

College Council Agenda

Date: 5.4.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Topic/Item	Mapping	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category
Minutes	<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 4/20/18 meeting 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
Administrative Regulation (AR) – Facility Use and Terms Conditions	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Bill Waters Jen Miller	10 min	Facility Use and Terms Conditions – 2 nd Read	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
ISP Reads	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Sue Goff Dru Urbassik	10 min	ISP 164 Class Section Cancellation – 2 nd Read ISP 390 Work-Based Learning (CWE) – 2 nd Read ISP 191 Administrative Withdrawal – 1 st Read ISP 491 Residency Requirements for Graduation – 1 st Read	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
College Council Feedback	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Sue Goff	15 min	What works well? What do you like? What would you like to see different next year?	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information <input type="checkbox"/> Document
Podium Upgrades	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Larry Rosenberg	10 min	Review the Classrooms that are up for Upgrades	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document

Committee Reports 1. Presidents' Council 2. Mission Fulfillment 3. Campus Use & Development	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Sue Goff David Plotkin Bob Cochran	5 min 10 min 10 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	
	May 18, 2018	12:00 p.m.	1:30 p.m.	CC127	
Attendance					
College Council Members 17-18: 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 Pruyun (AFaC), Andrea Vergun (AFaC), TBA (AFaC), Sue Caldera (TAPS), Ida Flippo (TAPS), Jarett Gilbert (TAPS), Sunny Olsen (TAPS), Chris Hughes/Joyce Gabriel (TAPS – alternates), Patricia Anderson Wieck (HR), Mickey Yeager (CS), Ali Ihrke (CPR), Sarah Hoover (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\17-18 					

College Council Minutes

Date: 4.20.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Item/Presenter	Minutes
<p>Minutes</p>	<p>Minutes from the meeting held on 4/6/18 were previously sent out for review. Any comments and/or corrections, please contact Beth.</p>
<p>Revised Administrative Regulation (AR) – Facility Use and Terms Conditions</p>	<p>Bill Waters presented a summary of changes below of a joint effort to revise the Administrative Regulation entitled Facility Use and Terms Conditions as a first read. Bill brought many individuals together including John Ginsburg, Phil Zerzan, and Jeff Shaffer to work on different aspects of this AR.</p> <p>Changes included:</p> <p>Defines three types of spaces – This is important to the college and campus safety to define academic, community and public areas. This enables us to set rules for different kinds of space on campus and take action based on what’s occurring in that space.</p> <p>Modifies alcohol rules and notification – Now a notification goes to Campus Services when alcohol is served at an event.</p> <p>Highlights the need to follow the catering contract – If you are on campus, regardless of the kind of event, you need to follow the catering contract.</p> <p>Modifies insurance requirements – The language was updated to include that the State of Oregon’s liability insurance rules need to be reviewed each year.</p> <p>Modifies rule for camping - Slight modifications were made to allow camping for groups or events that have been pre-approved through Events and Conference Services.</p> <p>Clarifies responsibility for expulsion – New language has been added to state who can make the call to expel individuals from campus as the person in charge: the Vice President of College Services, the Director of College Safety, or a designee.</p> <p>New language for “sponsored” and “hosted” events – The event categories and the requirements for sponsored, hosted and employee events are clearly defined. Refer to the Facility Use Guidelines for the required prior approvals from the appropriate designees as well as any fees that may be associated with events.</p> <p>Notes public speaking ARC Policy 601 – It includes additional information to clarify as well as refers to the ARC policy.</p> <p>Clarifies rules for elected officials – Additional language and exceptions have been included.</p>

<p>Board Policy – 1st Read</p>	<p>Denice Bailey presented the following Board policies for the first read.</p> <p>GBN_JBA: Sexual Harassment – changed language from ‘talking about one’s sexuality in front of others’ to ‘making inappropriate sexual comments’. Added the words ‘or performance’ of that same sentence after the word ‘activity’. Updated the ‘his/her’ designations with ‘their’. The language has been rearranged in regard to sexual harassment violations. The final option of disciplinary actions is expulsion for students and dismissal for employees.</p> <p>GBNA_JFCF: Hazing Harassment Intimidation – No need for changes. It was recommended to readopt.</p> <p>Discussion: Jennifer Andersen mentioned that she and Lisa Reynolds are reviewing other institutional policies and may have some more specific definitions in regard to conduct issues for both the Hazing Harassment Intimidation and the Sexual Harassment policies. Denice mentioned that there is still time to make recommendations since these policies won’t be approved until June.</p> <p>GCBA_GDBA: Payroll Authorizations – The recommendation is to delete this policy. HR work – not Board work.</p> <p>GCBDA_GDBDA: Family Medical Leave – This policy has a lot of changes mainly to align with the current law. Most of this language is not negotiable. Language has been recommended to us by the Oregon School Boards Association (OSBA). Updated the ‘his/her’ designations with ‘their’.</p> <p>GCBDC_GDBDC: Leave/Accommodations for Victims of Domestic Violence – The committee is happy with the language as is as long as all of the Oregon Revised Statutes (ORS) references are accurate. This policy has been sent to the Oregon Community College Association (OCCA) attorney to review.</p> <p>GCBDD_GDBDD: Sick Time – A brand new policy proposed by OSBA stating that you legally get sick time.</p> <p>GCC: Faculty Selection – The language of this policy is not current to what we practice. It has been suggested to delete this policy along with the GDC: Authorization of Support Services Positions and Employment and combine them both into one entitled Hiring Process. There were discussions at Presidents’ Council about as far as placement goes. Sometimes there are exceptions to being placed per the bargaining agreement language. There will be more discussions as well as another opportunity to review that language as this policy continues to be reviewed.</p> <p>GCL_GDL: Staff Development – The only change was to omit the official name of the handbook.</p> <p>GCN_GDN: Evaluation of Staff – The recommendation is to delete this policy since it is covered in college handbooks. HR work – not Board work.</p> <p>GCPD_GDPB: Resignation of Staff - The recommendation is to delete this policy since it is covered in college handbooks. HR work – not Board work.</p>
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	<p>GDC: Authorization of Support Services Positions – The recommendation is to delete this policy. The language was taken out and combined with the policy that was previously known as Faculty Selection and changed to the Hiring Process policy.</p> <p>IC: Academic Calendar – No need for changes to our current language – approved to leave as is.</p> <p>IGE: Training/Continuing Ed/Alternative Ed – The recommendation is to delete this policy.</p> <p>IIBD: Library – The recommendation is to delete this policy.</p> <p>IIBGA: Electronic Communication System – This policy generated a lot of conversation in Presidents’ Council. There is a great deal of new language. The college has an AR that has more rules and guidelines. This policy talks to rules that need to be followed or you will face disciplinary actions. Denice suggested that we may need to put this Board policy on hold and not move it forward as we work to update the language in the AR that speaks to this topic. The OSBA has suggested language, if we adopt, it would lengthen the policy.</p> <p style="padding-left: 40px;">Discussion: Leslie Ormandy mentioned that she gets a fair amount of personal information about colleagues via college email which she downloads to her personal computer. She is concerned with her liability and the possibility of dismissal from the college if her personal computer was lost or stolen. Denice reminded that college information is public information. If there is a warrant for that information, then your computer will be seized.</p> <p>IKFF: Adult High School Diploma Program – No need for any changes – approved to leave as is.</p> <p>These policies will go the Board next with Denice’s suggestion to pull the Electronic Communication System policy out at this time.</p>
<p>Board Policy – 2nd Read</p>	<p>This is the second read for the following Board policies. Denice stated that no changes have been made since these policies were here at the last College Council. No further suggestions were brought forward. The following policies will move to the Board for approval in May.</p> <ul style="list-style-type: none"> ●GAB: Job Description ●GBA: Equal Employment Opportunity ●GBB: Shared Governance ●GBC: Staff Ethics ●GBDA: Mother Friendly Workplace ●GBEBA: HIV Infection or AIDS ●GBL: Personnel Records ●GBM: Staff Complaints and Appeals ●GBMA: Whistleblower ●JFCH_JFCI: Substance Use

ISP Reads	<p>Sue Goff brought forward the following Instructional Standards and Policies.</p> <p>ISP 164 Class Section Cancellation – first read. This ISP did not change, but we added a procedure. Often procedures don't come here for review, but this one talks to the decision making process around cancelled classes. We added the words 'whenever feasible' to cancel classes at least one week before the start of the class, so students would have the opportunity to add a different class.</p> <p style="padding-left: 40px;">Discussion: In Standard 1, Ryan Davis questioned the reasons for not canceling included the course being required for graduation or the course was part of a new program. Sue mentioned that we wanted to include some examples to why it might not be cancelled. She stated that it really depends on how new the program may be. Many factors are considered and discussed when the dean and department make this decision.</p> <p>ISP 164P Class Section Cancellation Procedure – first read. The procedure talks about what to do when a decision has been made and how to process through that decision. Depending on when the decision is made, it talks to the process and the different steps to inform students. The closer to the start of the class, you may want to contact students, post signs, or the instructor may want to meet with the class.</p> <p style="padding-left: 40px;">Discussion: Stephanie Schaefer brought up the fact that the language 'before the start of the class' doesn't match the standard summary. Sue agreed, and stated that correction is necessary because not all sections start at the first of the term. In Procedure 5, b., Stephanie questioned how it is determined that the instructor will stay at least one half hour to notify students of the cancellation. Sue answered that it could be a decision that would be made fairly quickly based on how many students attend the first class meeting.</p> <p>ISP 390 Work-Based Learning (CWE) – first read. This policy has a fairly small change, but it is very significant for our programs. The change that we are recommending is under Standard 5. Originally, it stated that any CTE certificate or degrees, particularly AAS degrees, would require Cooperative Work Experience. We are recommending that it is actually a decision of the program faculty in consultation with their advisory committee members whether or not CWE is required for the degree. This is a programmatic decision not a college decision.</p> <p>ISP 472 Repeat of Courses for GPA Recalculation – second read. No changes since the first read.</p>
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<p>Navigate Update</p>	<p>Tara Sprehe and Max Wedding presented an update. During spring 2018, the college piloted with approximately 700 students, both new applicants as well as current students. The college is collecting valuable feedback to get a sense of the student experience. Navigate includes a customized and personalized to-do list, automated text message and email notifications and enhanced communication efforts between students and their Academic and Career Coaches and/or faculty advisors. We are building Navigate to meet the needs of our students as they get on a path, stay on a path, and complete a path. The full launch of Navigate will begin at the beginning of summer term.</p>
<p>Graduation Reminders</p>	<p>Max Wedding came to talk about the upcoming graduation deadlines for faculty and staff: GED Ceremony, June 14, and Commencement Ceremony, June 15.</p> <p>Share your stories about how your students have inspired others or have overcome challenges to reach their educational goals. Send your nominations to Denice Bailey through Friday, April 27, for the Outstanding Student Award.</p> <p>Register and send the Processional Registration form to GradCeremony@clackamas.edu to participate in the faculty/staff processional by May 4. Robe and regalia rentals cannot be guaranteed if requested past the deadline. Note that the college does have a limited supply on hand. We will also be seeking many volunteers to help at each of our ceremonies.</p>
<p>Committee Reports Presidents' Council / Sue Goff</p>	<p>Sue reported that the Board policies that Denice forwarded and the adjacency plans were reviewed.</p>
<p>Association Reports 1. ASG / Duncan Garcia 2. Classified 3. Part-Time Faculty / Leslie Ormandy 4. Full-Time Faculty 5. Administrative Confidential / Jaime Clarke</p>	<ol style="list-style-type: none"> 1. ASG: Upcoming events during Sexual Assault Awareness Month. The week of April 23 will be busy with many events scheduled: Monday – #MeToo board, Clothesline Project displayed and a sexual assault support group; Tuesday – Resources and self-care boxes, Trauma-Informed Yoga, Trauma-Informed Massage, Wednesday – Showing <i>The Hunting Ground</i> and National Denim Day; Thursday – Join ASG for a pizza celebration, conversations about consent, and community resources. 2. Classified: No report. 3. Part-Time Faculty: The Moodle Water Cooler is available for part-time faculty to chat. 4. Full-Time Faculty: No report. 5. Administrative Confidential: Our next meeting is scheduled on May 9.

