

# College Council Meeting Minutes

Date: 7.30.20 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: Zoom Video Conference

## Attendees

Cynthia Risan – Committee Chair; Shalee Hodgson – Meeting Moderator; Laura Lundborg – Recorder; 100+ Participants – employees and students

Topic/Item	Presenter	Meeting Minutes
<p><b>Meeting Minutes and Supporting Material</b></p>		<p>Meeting minutes contain a summary of what was presented, group Q&amp;A, and any commitments made at the meeting. The agenda packet contains supporting material presented.</p>
<p><b>CCC Return to Campus Draft Plan and Related Policies, Procedures, and Resources</b></p>	<p>Tom Sonoff, Lori Hall, Bob Cochran, Melissa Richardson, Cynthia Risan, Jil Freeman, and David Plotkin</p>	<p>Tom shared the Return to Campus document, explaining what was updated since recent meetings and requests for feedback. Most suggestions and feedback were easily included in the plan, some required additional discussion before including. Those not included are being held for consideration at a later date.</p> <p>Several suggestions were to provide signage in multiple languages. Also looking at where to put signs to make them most effective.</p> <p>PPE was a big area of concern in feedback. Language was updated to be more descriptive of what is considered face coverings and proper wearing. The document follows CDC suggestions and OHA guidelines. Face coverings will be available to departments for employees and staff that do not have their own.</p> <p>A new appendix has been added – a plan for dealing with disease management, and communication about the process if exposed to a positive case.</p> <p>The final Return to Campus Plan is due to Clackamas County Health Authority by August 15.</p> <p><b>Bob Cochran – Campus Services Update</b> – stockpiling PPE and sanitation materials. The college is using Harmony East as a template for the signage. Will have subcommittee walk through to experience how it works in face-to-face environment.</p> <p>Electrostatic sprayer – puts ionized molecule out to kill virus. Safe for electronics and fabric.</p> <p><b>Lori Hall – Communications Update</b> – working on sign design. Shared video regarding requirements for return to campus.</p>

**CCC Return to Campus  
Draft Plan and Return to  
Campus Policy (continued)**

**Melissa Richardson – Return to Campus Policy** – the policy has been shared college-wide and changes are highlighted in the document. Changes were mainly language for consistency with the Plan.

**Cynthia Risan and Jil Freeman – Resources for Employees** – though the College is doing as much online as possible, we will have a process for limited face-to-face. Resources for faculty are going to be available with support from Instructional Support and Counseling. Examples of resources: sample syllabus statement on expectations for students, workshops with scenario-based situations for talking to students and de-escalation. A survey will go out to faculty soon to provide feedback, resources will be available beginning of fall term.

Q: Can this be provided to Student Services employees too?

A: Yes, much of this will be applicable to anyone seeing students face-to-face.

**David Plotkin – Prioritization Procedure** – since there will not be a lot of face-to-face in fall, this procedure is not urgent. It is applicable for use if there is a capacity issue. Will evolve as more information is available. The foundational principle is health of students and employees.

Deans will be working in collaboration with departments on the application process for returning face-to-face. Again, this will be used only if there is a capacity issue.

David reviewed the requirements for priority. Please send any suggestions or changes to him. The next step will be to share at Presidents' Council next week.

**Questions and Comments**

Suggestions: Leslie is wearing cotton net on face with holes in it. Suggest more description of what won't work for a face covering.

Q: Regarding application to return face-to-face – is ready to fill out, is there a deadline?

A: Start process with Dean. The application is ready and will be provided as a fillable PDF.

Q: Are there plans for plexiglass at the podium, teaching station?

A: The application form has a spot to list unique situations that will be considered by Campus Services.

Q: David, regarding DEI – how are principles being used in the process?

A: If keeping a course online will disadvantage a particular group, that would indicate priority.

**CCC Return to Campus  
Draft Plan and Return to  
Campus Policy (continued)**

**Questions and Comments (continued)**

Suggestion/Concern: Concerned with DEI consideration being so low on the list when the college as whole is using DEI as a framework for decisions.

Q: Can share what is happening this summer and how the test cases are going?

A: One case is the Testing Center in Rook. It seems to be going well. Another is the Nursing Program. They have been very successful. The next test case will be the Harmony signage. There were a few other programs and they are just about to make decisions on the limited activities needed.

Q: For folks that do not have thermometer, will we provide access?

A: In discussion as to best process for ensuring that. Note: we will not be taking temperatures on campus, just providing a thermometer.

Suggestion: Need to use washing machine to clean masks. Please change language to address non-washing machine options.

Q: One bathroom in McLoughlin is small and will be difficult to distance. How will that be addressed?

A: Will need to balance out occupancy and provide signage as to how many can occupy.

Q: The handwashing signs say the importance of washing for 20 seconds, but can we also include, at least one in every bathroom, proper steps and methods of handwashing?

A: We have new signage for all of the restrooms that have a lot more information on them.

Q: Is there information about DRC and accommodations?

A: There is a section about students needing accommodations to contact DRC. Also one for employees to contact HR.

Q: What to do when a person has accommodations to not wear mask, and other students want to know why?

A: Great topic for a practice scenario – Cynthia and Jil will suggest for future workshop.

Q: Can instructors find out what the accommodations are?

A: Tom will ask Christina to attend workgroup next week to provide list.

Q: What if classroom does not accommodate many students? Will a lower load be acceptable?

A: Will not cancel classes with smaller load if we decide they are approved face-to-face.

Q: If contagion and need to shut down for period, where will other classes go since whole building will need to move?

A: will need to make decisions as happens.

