

College Council Meeting Minutes

Date: 10.02.20 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: Zoom Video Conference

Attendees

Cynthia Risan – Committee Chair; Laura Lundborg – Recorder; 90+ Participants – employees and students

Topic/Item	Presenter	Meeting Minutes
<p>Meeting Minutes and Supporting Material</p>		<p>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.</p>
<p>Academic Elimination and Reduction Process – Update on Updating</p>	<p>David Plotkin</p>	<p>David shared about the current status of the process and next steps.</p> <ul style="list-style-type: none"> • No work was completed over the summer. He is consulting with association leaders for advice and feedback on how best to resume the process and communicate and talk about it. • The process is a series of steps to work through collaboratively to have focused conversations about a limited number of programs. Discussions will start winter or spring. Due to looking at this with multiple criteria there may be no reductions or eliminations; the process will help us understand if changes should be made. • The timeline will be made available this fall and the Business Office will share the results of the financial analysis for review and feedback. Then we come to an agreement on rubrics to apply to determine what programs will move to a more focused discussion. • David will be back to College Council with more information. <p><u>Questions and Comments</u></p> <p>Comment: Association members talked about diversity, equity, and inclusion being a framework for this process. With the DEI framework being finalized it should be included. Kat Long will send David the feedback from discussion.</p>

<p>Colleague Strategic Alignment Process</p>	<p>Saby Waraich</p>	<p>Saby shared a presentation (available on the College Council website) about a strategic alignment process for Colleague. Colleague, our Enterprise Resource Planning (ERP) system, also known as Student Information System (SIS), is sensitive to changes and tough to integrate with anything else.</p> <p>Changing to a different ERP would be costly and not feasible. The college will go through a strategic alignment process to improve Colleague to better support students and operations and to achieve specific institutional goals and objectives. A project manager will be selected to review Colleague and recommend improvements. Tim, David, and Alissa will be sponsors for the project.</p> <p>During fall term, there will be meetings with CCC folks to compile information. Saby explained all steps to the process and the draft plan.</p> <p><u>Questions and Comments</u></p> <p>Q: What is a sponsor? A: They lead the project removing any roadblocks (e.g., financial issues) and make sure needed resources are available.</p> <p>Q: Will Elevate be part of this process? A: The PM team will look at everything including Elevate.</p> <p>Q: If we see folks missing from this process should we share? A: Yes, please send information to Kierstin McDowell, her role is our project manager.</p>
<p>Information Security Program</p>	<p>Saby Waraich</p>	<p>Saby shared a presentation (available on the College Council website) about the state of our current security and plans to better secure our data.</p> <p>Threat attackers have become more sophisticated and security breaches happen more often. Explained common types of attacks. 90% of businesses have experienced an attack in last year. Student data is high target. Schools often do not have funds for high security controls, so have become easier prey to attacks.</p>

<p>Information Security Program (Continued)</p>	<p>Saby Waraich</p>	<p>Next Steps:</p> <ul style="list-style-type: none"> • Create a robust framework. Assess, find gaps, and prioritize goals. • We need to have security awareness training. • Create a phishing simulation. For this training IT will send a phishing email and if anyone clicks on it, they will be sent a message that it is a CCC phishing attack. • Add two-factor authentication: adds an additional level of security to sign in. • Stronger password policy. Change passwords every 90 days. <p>October is Cybersecurity Awareness Month. 95% of cyberattacks are caused by human error. We are encouraged to take on a role to support security.</p> <p>If unsure of the authenticity of an email, send it to IT to review: abuse@clackamas.edu.</p> <p><u>Questions and Comments</u></p> <p>Q: Many are working from home with just our home security system. How secure is that? A: Creates a high security risk. If someone hacks into home system may also gain access to CCC data.</p> <p>Q: What are recommendations for backing up work? A: Can back up to a cloud service.</p> <p>Q: Is VPN helpful? A: Yes, much more secure.</p> <p>Q: How will VPN be implemented? A: If you have a CCC issued laptop with Direct Access, it is a VPN directly to the college. If unsure whether you have Direct Access check with IT.</p> <p>Q: What are recommendations for people using cell phones to check college email and data? A: Make sure you are using a secure link – https or padlock icon will show in site address. Access through myClackamas to ensure you are on a secure site.</p>
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<p>Human Resources Policies & Procedures</p>	<p>Vicki Hedges</p>	<p>Vicki shared that changes to laws at the state and federal level have required the College to update four Board of Education policies and their associated administrative regulations (AR). Documents are on the College Council website to review. Vicki reviewed the <i>Policy and AR Summary Page</i>. Changes related to:</p> <ul style="list-style-type: none"> • Title IX changes • Oregon House Bill 3415 • Oregon Senate Bill 726 <p>She shared what was updated and the responsibilities of employee reporting requirements. Trainings and resources will be made available to employees.</p> <p><u>Questions and Comments</u></p> <p>Q: Is the requirement to report just when we hear things about students and employees or does it include employees discriminating against other employees?</p> <p>A: You must report any time it involves an employee.</p> <p>Q: What type of training are you planning?</p> <p>A: Training on case situations to provide employees with tools to respond to real situations. Outreach visits to CCC departments and programs. Tools and communication resources for reporting related to employee and student.</p> <p>Q: How has the role of investigator changed?</p> <p>A: There are now three distinct roles: Title IX coordinator, investigator (also writes report), and decision maker. Will also have a Title IX advisor to help someone through the steps.</p> <p>Please send any feedback to Vicki. She will return for another reading at College Council then two readings at Presidents' Council.</p>
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<p>Association Reports</p> <ol style="list-style-type: none"> 1. Associated Student Government (ASG) 2. Classified 3. Part-time Faculty 4. Full-time Faculty 5. Administrative & Confidential 		<p>ASG – Felicity Orrell – ASG grant deadline is today. Chromebook loans and textbooks rentals available through November 9. Still have openings for ASG positions. Students can apply at www.clackamas.edu/asg.</p> <p>Classified – no report.</p> <p>Part-time Faculty – Co-President Jennifer Nickell – working on an engagement project with current and potential members to gather information about what is important to them. Continuing to update the Moodle Watercooler, which has resources available. Will also be updating bylaws. Working on a memorandum of understanding (MOU) for fall term related to the pandemic.</p> <p>Full-time Faculty – Jay Leuck and Mark Yannotta – working on an MOU for fall term related to the pandemic. Faculty and staff met with high school partners for ACC meeting. Approximately 180 on the call and it went well.</p> <p>Admin/Confidential – Amy Cannata – Shelly and Amy worked with group for a successful inservice. Admin/Confidential and Presidents’ Leadership team meeting to focus on communication. Reminded group to review the Shared Governance Draft Plan and provide feedback. Survey link: https://forms.gle/8hTjZaYdHGibZGE9.</p>
<p>Announcements</p>		<p>CCC Strategic Planning – Jason thanked everyone for nominations to be involved in strategic planning interviews, received 135 nominations. Interviews and focus groups will happen this month. Also, a survey will be sent out soon to provide feedback.</p> <p>National Hispanic Heritage Month – runs through mid-October. The Multicultural Center is hosting a virtual tour of the Museum of Latin American Art in Los Angeles. Live synchronous online tour hosted by a docent in LA, who will be walking group of about 50 students and others through the museum. Flyer link: Museum Tour.</p>

Upcoming Meeting Dates	Time	Location
October 16, 2020	12:00 – 1:30PM	Zoom video conference
Meeting Minutes & Documents		
College Council minutes and supporting documents can be found at http://webappsrv.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings#body		