

College Council Agenda

Date: 4.7.17 | 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 (3/17/17)	<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 3/17/17 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
Equipment Funding	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Chris Robuck	15 min		<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	Tara Sprehe	10 min	ISP-191 Administrative Withdrawal	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
Campus Poster Policies	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Jairo Rodriguez Kevin Anspach	10 min		<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. Assessment 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	David Plotkin Tara Sprehe	10 min 5 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	
April 21, 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: 3.17.17 | Begin: 12:00pm End: 1:30pm | Location: CC127

Topic/Item	Presenter	Minutes
Minutes (3/3/17)	Sue Goff	Minutes from the meeting held on 3/3/17 were previously sent out for review. Any comments and/or corrections, please contact Beth.
OR HB 2871 – Low Cost Courses	Jane Littlefield	Jane presented an overview of OR HB 2871, Section 4, where both public universities and community colleges will designate courses whose course materials exclusively consist of open or free textbooks or other low-cost or no-cost course materials. The course designation 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 proposes: “Low Cost Courses” defined as a required text costing \$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, and comments to Jil Freeman or Jane Littlefield. Efforts are underway to make this available to our students are early as winter term 2018. 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.
Human Resources Process	Vicki Hedges	Vicki presented the document entitled the Full-Time Talent Acquisition Process. She reviewed the handy checklist that includes all the necessary steps required to hire an employee along with the helpful tools and hyperlinks from start to finish.

<p>CCC Furniture Standards</p>	<p>Mickey Yeager</p>	<p>Mickey presented a document that includes the new furniture standards to provide affordable and open access to quality teaching and learning. She reviewed the general guidelines for classroom, lab, and administrative furniture. This document will provide options in order to purchase specific pieces or larger quantities of furniture, such as workstation desks, task chairs, classroom chairs, or classroom tables. Options are organized by three different levels; levels correlate not just with quality and cost, but also expected frequency of use. This living document will need to be updated as selected items change or become unavailable, as prices change, and as vendors and contracts change. All furniture is commercial grade quality. Residential grade furniture should not be installed at the college. All furniture will be assembled, repaired, and disposed by Campus Services. There will be a committee to review non-standard furniture requests, and Mickey will be available to assist with those proposals. If you have a large-scale furniture need, it will need to go through the current annual budget process.</p>
<p>ISP – 2nd Read ISP 490 Catalog Designation for Graduation Requirements</p>	<p>Sue Goff</p>	<p>ISP 490 Catalog Designation for Graduation Requirements was brought back for the second read. This standard designates which catalog will be followed for degree and certificate requirements. No concerns were brought forward. Additional comments can be sent to the committee.</p>
<p>Committee Reports 1. Cultural Arts Committee (CAC) 2. Presidents’ Council</p>	<p>Justin Montgomery</p> <p>Sue Goff</p>	<p>Justin Montgomery, co-chair of the Cultural Arts Committee, presented the annual report to College Council. Current and future issues include standardizing and updating the committee’s webpage with formalized language around the charter, scope, and relationship to other committees; establishing relationships to the Diversity and Campus Use and Development committees; plans to continue sponsoring events on campus to help expose CCC students, faculty and staff to multifaceted examples of culture and its expression through art.</p> <p>At Presidents’ Council Vicki Hedges presented the Full-Time Talent Acquisition Process and Patricia Anderson Wieck did a read through for a Title IX related document that will be presented at a future College Council meeting. There was also a discussion about the presidential search process and how the Board will be involved.</p>

