

# College Council Minutes

Date: 1.19.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Item/Presenter	Minutes
<b>Minutes (12/1/17)</b>	Minutes from the meeting held on 12/1/17 were previously sent out for review. Any comments and/or corrections, please contact Beth.
<b>Board Policy – 1<sup>st</sup> Read / Denice Bailey</b>	<p>The following policies have gone to the Board Policy Review Committee. Next, they will go to the February Board meeting for their first read and then back for the second read at College Council. Any additional comments or feedback, please contact Denice.</p> <ul style="list-style-type: none"> <li>● BBA: Board Powers and Duties</li> <li>● BBAA: Individual Board Member’s Authority and Responsibility</li> <li>● BBC: Board Member Resignation</li> <li>● BD/BDA: Board Meetings/Regular Board Meetings</li> <li>● BDC: Executive Sessions</li> <li>● CBG: Evaluation of the President</li> <li>● CCG: Evaluation – Administrators</li> <li>● DBF: Auxiliary Enterprises</li> <li>● DFA: Investment of Funds</li> <li>● DH: Protection from Employee Dishonesty</li> <li>● DJ: Purchasing</li> <li>● DLB: Tax Deferred Annuities</li> <li>● DLBA: Advance Salary Payments</li> <li>● DN: Disposal of College Property</li> <li>● DP: Student Financial Aid</li> <li>● GBK/JFCG/KGC: Tobacco Use on College Premises</li> </ul>
<b>ISP – 1<sup>st</sup> Read / Sue Goff &amp; Dru Urbassik</b>	ISP 190 Academic Honesty was previously named Academic Dishonesty. The new name gives off more of a positive association. It was suggested to be consistent throughout the policy and change academic integrity to academic honestly. The original language for ISP 260 Placement Assessment was vague and the policy has been updated to recognize our present multiple measures. This feedback will go back to ISP and both policies will come back for a second read.

<p><b>CCC Space Planning Study / Alissa Mahar</b></p>	<p>The college contracted with Paulien &amp; Associates, who specialize in academic and facilities planning for higher education. They will engage our college community in order to gather information that will maximize the use of our space. This collaborative planning process will allow them to meet with a variety of stakeholders to determine what programming will be included in the new Student Services Community Commons. They will address an adjacency study for the remaining services and programs. We are working to reduce barriers to entry and improve access for students, which could have a direct impact on enrollment, not to mention that it aligns well with the guided pathways initiatives. This is an opportunity to take a holistic look at the entire campus. Paulien &amp; Associates will be at the Oregon City campus on February 14 &amp; 15. Their objectives include confirming inventory &amp; future space needs, conducting discussions with staff regarding adjacencies and future space needs, and reviewing the first draft of the programming for student services/community center. As the schedule looks now, construction will begin in 2019 with our new building complete sometime in 2020.</p>
<p><b>Human Resources / Vicki Hedges</b></p>	<p><b>Human Resources Service Request</b> – Human Resources identified some priorities through their assessment process to develop some Service Level Agreements (SLAs) for the college. These SLAs we assist in providing services that are consistent and timely. Vicki Hedges reported that HR is moving to the service desk manager system that IT currently uses. The system is accessed through the same link as the IT service request, and when you scroll down, the HR service icon is now available. Not only will this give HR the capability to track their service requests and response time, but it will allow the requestor to can track the status of their request. Human Resources wants to be clear that it continues to welcome human interaction and will be available for assistance. Don't include confidential information within your service requests. At this point, HR has just started data testing, so you are welcome to use this tool and provide feedback. A college communication will be sent out once it goes live. <b>Employee Onboarding</b> – Vicki Hedges introduced a new NeoGov module called Onboard. When the college hires new employees, we require them to physically come to campus and fill out paperwork in order to put them into the system. With NeoGov Onboard, this complicated process can be eliminated. When someone is hired, the new employee will receive an email inviting them to log into NeoGov Onboard. They will be provided with an online checklist of forms. This will allow HR to expedite the hiring and onboarding processes. Soon after, HR will connect with the employee to verify their I-9 paperwork. Helpful information for new employees will be found here such as where to park, campus maps, a link to their job description, employee handbooks, bargaining agreements, college benefits, PERS retirement website, emergency notification system, and obtaining a staff identification. There will also be beneficial information provided on our college's organization culture, the mission statement, visions and initiatives, purpose, mission core themes, and code of ethics, etc. Three days</p>

