

College Council Meeting Minutes

Date: 10.16.20 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: Zoom Video Conference

Attendees

Cynthia Risan – Committee Chair; Laura Lundborg – Recorder; 100+ Participants – employees and students

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.
Information Security Update	Larry Rosenberg & Mike McLaughlin	<p>Larry shared that October is Cyber Security Month, flyer filed on College Council site. He reviewed best practices for security, with emphasis on creating multi-factor authentication (MFA). Flyer has resources for additional information.</p> <p>Mike shared about a phishing test that will randomly be sent to employees to see whether the link or attachment is opened. If opened, the employee will be directed to a site explaining the dangers of phishing emails and how to handle them.</p> <p>CCC Outlook email has a tool to click to report phishing emails and/or ask if a link or attachment is secure. Once you close your Outlook and restart, the icon will appear in top right Home toolbar tab.</p>
College Council Update	Cynthia Risan & David Plotkin	<p>Recent discussions have been had around making sure the college is informing our community through the right formats with the right people attending. It was suggested that information normally shared at the VP meetings could be shared at College Council instead, a venue reaching more people.</p> <p>Cynthia and David proposed ending the VP Meeting for this year and extending College Council by 30 minutes. No objections from the group; meetings will be extended by 30 minutes.</p>

<p>Academic Reduction and Elimination Process</p>	<p>David Plotkin</p>	<p>David shared a PowerPoint and two documents about the criteria, process steps, and timeline, as well as questions and answers from previous conversations.</p> <p>The concept came a few years back in discussions around curriculum sustainability and a need to provide data that leads to program improvement.</p> <p>This process will be completed in four phases:</p> <ul style="list-style-type: none"> • Phase I: establish criteria and process (Complete). • Phase II: initial financial analysis and rubric (Fall 2020). • Phase III: application and criteria (Winter 2021). • Phase IV: college dialogue (Winter 2021). <p>The group reviewed questions and answers previously documented and David asked for feedback and questions.</p> <p><u>Questions and Comments</u></p> <p>Q: If a program is reduced or eliminated will we consider how that affects college/support services?</p> <p>A: Yes, part of the analysis looks at systemic impact.</p> <p>Comment: It is important to be authentic in our meetings and speak with respect and think about others in the room and being able to elevate their concerns. Thank you David for creating that environment.</p> <p>Comment: Request that documents are shared in time for review before a meeting.</p> <p>Response: That is a valid request and normal practice; apologized for delay. There will also be continued time at College Council and other venues to discuss.</p> <p>Comment: Concerned with using language about possibly not cutting programs. It is hard to hear we might go through this rigorous process and robust conversations to have an outcome of no change in program reduction/elimination, but then go with a different process to address budget issues.</p> <p>Response: David is hearing that he may have ideas of what to reduce/eliminate and wants it to be made clear that we are looking hard at everything and we do not know at this time whether anything will be cut.</p> <p>Q: Are there any ideas on how to mitigate anxiety about the process?</p> <p>A: Moving forward so people can start getting information will help. David will show up whenever he can to answer questions. He will not promise things he cannot follow up on.</p>
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<p>Unit Planning Update</p>	<p>Jason Kovac, Lisa Anh Nguyen & Jeff Shaffer</p>	<p>Jason shared a PowerPoint about changes to the planning process. Will sync with budget processes and align with other timelines. Will be later in year to provide more time on assessment and to allow time for budget reduction conversations to happen. We will then be positioned to think about unit planning and prioritize what we want to spend time and limited funds on.</p> <p><u>Outside of and before Unit Planning</u></p> <ul style="list-style-type: none"> • The Position Opening Request (POR) process will be separated from Unit Planning. More information soon. • Want to create a space to discuss essential needs – resources programs cannot continue without. Will have a process to roll out this fall so we can begin conversations. • There will be a group discussing how to improve/streamline our efforts toward continuous quality improvement. • Jason will be working closely with the Grants Office and the Foundation to include questions in the unit planning that may lead to opportunities to combine efforts.
<p>Human Resources Policies & Procedures</p>	<p>Vicki Hedges</p>	<p>As a second reading at College Council, Vicki shared updates to policies and procedures as a result of changes to laws at the state and federal level. 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 sex-based issue. Always report an incident if it involves an employee. Can choose not to report if it involves a student and they do not want information to be shared.</p> <p>Trainings and resources will be made available to employees. The Student Handbook has been updated to reflect changes.</p>

<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 grants have been awarded for fall term. Applications for winter term begin November 1. Food boxes continue to be available. Students can contract the ASG office to request a box. October is Domestic Violence Awareness month. Please wear purple next Thursday in support.</p> <p>Classified – Kelly Lawrence – working on a memorandum of understanding (MOU) for fall term related to the pandemic. Participating in the Budget Advisory Group (BAG) and budget process.</p> <p>Part-time Faculty – Leslie Ormandy – working on an MOU for fall term related to the pandemic. Working on other MOUs as well. The next association meeting is Oct 25.</p> <p>Full-time Faculty – Mark Yannotta – ratified MOU for fall term related to the pandemic. Negotiations went well. Association leaders met with new full-time faculty, Jessica Kissler, Ellen Garcia, and Kari Hiatt.</p> <p>Admin/Confidential – no report.</p>
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Upcoming Meeting Dates	Time	Location
November 6, 2020	12:00 – 2:00PM	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>