

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

DUE DATE: May 1, 2020

Submission Date: May 1, 2020

Year: 2019 - 2020 **Committee Name:** *Campus Use and Development (CUDC) Committee*

<i>Committee Chair:</i> Bob Cochran	<i>Committee Members:</i> April Chastain, Bruce Mulligan, Brian Puncocher, Delbert Dulley, Jennifer Miller, Jim Martineau, Kelly Montgomery, Lloyd Helm, Michelle Baker, Mickey Yeager, Nora Brodnicki, Sunny Olsen, ASG Representatives, Laura Smith – recorder
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College Council Liaison: Bob Cochran

Location of Minutes: Posted to MyClackamas Website

Committee Meeting Schedule: Bi-Monthly, 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: April Chastain, Chair*
- *Food Service Committee: Mickey Yeager, Chair*
- *Signage Committee: Mickey Yeager, Chair*
- *Environmental Safety and Health Committee: Brian Puncocher, Chair*

Goals/Objectives for Year:

Review and comment on proposed changes that affect the college campus.

Items discussed:

- Oregon City Campus
 - Food Service expanded scope to include café, fresh food vending, food carts
 - Grounds Committee, updated values document
 - Smoking shelters update as to placement
 - Discussed additional bus shelter in orange lot
 - Team Oregon replacement of storage unit
- Harmony Campus
 - Student Resource Space
- Wilsonville Campus
 - Renovations to classrooms
 - Expansion of testing center

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

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DUE DATE: May 1, 2020

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Year: 2019-2020 **Committee Name:** Food Service Committee

Committee Chair: Mickey Yeager	Committee Members: Alissa Mahar, Beth Hodgkinson, Elizabeth Cole, Jennifer Miller, John Ginsburg, Loretta Mills, Michelle Baker, Naomi Sether, Sara Dier, Tami Strawn, ASG President, Laura Smith -Recorder
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College Council Liaison: Mickey Yeager

Location of Minutes: Posted to MyClackamas Website

Committee Meeting Schedule: quarterly

Committee Rotation Schedule: Static

Charge of Committee:

Monitor vendors' compliance to the food service contract; evaluate pricing, food, value, and quality of service. Provides feedback from individual areas to the food services contractor.

Goals/Objectives for Year:

Prepare request for proposal for food services. Completed food services survey confirming the items of most importance for students/staff.

Outcomes of Year's Goals and Objectives:

- RFP for Food Services was advertised
- Food Service survey

Currently food service offerings on campus are:

- Grill
 - Jewel Hospitality operates the grill section of the Cougar Café.
- Food trucks are on hold at this time
 - The Street Food Finder App
 - <https://streetfoodfinder.com/c/OR/Portland>
- Fresh food vending
 - Vending machines stocked with fresh-food options at the Harmony, Wilsonville and Oregon City campuses
- Catering
 - Catering is no longer exclusive to Jewel Hospitality

Current and Future Issues: Maintaining cost conscious, quality menu offerings and services that respond to the changing needs of students and staff.

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Year: 2019 - 2020		Committee Name: Signage Committee	
Committee Chair: Mickey Yeager		Committee Members: Bob Cochran, Deby McDowell, Jennifer Jett, Jennifer Miller, Kerrie Hughes, Kevin Anspach, Kyle Thomas, Lori Hall, Lloyd Helm, ASG representative, Laura Smith - recorder	
College Council Liaison: Mickey Yeager			
Location of Minutes: Posted to MyClackamas Website			
Committee Meeting Schedule: quarterly			
Committee Rotation Schedule: by attrition			

<p>Charge of Committee: To maintain and implement college signage systems in a consistent manner</p>
<p>Goals/Objectives for Year:</p> <ul style="list-style-type: none"> • Update signage guidelines • Currently working on placement of new wayfinding signage on Oregon City Campus with Sea Reach. • Address consistent placement of marketing media monitors within new buildings.
<p>Other Issues Dealt With, if applicable: There is a continued need for bulletin boards at CCC to convey visual messages to staff/students.</p>
<p>Outcomes of Year's Goals and Objectives: Color coded mapping has been updated online for the parking lots</p>
<p>Current and Future Issues: None</p>

**STANDING COMMITTEE
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DUE DATE: May 1, 2020

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Year: 2019 - 2020	Committee Name: Grounds Committee
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Committee Chair: April Chastain	Committee Members: Aaron Ingersoll, Joan Harrison-Buckley, Joyce Gabriel, Karen Maynard, Lloyd Helm, Loretta Mills (Recorder), Nora Brodnicki, TJ McDonough, Tom Powell, Jason Robertson, Jim Wentworth-Plato, ASG Student(s)
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College Council Liaison: Bob Cochran

Location of Minutes: Posted to MyClackamas 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:

- Grounds maintenance/bio swales contract
- Plant ID plants lost to construction
- Planting bed at Dye Learning Center
- Butterfly / pollinator garden by Horticulture Club
- Fire Science program tree planting
- Grounds value document presented to CUDC

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 new construction and maintaining inventory of replacement needs.

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DUE DATE: May 1, 2020

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Year: 2019-2020

Committee Name: *Environmental Health & Safety Committee*

Committee Chair:
Brian Puncocher

Committee Members: Alisa Mahar (Ex-Officio), Andrew Daniek, Bob Cochran (Non-Voting), Brian Puncocher (Chair), Chris Smith, Cindi Woodard, Craig Anderson, Dale Forney, Jann York, Jay Leuck, Jennifer Jett, Joan Harrison-Buckley, Joyce Gabriel, Kelly Montgomery (Non-Voting), Kelly White, Kyle Robillard, Laura Smith (Recorder), Lizz Norrande, Lloyd Helm (Non-Voting), Mark House, Michelle Baker (ASG Representative), Nick Ellingson, Nick Miller, Pete Kandratieff (Non-Voting), TJ McDonough, Travis Swanson, Tom Sonof (Non-Voting)

College Council Liaison: Brian Puncocher, Environmental Health & Safety Coordinator

Location of Minutes: Posted to MyClackamas Website

Committee Meeting Schedule: The second Wednesday of every 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. We do this by creating and maintaining an active interest in the safety by each college employee, assisting in the overall effort to minimize the frequency of accidents throughout the college, and to identify corrective measures needed to eliminate or control 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:

- Hazardous Waste generator status change from Small Quantity Generator (SQG) to the lesser Conditionally-Exempt Generator (CEG).
- DEQ: Accepted our SEP (Supplemental Environmental Project) application which allowed \$7,500 for us to grant full scholarships for kids to be able to attend Summer Kids Camps.
- Clackamas Fire District #1 / TVF&R: Successfully passed routine annual fire inspections at the 3 campuses after completing required corrections/deficiencies.
- Quarterly building inspections: Commenced assigning staff on a scheduled basis.
- Monthly safety meetings: Commenced to have regular scheduled meetings.
- Solved the pigeon guano rooftop problem at Niemeyer and saved thousands of \$\$\$ to the College.
- MSDSonline system: Officially adopted new electronic system; communicated to and informed all staff how to access it, use it.

Outcomes of Year's Goals and Objectives:

Reviewed reported incidents monthly and made appropriate recommendations for change. Completed quarterly inspections at Harmony Campus, Wilsonville Campus and the Oregon City Campus. Some items of concern were daisy chaining of some electrical cords, heaters that don't have auto-shut off, and storage of items too close to the ceiling fire sprinklers.

Current and Future Issues: