

College Council Minutes

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

Item/Presenter	Minutes
Minutes	Minutes from the meeting held on 4/6/18 were previously sent out for review. Any comments and/or corrections, please contact Beth.
Revised Administrative Regulation (AR) – Facility Use and Terms Conditions	<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>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>