Announcements	<p>Jennifer Miller – As of July 1, the new name for Facility Reservations will now be known as Events and Conferences.</p> <p>Denice Bailey – Save the date for two upcoming events. May 10 – Retiree Reception from 2-4 p.m. in the Gregory Forum. May 11 – Joanne Truesdell’s Farewell Celebration from 3-5 p.m. in the Randall Gym.</p>
Present	<p>Sue Goff (Chair), Stephanie Schaefer, Denice Bailey, Jennifer Miller, Ryan Davis, Lizz Norrande, Joyce Gabriel, Laura Smith, Jaime Clarke, Tara Sprehe, Vicki Hedges, Phil Zerzan, Sarah Hoover, Max Wedding, Stephen Brouwers, Cole Jones, Gabi Romero, Duncan Garcia, Leslie Ormandy, Jennifer Anderson, Lisa Reynolds, Beth Hodgkinson (Recorder)</p>

Draft Facilities Use Terms and Conditions

Facilities Use Philosophy

The College encourages the use of its facilities by the community and holds the institution in trust for the citizens of the district. Our college facilities exist to support the fulfillment of our Mission and Core Themes. This requires that the College exercise control of its spaces in a responsible manner.

General Terms and Conditions

1. All activities scheduled on College campuses must be scheduled through Events and Conference Services. Fees will be charged for public use of space in accordance with the facility fee schedules maintained by Events and Conference Services and the Athletic Department.
2. College spaces are designated in 3 categories of use:
 - a. **Academic Spaces:** Areas specifically for the furtherance of the College's academic Mission and generally not open to the public. Examples include classrooms, labs, office spaces and study areas. Academic spaces are for the exclusive use of faculty, staff, students and authorized visitors.
 - b. **Community Spaces:** Areas controlled by the College, but available for use by the College as well as community groups. Community spaces must be scheduled through Events and Conference Services to avoid conflicts. Reasonable costs associated with the use of these spaces (utilities, cleanup and security, etc.) will be charged, and proof of general liability insurance is required when appropriate and based on the scope and nature of the event. Examples of these spaces are common areas of the Community Center and Gregory Forum.
 - c. **Public Areas:** Exterior areas including sidewalks. Public areas of the College are generally open to the public during college hours (generally, Monday-Friday 7AM-10PM) unless such use has a reasonable likelihood of materially or substantially interfering with operations or activities of the College. Examples of such interference includes blocking student access, amplified sound, or other noise.
3. Use of College spaces is assigned on a priority basis as follows¹:
 - a. First priority is assigned to the College Schedule of Classes. No group or individual may request classrooms prior to the Schedule of Classes being finalized for any given term;
 - b. Second priority is assigned to all other College activities or activities in support of the fulfillment of our Mission and Core Themes;
 - c. Third priority is assigned to non-College facility users on a first-come, first-served basis.

¹Priority of use for Niemeyer Center defined in *Niemeyer Center Use Guidelines*. Priority of use for athletic areas defined in *Gym Guidelines*.

The College reserves the right to restrict, relocate or cancel events according to operational needs and during peak times of the College term, or when the College is closed.

4. When the College closes due to adverse weather conditions, all events and activities will be canceled, including weddings and wedding receptions, therefore weddings and wedding receptions will be limited to facility and/or outdoor use between April and October. Facilities scheduled outside staffed building hours may require the presence of a college representative. Additional charges will apply if extra staffing is required for coverage.
5. The College does not guarantee availability of facilities, food, or services for more than the estimated number of activity participants. Total number of participants may not exceed room fire code capacity.
6. All use of College facilities must comply with College Administrative Regulations including tobacco prohibition, parking and traffic regulations, and animal use at College Facilities.
7. Alcohol, limited to beer and wine, may be served at Foundation and external events where students are not the primary audience. In limited, exceptional cases, with approval of the College President or designee, hard liquor may be served. Application for permission to serve alcohol may be made through the Events Coordinator, who will verify that all related requirements are met and notify the Dean, Institutional Effectiveness and Planning. These requirements include planned participant count that is below the maximum for the rented space and verification of the responsible party and appropriate contacts. For Oregon City campus events, the Events Coordinator will also verify compliance with the current campus food vendor contract. Where that contract requires it, alcohol will be provided and served by the College's food vendor, who will maintain a certificate of liquor liability insurance that names the College as an additional named insured with an aggregate liability limit consistent with tort cap limits as legislated by the State of Oregon (ORS 30.272). In limited circumstances at the Oregon City campus, where the campus food vendor declines to provide service for an event, service of alcohol may be permitted when the person or group serving the alcohol provides a certificate of liquor liability insurance that covers the event in question and names the College as an additional named insured with an aggregate liability limit consistent with tort cap limits as legislated by the State of Oregon (ORS 30.272). The Events and Conference Services office will maintain guidelines with the current aggregate liability limit, updated annually.
8. Service of alcohol may be permitted at the Harmony and Wilsonville campuses when the person or group serving the alcohol provides a certificate of liquor liability insurance that covers the event in question and names the College as an additional named insured with an aggregate liability limit consistent with tort cap limits as legislated by the State of Oregon (ORS 30.272). The Events and Conference Services office will maintain guidelines with the current aggregate liability limit, updated annually.
9. The Events Coordinator will notify Campus Safety in advance of all events where alcohol will be served.
10. Alcohol service at events where students will be the primary audience must be pre-approved by the College President or designee.

