and any special hiring considerations.</p>	<input type="checkbox"/>	

Closing the Recruitment	Complete	Helpful Tools
<p>The hiring manager should complete the following:</p> <ul style="list-style-type: none"> • Contact applicants who were interviewed and not selected and all internal candidates before announcing the hired candidate. • Send recruitment materials to Human Resources. • Begin onboarding process. • Review and sign the job description with new hire and return to HR. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Human Resources will contact all applicants that did not receive an interview via email.</p> <p>Contact Human Resources for the onboarding checklist.</p> <p>The onboarding checklist can be found in myClackamas > Supervisor Information.</p>

Furniture Standards



January 2017

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General Guidelines

This document has been prepared to support and administrate CCC's mission to provide affordable and open access to quality teaching and learning. This document is to guide faculty, staff, and departments that need to purchase specific pieces or larger quantities of furniture, such as workstation desks, task chairs, classroom chairs, or classroom tables. The furniture options listed in this document have been selected from options available through the College's purchasing or State contracts.

Furniture options for each category are organized by three different levels; levels correlate not just with quality and cost, but also expected frequency of use. For example, a Level 1 classroom chair would have a lower expected frequency of use than a Level 3 chair; this is reflected in the quality, cost, comfort, and durability of the listed furniture pieces.

Please note this is a living document and will need to be updated as selected items change or become unavailable, as prices change, and as vendors and contracts change. What is currently documented is continually subject to change.

Regulatory Compliance

Furniture selections in this document comply with the following regulatory documents:

- State Building Codes
- International Building Codes
- Americans with Disabilities Act Accessibility Guidelines
- National Fire Protection Association (NFPA)

Policy Statement on Furnishings

All furniture is commercial grade quality; no residential grade furniture should be installed in the College. Selected furniture should be in compliance with the following codes:

- Cushion core on upholstered furniture shall be flame-resistant polyurethane foam and should meet the requirements of 2007 Oregon Fire Code
- All fabric should meet the requirements of 2007 Oregon Fire Code
- As proof of compliance, a Flame Retardant Certification Label should be permanently affixed to each furniture item
- All products shall be ANSI/BIFMA certified, and should conform to NFPA guidelines
- All fabric should meet 100,000 double-rub testing

Furniture Warranties

Selected furniture should meet the indicated warranty specifications.

Classroom Furniture

Classroom Chair

Specifications

A. FEATURES

1. Metal frame with sled base
2. Flexible plastic or mesh back
3. Stackable
4. 250lb tested minimum

B. WARRANTY

1. Minimum 10 years, parts and labor, except as noted
2. Minimum 3 years, parts and labor, on covering materials and foam

C. POSSIBLE OPTIONS

1. Upholstered seats and/or backs
2. Post legs with casters
3. Arms
4. Glides

Note: Pricing based on images as shown; prices vary with selection of different options.

Classroom Chair Options

Level 1



Izzy Fetch - \$75



Highmark Quickstacker - \$70



Global Popcorn - \$67

Level 2



HON Motivate - \$108



Izzy Emotion - \$116

Level 3



Izzy Harter Sling - \$130



Highmark Lynx - \$195

Heavy Duty Classroom Chair

Specifications

A. FEATURES

1. Metal frame
2. Upholstered seat and back
3. 400lb tested minimum
4. 30" seat pan width
5. Arms

B. WARRANTY

3. Minimum 10 years, parts and labor, except as noted
4. Minimum 3 years, parts and labor, on covering materials and foam

Heavy Duty Classroom Chair Options

Level 1



Global Bariatric Sidero - \$213

Level 2



Highmark Lynx - \$316

Level 3



Izzy Patience Bariatric - \$371



RFM Evergreen - \$384

Classroom Table

Specifications

A. FEATURES

1. High-pressure laminate surface
2. T-mold edge
3. Locking casters
4. Stabilizer bars on tables 5'-0" or longer

B. WARRANTY

1. Minimum 5-10 years, parts and labor, on surface
2. Minimum 5 years, parts and labor, on base

C. POSSIBLE OPTIONS

1. Post legs
2. Fixed legs
3. Grommets
4. Varied sizes available

Note: Pricing based on images as shown at 24"x60"; prices vary with selection of different options.