<p><b>CCC Return to Campus Draft Plan and Return to Campus Policy (continued)</b></p>		<p><b><u>Questions and Comments (continued)</u></b></p> <p>Suggestion – should have a contingency plan if asked to move locations. David replied that may be something to add to application.</p> <p>Q: If class is under quarantine what will happen? Is the class moved online?</p> <p>A: David will find answer.</p> <p>Suggestion: There are concerns that applications to return face-to-face will be auto-approved until there is a capacity issue. Suggest including something in the criteria to avoid that.</p> <p>Suggestion: There are issues around inequities of underserved students. Are we asking instructors to get professional development training they need to reduce inequities? The language around that may need to be clarified. We do not want someone to be approved to teach face-to-face because they say they cannot teach online effectively. David agreed that is a good point and there is more conversation needed about that.</p>
<p><b>COVID19 Survey Results and EYES Spring 2020 Results</b></p>	<p>Lauren McGuire</p>	<p>Lauren shared two survey results from students regarding their experience at CCC, some specific to COVID-19. The reports can be found at <i>myClackamas – Resources – Institutional Research – Infographics</i>; scroll to the bottom for Infographics. Also PDF version on the College Council site.</p> <ul style="list-style-type: none"> <li>• Most students felt supported and were able to communicate with instructors and support services. Some responded that spring did not go as hoped, but understood it was a learning process for all. Hope to have an easier process in future.</li> <li>• Most said they had online access – note to keep in mind that student experiencing problems with access most likely did not take this survey.</li> <li>• Some did not feel there was enough engagement with faculty and class.</li> <li>• Need some more guidance on using Zoom, Moodle, online technology.</li> <li>• Did not have many opportunities to collaborate with students.</li> <li>• About a third felt they had career goal guidance and coaching.</li> <li>• Plans to return – small percent said they would not come back for reasons other than educational needs being complete.</li> </ul>

<p><b>Human Resources Policies</b></p>	<p>Vicki Hedges</p>	<p>Policy updates are in response to federal Title IX changes from HB3415 and SB726.</p> <ul style="list-style-type: none"> <li>• Equal Opportunity Policy – changes about who may investigate and Title IX coordinator responsibility for investigation and reporting.</li> <li>• Nondiscrimination Policy – added gender identity, changed staff to employee. Removed a section that should be in procedure, rather than policy. New language in response to SB726 allowing five years to report discrimination. Also language to add that employer cannot require a non-disclosure agreement or no rehire agreement.</li> </ul> <p>Contact Vicki with any questions or suggestions.</p>
<p><b>Association Reports</b></p> <ol style="list-style-type: none"> <li>1. <b>ASG</b></li> <li>2. <b>Classified</b></li> <li>3. <b>Part-time Faculty</b></li> <li>4. <b>Full-time Faculty</b></li> <li>5. <b>Administrative Confidential</b></li> </ol>		<p><b>ASG</b> – Anissa Reynolds – ASG will be starting no-contact food pickup for students. Food provided by Oregon Food Bank, Gleaners, and Horticulture Club. Scheduled every two weeks in front of Niemeyer. Working with Marketing to get word out to students.</p> <p><b>Classified</b> – no report.</p> <p><b>Part-time Faculty</b> – Co-President Leslie Ormandy – concerned with the amount of layoffs for fall term. Working on cleaning up documents and fixing faculty pay stubs.</p> <p><b>Full-time Faculty</b> – Mark Yannotta – reminding faculty to start thinking about getting together to plan for and solve problems the upcoming school year may bring.</p> <p><b>Admin/Confidential</b> – Amy Cannata – no update since last meeting.</p>

<p><b>Announcements</b></p>		<p><b>Clackamas Volunteers in Medicine</b> – President Cook shared about conversations with CVM that may affect CCC. The volunteer group, which provides healthcare to underinsured and uninsured residents of Clackamas County, is looking for a new location. The building they are currently in is being sold. They reached out to us for consideration of being located on the Oregon City campus. This is being considered and there are some plusses with having them on campus:</p> <ul style="list-style-type: none"> <li>• The majority of our students would qualify for their services.</li> <li>• There would be opportunity for students in healthcare programs to get practical experience completed on site.</li> </ul> <p>Looking at Clairmont space for easy access to students. CVM will be looking to move in about a year. More information to come as the plans progress.</p> <p><b>Increased Workforce Development Funds</b> – Workforce Advisor Brent Finkbeiner shared there is an increase in funding available to students for training and job placement. Recent funding sources include:</p> <ul style="list-style-type: none"> <li>• Federal Emergency and Disaster Relief</li> <li>• Job Corps Scholars Program</li> </ul> <p>Please share the news and encourage students to contact Workforce Development Services at 503-594-6246. Brent would also be happy to come to meetings to share information.</p>
<p><b>Announcements (continued)</b></p>		<p><b>Student Handbook</b> – John Ginsburg shared that the student handbook will not be printed in bulk this year, as we will have limited students on campus. There will be a PDF version on the public site and a scaled down version to print as needed.</p> <p><b>Title IX</b> – John Ginsburg shared that a workgroup is in process of updating Title IX policies to incorporate recent changes made at the federal level.</p> <p><b>Ruling to maintain Deferred Action for Childhood Arrivals (DACA)</b> – John Ginsburg thanked folks at CCC that worked hard to contact each of our international students during the week prior to the ruling to ensure them we are here for support.</p>

Upcoming Meeting Dates	Time	Location
July 30	12:00 – 1:30PM	Zoom video conference
<b>Meeting Minutes &amp; Documents</b>		

College Council minutes and supporting documents can be found at

<http://webappsrv.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings#body>