	<p>before they officially start, they will be notified of an additional checklist to review college policies, complete the SafeColleges training, and have them complete the New Student Orientation in order to make them familiar with the resources that our student have available to them. Human Resources plans to work on employee engagement right at the beginning. In the future, an offboard module will be added to include a separation process such as collecting keys, equipment, scheduling an exit interview, etc. Please forward additional questions or comments, please forward to Vicki.</p>
<p><b>Committee Reports</b>  <b>1. Assessment / Elizabeth Carney</b>  <b>2. Presidents' Council / Sue Goff</b></p>	<p><b>Assessment:</b> Last year the committee's expectations and work changed. The assessment committee reformed in spring 2017, and its work since then has largely been to respond to this new assessment landscape by updating its charter, establishing goals, and beginning work on tasks to achieve those goals. Working to gain a better understanding of the role of assessment in Guided Pathways and how the committee can support that work as we promote a culture of engagement with teaching and learning.</p> <p><b>Presidents' Council:</b> Vicki Hedges presented the Human Recourses Service Request item that we heard today. Tara Sprehe and the Navigate Implementation Team provided a demonstration. Navigate is a resource to help revamp the intake process for our students and part of the Guided Pathways effort. As presented today, Denice Bailey reviewed the revisions to Board Policies in section A through D.</p>
<p><b>Association Reports</b>  <b>1. ASG / Angel Orozco</b>  <b>2. Classified</b>  <b>3. Part-Time Faculty / Leslie Ormandy</b>  <b>4. Full-Time Faculty / Casey Sims</b>  <b>5. Administrative Confidential / Sunny Olsen</b></p>	<ol style="list-style-type: none"> <li>1. <b>ASG:</b> Upcoming events include: Health Fair on February 12 &amp; blood drive on February 13 &amp; 14. ASG will meet with the four finalists in the president search. There are still seven student leadership spots available in ASG.</li> <li>2. <b>Classified:</b> No report.</li> <li>3. <b>Part-Time Faculty:</b> The association is planning to meet with the four finalists for CCC's next president. We are continuing a meet and greet with our members.</li> <li>4. <b>Full-Time Faculty:</b> Currently, we have two full-time faculty positions open: psychology and counseling.</li> <li>5. <b>Administrative Confidential:</b> Our group has attended the presidential finalist forums. Jarrett Gilbert continues to serve as the Allied Health and Nursing Director, but he has taken on the new role of the Associate Dean for Harmony and Wilsonville campuses. As Associate Dean, he will work to secure partnerships and the economic infrastructures of those campuses. The group are planning the All Staff Breakfast as well as an upcoming service project.</li> </ol>

<p><b>Announcements / All</b></p>	<p><b>Sunny Olsen</b> – Join us for the Harmony West Grand Opening on Thursday, January 25.  <b>Alissa Mahar</b> – On Friday, January 26, participate in the Bookstore Services Forum either at the Oregon City campus in the morning or in the afternoon at the Harmony campus.  <b>Sue Goff</b> – Looking for feedback to name our program/content areas often referred to as “meta-majors”, so please take the time to participate in this college-wide survey.</p>
<p><b>Present</b></p>	<p>Sue Goff (Chair), Stephanie Schaefer, Rachel Morgan (ASG), Gabriela Romero (ASG), Cole Jones (ASG), Angel Orozco, Denice Bailey, Greer Gaston, Sara Sellards, Alissa Mahar, Ryan Davis, Sunny Olsen, Ida Flippo, Alison Ihrke, Melissa McFarland, Jennifer Bown, Bill Waters, Jonathan Abramson, Dru Urbassik, Darlene Geiger, Dave Gates, Phil Zerzan, Karen Ash, Matt Goff, Emilie Azorr, Vicki Hedges, Andrea Vergun, Lisa Nielson, Laura Smith, Elizabeth Carney, Lisa Reynolds, Jennifer Anderson, Tara Sprehe, David Plotkin, Casey Sims, Lisa Reynolds, Sarah Hoover, Leslie Ormandy, Beth Hodgkinson (Recorder)</p>