

College Council Agenda

Date: 11.01.19 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Topic/Item	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome
Minutes		N/A	Minutes from the October 18, 2019, meeting have been posted for review. Please contact Laura Lundborg with comments or corrections.
ISP Reads	Sue Goff	15 min	<ul style="list-style-type: none"> • ISP 171 Academic Use of CCC Brand and Logo – 1st Read • ISP 180 Continuing Education Units (CEUs) – 1st Read
Academic Calendar	David Plotkin	5 min	Review and provide feedback on the proposed 2019-20 through 2021-22 Academic Calendar
Access Control Policy	Tom Sonoff	15 min	Review and provide feedback on policies
Guided Pathways Update	Dawn Hendricks	15 min	Informational update on Guided Pathways progress
Equity Review	Cynthia Risan	10 min	Group discussion

Committee Reports		10 min	Nothing scheduled for this meeting	
Association Reports 1. ASG 2. Classified 3. Part-time Faculty 4. Full-time Faculty 5. Administrative Confidential		10 min		
Announcements		10 min	Roundtable announcements from attendees	
	Assigned Action Items	Assigned to	Notes	
	Upcoming Meeting Dates	Start Time	End time	Location
	November 1, 2019	12:00 p.m.	1:30 p.m.	CC127
Attendance				
College Council Members 2019-20: Cynthia Risan (Chair), Laura Lundborg (Recorder), Tara Sprehe (AFaC), Molly Burns (AFaC), Esther Sexton (AFaC), Scot Pruy (AFaC), Andrea Vergun (AFaC), Darlene Geiger (AFaC), Bob Keeler (AS), Mickey Yeager (CS), Jennifer Miller (IEP), DW Wood (IEP), Dion Baird (ITS), Sue Caldera (TAPS), Ida Flippo (TAPS), Jarett Gilbert (TAPS), Sunny Olsen (TAPS), Josh Henson (TAPS), Joyce Gabriel (TAPS), All Association Presidents, All Deans				
Notes to Self			Deferred	
College Council Minutes can be found at http://webappsrv.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings#body				

College Council Meeting Minutes

Date: 10.18.19 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Attendees

Jarett Gilbert – Acting Chair, Laura Lundborg – Recorder, Ray Atkinson, Dustin Bates, Katrina Boone, Stephen Browsers, Jaime Clarke, Robert Keeler, Jason Kovac, Kierstin McDowell, Duncan Garcia – ASG, Matt Goff, Sue Goff, Lupe Martinez, Lauren McGuire, Jennifer Miller, Kari Nixon, Lisa Anh Nguyen, Leslie Ormandy, Deborah Perrault, Adrienne Phillips, Brian Puncocher, Lisa Reynolds, Laurette Scott, Jeff Shaffer, Michael Duncan Stevens – ASG, Dru Urbassik, Andrea Vergun, Max Wedding, Breck Young

Topic/Item	Presenter	Meeting Minutes
Meeting Minutes and Supporting Material		Meeting minutes contain a summary of what was presented, group Q&A, and any commitments made at the meeting. The agenda packet contains supporting material presented.
ISP Reads	Dru Urbassik	ISP 373: College Level Examination Program – 2 nd Read. Group reviewed with no changes or comments.
Institutional Research Dashboards Webpage	Lauren McGuire & Lisa Anh Nguyen	<p>The IR dashboard can be found on the myClackamas portal under Resources/Internal Departments/Institutional Research. Information gathered is for internal use only. Do not share link or data to external agencies or students. Navigation and highlights of dashboard shared. Workshops will be provided soon. May contact Lisa Anh Nguyen (lisa.nguyen@clackamas.edu) for assistance with navigation. If need ad hoc data not found on dashboard, submit and IR ticket request.</p> <p>Q: What does DWFI stand for? A: Drop/Withdrawal/Fail/Incomplete</p> <p>Q: Why is this site not protected by secure sign-on? A: Working on a secure sign-on portal. It’s important to share this information with the Board and thresholds set to protect student PII.</p>

<p>Institutional Research Dashboards Webpage Continued...</p>		<p>Q: Can ASG request information? A: Yes, request can be made directly to IR office. ASG will not have access to dashboard. Q: How do you determine duplicate records vs. individual student records? A: ‘Enrollment’ data contains duplicates. ‘Headcount’ data by individual student. Q: Is EYES reported here? A: No, but IR has a dashboard to provide data upon request. Q: Does the site have definitions of what data reports on retention vs. persistence? A: Yes, but the EYES data dives deeper into the ‘why’ behind data results.</p>
<p>Skills Competition</p>	<p>Jaime Clarke & Max Wedding</p>	<p>Presenters shared changes to the event and anticipated outcomes. Most notable is the event moves to April. Departments RSVP by Oct. 25. Forms with details due Nov. 22. Open to non-academic departments too.</p> <p>Q: Why is event noted as ‘3rd week of April’ rather than ‘3rd week of term’? A: Specific week of a month will be recognizable to all external stakeholders. Q: Are there incentives for college students to participate as peers to H.S. students? A: No, but that’s a good idea for future.</p>
<p>Diversity, Equity & Inclusion Resources/Library Subcommittee</p>	<p>Lupe Martinez, Carrie Kyser & Max Wedding</p>	<p>Presenters shared One City One Book event. CCC partnering with OC Library to encourage all CCC campuses and community members to participate in the reading and discussion of a specific book: <i>The Girl Who Fell From The Sky</i>, by Heidi W. Durrow.</p> <p>Events to promote discussion will be held. The author is scheduled to visit February 27, 2020. The committee plans to get 10 faculty involved in sharing the book in class. Anyone interested can contact Max Wedding or Stephanie Schaefer.</p> <p>Q: Will audio and braille be available? A: Accessible formats will be available. Q: How can information be shared out? A: Marketing will happen. DEI committee willing to come to a department or division meeting.</p>

