

**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)
--------------------------	---

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
--	---

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)
---	--

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.