11. College facilities may not be used to conduct or promote private schools, business opportunities or sale of merchandise for private gain. However, a business may participate as an element of a College-sponsored activity, i.e. a trade show or club fair. College employees will not use College facilities to conduct private business except as outlined in the Vendor Guidelines.
12. Tables used for promotional purposes or the sale of merchandise are restricted to the Community Center building at the Oregon City campus, the Commons at the Wilsonville campus and the Community Room and the Lobby at the Harmony campus, (refer to the College's Vendor Guidelines²) unless part of a nonprofit or College-sponsored event.
13. Advertising copy for non-College functions that use the College's name or logo must have prior approval by the Event Coordinator and the College Relations and Marketing office.
14. The following conditions apply regarding facility use in and about college buildings:
 - a. Due to safety concerns and liability, furniture will only be moved by approved College staff. Once a setup is completed as per request, there will be no major revisions. If a facility user changes a furniture setup and custodial staff are required to restore the furniture to the original setup, a charge will be assessed for custodial time.
 - b. College premises and property will not be marred or defaced in any manner. College decorations, notices, etc. that are in place on or about College buildings may not be removed. Tape will not be placed on building floors, windows or on painted surfaces; nails, screws, tacks, etc., will not be driven into building surfaces. See Signage and Posting Guidelines for further information.
 - c. The College will not be responsible for decorations left by a facility user after an event.
 - d. All decorations must meet Clackamas County Fire Codes.
15. Directional signage pertaining to events will be limited to those made and installed by Campus Services. Signs may be ordered through Events and Conference Services. All other signage is subject to the campus Signage and Posting Guidelines².
16. No moving-vehicle events will be scheduled on College campuses.
17. No camping is allowed on College campuses **unless pre-approved as part of a group activity or event scheduled through Events and Conference Services.**
18. To maintain compliance with Clackamas County food handling regulations and the current food service provider contract, food sale and/or service to public and student populations must be provided through one of the following means:
 - a. Current contracted concessionaire;
 - b. Delivered and setup by outside food vendor in accordance with the current food services contract. The food services contract restricts use of outside vendors, therefore it is important to check with Events and Conference services for these guidelines;
 - c. Barbeques coordinated and supervised by the College student activities office.

²Other documents referred to in this regulation are located at the facility reservation department.

19. Facility use is restricted to reserved facilities only (including all outdoor space). Any changes must be approved by the Events Coordinator. Any nonemergency aircraft landing must reserve outdoor space through the campus' Events Coordinator.
20. Extraordinary requests will be reviewed for approval by Events and Conference Services or referred to the appropriate administrator, if necessary.
21. Public area activities, such as those involving noncommercial public interest groups or petitioners must occur outside of campus buildings, no closer than 25 feet from all building entrances. Activities must occur during regular College hours, defined as when regular classes are in session. During term breaks, activities must occur within regular College hours.

Noncommercial public interest groups or individuals are also welcome to participate in Community Fair Day. Activities within campus buildings must fall within Vendor Guidelines².

22. Charitable gaming within the context of fundraising on campus requires prior approval, which can be arranged through Events and Conference Services. All other gambling activities are prohibited.
23. Any solicitation outside of existing guidelines and regulations is prohibited on campus. See Vendor Guidelines, available from Events and Conference Services.
24. Persons found in violation of these policies may be asked to leave the premises and may be excluded from the campus **by a person in charge. The Vice President of College Services or the Director of College Safety, or their designee, are considered a person in charge of the College premises.** Persons refusing to comply with these orders are subject to arrest for Criminal Trespass in the Second Degree (ORS 164.205).

Fiscal Policies

1. Non-College facility users will be charged reasonable costs for expenses related to personnel and equipment required to conduct the activity plus appropriate fees for the specific facility used. The current fee schedule will be maintained by Events and Conference Services and will apply to non-College facility users.
2. Based on the nature of the event, Events and Conference Services may require outside groups to provide proof of existing or purchased Liability Insurance **with an aggregate liability limit consistent with tort cap limits as legislated by the State of Oregon (ORS 30.272) naming the College as the certificate holder during the time of the event. Service of alcohol may be permitted at the College when the person or group serving the alcohol provides a certificate of liquor liability insurance that covers the event in question and names the College as an additional named insured with an aggregate liability limit consistent with tort cap limits as legislated by the State of Oregon (ORS 30.272). Where the College food services provider contract requires it, the applicant must agree that the College food service contractor, who is required to have a liquor license, a certificate of liability, and liquor liability insurance, will pour the alcoholic beverage unless an exception is provided by the College Administration. Any applicant asking for an exception to the College stated guideline on pouring must provide to the College proof of a liquor license for the College location, a certificate of liability and liquor liability insurance with an endorsement naming the College as additional insured.**

3. Facility fees and charges are due and payable upon receipt of invoice. A service charge will be applied to any account not paid by the close of the month following the event.
4. If a facility reservation is canceled, the event organizer will be liable for any and all expenses incurred by the College in preparation for their event.
5. If the College closes due to adverse weather conditions, any monies paid to the College for canceled events will be refunded.
6. Payments may be made online with credit card when invoice is received. Payments by check or money order should be made payable to Clackamas Community College, 19600 Molalla Avenue, Oregon City, OR 97045 and mailed to the Events and Conference Services with signed Facility Use Contract. Please note event name, date and location on payment.
7. The facility user hereby agrees to indemnify, defend and protect the College against and hold and save harmless from any and all claims, demands, suits, liability, damages, loss, costs, attorney fees and expense of whatever kind of nature which may arise out of any action or failure to act of the facility user, including but not limited to claims of damage to the person or loss of property of any person invited by or permitted by the facility user upon the premises, or from or out of any damage, loss, harm or injury to the person or any property of the facility user or any of her/his representatives.
8. Clackamas Community College allows departments to sponsor or host events that enhance partnerships and support the educational mission of the College. Department sponsorship of events requires Dean, Executive Director, or Associate Vice President approval prior to event scheduling, and the sponsoring department is required to maintain a department contact on campus for the duration of a sponsored or hosted event. Department participation and other requirements are detailed in the Facilities Use Guidelines for Sponsored, Hosted, and Employee Events. These guidelines are maintained in Events and Conference Services.

Public Speaking and other related activities on College Campuses

Speakers appearing on College campuses whose presentations are open to the public are subject to this administrative regulation, as is any individual, group or organization using College facilities. ARC Policy 601 (Expressive Conduct) establishes regulations for time, place, and manner of speech and other related activities on Clackamas Community College campuses.

Elected officials and candidates for office may use college facilities and will be charged at the non-profit rate for such usage. Exceptions will be made for open “town hall” community meetings, held by elected officials for the purpose of meeting with their constituents. Application for such meetings will be made through the Events Coordinator and will be hosted by the College with no rental fees charged to the office holder.

Use of College Facilities and Equipment for Personal Gain

As public employees of a tax supported political subdivision, employees are expressly prohibited to use College facilities, equipment or employed paid time for personal gain. Any such violations may be

grounds for immediate disciplinary action including dismissal and/or criminal prosecution, if appropriate. See Vendor Guidelines for process addressing sale of items by employees on campus outside of paid time.

Approved by President's Council: June 5, 2012

FACILITY USE GUIDELINES: Sponsored, Hosted and Employee Events

Use of Clackamas Community College facilities for all events, regardless of classification, must comply with Board Policies and college Administrative Regulations.

Facilities are available for use by the public in accordance with Board Policies, Administrative Regulation KG-AR (Facilities Use Terms and Conditions), ARC Policy 601 (Expressive Conduct), and the fee schedule maintained by Events and Conference Services. In addition to the terms and conditions described in the Administrative Regulation, the College allows limited sponsored, hosted, and employee events.

Definitions

Sponsored Events: A sponsored event is one in which the college jointly partners with a non-Clackamas Community College entity, such as an agency, community group, education organization, or business.

Clackamas Community College allows departments to sponsor events that enhance partnerships and support the educational mission of the college. Department sponsorship of events requires dean approval prior to event scheduling, and department participation and other requirements are detailed in these guidelines.

Hosted Events: A hosted event is one in which Clackamas Community College serves as a host to a non-college event.

Clackamas Community College may host events to expand programs and extend the mission of the college to the greater community. Hosted events may involve members of the college community as well as the community at large.

Employee Events: An employee event is one in which an employee rents a college facility for personal use that does not conflict or compete with the College mission or programs.

Employees may reserve and use Clackamas Community College facilities for personal use as long as the event does not conflict or compete with the college mission or programs. Events that do not comply with board policies or administrative regulations, or are deemed to be a legal liability, may be denied by the Events and Conference Services Office.

Requirements of Sponsored Events:

A CCC Department that wishes to sponsor the non-CCC entity is responsible for obtaining the required approval from the supervising Dean of the sponsoring department prior to scheduling any facilities. This approval is obtained through the submission of the Sponsored Event Approval Form. Once the form is

signed by the Dean, the Sponsoring Department will submit the form to the Events and Conference Services Office.

Facility rental fees will be discounted or waived for sponsored events, but any other fees, such as additional setup or clean-up expenses, will be the responsibility of the sponsoring department. The sponsoring department is responsible for any insurance required by Administrative Regulation KG-AR.

A member of the sponsoring department must participate in the planning of the event and serve as the campus contact during the event. The department must have at least one member on campus and available during the entire event.

Prior to reserving any facilities, the department must provide the appropriate department account number to pay for any actual costs, which could include custodial overtime, part-time technical staff, directional signage, loss of property, etc.

The sponsoring department is responsible for ensuring the visiting event organizers follow the current catering contract. This may give the food service provider Right of First Refusal on any food or beverage offered for the event. It is the sponsoring department's responsibility to check requirements with Events and Conference Services.

Requirements of a Hosted Event:

The hosting department(s) will coordinate with the Events and Conference Services Office to seek required approval from the Vice President of College Services or the Vice President of Instruction and Student Services prior to the scheduling of any facilities.

Facility Rental Fees will be waived for hosted events, and all other fees incurred will be paid by Clackamas Community College or other partnering entities.

The hosting department is responsible for ensuring the visiting event organizers follow the current catering contract. This may give food service provider Right of First Refusal on any food or beverage offered for the events held at the Oregon City Campus. It is the hosting departments' responsibility to check requirements with Events and Conference Services.

The hosting department(s) will participate in planning the event, with at least one representative from the hosting department onsite during the entirety of the event.

Requirements of an Employee Event:

Employees will be offered a 50% discount off the nonprofit, private, or for-profit group rate depending on the nature of the event. This discount would be for employee related events only and would exclude renting on behalf of friends, groups, individuals or businesses associated with the employee.

Any costs associated with the event, such as additional staffing needed, will be assessed and regular pricing rates will be applied.

The employee must obtain prior approval from Events and Conference Services.

The employee will follow the current catering contract giving the food service provider Right of First Refusal for events held at the Oregon City Campus.

The employee will provide Certificate of Liability Insurance as per the Facility Use Contract/Rental Agreement. Events and Conference Services will specify the amount of insurance required.

The employee will submit the Facility Use Contract/Rental Agreement between the College and employee.

The employee will clean up after event, including but not limited to shutting off technology and lights, putting refuse in proper containers, and removing any décor brought in by employee or their guests.

ISP 164

Class Section Cancellation

PURPOSE

States guidelines for class cancellation

SUMMARY

The decision to cancel classes will be made by department chairs/directors and their Deans and/or Associate Deans at least one week before the start of the class, whenever feasible. Once the decision has been confirmed by the Dean to cancel a class, enrolled students and instructors will be notified as soon as possible (see ISP 164P).

STANDARD

1. The department chair/director, the Dean and/or Associate Dean will consider many factors when making the decision whether or not to cancel a class section. Cancellation of a section is normally considered when enrollment is low. Reasons for not cancelling a low enrollment class may include, but are not limited to, the course only being offered once a year, the course being required for graduation, or the course being part of a new program.

REVIEW HISTORY

ISP Committee	Adopted	[Date]
College Council	Reviewed	January 25, 2000
College Council	Reviewed	November 21, 2005
College Council	Reviewed	June 7, 2013

ISP 390

Work-Based Learning (Cooperative Work Experience)

PURPOSE

Establishes guidelines for work-based learning courses (CWE, internship, practicum, clinicals)

SUMMARY

Clackamas Community College will grant up to 24 credits for Cooperative Work Experience for any two-year degree and 12 credits for a one-year certificate directly related to the participant's program of study or career goal.

STANDARD

1. The student must enroll in a 16 hour seminar to study and/or demonstrate career management skills when enrolled in a work-based learning (CWE) course. The objectives and outcomes (obtain, sustain, and advance employment) are described in a seminar outline shared by all programs.
2. The student must accumulate a minimum number of hours of verifiable work experience per term to earn each credit (see chart below). The ratio is a minimum of 30-36 clock hours for 1 unit of credit.
3. On the course outline (e.g., BA-280, MFG-280) student learning outcomes must be listed for the student to earn credit. The student will have an individualized plan with learning outcomes and measurable objectives that are directly tied to a student's program of study.
4. The maximum number of work-based learning (CWE) credits that can be earned is 24 per student in a two year program. Students are limited to earning a maximum of 12 credits per year. The maximum hour limit that can be counted is 440 contact hours per student per year (as outlined in the Community College Handbook.) This does not limit the hours a student may work, only the number of hours that may be counted for college credit.
5. The requirement of work-based learning in any Career and Technical Education programs will be determined by the appropriate faculty in consultation with their advisory committee.