<p>Harmony & Wilsonville Campuses</p>	<p>Jarett Gilbert</p>	<p>Presenter shared updates and highlights of each campus.</p> <p>Harmony:</p> <ul style="list-style-type: none"> • Annexed into Milwaukie in Summer 2019 • Community Education • Small Business Development Center • Full access to student services • Contract with Oregon Food Bank – food pantry opening soon • Events rooms <p>Wilsonville:</p> <ul style="list-style-type: none"> • Adrienne Phillips – new Student Services Coordinator • Partnership with PGE for training and apprenticeship • Full general education courses – evening courses popular • Events rooms • Convenient location for travelers from I-205 and I-5
<p>Committee Reports</p> <ul style="list-style-type: none"> • Presidents Council 		<p>Reviewing Shared Governance Policy – assessing documents, history, and making recommendations for improvement.</p>
<p>Association Reports</p> <ul style="list-style-type: none"> • ASG • Classified • Part-time Faculty • Full-time Faculty • Administrative Confidential 		<p>ASG – priority for year is retention.</p> <ul style="list-style-type: none"> • Oct 30 – Day of the Dead/Día de Muertos event hosted by the Multicultural Center. • Oct 31 – Halloween event in the CC mall. • Domestic Violence Awareness Month – ASG will host activities. • Working with Oregon Food Bank to have refrigerators placed in Cougar Cave. Clothing no longer available. <p>Classified – not present.</p> <p>Part-time Faculty – bargaining continues.</p> <p>Full-time Faculty – bargaining continues. Grievance Committee needs new chair. Mission Fulfillment needs two faculty members.</p> <p>Administrative/Confidential – choosing service project.</p>

Announcements		<ul style="list-style-type: none"> • Breck Young joined the Curriculum and Scheduling Office as Scheduling Logistics Specialist. • DEI Strategic Plans Feedback Sessions are scheduled for various times and places in hopes that all have an opportunity to attend and provide feedback.
----------------------	--	---

Assigned Action Items	Assigned to	Notes
None reported		
Upcoming Meeting Dates	Time	Location
November 1, 2019	12:00 – 1:30PM	Community Center – Room CC127

Attendance		
<p>College Council Members 2019-20: Cynthia Risan (Chair), Laura Lundborg (Recorder), Tara Sprehe (AFaC), Molly Burns (AFaC), Esther Sexton (AFaC), Scot Pruyn (AFaC), Andrea Vergun (AFaC), Darlene Geiger (AFaC), Sarah Hoover (AS), Bob Keeler (AS), Brian Puncocher (CS), Jennifer Miller (IEP), DW Wood (IEP), Dion Baird (ITS), Sue Caldera (TAPS), Ida Flippo (TAPS), Jarett Gilbert (TAPS), Sunny Olsen (TAPS), Josh Henson (TAPS), Joyce Gabriel (TAPS), All Association Presidents, All Deans</p>		
<p>College Council Minutes can be found at http://webappsrv.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings#body</p>		

Access Control Request

INFORMATION

Date Requested: <i>Click here for dates</i>	CCC ID Number:	Contact Number:
First Name:	Last Name:	Job Title:
Position Type: <i>Click here to select a position</i>	If contractor, Company name:	

REASON FOR CAMPUS MASTER ELECTRONIC ACCESS

Click here to enter text.

ACCESS DECISION

Approved
 Approved with modifications
 Denied

Details: *Click here to enter text.*

SIGNATURES

Signature & Date: <i>Click here to enter a date.</i> X _____	Authorized Approver Full Name Printed with Title
Signature & Date: <i>Click here to enter a date.</i> X _____	College Safety Full Name Printed with Title

SANCTIONS FOR NON-COMPLIANCE

Access cards are the property of CCC and may not be retained past the date authorizing their use. In the event of a lost or unreturned access device, the individual, the individual's department or organization may be liable for costs related to restoring security to the area.