<p>Association Reports</p> <ol style="list-style-type: none"> 1. ASG 2. Classified 3. Part-time Faculty 4. Full-time Faculty 5. Administrative Confidential 		<ol style="list-style-type: none"> 1. ASG – Megan Baumhardt: ASG offered massages during dead week. Snacks will be available on both Monday and Tuesday of finals week by the Powercart. ASG will go out the Clairmont building and Harmony campus. Starting spring term, ten bikes will be available through the bicycle rental program for students to rent costing them \$40 a term. During welcome week ASG will offer the \$1 BBQ, book exchange, and lending library. On April 5, ASG will light candles to help raise awareness of child abuse and neglect. New shelving has been installed in the Cougar Cave, so please bring in food to help fill this available space. Every Thursday come join us for the free food market at the Community Center starting at 11 a.m. The month of April is Sexual Assault Awareness Month SAAM. ASG will provide ribbons to show support. An upcoming Easter egg hunt will include information to help increase student awareness around the Cougar Cave services. 2. Classified – Beth Hodgkinson: Longtime staff member and former president of the classified association, Tamera Davis, passed away in March. Tamera came to CCC in 2005 as a department secretary in the registrar's office. Recently, she retired from her position as a system support specialist in Enrollment and Student Services. 3. Part-time Faculty – Leslie Ormandy: No report. 4. Full-Time Faculty – Nora Brodnicki: Currently, wrapping up assessments and looking forward to spring break. 5. Administrative Confidential – Bill Waters: Reminder that 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 evening recognition is scheduled on the same day from 8-9:30 p.m. in the Cougar Café.
<p>Announcements</p>	<p>All</p>	<p>Patricia Anderson Wieck – Next week the college will make free services, including grief counseling, through the Employee Assistance Program offered by Reliant Behavioral Health (RBH) to assist college employees with the loss of Tamera Davis. April is Sexual Assault Awareness month. The college along with the help of Human Resources and John Ginsburg will distribute information to our faculty, staff, and students to promote awareness around Title IX. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance.</p> <p>Justin Montgomery – Look forward to a new look for FYI Monthly.</p>

Present		Sue Goff (Chair), Robert Keeler, Stephanie Schaefer, Alison Ihrke Jane Littlefield, Bill Waters, Denice Bailey, My Thoi, Megan Baumhardt, Kellie O'Grady, Ariel Mead, Alissa Mahar, Max Wedding, Justin McDaniels, Scot Pruyn, Matt Goff, Mickey Yeager, Bob Cochran, Sarah Hoover, Justin Montgomery, Nora Brodnicki, Vicki Hedges, Ryan Davis, Leslie Ormandy, Irma Bjerre, Ernesto Castellanos, Patricia Anderson Wieck, David Miller, Beth Hodgkinson (recorder)
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BUSINESS OFFICE POLICY: Equipment Funding

EFFECTIVE DATE: 12-10-14

Date revised: 4-10-15, 12-3-15, 4-11-16, 5-9-16, 7-18-16, 11-14-16, 12-30-16, **DRAFT UPDATE 4-5-17**

AUTHOR: Chris Robuck

OBJECTIVE

College policy is to maintain equipment at a level that supports the quality of operations, protects capital investment, and minimizes future maintenance and replacement costs.

RESOURCES AVAILABLE FOR BUDGETING

Many of the funds which purchase equipment have transfers from the General Fund as their sole resource. The amount of the annual transfer is determined in the forecasting and budgeting processes, which considers all college needs and priorities.

EQUIPMENT

Equipment is a durable good with a useful life of at least one year. Equipment that is integrated into a building is not addressed here.

The Business Office maintains an equipment inventory, which includes items fully defined in the related policy. In brief, it includes:

1. equipment costing \$5,000 or more.
2. all licensed vehicles, regardless of cost.
3. instructional equipment costing \$1,000 or more, used directly in classroom instruction.
4. sensitive equipment costing \$100 or more -- including laptops and other electronic devices, cameras and tools.

The equipment inventory is updated regularly, available on the Business Office website, and re-inventoried by departments annually. IT and other departments maintain more limited inventory listings as needed for their planning and custodial responsibilities.

FUNDING AND DECISION PROCESSES

The chart below shows types of equipment, how they are inventoried, the fund that purchases them, and how decisions about replacements are made.

Key terms associated with equipment funding follow.

- Annual budget request: Annual budget requests are solicited at a single point in time. Requests move through various reviews; those approved are incorporated in the budget and appear on F9 reports.
- ER&ST: The Educational Resources and Student Technology committee. A sub-committee of ITOC, this group includes IT staff and faculty. As part of the annual budget request process, it reviews requests for classroom technology (*example:* smart podiums) and classroom furniture (*example:* desks with integrated monitors in student labs). Requests are typically for new or expanded capacity; routine maintenance of existing capacity is handled by IT as part of their regularly scheduled work. Requests endorsed by ER&ST are forwarded to ITOC.
- ITOC: The Information Technology Oversight Committee. This group receives requests from ER&ST, and if approved, decides the funding source for cash outlays and reprioritizes IT staff time.