Classroom Table Options

Level 1



HON Huddle - \$321



St Johns T or C legs - Request Pricing

Level 2



Watson Seven - \$660

Level 3



Watson Seven - \$660

Computer Lab Table

Specifications

A. FEATURES

1. High-pressure laminate surface
2. T-mold edge
3. Fixed legs (no casters)
4. Stabilizer bars on tables 5'-0" or longer
5. 30" minimum depth
6. Cable management and power options

B. WARRANTY

1. Minimum 5-10 years, parts and labor, on surface
2. Minimum 5 years, parts and labor, on base

C. POSSIBLE OPTIONS

1. Post legs
2. Varied sizes available

Note: Pricing based on images as shown at 24"x60"; prices vary with selection of different options.

Computer Lab Table Options

Level 1



HON Huddle - \$321



St. John's H.D. Welded Frame Table - \$300

Level 2



St John Environmental Design \$404



St Johns C or T leg - \$ Request Pricing

Level 3



Watson Seven - \$660

ADA Classroom Table

Specifications

A. FEATURES

1. High-pressure laminate surface
2. T-mold edge
3. Locking casters
4. 250lb lifting maximum
5. Stabilizer bars on tables 5'-0" or longer
6. Electric or retractable crank height adjustments
7. 48" wide minimum

B. WARRANTY

1. Minimum 5-10 years, parts and labor, on surface
2. Minimum 5 years, parts and labor, on base

C. POSSIBLE OPTIONS

1. Post legs
2. C & T legs
3. Varied sizes available

Note: Pricing based on images as shown at 24"x60"; prices vary with selection of different options.

ADA Classroom Table Options

Level 1

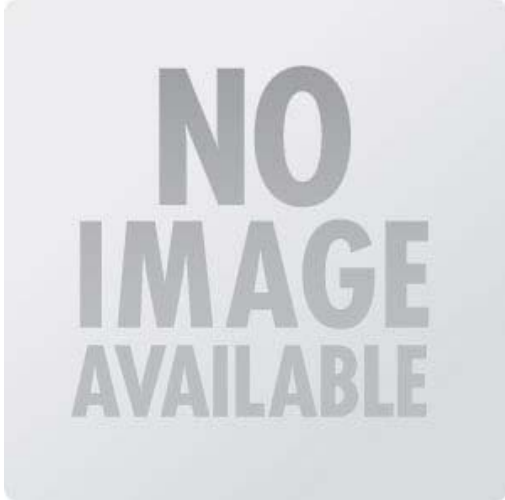


ESI Q-Crank Table Base* - \$400



ESI Victory Base* - \$484

Level 2



St Johns Base* - \$564

Level 3



Humanscale E-Float Base* - \$925



Humanscale Float Base*- \$874

*Indicates base only – table surface must be purchased separately

Instructor's Chair

Specifications

A. FEATURES

1. Casters on a 5-star base
2. Pneumatic height adjustment, synchro tilt
3. Foot ring for height adjustable chairs
4. Sliding seat pan adjustment
5. Built-in lumbar support
6. Upholstered seat
7. Adjustable arms – vertical and horizontal adjustment
8. 250lb tested minimum

B. WARRANTY

1. Minimum 10 years, parts and labor, except as noted
2. Minimum 5 years, parts and labor, on pneumatic cylinders, swivel arm pads, casters, and foam

C. POSSIBLE OPTIONS

1. Upholstered or mesh seat backs
2. Armless
3. Additional adjustment options

Note: Pricing based on images as shown; prices vary with selection of different options.