All signatures must be obtained prior to submitting this form

Email completed form to: jalley.snell@clackamas.edu • Contact: 503-594-3090

Academic Calendar

2019-2020 through 2021-2022



	2019-2020*	2020-2021*	2021-2022*
Summer Term			
Term Begins	Mon., June 24	Mon., June 22	Mon., June 21
Holiday – College Closed	Thurs., July 4	Thurs., July 2	Mon., July 5
Term Ends	Sat., Sept. 7	Sat., Sept. 5	Sat., Sept. 4
Holiday – College Closed	Mon., Sept. 2	Mon. Sept. 7	Mon., Sept. 6
Fall Term			
Inservice Week	Mon.–Fri., Sept. 23–27	Mon.–Fri., Sept. 21–25	Mon.–Fri., Sept. 20–24
Term Begins	Mon., Sept. 30	Mon., Sept. 28	Mon., Sept. 27
Holiday – College Closed	Mon., Nov. 11	Wed., Nov. 11	Thurs., Nov. 11
Holiday – College Closed	Thurs. & Fri., Nov. 28 & 29 **	Thurs. & Fri., Nov. 26 & 27 **	Thurs. & Fri., Nov. 25 & 26 **
Finals Week	Mon.–Sat., Dec. 9–14	Mon.–Sat., Dec. 7–12	Mon.–Sat., Dec. 6–11
Term Ends	Sat., Dec. 14	Sat., Dec. 12	Sat., Dec. 11
Holiday – College Closed	Tues., Dec. 24	Thurs., Dec. 24	Thurs., Dec. 23
Holiday – College Closed	Weds., Dec. 25	Fri., Dec. 25	Fri., Dec. 24
Winter Term			
Holiday – College Closed	Wed., Jan. 1	Fri., Jan. 1	Fri., Dec. 31
Term Begins	Mon., Jan. 6	Mon., Jan. 4	Mon., Jan. 3
Holiday – College Closed	Mon., Jan. 20	Mon., Jan. 18	Mon., Jan. 17
Holiday – College Closed	Mon., Feb. 17	Mon., Feb. 15	Mon., Feb. 21
Finals Week	Mon.–Sat., March 16–21	Mon.–Sat., March 15–20	Mon.–Sat., March 14–19
Term Ends	Sat., March 21	Sat., March 20	Sat., March 19
Spring Break	Mon.–Fri., March 23–27	Mon.–Fri., March 22–26	Mon.–Fri., March 21–25
Spring Term			
Term Begins	Mon., March 30	Mon., March 29	Mon., March 28
Skills Contest	Thurs., Apr. 16 ***	Thurs., Apr. 15 ***	Thurs., Apr. 21 ***
Holiday – College Closed	Mon., May 25	Mon., May 31	Mon., May 30
Finals Week	Mon.–Sat., June 8–13	Mon.–Sat., June 7–12	Mon.–Sat., June 6–11
GED & Adult High School Graduation Ceremony	Thurs., June 11	Thurs., June 10	Thurs., June 9
College Certificate & Degree Graduation Ceremony	Fri., June 12	Fri., June 11	Fri., June 10
Term Ends	Sat., June 13	Sat., June 12	Sat., June 11

* The 2019-2020 and 2020-2021 dates were approved by the College Council, Presidents' Council and subsequently the Board of Education on April 11, 2018. The 2021-2022 dates were approved by the College Council, Presidents' Council and subsequently the Board of Education on _____.

** On the Wednesday evening prior to Thanksgiving, evening classes beginning at 4 p.m. or later are canceled.

*** Day classes canceled at the Oregon City and Harmony campuses. Evening classes, beginning at 4 p.m. or later, are held as scheduled.

ELECTRONIC ACCESS CONTROL POLICY

I. Policy Statement

Clackamas Community College (CCC) is committed to the safety and security of all members of the campus community. The college demonstrates this commitment by securing its facilities and physical spaces while striving to maintain a welcoming and hospitable campus environment and allowing as much freedom of access as possible to the general public.

II. Reason for Policy/Purpose

This policy accomplishes the following college objectives, it:

- Establishes access hours and security procedures for campus buildings;
- Helps ensure the safety of CCC faculty, staff, students and visitors;
- Helps prevent crime;
- Helps protect CCC infrastructure, property and other assets; and,
- Establishes authorities and procedures for access control during normal day-to-day campus operations, after-hour access and special events.

III. Applicability

This policy applies to all CCC locations, organizations, and departments as well as all users of CCC facilities and those working on behalf, or at the behest of CCC. It is applicable to all CCC used, owned or controlled facilities, rooms, and enclosures.

IV. Definitions

Access Control: The ability to regulate or restrict building access via a centralized electronic control system.

Electronic Access Control System: All electronic systems used by the College to control, manage and administer access to CCC facilities, rooms and enclosures. Systems include all

hardware, firmware, software and campus infrastructure used for electronic access control purposes.

Electronic Access Devices: Access cards and other electronic access devices that allow or control entry into CCC facilities, rooms and enclosures, etc.

Authorized Approver: The Dean of each department, the Vice President of Instruction and Student Services or Vice-President of College Services will coordinate with College Safety to manage Access Control issues. Authorized Approvers have the authority to allow special electronic access requests when they are made by faculty or staff.

Information Technology Services (ITS): All ITS hardware, firmware, software and network infrastructure required to operate campus access control system.

Master Access: This level enables access to every building and specific high security areas.

College Identification Card: The authorized college identification (ID) card used to electronically access campus facilities.

V. Policy

1. Authority

- 1.1 **Ownership of Access Devices and Codes:** All access control devices issued under this policy are the property of CCC.
- 1.2 **Administration of Electronic Access Control Systems:** College Safety is responsible for administration and oversight of card access and security for all CCC facilities. Campus Services is responsible for issuing and managing keys used to access CCC facilities. College Safety may delegate some or all of their responsibility to other campus departments to accommodate specific access needs or unique situations that warrant such delegation. All delegations by College Safety shall be in written form describing the specific nature of the delegated authority. College Safety will review all electronic access control delegation decisions for crime prevention and regulatory purposes.
- 1.3 **Installation and Modification of Electronic Access Control Doors, Cameras, Sensors, and Locking Devices:** Approved contractors (overseen by Campus Services, College Safety or ITS) are responsible for all installations or modifications of electronic access control doors, cameras, sensors, and electronic locking devices. Campus Services, along with College Safety and ITS, will develop standards, processes and procedures to ensure the consistency of electronic access control decisions made during planning, implementation, and modification of any electronic access controlled facility. These processes and

procedures will address legal and regulatory requirements, crime prevention, security, safety, accountability, and adherence to appropriate campus standards while maintaining an efficient flow of traffic.