Number of Credits Registered for	Hours Worked per Week	Total Hours Per Term	Seminar Hours Per Term
6 credits	18-20 hours	180+ hours	16 hours
5 credits	15-17 hours	150-179 hours	16 hours
4 credits	12-14 hours	120-149 hours	16 hours
3 credits	9-11 hours	90-119 hours	16 hours
2 credits	6-8 hours	60-89 hours	16 hours
1 credit	3-5 hours	30-59 hours	16 hours

REVIEW HISTORY

ISP Committee	Updated format	August3, 2016
College Council	Reviewed	April 18 2014
College Council	Reviewed	February 15, 2008
College Council	Reviewed	January 19, 2001
Instructional Council	Adopted	February 12 1988

ISP 191

Administrative Withdrawal

PURPOSE

Establishes guidelines which allow instructors to withdraw students from courses for non-attendance and/or for inability to demonstrate compliance with published course prerequisites and/or co-requisites.

SUMMARY

Faculty ~~will submit~~ requests to administratively withdraw students ~~are will be~~ submitted to Registration and Records according to the following course-length information:

Course Length	Administrative Withdrawal Request Due Date
Two weeks or less	Prior to the second class meeting
Three to four weeks	During the first week of class
Five weeks or longer	During the first two weeks of class

STANDARD

One or more of the following conditions must occur:

1. Student ~~doesid~~ not show up for the first class meeting and did not notify the instructor of the first class absence prior to the time specified in [ISP 191P](#)the [table above](#).~~provide the instructor with advance or reasonable notice of the first class absence.~~
2. For online classes, student ~~doesid~~ 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 prerequisite requirement that is stated in the catalog.
4. Student is not able and/or willing to sign up for required co-requisite course(s).

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

ISP 491

Residency Requirements for Graduation

PURPOSE

Establishes definition and criteria for residency as it is used as a graduation requirement.

SUMMARY

To establish residency for graduation, students must earn a minimum of 25% of credits at CCC to earn a degree or certificate.

STANDARD

1. Residency defined:
 - a. Students interact with CCC faculty while the required credits are earned.
 - b. Students have access to instructional and student services
2. Residency is required for every Career Pathway, Less-Than-One-Year Certificate, One-Year Certificate, AAS, AS, AGS, ASOT, and AAOT.
3. Alternative credits which do not count toward residency include: ~~Advanced College Credit (ACC)~~, Advanced Placement Exams (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), Military Credit, and transfer credit.
4. Credit for Prior Learning and Challenge Exam credits count toward residency, assuming that there is interaction between the student and faculty during the evaluation.

Example of Residency 25% Minimum Credits Requirement by Degree Restated in Credits:

DEGREE	ASOT/AAOT AGS/AS	AAS	1 year Certificate of Completion	Less-Than-1 year Stand-Alone Certificate of Completion	Career Pathway Certificate of Completion
Credit approval of degree	90-108 credits	90-108 credits	45- 49 -60 credits	12-44 credits	12-44 credits
25% minimum equivalency as stated in credits	23-27 credits	23-27 credits	12- 27 -15 credits	3-11 credits	3-11 credits

REVIEW HISTORY

ISP Committee	Updated format	August 3, 2016
ISP Committee	Updated with example table	November 9, 2012
College Council	Reviewed	March 2, 2012

Clackamas Community College
2018 Podium Replacement Schedule

Room	Notes
AC102	
AC108	
AC122	
B109	Need to schedule. Have all parts
B237	
CL133	
DJ190	
DJ233	
N217	
P101	
P102	
P103	
P151	
P161	
S133	
S181	
S182	
S183	
TC124	
W106	
W153	
W154	
W208	
W209	
W212	
W213	
	New ITC Technical Center
111	
112	
113	
202	
203A	
203B	
212	

STANDING COMMITTEE
ANNUAL REPORT TO COLLEGE COUNCIL
Clackamas Community College

DUE DATE: May 2, 2018

Submission Date: May 4, 2018

Year: 2018		Committee Name: Mission Fulfillment Committee	
Committee Chair: David Plotkin, VP of InSS		Committee Members: Alissa Mahar, VP CS Bill Waters, Dean, CPR Carol Burnell, FTF, AFAC Cynthia Risan, Dean, TAPS David Mount FTF, AFAC Dion Baird, Chief Information Officer Dustin Bates, FTF, TAPS Elizabeth Carney, Assessment Coordinator George Burgess, FTF, Arts and Sciences Jeff Schaffer, Dean, Business Services Katelynn Karch, Classified, Wilsonville Lisa Anh Wang, Institutional Research Matt Goff, Manager, CBI Sue Goff, Dean, Arts and Sciences Sunny Olsen, Director, Harmony Sara Sellards (recorder) Tara Sprehe, Dean, AFAC Teresa Robertson, Classified, CBI HR Representative ASG Representative PTF Representative	
College Council Liaison: Sue Goff			
Location of Minutes: http://webappsrv.clackamas.edu/committees/MFC/			
Committee Meeting Schedule: No upcoming meetings scheduled			
Committee Rotation Schedule: N/A			
Charge of Committee: <u>Accreditation Process</u> 1. The Mission Fulfillment Committee will oversee compliance with NWCCU standards.			

2. The committee will educate the college community in the meaning of the accreditation standards and regulations as established by the Northwest Commission on Colleges and Universities and their impact on the College.
3. The committee will guide and engage the college community in drafting documents, meeting deadlines, and implementing the accreditation process.