Type of Equipment	Inventory	Funding Source	Decision Process
Instructional technology equipment and classroom furniture	IT	Student Technology Fund 33	Annual budget request
Other equipment	Business Office - equipment	1. Equipment Replacement Fund 30 2. Departmental resources in General Fund 11 or Fee Fund 12	1. Annual budget request 2. Budget originator decision if using departmental resources in General Fund or Fee Fund
Furniture – staff and areas other than classrooms	none	1. Scheduled replacement: Major Maintenance Fund 32 2. Accelerated replacement: Departmental resources in General Fund 11 or Fee Fund 12	1. Campus Services 2. Budget originator decision if using departmental resources in General Fund or Fee Fund
Furniture – new staff position	none	General 11	Business Office confirms one-time addition to department budget during annual budget process
Furniture – staff ADA accommodations	none	Grants and Contracts 73-8037	HR
Technology infrastructure – data center, switches, firewalls, wireless, etc.	IT	1. Student Technology Fund 33 2. Technology Infrastructure & Software Implementation Fund 79	IT
Staff PCs and laptops	IT	1. Scheduled replacement, one machine per employee, up to \$1,000: Staff Computer Replacement 29 2. Accelerated replacement, second machine for employee, and cost in excess of \$1,000: Departmental resources in General Fund 11 or Fee Fund 12	1. IT 2. Budget originator decision if using departmental resources in General Fund or Fee Fund
Mobile devices (IPADs and Windows-based tablets)	Business Office - equipment	Departmental resources in General Fund 11 or Fee Fund 12	Budget originator
Printers and MFDs (multi-function devices)	Business Office - MFDs	Internal Service 41	Business Office – Dean of Business Services
Vehicles - used in automotive instruction	Automotive	1. Donated through the Foundation. 2. Specialty vehicles with current technology (electric, hybrid, etc.) not obtainable by donation: a. Equipment Replacement Fund 30 b. Departmental resources in General Fund 11 or Fee Fund 12.	2.a. Annual budget request 2.b. Budget originator decision if using departmental resources in General Fund or Fee Fund

I:\Business Office\policies and procedures\equipment\equipment funding

Vehicles – motor pool vans	Equipment	Internal Service 41	Business Office – Dean of Business Services
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ISP 191

Administrative Withdrawal

PURPOSE

Establishes 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 pre-requisites and/or co-requisites.

SUMMARY

Requests from faculty to administratively withdraw students will be submitted to Registration and Records by the end of the second week that the class meets. Students who are currently enrolled registered for courses that are in progress and who do not successfully complete that course/prerequisite will be administratively withdrawn from the registered course by Registration and Records. New (proposed language): Due to the enforcement of pre-requisites, students who are currently registered for a section (e.g. MTH 111) and do not pass the pre-requisite (e.g. MTH 095) will be administratively withdrawn from the currently registered course (e.g. MTH 111) by the Registration and Records Office.

Commented [DU1]: Needs to be more clear

STANDARD

One or more of the following conditions must occur:

1. Student did not show up for the first class meeting and did not provide the instructor with advance or reasonable notice of the first class absence.
2. For online classes, student did not participate by the beginning of the second week of the class and did not provide the instructor with advance or reasonable notice for this lack of participation.
3. Student is unable to demonstrate fulfillment of the class pre-requisite requirement that is stated in the catalog.
4. Student is not able and/or willing to sign up for required co-requisite course(s).
5. Student does not successfully complete a course in progress and as a result no longer meets the pre-requisite.

REVIEW HISTORY

ISP Committee	Updated Format	August 3, 2016
College Council	Reviewed	May 15, 2015
College Council	Reviewed	June 7, 2013
ISP Committee	Reviewed/No Change	October 17, 2008

Poster Guidelines Update



Education That Works



Original ASG Goals

- Clean up campus by reducing clutter of posters/fliers and blue tape usage.
- Partner with signage committee to re-evaluate current posting guidelines.
- Partner with brand manager to encourage proper logo usage and approval policies.