- 1.4 **Information Technology Services:** Information Technology Services is responsible for management and oversight of all ITS infrastructure related to electronic access control.
- 1.5 **Record Keeping:** College Safety is responsible for establishing and maintaining a record keeping system and operating documents required under this policy.
- 1.6 **Authorized Approver:** Authorized Approvers are the Deans of the relevant programs and departments, the Vice President of Instruction and Student Services or the Vice President of College Services. Faculty and staff requesting electronic card access must do so through their departments' Authorized Approver. Authorized Approvers are limited to assigned areas of responsibility. A list of Authorized Approvers will be maintained by College Safety office and updated annually.

2. **Building Access**

- 2.1 **Academic and Administrative Buildings:** With some exceptions, academic and administrative buildings are open 6:30 am to 10 pm, Monday through Friday. Weekend and holiday hours may vary dependent on building usage. After-hours electronic card access to academic and administrative buildings is limited to approved faculty, staff, and contractors with proper electronic access cards.

3. **Access Card Distribution**

- 3.1 **Faculty and Staff:** Faculty and staff needing after-hours access to locked academic, administrative and/or other buildings may be given such access through a request to their Authorized Approver. The Authorized Approver will determine the legitimacy of the need and coordinate with College Safety to enable electronic access.
- 3.2 **Non-CCC Individuals:** College Safety may authorize and manage the issuance of electronic access cards to non-CCC individuals in collaboration with Authorized Approvers. All access cards will be collected by Authorized Approvers upon completion of need. Authorized Approvers will notify College Safety office when access cards have been lost or not returned.

4. Master Electronic Access Cards

- 4.1 Requests for master electronic access cards must be submitted by an Authorized Approver to College Safety. Master access cards will only be issued if the Authorized Approver is able to demonstrate a clear business need and the request is approved by a Vice-President.

5 Sanctions for Non-Compliance

- 5.1 Access cards are the property of CCC and may not be retained past the date authorizing their use. In the event of a lost or unreturned access cards, the individual, the individual's department or organization may be liable for costs related to restoring security to the area.

VI. Procedure

1. Building Access Hours

- 1.1 General hours of operation for building access are set by College Safety, in consultation with Deans, Directors and Campus Services. If necessary, adjustments to the hours of building may be made by filing a request to your authorized approver at least 5 days in advance.

2. Faculty and Staff Access Cards

- 2.1 **Faculty and Staff Access:** In cases where faculty or staff need access to a locked academic, administrative or other building, the following procedures will be followed:
- The department's Authorized Approver will determine the need for access and notify College Safety if they determine the need to be appropriate. College Safety will then update electronic access controls to allow their ID to access the building.
 - Once College Safety has approved electronic access and updated access control, they will notify the Authorized Approver of the change.
- 2.2 **Loss of access:** Should a Faculty or Staff member lose electronic access to a building for reasons other than termination of employment, they may seek to renew their access privileges by notifying the Authorized Approver who will initiate the process for access renewal.

3. Contractors and Outside Vendors Access

- 3.1 **Vendor/Contractor Access:** The Authorized Approver in the department or Campus Services will review the vendor/contractor's request for access and if they determine it to be legitimate, will notify College Safety to give them necessary access.

4. Appealing Denials of Access

- 7.1 College Safety may deny any electronic access card request they determine to pose a security risk in all buildings. Faculty or staff denied access may contest the determination by submitting a written request to the Vice President of Instruction and Student Services or the Vice President of College Services, whose written determination will be final.

8 Internal Audit

- 8.1 College Safety will conduct periodic reviews of electronic access card issuance procedures to ensure that they are consistent with this policy.

VII. Related Forms

1. Electronic Access Card Request Form - use form to request electronic access card
2. Master Electronic Access Card Request Form – use form to request master electronic access card
3. Lost/Stolen Electronic Access Card Report Form – use to report lost/stolen electronic access card
4. Exception Request for Electronic Access Building Hours Form – use form to request temporary change to building unlock/lock schedule

VIII. Contacts

If you have any questions regarding this policy, please contact College Safety at (503) 594-1698 or thomas.sonoff@clackamas.edu

ISP 171

Academic Use of CCC Brand and Logo

PURPOSE

Establishes guidelines for uses of the CCC logo and/or brand materials to create designs or promotional materials for academic purposes.

SUMMARY

The Clackamas Community College logo and brand are the intellectual property of the college and their public use is monitored by Marketing and College Relations. However, when the primary function is to facilitate learning, faculty or students may use the logo and/or brand materials in designs for use within the college environment. This includes the creation of posters or promotional materials whose function is the advancement of teaching and learning. These uses must still meet the spirit and intent of all brand guidelines, but they do not require the overview of Marketing and College Relations.

