

College Council Minutes

Date: 4.6.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

| Item/Presenter | Minutes |
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| Minutes | Minutes from the meeting held on 3/16/18 were previously sent out for review. Any comments and/or corrections, please contact Beth. |
| Transition Planning | <p>On July 1, CCC welcomes our new president, Dr. Tim Cook. Amanda Coffey discussed that the college is preparing with a transition plan. The transition plan includes various events and meetings for Dr. Cook to be introduced as our incoming president. Lori Hall and Amanda are working together to prepare the briefing packet, which will serve Dr. Cook as he gets to know us and our college. Amanda is scheduled on a listening tour to visit with different groups on campus to hear your ideas and answer questions to make this a successful transition. Joanne will continue to be our president, so show her respect, honor her position, and celebrate her accomplishments. Join the college for Joanne’s farewell party on May 11. Amanda organized an activity to gather feedback asking what departments or individuals can do to ensure a successful transition.</p> <p>Feedback:</p> <ul style="list-style-type: none"> Invite the new president to ASG events or visit staff and faculty to our other campus sites. Prepare quick elevator speeches sharing information about our departments. Introduce him to our external partners, stakeholders, and legislatures. When you meet him, wear your name badge, introduce yourself, and share where you work. Be open to ideas that he suggests, but the college may have already tired. <p>Please email your questions and concerns to Amanda throughout the transition.</p> |
| Accreditation Commitment – Collecting Continuing Education | The college needs to start tracking FTE for state reimbursement and accreditation purposes. Sunny Olsen discussed that the college offers faculty and staff trainings, and Community Education has developed a way to capture this information. On the myClackamas portal, you can select Continuing Education under the CougarTrax tab to create and register for trainings. When creating training opportunities, be sure to provide Community Education an adequate amount of time. Once the necessary information is provided, they will triage your request and determine whether the course is reimbursable or not. Look for instructions on how to capture future trainings In the future. |

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| <p>ARC Reads</p> | <p>ARC 600 Email Use – second read. The policy reinforces that email is the official method of communication and the primary form of email communication with the College.</p> <p>Discussion: No further comments or suggestions were brought forward. Approved.</p> <p>ARC 603 Identity Theft and Prevention Response – first read. It establishes the policy and process reporting and/or mitigating identify fraud and/or theft.</p> <p>Discussion: Sue pointed out that ARC policies are usually written with a student lens. Since this policy has been written to represent students, staff, and vendors, both the employee handbook and Board policy should be reviewed. Sue recommended that this policy be forwarded to Presidents’ Council for review and recommendations. Both theft and fraud are mentioned in the policy, but it was suggested to consider adding misuse of identity. Jennifer agreed that additional work needs to be done to this new policy to review language and vet with the appropriate areas before it comes back to College Council.</p> |
| <p>Board Policy</p> | <p>Denice Bailey reviewed proposed revisions to the following Board policies:</p> <p>GAB: Job Description – This is the first instance where the college will be replacing the ‘his/her’ designation with ‘their’. Note as the college moves to change these designations, there will be some awkward sentences (plural noun with a singular verb).</p> <p>GBA: Equal Employment Opportunity – changed ‘district’ to ‘college’. Footnote added for veterans’ status to align with our hiring practice.</p> <p>GBB: Shared Governance – verb correction at the bottom.</p> <p>GBC: Staff Ethics – replaced the ‘his/her’ designations with ‘their’. Cleaned up the language to clarify item #2 on the first page. Additional clarification was added to page 2 to add the legal state approved definition of member of household, relative, and gift.</p> <p>GBDA: Mother Friendly Workplace - changes recommended by the Oregon School Boards Association (OSBA) about the list of designated lactation locations available.</p> <p>GBEBA: HIV Infection or AIDS – language changes for clarification – no substance changed.</p> <p>GBL: Personnel Records – replaced the ‘his/her’ designations with ‘their’. Language changes for clarification – no substance changed.</p> <p>GBM: Staff Complaints and Appeals – added a new paragraph recommended by OSBA (whistleblowing language).</p> |

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| | <p>GBMA: Whistleblower – proposed new policy. It elaborates on the third paragraph of the previous policy.</p> <p>JFCH/JFCI: Substance Abuse – States the allowed procedures for the use of alcohol at College as well as external rentals and events. A lot of the language has been eliminated. The policy now aligns with other policies that have language about alcohol and tobacco. This is a college-wide policy, but has been written specifically with students in mind.</p> <p>Discussion: Stephanie Schaefer brought up that abuse is an old term. She suggested the title be changed from ‘Substance Abuse’ to ‘Substance Use’.</p> |
| <p>ISP Reads</p> | <p>ISP 160 Course Outline and Course Syllabus Information – third read. The language was changed to include everything and add an exception. A syllabus will be required for every course section except for the non-credit contracted education courses that don’t offer CEUs and all Community Education sections.</p> <p>Discussion: No further comments or suggestions were brought forward. Approved.</p> <p>ISP 360 Credit for Prior Learning – second read. This policy had recently been approved. Due to the fact that the Higher Education Coordinating Commission (HECC) recently changed the regulations, the policy needed to come back for another review. Previously, there was a 25% limit related to portfolio CPL credit. The policy now states that all other forms of CPL credit may exceed 25% of the total credits needed for a certificate or degree.</p> <p>Discussion: No further comments or suggestions were brought forward. Approved.</p> |
| <p>Committee Reports Presidents’ Council / Sue Goff</p> | <p>We reviewed the Board policies that Denice brought forward and the Diversity, Equity and Inclusion Committee presented their updated charter.</p> |

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| <p>Association Reports</p> <ol style="list-style-type: none"> 1. ASG / Duncan Garcia 2. Classified / Beth Hodgkinson 3. Part-Time Faculty / Leslie Ormandy 4. Full-Time Faculty / Stephanie Schaefer 5. Administrative Confidential / Sunny Olsen | <ol style="list-style-type: none"> 1. ASG: A blood drive is scheduled for April 11 & 12. Welcome Week was a success. The college greeted students serving coffee and snacks at the spring term welcome tents on the Monday and Tuesday. ASG provided free ice cream on Tuesday, we hosted a \$1 BBQ on Wednesday, and the week ended with the ASG club fair. 2. Classified: Beth Hodgkinson reported for Enrique Farrera. The association requested members to volunteer to form a nomination committee, an election committee, and to review the bi laws. 3. Part-Time Faculty: We are currently working on our bi laws and preparing for the upcoming election. Recently, the association added language stating if a part-time faculty member stops reporting from a college committee, they can be replaced. We are involved with the college with three grievances, an ongoing contract maintenance issue, and a potential unfair labor practice. 4. Full-Time Faculty: Stephanie reported for Casey Sims. Full-time faculty members were reminded at Senate that they have own grievance committee. 5. Administrative Confidential: The All Staff Breakfast was a success. |
| <p>Announcements</p> | <p>Patricia Anderson Wieck - ASG has partnered with members of the Title IX Resource team to present several education and action activities during Sexual Assault Awareness Month (SAAM). On April 27 join us for the “responsible employee” training which will be run by the Oregon Attorney General’s Sexual Assault Task Force (SATF) in association with the CCC Title IX team.</p> <p>Amanda Coffey – Join the open forum to meet the finalist for the next Dean of Institutional Effectiveness and Planning (the division currently named Curriculum, Planning, and Research) on Thursday, April 12, from 2-3 p.m. in the McLoughlin Auditorium.</p> <p>Lori Hall – We will continue examine how to strategically place services that our students need and within close proximity of each other at an open forum with Paulien & Associates on Thursday, April 12, from 1-2 p.m. in the Community Center.</p> |
| <p>Present</p> | <p>Sue Goff (Chair), Stephanie Schaefer, Amanda Coffey, Lori Hall, Denice Bailey, Joyce Gabriel, Leslie Ormandy, Sunny Olsen, Patricia Anderson Wieck, Duncan Garcia, Dru Urbassik, Andrea Vergun, Chris Sweet, Jennifer Anderson, Lisa Reynolds, Matt Goff, Beth Hodgkinson (Recorder)</p> |