Instructor's Chair Options

Level 1



Highmark Airus - \$217



HON Ignition* - \$257 (*298)



HON Volt* - \$173 (*223)

Level 2



Highmark Revel - \$308



Highmark Kadet* - \$270 (*274)



RFM Tech - \$382

Level 3



** EAIC Marathon - \$540



Izzy Wabi - \$505



RFM Carmel- \$573

**Indicates height adjustable up to 30" min. **Indicates NOT available on contract*

Instructor's Table

Specifications

A. FEATURES

1. High-pressure laminate surface
2. T-mold edge
3. Locking casters
4. Stabilizer bars on tables 5'-0" or longer
5. 24"x30" minimum size

B. WARRANTY

1. Minimum 5-10 years, parts and labor, on surface
2. Minimum 5 years, parts and labor, on base

C. POSSIBLE OPTIONS

1. Post legs
2. Fixed legs
3. Grommets
4. Varied sized available

Note: Pricing based on images as shown at 24"x48" size; prices vary with selection of different options.

Instructor's Table Options

Level 1

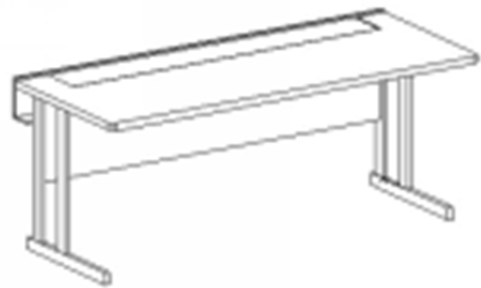


HON Huddle - \$300

Level 2



Izzy Dewey - \$385



*St Johns Environmental - \$330

Level 3



Watson Seven - \$570

*Available with Pin Height Adjustability

Lab Furniture

Lab Table

Specifications

A. FEATURES

1. Surface material specific to use
2. Fixed legs
3. Stabilizer bars on tables 5'-0" or longer

B. WARRANTY

1. Minimum 5-10 years, parts and labor, on surface
2. Minimum 5 years, parts and labor, on base

C. POSSIBLE OPTIONS

1. Locking casters
2. Grommets
3. Varied sized available

Note: Pricing based on images as shown at 30"x60"" size; prices vary with selection of different options.

Lab Table Options

Level 1



St. John's H.D. Welded Frame Table - \$335

Level 2



Hertz Science Lab Table - Request Pricing

Level 3

Lab Seating

Specifications

A. FEATURES

1. Height adjustable 30" min.
2. Foot ring
3. Seat material specific to use
4. 250lb tested minimum

B. WARRANTY

1. Minimum 10 years, parts and labor, except as noted
2. Minimum 5 years, parts and labor, on pneumatic cylinders, swivel arm pads, casters, and foam.

C. POSSIBLE OPTIONS

1. Retractable casters with pressure
2. Upholstered or mesh seat backs
3. Adjustable arms
4. Additional adjustment options

Note: Pricing based on images as shown; prices vary with selection of different options.

Lab Seating Options

Level 1



Highmark Kadet - \$274



HON Volt - \$223



ErgoCentric 3-N-1 - \$218

Level 2



HON Ignition - \$298



Safeco Soft Tough - \$306

Level 3



Izzy Anthro KB - \$520

Administrative Furniture

Task Chair

Specifications

A. FEATURES

1. Casters on a 5-star base
2. Pneumatic height adjustment, synchro tilt
3. Sliding seat pan adjustment
4. Built-in lumbar support
5. Upholstered seat
6. Adjustable arms – vertical and horizontal adjustment
7. 250lb tested minimum

B. WARRANTY

1. Minimum 10 years, parts and labor, except as noted
2. Minimum 5 years, parts and labor, on pneumatic cylinders, swivel arm pads, casters, and foam.

C. POSSIBLE OPTIONS

1. Upholstered or mesh seat backs
2. Armless
3. Additional adjustment options

Note: Pricing based on images as shown; prices vary with selection of different options.

Task Chair Options

Level 1



Highmark Airus - \$217



HON Ignition - \$257



HON Volt - \$173

Level 2



Highmark Revel - \$308



Highmark Kadet - \$270



RFM Tech - \$450

Level 3



**EAIC Marathon - \$540



Izzy Wabi - \$505



RFM Carmel - \$573

Desk Systems

Specifications

A. FEATURES

1. High-pressure laminate or wood veneer surfaces
2. 30" deep primary work surface; 24" deep secondary work surface
3. Grommets and wire management on every work surface
4. Adjustable sit/stand base option may be applicable to all desk systems
5. Size, configuration, and accessories customizable as required

B. WARRANTY

1. Minimum 10 years, parts and labor, on surface
2. Minimum 10 years, parts and labor, on base

C. POSSIBLE OPTIONS

1. Overhead storage
2. Pedestal storage
3. Other storage configuration

Note: Pricing based on images as shown; prices vary with selection of different options.

Desk System Options: HON

Level 1



HON 10500 Laminate - \$1,145



HON Park Avenue Laminate - \$2,520

Level 2



HON Voi Laminate - \$2,887

Level 3



HON Arrive Veneer - \$4,008

Desk Systems St Johns options

Specifications

A. FEATURES

1. High-pressure laminate or wood veneer surfaces
2. 30" deep primary work surface; 24" deep secondary work surface
3. Grommets and wire management on every work surface
4. Adjustable sit/stand base option may be applicable to all desk systems
5. Size, configuration, and accessories customizable as required

B. WARRANTY

1. Minimum 10 years, parts and labor, on surface
2. Minimum 10 years, parts and labor, on base/mechanisms

C. POSSIBLE OPTIONS

1. Overhead storage
2. Pedestal storage
3. Other storage configuration

Note: Pricing based on images as shown; prices vary with selection of different options.

Desk System Options: St. John's Panel Systems

Level 1



St. John's Merit – (as shown) \$2,030

Level 2



St. John's Centre Pointe – (as shown)
\$2,510

Level 3



St. John's Environment Design – (as shown)
\$2,565

Desk Systems

Specifications

A. FEATURES

1. High-pressure laminate or wood veneer surfaces
2. 30" deep primary work surface; 24" deep secondary work surface
3. Grommets and wire management on every work surface
4. Adjustable sit/stand base option may be applicable to all desk systems
5. Size, configuration, and accessories customizable as required

B. WARRANTY

1. Minimum 10 years, parts and labor, on surface
2. Minimum 10 years, parts and labor, on base/mechanisms

C. POSSIBLE OPTIONS

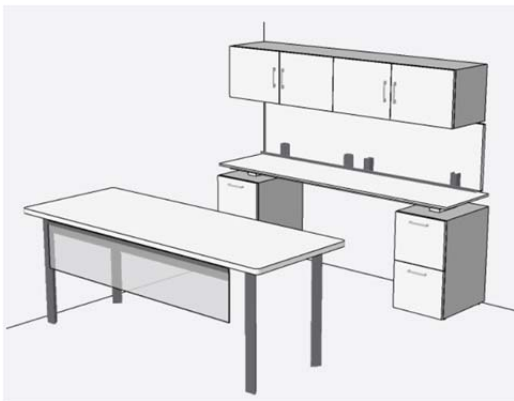
1. Overhead storage
2. Pedestal storage
3. Other storage configuration

Note: Pricing based on images as shown; prices vary with selection of different options.

Desk System Options: Watson

Level 1

Level 2

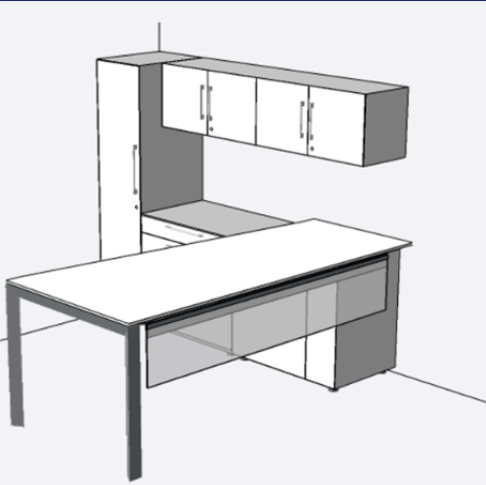


Watson M2 – (as shown) \$4,077



M2 example

Level 3



Watson Miro – (as shown) \$5,179



Miro example

Sit-to-Stand Desk

Specifications

A. FEATURES

1. High-pressure laminate surface
2. T-mold edge
3. Locking casters or glides
4. 250lb lifting maximum
5. Stabilizer bars on tables 5'-0" or longer
6. Electric, Pneumatic, or manual height adjustment options