STANDARD

1. Academic use of the CCC brand and/or logo is defined as any designs or materials whose primary function is connected to teaching, learning, or other educational outcomes. Such academic use includes but is not limited to classroom activities focused on design, the display of student work on a department bulletin board, and the posting of flyers on college property when they are for educational purposes.
2. Any images or text on said materials must be licensed for public use.
3. Academic departments, faculty, and students may also print and post academic materials without using the CCC brand or logo.
4. For any non-academic use of the College brand or logo, or distribution outside the college environment, Marketing and College Relations will be consulted to ensure that spirit and intent of the brand guidelines are met.

REVIEW HISTORY

ISP Committee	Adopted	[Date]
College Council	Reviewed	[Date]

ISP 180

Continuing Education Units (CEUs)

PURPOSE

Establishes a structure for providing a continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

SUMMARY

A Continuing Education Unit (CEU) is given for completion of a unit of training. One CEU is defined as ten contact hours of participation and may be given in portions less than one CEU (e.g. 0.5 CEUs for a five hour workshop).

STANDARD

1. Granting of CEUs is determined by student achievement of learning outcomes.
2. Course content and instructor credentials are approved by the appropriate college department.
3. CEUs do not count towards college credit, but can be assembled into CPL credits using CPL process.
- ~~4. CEUs are non-credit in themselves; however they can be assembled into college credits under the IACET (International Association for Continuing Education & Training) standard.~~
- 5.4. A workshop outline must be on file with the Curriculum Office.
- 6.5. The workshop instructor is responsible for teaching and submitting verification of attendance to the Registration & Records Office within the term the workshop takes place.
- 7.6. Departments may issue a CEU Certificate of Attendance if they wish.
- 8.7. A separate CEU transcript is maintained by the Registration & Records Office.
- ~~9. The college is an approved provider to offer IACET CEUs. A department wishing to offer IACET CEUs will work with the Customized Training Department to be sure IACET requirements are met before the workshop can be offered.~~

REVIEW HISTORY

College Council	Reviewed	November 21, 2014
ISP Committee	Reviewed/Still Current/ No change needed	January 23, 2009
College Council	Reviewed	May 16, 2003
Instructional Council	Reviewed	January 23, 1996

Master Electronic Access Control Request

INFORMATION

Date Requested: <i>Click here for dates</i>	CCC ID Number:	Contact Number:
First Name:	Last Name:	Job Title:
Position Type: <i>Click here to select a position</i>	If contractor, Company name:	

REASON FOR CAMPUS MASTER ELECTRONIC ACCESS

Click here to enter text.

ACCESS DECISION

Approved Approved with modifications Denied

Details: *Click here to enter text.*

SIGNATURES

Signature & Date: <i>Click here to enter a date.</i> X _____	Authorized Approver Full Name Printed with Title
Signature & Date: <i>Click here to enter a date.</i> X _____	Vice President Full Name Printed with Title
Signature & Date: <i>Click here to enter a date.</i> X _____	College Safety Full Name Printed with Title

SANCTIONS FOR NON-COMPLIANCE

Access cards are the property of CCC and may not be retained past the date authorizing their use. In the event of a lost or unreturned access device, the individual, the individual's department or organization may be liable for costs related to restoring security to the area.

All signatures must be obtained prior to submitting this form

Email completed form to: jalley.snell@clackamas.edu • Contact: 503-594-3090

The background is a dark blue gradient with faint, light blue technical diagrams, including gears, circuit boards, and circular patterns. Several 3D polyhedrons in shades of blue and cyan are scattered across the scene, some in the foreground and some in the background.

