

College Council Minutes

Date: April 7, 2017 | Begin: 12:00 p.m. | End: 1:30 p.m. | Location: CC127 | Recorder: Tami Strawn

Item/Presenter	Minutes
Minutes (3/17/17)	Minutes from the meeting on 3/17/17 were previously sent out for review. Any comments/corrections, please contact Beth Hodgkinson.
Equipment Funding / Chris Robuck	<p>At the last college council, Mickey Yeager talked the about process of getting equipment.</p> <p>Chris reviewed the Business Office Policy: Equipment Funding – draft update 4-5-17. This also includes a chart showing what type of equipment, the funding source as well as the decision process.</p> <p>If you have a request already in, it will be handled under the old system.</p> <p>Any questions, please contact Chris. The updated policy will be posted on the Business Office website Monday or Tuesday.</p>
ISP – 2nd Read / Tara Sprehe	<p>ISP-191 Administrative Withdrawal</p> <p>Prerequisite checking will become automated. If a student fails a class, then they no longer meet the prerequisites for next term. We need a way to Administratively Withdraw the student.</p> <p>Are we using the word “Enrolled or registered” – 2nd sentence in the summary. Will use “registered”.</p>
Campus Poster Policies / Jairo Rodriguez & Kevin Anspach	<p>ASG’s original goals poster guidelines were:</p> <ul style="list-style-type: none"> • Clean up campus by reducing clutter of posters/fliers and blue tape usage. • Partner with signage committee to review current posting guidelines. • Work with brand manager to encourage proper logo usage and approval policies. <p>They have come up with new poster guidelines. These should make it clearer when someone wants to post something. A few highlights of the new guidelines:</p> <ul style="list-style-type: none"> • Postings allowed on bulletin boards only at all 3 campuses. • Proof of brand review is required.

- Certain information must be included on the posters.

Key reminders:

- All posters that have the CCC logo or mascot must be reviewed for brand compliance prior to printing.
- Don't use tape or staples. Tacks available on boards and at ASG.
- Ask permission before posting on department maintained boards.

Do union posters need logo? No, logo needed. Clubs do not need the logo either.

Posting policies will be marked on all bulletin board. If the bulletin board is ASG maintained the posting policies will be in red. If the bulletin board is Department maintained, the posting policies will be in blue.

The 3 most common logo/mascot usage mistakes:

- Don't place logo too close to the edges.
- Don't place logo on left side or top. Place in bottom right or bottom centered.
- Don't place logo in a white box on solid or busy backgrounds. Use the solid white (reversed) logo instead (in brand toolbox).

Bulletin boards will be monitored to check that all posters/flyers are in compliance with the guidelines. Looking to identify areas where additional bulletin board may be needed. Before posting, you will have to sign in at ASG with proof that it has been reviewed for brand compliance.

If posters/flyers are still up 30 days after the event, please police yourself and take them down. This takes a community to make it happen.

Class cancellations still go on doors.

Brand toolbox will be updated to include additions for templates for posters. Poster guidelines will be available soon at ASG and in the brand toolbox.

Working towards being more strict about logo usage. Proof of brand review will be required if CCC logo or mascot is used on poster.

**Accreditation Update /
David Plotkin**

The 3 main things the Accreditation Steering Committee has worked on this year:

1. Draft – Spring 2017 Year One Mission and Core Themes Self-Evaluation Report (can be found at <http://www.clackamas.edu/search.aspx?searchtext=Accreditation>)
2. Input and communication regarding changes to core themes and indicators.
3. Core Theme Committee structure.

Upcoming timeline for Accreditation reporting:

- Spring 2018 – Recommendations 2 and 3 are addressed and resolved (CTE / Assessment)
- Fall 2018 – Report addressing Recommendations 4 and 5 (Core themes / Indicators)
- Spring 2020 – Mid-cycle (Year Three) Report and visit.

Core themes should have lagging indicators and strategic priorities should have leading indicators.

Summary of Recommended Changes to Core Themes:

- Academic Transfer: We prepare learners to transition to a four-year institution and attain their goals for further education.
- Career Technical Education: We prepare learners to attain their career goals through programs that reflect the labor market needs of business and industry.
- Essential Skills: We prepare learner to attain high school completion, to achieve English language proficiency, and to gain college and career readiness skills in mathematics, reading, and writing.
- Lifelong Learning: We create opportunities for the lifelong professional, cultural, and personal development of our community members.