Mission Fulfillment Assessment and Strategic Plan Assessment

1. *Robust Assessment Processes* – The committee will work collaboratively with a range of college stakeholders to: operationally define mission fulfillment and respective strategic priority indicators; advise for strong data collection methods; and engage in the analysis and reporting out of results to the college community.
2. *Continuous Improvement of our Assessment Programs* – While the Assessment Committee does not report directly to the Mission Fulfillment Committee, its charter includes annual review of CCC's assessment practices and reports the results of that assessment and recommendations to the Mission Fulfillment Committee, which will have oversight to ensure that accepted recommendations are carried out.
3. *Transparent and Timely Communications* – The committee will ensure the college community has strong processes for communicating mission fulfillment and strategic priority findings throughout the college – instructional, student services, and campus services environments.
4. *Continuous Improvement Core to Planning and Budgeting* – the committee will ensure the college community has planning processes in place that use mission fulfillment and strategic priority findings throughout the college (i.e., instructional, student services, and campus services environments) and that the reflection on these findings results in the identification of continuous improvement activities that are integrated and aligned with college budget processes.

Mission Statement of Committee:

The Mission Fulfillment Committee oversees the establishment of the college's core themes and related, meaningful indicators, and the institution's integrated assessment of outcomes at the institution, service area, program, and course levels. The committee ensures the integration of strategic, division, and department planning into the college's Mission Fulfillment work. To achieve this purpose the committee ensures that the college designs and implements a robust institutional assessment process that addresses mission fulfillment core themes, strategic priority objectives, and outcomes. The committee also oversees strong processes for connecting assessment results to continuous improvement activities that drive our planning and budgeting processes. The committee is responsible for oversight of all accreditation reporting and compliance.

Goals/Objectives for Year:

1. Core theme indicators: review data from core theme indicators by core theme groups, and revise indicators as needed.
2. Strategic Priority indicators: create and establish leading indicators for each strategic priority. We need leading indicators so that they can be acted on in order to affect outcomes for students before they leave us.
3. Accreditation Steering Committee: establish project timeline for Ad Hoc report due in Fall 2018 and Mid-cycle report due in Spring 2018.

Other Issues Dealt With, if applicable:

- Discussed communication objectives – for board, for leadership, and for the campus as a whole.

Outcomes of Year's Goals and Objectives:

1. Reviewing the data showed that we need to change or adjust some of the indicators in each core theme – in order to establish better thresholds or to provide indicators that can be compared to other institutions.
2. We have preliminary leading indicators for each strategic priority.
3. We have timelines for accreditation reports, and a plan to have a draft report by June 2018.

Current and Future Issues:

- Review and analyze core theme indicators. Establish realistic thresholds. Incorporate indicators that have comparable data from other community colleges. Create a process for reporting to the board and leadership that is clear and understandable.
- Ensure that we have strong strategic priority leading indicators with reasonable targets based on comparable data, established benchmarks, or our own history, if comparable data or benchmarks are not available.
- Review draft of Ad Hoc Report, due fall 2018. Provide feedback on Ad Hoc Report.
- Review draft of Mid-cycle report, due spring 2018. Provide feedback on Mid-cycle report.

**STANDING COMMITTEE
ANNUAL REPORT TO COLLEGE COUNCIL
Clackamas Community College**

DUE DATE: May 2, 2018

Submission Date: May 2, 2018

Year: 2017 - 2018	Committee Name: College Use and Development (CUDC)
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Committee Chair: Bob Cochran	Committee Members: Bob Cochran (chair), Delbert Dulley, Jennifer Miller, Jim Martineau, Lloyd Helm, Michelle Baker, Mickey Yeager, Nora Brodnicki, Sunny Olsen, Laura Joyce, ASG Representatives, Bruce Mulligan, Laura Smith – recorder
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College Council Liaison: Bob Cochran

Location of Minutes: **Website**

Committee Meeting Schedule: Fourth Thursday, 3pm – 4pm

Committee Rotation Schedule: As requested by department or other

Charge of Committee:

To provide direction for the maintenance, modification, construction and use of existing and proposed college buildings, facilities and grounds. To accomplish this charge, the CUDC must review existing/proposed practices, procedures, and master plans to make necessary recommendations (as required) to the College Council.

Subcommittees are:

- *Grounds Committee:* **Keoni McHone**, Chair
- *Food Service Committee:* **Mickey Yeager**, Chair
- *Signage Committee:* **Mickey Yeager**, Chair
- *Environmental Safety and Health Committee:* **Lloyd Helm**, Chair

Goals/Objectives for Year: Review and comment on proposed changes that affect the college campus.

Items discussed:

- **Bond updates** – Harmony West completion and signage, Industrial Technical Center (construction sequencing and traffic impacts), DeJardin Hall Expansion and Transit Center, Meyers Road proposed alignment
- **Wrestling Expansion Update**– Renovations were discussed and approved for the remodeling of space on second floor of Randall for wrestling practice.
- **Moving smoking shelter** – The smoking shelter at the FRC was moved to a different location whereby the second hand smoke will not interfere with individuals entering or exiting the building.
- **Sculpture proposal for the campus** – Cultural arts discussed the concerns of placement and donation of art for the campus.
- **Trees south of Clairmont along Douglas Loop for arborist training** – Discussion of allowing training of limbing up trees, falling trees and safe climbing
- **Flag Pole at Harmony West Building**– It was approved that there be one flag pole at the Harmony Campus just west of the Harmony East plaza.
- **Motorcycle Parking at Harmony** - It was determined that the two car spots south of HW, nearest to HE should be divided in two thereby giving the campus 4 motor cycle spots.

Outcomes of Year's Goals and Objectives: As brought forth, items were presented and discussed by the CUDC committee. Comments and direction were provided as see appropriate.

Current and Future Issues: None

STANDING COMMITTEE

ANNUAL REPORT TO COLLEGE COUNCIL

Clackamas Community College

DUE DATE: May 2, 2018

Submission Date: May 2, 2018

Year: 17-18		Committee Name: Food Service	
Committee Chair: Mickey Yeager		Committee Members: Jennifer Miller, Tami Strawn, Michelle Baker, Alissa Mahar, Beth Hodgkinson, Loretta Mills, Naomi Sether, Sara Dier, Elizabeth Cole, John Ginsburg & ASG President and Admin. Assistant	
College Council Liaison: Mickey Yeager			
Location of Minutes: F Drive			
Committee Meeting Schedule: quarterly			
Committee Rotation Schedule: Static			
Charge of Committee: Monitor vendors' compliance to the food service contract; evaluate pricing, quality, value, and service. Provide feedback to vendor from a broad sample of campus customers.			
Mission Statement of Committee:			
Goals/Objectives for Year: Conduct a Campus Food Services survey to inform desired changes in café and other food related services.			
Other Issues Dealt With, if applicable: N/A *Developed a communication plan with Lori Hall and Trio to communicate menu specials and changes to operating hours via FYI and other channels.			
Outcomes of Year's Goals and Objectives: Currently tabulating the results of Spring survey of approximately 250 respondents. Results will be evaluated for actionable items at the next meeting TBS.			
Current and Future Issues: Maintaining cost conscious, quality menu offerings and services that respond to the changing needs of students and staff.			