Electronic Access Control Policy

Presented by Thomas Sonoff, Director of College Safety

▶ **What is Access Control**

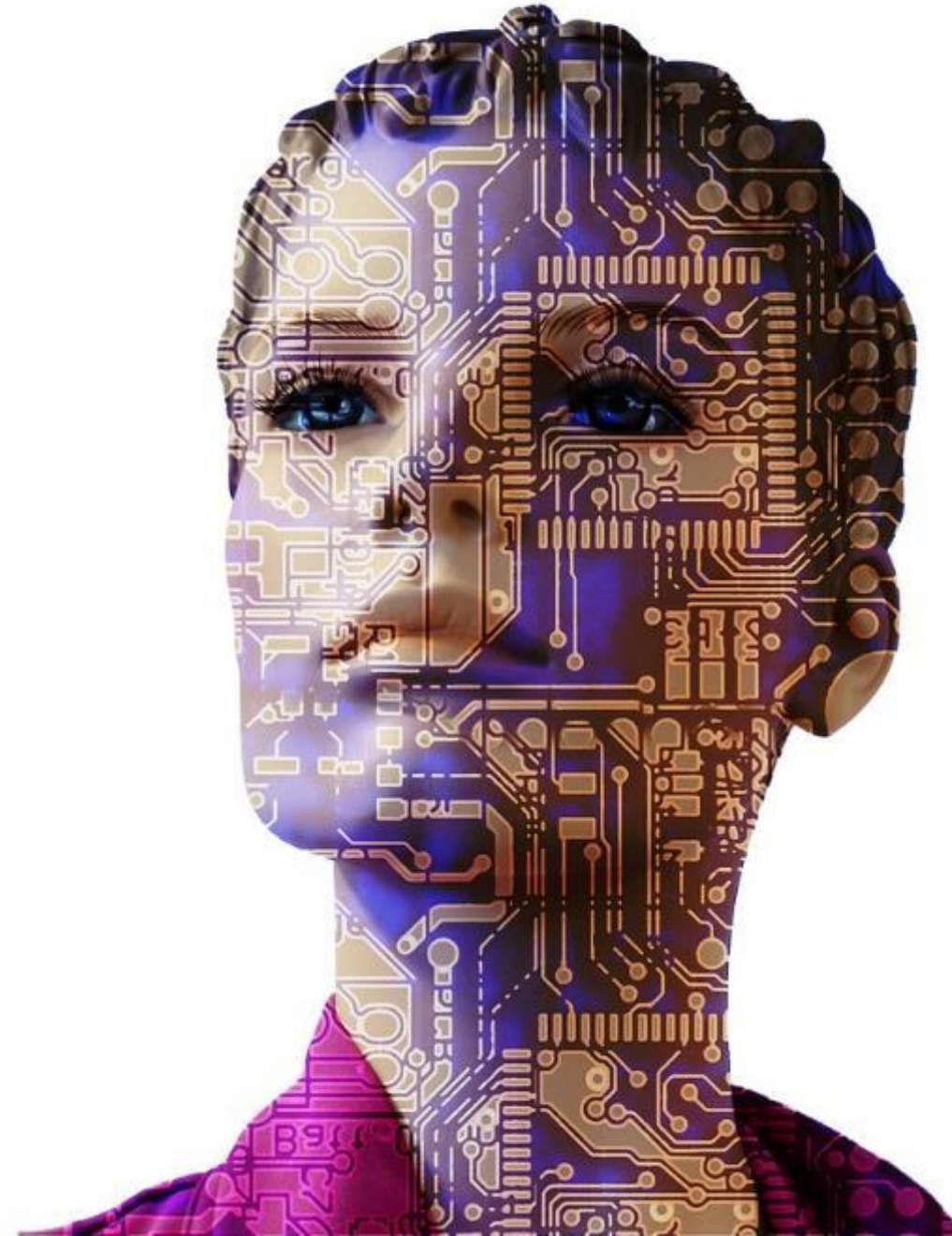
The ability to regulate or restrict building access via a centralized electronic control system

▶ **Electronic Access Control System**

All electronic systems used by the College to control, manage and administer access to CCC facilities, rooms and enclosures. Systems include all hardware, firmware, software and campus infrastructure used for electronic access control purposes.

▶ **Authorized Approver**

The Dean of each department, the Vice President of Instruction and Student Services or Vice-President of College Services will coordinate with College Safety to manage Access Control issues. Authorized Approvers have the authority to allow special electronic access requests when they are made by faculty or staff.



Electronic Access Control Policy

This is very similar to the current Key Policy



Responsible Officer: College Safety
Responsible Office: 1-11/01/2019
DRAFT VERSION

ELECTRONIC ACCESS CONTROL POLICY

I. Policy Statement

Clackamas Community College (CCC) is committed to the safety and security of all of the campus community. The college demonstrates this commitment by securing its facilities and physical spaces while striving to maintain a welcoming and hospitable campus environment allowing as much freedom of access as possible to the general public.

II. Reason for Policy/Purpose

This policy accomplishes the following college objectives, it

- Establishes access hours and security procedures for campus buildings;
- Helps ensure the safety of CCC faculty, staff, students and visitors;
- Helps prevent crime;
- Helps protect CCC infrastructure, property and other assets; and,
- Establishes authorities and procedures for access control during normal campus operations, after-hour access and special events.

III. Applicability

This policy applies to all CCC locations, organizations, and departments at CCC facilities and those working on behalf, or at the behest of CCC. It is used, owned or controlled facilities, rooms, and enclosures.

IV. Definitions

Access Control: The ability to regulate or restrict building access via a control system.

Electronic Access Control System: All electronic systems used by CCC to manage and administer access to CCC facilities, rooms and enclosures.

hardware, firmware, software and campus infrastructure used for electronic access control purposes.

Electronic Access Devices: Access cards and other electronic access devices that allow or control entry into CCC facilities, rooms and enclosures, etc.

Authorized Approver: The Dean of each department, the Vice President of Instruction and Student Services or Vice-President of College Services will coordinate with College Safety to manage Access Control issues. Authorized Approvers have the authority to allow special electronic access requests when they are made by faculty or staff.

Information Technology Services (ITS): All ITS hardware, firmware, software and network infrastructure required to operate campus access control system.

Master Access: This level enables access to every building and specific high security areas.

College Identification Card: The authorized college identification (ID) card used to electronically access campus facilities.

V. Policy

1. Authority

1.1 **Ownership of Access Devices and Codes:** All access control devices issued under this policy are the property of CCC.

1.2 **Administration of Electronic Access Control Systems:** College Safety is responsible for administration and oversight of card access and security for all CCC facilities. **Campus Services is responsible for issuing and managing keys used to access CCC facilities.** College Safety may delegate some or all of their responsibility to other campus departments to accommodate specific access needs or unique situations that warrant such delegation. All delegations by College Safety shall be in written form describing the specific nature of the delegated authority. College Safety will review all electronic access control delegation decisions for crime prevention and regulatory purposes.