B. WARRANTY

1. Minimum 5-10 years, parts and labor, on surface
2. Minimum 5 years, parts and labor, on base

Sit-to-Stand Desk (Bases only) Options

Level 1



ESI Q Crank - \$400

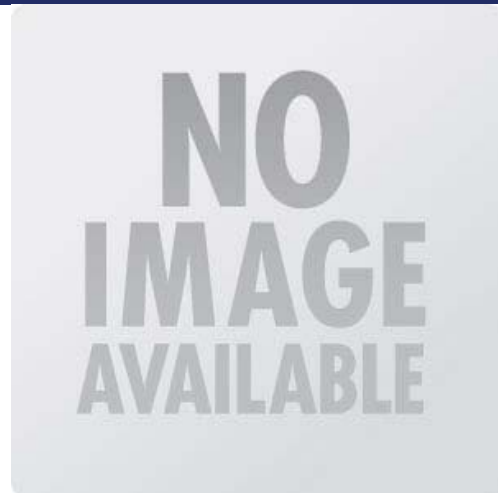


ESI Victory - \$483

Level 2



Herman Miller Renew - Request Pricing



St Johns base - \$484

Level 3



Humanscale E-Float - \$874



Humanscale Float - \$924

Side Chair

Specifications

A. FEATURES

1. Wood or steel frame
2. Upholstered seat and seat back
3. 250lb tested minimum

B. WARRANTY

1. Minimum 10 years, parts and labor
2. Minimum 1 years, parts and labor, on textiles, foam, and wood veneers

C. POSSIBLE OPTIONS

1. Arms
2. Other features and sizes

Note: Pricing based on images as shown; prices vary with selection of different options

Side Chair Options

Level 1



RFM Fury - \$163

Level 2



Global Sidero - \$183



Highmark Team Up - \$198

Level 3



Global Vion - \$213



RFM Tech Guest – Request
Pricing

Keyboard Tray

Specifications

A. FEATURES

1. Height adjustable and tilt adjustment range: 0° to -15°

B. WARRANTY

1. 15-year warranty

Keyboard Tray Options

Level 1

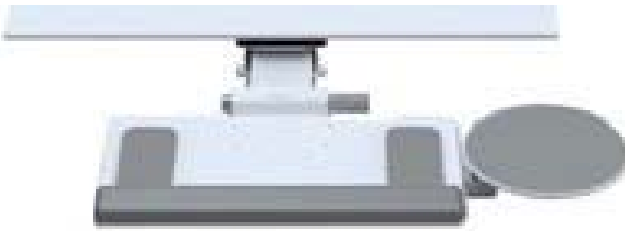


Grandstands Sit to Stand Milan Combo - \$218



Humanscale 6G w/27" Big Board Platform & 27" Gel Palmrest \$225

Level 2



Humanscale 6G System w/ 900 Board and Clip – Mouse \$289



Sit-Stand Ovation arm w/26" tray (not shown) \$246

Level 3

Monitor Lift System

Specifications

A. FEATURES

1. Vary according to use

B. WARRANTY

1. 1-year warranty repair labor
2. 3-year warranty parts only

Monitor Lift System Options

Level 1



ESI Lift - \$248

Level 2



St Johns Volante - \$273

Level 3



Nova Trolley-E Monitor Lift - Request Pricing

Storage

Specifications

A. FEATURES

1. Additional storage items available for various uses; items shown are representative of some of these possibilities.

B. WARRANTY

1. Varies

Storage Options Examples



Great Openings Molly File and Storage Pedestal



Great Openings Trace Pedestal



HON Brigade File Cabinet



Great Openings Trace Shelf



Great Openings Trace Locker



Great Openings Trace Locker

ISP 490

Catalog Designation for Graduation Requirements

PURPOSE

Designates which catalog will be followed for degree and Certificate requirements.