**STANDING COMMITTEE
ANNUAL REPORT TO COLLEGE COUNCIL
Clackamas Community College**

DUE DATE: May 2, 2018

Submission Date: May 2, 2018

Year: 2017-2018

Committee Name: *Environmental Health & Safety Committee*

Committee Chair:
Lloyd Helm

Committee Members: Lloyd Helm (Temp. Chair), Alisa Mahar (Ex-Officio), Bob Cochran (Non- Voting), Kelly Montgomery (Observer), Kelly White, Jennifer Jet, Jay Leuck, Joan Harrison-Buckley, Aaron Ingersoll, TJ McDonough, James Logan, Pete Kandratieff, (Student Reps)

College Council Liaison: Lloyd Helm, Director Campus Services

Location of Minutes: **Website**

Committee Meeting Schedule: Every other month, once a quarter safety inspections

Committee Rotation Schedule: Minimum of one year and staggered

Charge of Committee:

Safety committee is to bring all CCC employees together to achieve and maintain a safe, healthful workplace. Also to review and make recommendations to management for corrective actions.

Mission Statement of Committee:

The mission of the Safety Committee of Clackamas Community College is to promote a safe working environment for staff, students, and visitors by creating and maintaining an active interest in the safety by each college employee and to assist in the overall effort to minimize the frequency of accidents throughout the college, and to identify corrective measures needed to eliminate or control recognize safety hazards.

Goals/Objectives for Year:

- Review safety-related incidents, injuries, accidents, illnesses, etc. and make recommendations for corrections
- Select and conduct quarterly inspections of college property (buildings, grounds, etc.) and identify potential hazards and make recommendations for improvement
- Gain and understand how to identify hazards and suggestions for prevention.

Items discussed:

- **Review of annual fire inspection reports**
- **Review of Building Inspections** – As part of the safety committees’ charge, periodic building inspections are completed and reviewed at the meeting.
- **Review of college’s hazardous waste contingency plan (HWCP)**– explanation of the HWCP and why there is a need for this plan at CCC.

Outcomes of Year’s Goals and Objectives:

Reviewed number of reported incidents monthly and made appropriate recommendations for change. Completed quarterly inspections on Training Center A, Clairmont, Barlow Hall, and Roger Rook. Recommendations on Training Center A daisy chaining extension cords, RR tripping hazards identified and in process of being corrected. Clairmont Hall exit light above a couple doorways weren’t working,

Current and Future Issues:

Concrete has become a tripping hazard in Training Center B. This area will be ground down to resolve the hazard.

**STANDING COMMITTEE
ANNUAL REPORT TO COLLEGE COUNCIL
Clackamas Community College**

DUE DATE: May 2, 2018

Submission Date: May 2, 2018

<i>Year:</i>		<i>Committee Name:</i>	
<i>Committee Chair:</i> Mickey Yeager		<i>Committee Members:</i> Kevin Anspach, Lori Hall, Deby McDowell, ASG representatives, Lloyd Helm, Mickey Yeager	
<i>College Council Liaison:</i> Mickey Yeager			
<i>Location of Minutes:</i> F drive			
<i>Committee Meeting Schedule:</i> quarterly			
<i>Committee Rotation Schedule:</i> by attrition			
<i>Charge of Committee:</i> To maintain and implement college signage systems in a consistent manner			
<i>Mission Statement of Committee:</i>			
<i>Goals/Objectives for Year:</i> *Contribute to development of the Harmony site signage program with emphasis on future articulation of same system to the Oregon City campus. *Address consistent placement of marketing media monitors within new buildings.			
<i>Other Issues Dealt With, if applicable:</i> *expanding color designated posting boards to include departmental bulletin boards *approved updated color scheme for new building directories			
<i>Outcomes of Year's Goals and Objectives:</i> *Harmony site signage project launches summer '18 pending BOE approval *placement of marketing monitors in ITC and DJ addition approved			
<i>Current and Future Issues:</i>			

**STANDING COMMITTEE
ANNUAL REPORT TO COLLEGE COUNCIL
Clackamas Community College**

DUE DATE: May 2, 2018

Submission Date: May 1, 2018

Year: 2017 - 2018 Committee Name: <i>Grounds</i>

Committee Chair: Keoni McHone	Committee Members: Nora Brodnicki, Joan Harrison-Buckley, Aaron Ingersoll, Loretta Mills, TJ McDonough, Tom Powell, Lloyd Helm, Karen Maynard, Michael Tulipat, April Chastain, Joyce Gabriel, ASG Student(s)
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College Council Liaison: Bob Cochran

Location of Minutes: **Website**

Committee Meeting Schedule: *Once a term or as needed*

Committee Rotation Schedule: *as requested by members or department*

Charge of Committee: To act as a sounding board for the Grounds Department and assist in planning and problem solving for the college's three campus sites. To act as a liaison for campus construction and development to see that the Landscape Values document components are fulfilled.

Goals/Objectives for Year: Maintain an inventory of trees and plantings which are removed during bond construction and to ensure they are replaced with appropriate plantings. Maintain a learning environment on campus for college courses. To create an aesthetically pleasing and safe environment for those that come on campus.

Items discussed:

- **Replacement plantings** for Niemeyer parking, west end of Library and Perennial border
- **Identification** of plants on campus for community and classes.
- **Botany Transect area** bond construction impact
- **Art Center** weed application alternative
- **Brush pile** disposal
- **Increased maintenance needs** with addition of new plantings and stormwater facilities

Outcomes of Year's Goals and Objectives: Continue to work with bond Architects regarding desired plantings. Maintain communication with Campus Use and Development Committee.

Current and Future Issues: Advising on plantings for Industrial Technical Center, DeJardin expansion and maintaining inventory of replacement needs.