1.3 **Installation and Modification of Electronic Access Control Doors, Cameras, Sensors, and Locking Devices:** Approved contractors (overseen by Campus Services, College Safety or ITS) are responsible for all installations or modifications of electronic access control doors, cameras, sensors, and electronic locking devices. Campus Services, along with College Safety and ITS, will develop standards, processes and procedures to ensure the consistency of electronic access control decisions made during planning, implementation, and modification of any electronic access controlled facility. These processes and

procedures will address legal and regulatory requirements, crime prevention, security, safety, accountability, and adherence to appropriate campus standards while maintaining an efficient flow of traffic.

1.4 **Information Technology Services:** Information Technology Services is responsible for management and oversight of all ITS infrastructure related to electronic access control.

1.5 **Record Keeping:** College Safety is responsible for establishing and maintaining a record keeping system and operating documents required under this policy.

1.6 **Authorized Approver:** Authorized Approvers are the Deans of the relevant programs and departments, the Vice President of Instruction and Student Services or the Vice President of College Services. Faculty and staff requesting electronic card access must do so through their departments' Authorized Approver. Authorized Approvers are limited to assigned areas of responsibility. A list of Authorized Approvers will be maintained by College Safety office and updated annually.

2. Building Access


2.1 **Academic and Administrative Buildings:** With some exceptions, academic and administrative buildings are open 6:30 am to 10 pm, Monday through Friday. Weekend and holiday hours may vary dependent on building usage. After-hours electronic card access to academic and administrative buildings is limited to approved faculty, staff, and contractors with proper electronic access cards.

1. Access Card Distribution

3.1 **Faculty and Staff:** Faculty and staff needing after-hours access to locked academic, administrative and/or other buildings may be given such access through a request to their Authorized Approver. The Authorized Approver will determine the legitimacy of the need and coordinate with College Safety to enable electronic access.

3.2 **Non-CCC Individuals:** College Safety may authorize and manage the issuance of electronic access cards to non-CCC individuals in collaboration with Authorized Approvers. All access cards will be collected by Authorized Approvers upon completion of need. Authorized Approvers will notify College Safety office when access cards have been lost or not returned.

Access Control Request Forms


Clackamas Community College | 19600 Molalla Avenue | Oregon City, OR | 97045-7998
 503-594-6000 | www.clackamas.edu
 Education That Works

Access Control Request

INFORMATION

Date Requested: <i>Click here for dates</i>	CCC ID Number:	Contact Number:
First Name:	Last Name:	Job Title:
Position Type: <i>Click here to select a position</i>	If contractor, Company name:	

REASON FOR CAMPUS MASTER ELECTRONIC ACCESS

Click here to enter text.

ACCESS DECISION

Approved
 Approved with modifications
 Denied

Details: Click here to enter text.

SIGNATURES


Signature & Date: <i>Click here to enter a date.</i> _____	Authorized Approver Full Name Printed with Title
Signature & Date: <i>Click here to enter a date.</i> _____	College Safety Full Name Printed with Title

SANCTIONS FOR NON-COMPLIANCE

Access cards are the property of CCC and may not be retained past the date authorizing their use. In the event of a lost or unreturned access device, the individual, the individual's department or organization may be liable for costs related to restoring security to the area.

All signatures must be obtained prior to submitting this form

Email completed form to: jalley.snell@clackamas.edu • Contact: 503-594-3090


Clackamas Community College | 19600 Molalla Avenue | Oregon City, OR | 97045-7998
 503-594-6000 | www.clackamas.edu
 Education That Works

Master Electronic Access Control Request

INFORMATION

Date Requested: <i>Click here for dates</i>	CCC ID Number:	Contact Number:
First Name:	Last Name:	Job Title:
Position Type: <i>Click here to select a position</i>	If contractor, Company name:	

REASON FOR CAMPUS MASTER ELECTRONIC ACCESS

Click here to enter text.

ACCESS DECISION

Approved
 Approved with modifications
 Denied

Details: Click here to enter text.

SIGNATURES

Signature & Date: <i>Click here to enter a date.</i> _____	Authorized Approver Full Name Printed with Title
Signature & Date: <i>Click here to enter a date.</i> _____	Vice President Full Name Printed with Title
Signature & Date: <i>Click here to enter a date.</i> _____	College Safety Full Name Printed with Title

CONSEQUENCES FOR NON-COMPLIANCE

Access cards are the property of CCC and may not be retained past the date authorizing their use. In the event of a lost or unreturned access device, the individual, the individual's department or organization may be liable for costs related to restoring security to the area.