Results

ESCAPE THE
BLUE
TAPE



*Signage alternatives for a
cleaner campus*

- We are ending the use of blue tape
- Poster Guidelines have been revised
- 25 copy limit

POSTER GUIDELINES



LAST REVISED 3/15/2017

Postings are allowed on **BULLETIN BOARDS ONLY**. No walls, doors or windows.

Please review the back of this card for CCC logo usage, clear space tips and approval process.

POSTING POLICIES AND PROCEDURES

- All posters/fliers displaying the CCC logo or mascot must be approved **prior to printing**. **Send a pdf of your poster(s) to BrandReview@Clackamas.edu**. Posting approval stamps are handled by ASG (CC 152).
- **Stamp is good for 30 days**. You are responsible for removing your postings on or before expiration. Postings are limited to **25 copies*** on bulletin boards only (1 per board).
- Ask permission before posting on department maintained bulletin boards.
- **Do not use tape or staples**. Postings are allowed on bulletin boards only, using white tacks (available on most boards or from ASG).

ALL POSTERS MUST INCLUDE:

- Name of event and what it's about
- Location, time and date
- Cost of attendance (if any)
- Who is hosting the event (sponsored by)
- How to get more information (contact name, phone, email, building/room number, etc)

***Limit of 25 copies on OC campus (only 5 copies on Wilsonville and Harmony campuses)**. Any combination of 8.5x11, 8.5x14 or 11x17 (only 3 copies of 24x36 sized versions are allowed).

For non-CCC related postings, you may only post on the four COMMUNITY BULLETIN BOARDS located in the Cougar Cafe, outside CC 152, under the eaves of McLoughlin Hall and in front of Barlow Hall.

POSTER GUIDELINES APPLY TO ALL CCC CAMPUSES. For outdoor bulletin boards, place tacks in all four corners or consider printing on heavy cardstock to prevent paper curling. Please monitor your postings, and remove outdated posters in a timely manner.

What's New in Guidelines

- Posting allowed **on bulletin boards only** at all 3 campuses. *No doors, walls or windows.*
- 13 new bulletin boards have been installed around campus.
- Proof of brand review required.

Key Reminders

- All posters featuring the CCC logo or mascot must be reviewed for brand compliance **prior to printing**. **Send pdf to BrandReview@clackamas.edu**.
- **Don't use tape or staples.** Tacks available on boards and ASG desk.
- Ask permission before posting on department maintained boards.

Bulletin Board Markings (ASG maintained)

POSTING POLICIES

Items posted on campus bulletin boards must be reviewed prior to posting* and contain an approval stamp from the Associated Student Government office.

Poster guidelines can be found in the Associated Student Government office located in the Community Center, room 152.

All postings featuring the CCC logo or mascot that have not been produced by the Creative Services team must be reviewed for brand compliance **prior to printing or ASG stamping.*

Send a pdf of your poster/flier to BrandReview@clackamas.edu or call 503-594-3455 for more information.



Bulletin Board Markings (Department maintained)

Editable Word template available soon in Brand Toolbox.

POSTING POLICIES

**This bulletin board is maintained by the
XXXXXXXXXX Department. Please contact
Firstname Lastname at 503-594-XXXX for
approval prior to posting.**

Additionally, items posted on campus bulletin boards must contain an approval stamp from the Associated Student Government office (Community Center 152) and follow established Poster Guidelines.

All postings featuring the CCC logo or mascot that have not been produced by the Creative Services team must be reviewed for brand compliance **prior to printing or ASG stamping.*

**Send a pdf of your poster/flier to BrandReview@clackamas.edu
or call 503-594-3455 for more information.**



**3 most common
logo / mascot
usage mistakes...**

Don't place
logo too close
to edges.



Allow more
clear space
around entire
logo



Don't place
logo on left
side or top.



Place logo
bottom right
or bottom
centered.



**People read left to right, place logo
here for maximum brand recall.**

Don't place
logo in a
white box on
solid or busy
backgrounds



Use the
solid white
(reversed)
logo instead



What's next?

- Poster guidelines will be printed and available soon at ASG desk and in Brand Toolbox.
- Begin phasing out posting on walls, doors and windows. No blue tape handed out.
- Poster policies will be marked on all bulletin boards.
- Begin requiring proof of brand review if CCC logo or mascot is used on poster.
- Identify additional bulletin board needs/locations.

Questions