Input and Communication was done by the following:

- Core them survey
- Open forums at all campuses with committee
- College Council, Presidents' Council
- Consultation with key stakeholders

Would like to better integrate work we are doing with all planning processes.

Looking at creating a new committee: Mission Fulfillment Committee. It would report to College Council regularly.

<p>Committee Reports</p> <ol style="list-style-type: none"> 1. Assessment Committee / David Plotkin 2. Presidents' Council / Tara Sprehe 	<ol style="list-style-type: none"> 1. Not reporting on Assessment committee today. Reported on Accreditation Committee instead (see previous agenda item). 2. Tara Sprehe does not attend Presidents' Council. According to others in attendance, Presidents' Council has not met since last College Council.
<p>Association Reports</p> <ol style="list-style-type: none"> 1. ASG / Megan Baumhardt 2. Classified 3. Part-Time Faculty / Leslie Ormandy 4. Full-Time Faculty 5. Administrative Confidential / Jarett Gilbert 	<ol style="list-style-type: none"> 1. ASG: It's welcome week. Lending library is open. We moved the barbeque to Tuesday to get more students. ASG incorporating music during the barbeque. Wednesday was the National Day of Hope. It was hard to keep the candles lit since it was so windy. A total of 80 people participated by lighting candles and sharing their stories. Some people came back after dark to light the candles. Next Thursday is National Titanic Remembrance Day. There will be a screening of the movie <i>Titanic</i> in the CC Mall at 11 a.m. Free snacks will be provided. The Community Wellness Program created a bike rental program. Megan brought the application and information for College Council. The rate is \$40 per term to rent a bike, and a 10% discount at a local bike shop for repairs. To promote ASG awareness, they will be having an egg hunt. If you find an egg, bring it into ASG and you will receive candy and a message as to what ASG does. ASG will be having a raffle for both staff and students. Bring 2 cans of food to the Cougar Cave and get a raffle ticket to win the raffle basket filled with goodies. April is sexual assault month. ASG is handing out teal awareness ribbons. The college purchased emergency whistles with CCC logo. To pick up either one, they are located in the ASG office. ASG is hosting self-defense classes with CCC instructor, Robin Robinson. Classes are free for students and staff. They are April 10 at 1 p.m.; April 18 at 11 a.m.; and April 26 at 1 p.m. ASG will be doing a flag campaign in the quad to raise awareness of sexual assaults. 26th of April is National Denim Awareness Day. There will be an email to staff with all the events. Creative services is working on a flyer. John Ginsburg has been working with the students. Megan has been doing a great job. 2. Classified: No report/representative.

	<p>3. PTF: Talked about the community garden. There will be an Association picnic in June. Working with HR on processes in their contract. PTF work dwindles in summer, but PTF can now claim unemployment over the summer.</p> <p>4. FTF: Recently discussed opening of elections. Having a luncheon in May.</p> <p>5. Admin/Confidential: Having elections for next year. Would like to give kudos to Lori and team for the ITC groundbreaking ceremony. Great all staff breakfast and recognition – thanks to Tami and Tara. Thanks to ASG for bringing the popsicle cart by Harmony.</p>
Announcements / All	<ul style="list-style-type: none"> • Megan: ASG elections process started this week. • Patricia: Wellness Reminders - Get your BMI with the body fat machine partly bought by employees and college. If you are interested in getting your BMI, please email Tracy Nelson. We have a free gym here to use. Tracy and Michelle send out information. We have support from Jim Martineau.
Present	<p>Tara Sprehe, Robert Keeler, Stephanie Schaefer, David Plotkin, Kevin Anspach, Jairo Rodriguez, Megan Baumhardt, Alison Ihrke, Bill Waters, Lori Hall, Ryan West, Jack Hardy, Sarah Hoover, Stephen Wilks, Chris Hughes, Patricia Anderson Wieck, Jarett Gilbert, Chris Robuck, Andrea Vergun, Leslie Ormandy, Alissa Mahar, Tami Strawn (recorder for Beth Hodgkinson)</p>