All signatures must be obtained prior to submitting this form

Email completed form to: jalley.snell@clackamas.edu • Contact: 503-594-3090



Update on Guided Pathways

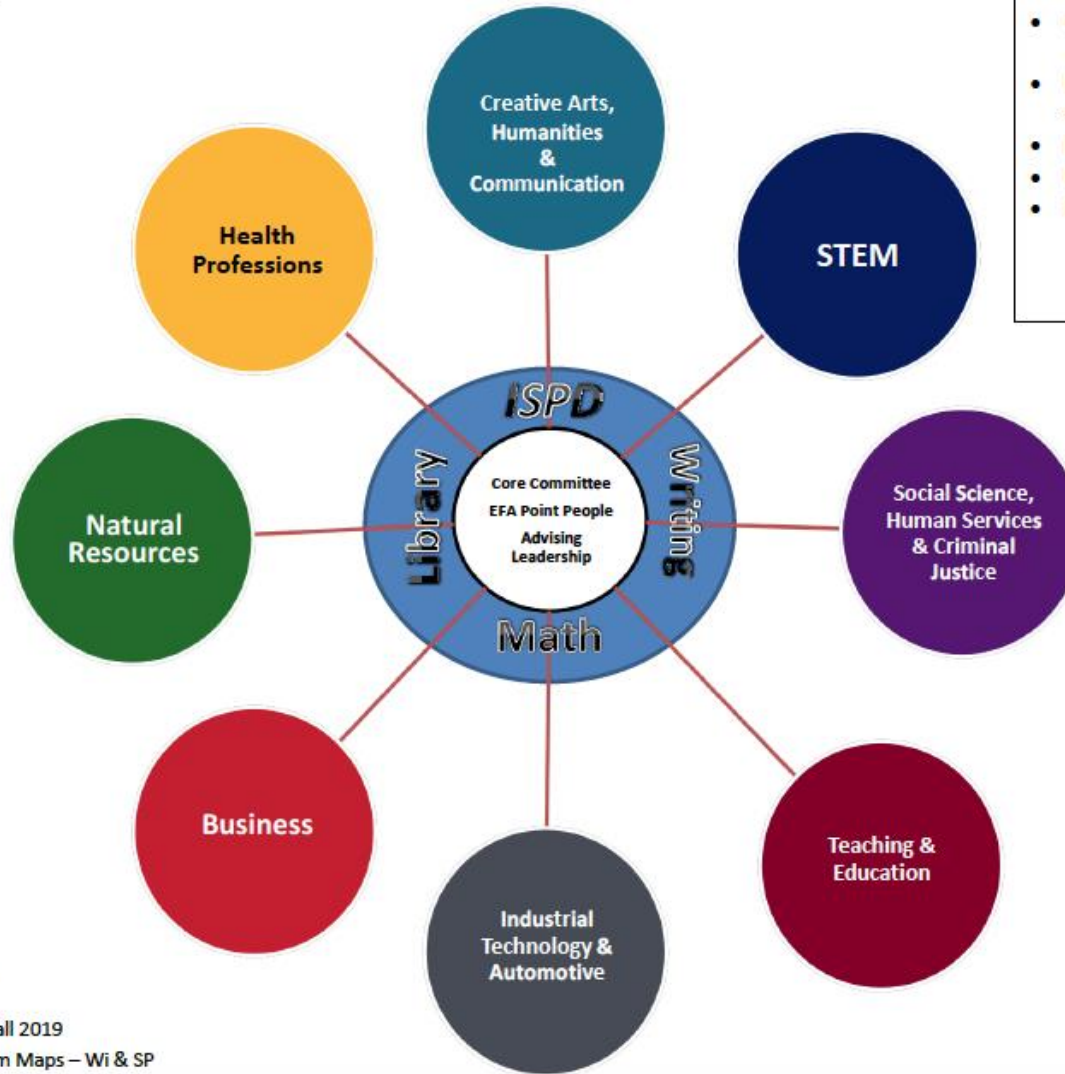
Nov. 1st, 2019



Education That Works



EFA Development Network



- Key Partners:
- Collaborative Advising Redesign Group
 - Marketing & Creative Services
 - Program of Study Group
 - Pre-College Group
 - FYE Faculty

Outcomes & Timeline

- V1.0 EFA Maps - Fall 2019
- Next Gen Curriculum Maps – Wi & SP
- Community Building - Ongoing

Education Focus Area Development Network

- Fall
 - Develop EFA curriculum map, version 1
 - Identified point of contact for each EFA
- Winter & Spring
 - Next generation curriculum maps

First Year Experience

- Currently, we offer 16 sections.
- Fall 2020, we will offer 30 sections.
- Fall 2021, we will ramp up to 60 sections.
- FYE will remain 2 credits and non-EFA specific.
- In need of faculty to teach additional FYE sections.

Project Name: GP Engagement Plan		Project start date: Sept. 2019	Project end date: TBD	
Action date	Audience	Outcomes	Mechanism	Lead
Sept. 24	All-staff	General update	All-staff inservice	David
Nov. 1	All-staff	General update	College council	Dawn
Nov. 6, 4-5 p.m.	Part-time faculty	Build better understanding of GP, know where to get GP information and understand what it means to be in an EFA and which one they are in	Meeting, Barlow 240	Kjirsten and Bev with Carol as support
Nov. 7	All-staff	General guided pathways update	Email	Lori
Dec. 12, 8:30-10 a.m.	Student services	Build better understanding of GP, know where to get GP information and understand what it means for them	Meeting	Max, Melissa and Dustin
Jan. 10	College community	General update	State of the College	Tim
Jan. 15, 3-4:30 p.m.	FTF/PTF	TBD	EFA Summit	Sue Goff and Lisa Reynolds
Jan. 16	High school partners	General update, EFA focus	High School Partner lunch	Jaime
Jan. 23	College community	General update	State of the College	Tim
Feb. 10	College services	Talk with Jil and Katrina to determine outcomes	Meeting	Max

March 12	Harmony/ Wilsonville staff	Build better understanding of GP, know where to get GP information and understand what it means for them, and understanding EFAs	Meeting	PTF and Dustin
April 8 or 22, 7:30-10 a.m.	All-staff and high school partners	General information	Open house	Jaime
April 16	High school students	General information	Skills Competition	Max
May?		TBD	CAP event	TBD
May 12, 3:30-4:30 p.m.	All staff	CELEBRATE!!!!	Party	Engagement team