SUMMARY

Students will indicate the catalog year they are requesting on their Petition for Graduation.

STANDARD

1. Students will be evaluated for degree and/or certificate requirements under the current catalog year unless a request for a prior catalog year is indicated on the student's petition for graduation. A catalog year is based on Clackamas Community College's academic year. (Summer through Spring term, e.g. Summer 2014 through Spring 2015.)
2. Students may request to be evaluated for degree and/or certificate requirements from a prior year catalog provided all of the following conditions have been met:
 - a. The prior catalog cannot be more than five years old: e.g. **for the 2016-17 academic year the oldest catalog that can be used is the 2011-12 catalog; and**
 - b. Students must have earned at least one college credit at CCC during the catalog year selected.
3. **Exceptions to this standard may be extended from five to six years if the following conditions are met:**
 - a. **Student shows active progress toward program completion**
 - b. **The student must complete the program by the end of the spring term of the sixth year (e.g. for the 2016-17 academic year the extended catalog year that must be used is the 2010-11 catalog; and the program must be completed by Spring 2017)**
 - i. **If the student does not complete their program by the spring term of the sixth year the student will be evaluated for degree and/or certificate requirements under the current catalog year**
 - c. **Exception is approved by the appropriate dean.**

REVIEW HISTORY

ISP Committee	Updated format	August 3, 2016
College Council	Reviewed	February 6, 2015
College Council	Reviewed	March 3, 2006
College Council	Reviewed	April 27, 1999

STANDING COMMITTEE
ANNUAL REPORT TO COLLEGE COUNCIL

Clackamas Community College

DUE DATE: 3/15

Submission Date: 3/13

Year: 2016-17		Committee Name: Cultural Arts Committee	
Committee Chair: Justin Montgomery David Andersen		Committee Members: Amy Burghardt, Andrea Vergun, Kimberly Quiroz, Beth Hodgkinson, Brian Rose, Christopher M Konieczka, David Andersen, David Mount, Ida Flippo, Irma Bjerre, James Eikrem, Jeff McAlpine, Kathleen L Hollingsworth, Lisa Nielson, Kelila Henkin, Nora Brodnicki, Paul Moredock, Sue Goff, Sue Mach, Taylor Donnelly, Thomas Wasson, Trevor Dodge, Justin Montgomery	
College Council Liaison: Justin Montgomery			
Location of Minutes: Beth Hodgkinson, working to relocate them to CAC webpage.			
Committee Meeting Schedule: Second Thursday of every month			
Committee Rotation Schedule: N/A			
Charge of Committee: Currently working to formalize this language.			
Mission Statement of Committee: Sets up a process for art acquisition, manages the campus art collection, and makes CCC the cultural center of the county.			
Goals/Objectives for Year: Formalization of CAC charter, scope, process and relationship to other committees Sponsor cultural and artistic events at CCC including: Inka Jam (in conjunction with World Languages) 3 Oregon Humanities Conversation projects Co-sponsored STEM talk with Cmdr John Herrington			

Other Issues Dealt With, if applicable:

Outcomes of Year's Goals and Objectives:

Progress has been made towards formalization of language around CAC charter, scope, process and relationship to other committees. Including the expansion of the CAC's ability to help CCC staff members to experience cultural and artistic events which they can then report back on. Defining the ability of CAC's use of funds. Inclusion of students on the committee.

Current and Future Issues:

Standardizing and updating committee's webpage with formalized language around committee charter, scope, processes and relationship to other committees.

Working with PT-Faculty on their inclusion on the committee.

Establishing relationships to other committees including Diversity and Campus Use and Development. Especially regarding art acquisition for new construction and decommissioning artwork on campus.

Work with College Relations and Marketing regarding art on campus and how it can be used as a draw for future students.

Continue sponsoring events on campus to help expose CCC students, faculty and staff to multifaceted examples of culture and its expression through art.