# COLLEGE COUNCIL MEETING AGENDA

**Date**: Nov 5, 2021 | **Time**: 12-1PM | **Location**: ZOOM | **Recorder**: Laura Lundborg

Clackamas Community College

| 💬 TOPIC | Facilitator | Allotted Time | Key Points Provide 50 words or less on expected outcome | Category |
|---|---|---|---|---|
| **Land & Labor Acknowledgement** | Cynthia Risan | 5 min | College Council opens with a time of acknowledgement and honor. | ☐ Discussion<br>☐ Decision<br>☒ Advocacy<br>☒ Information |
| **Meeting Minutes** | | | Minutes from the October 15, 2021, meeting have been posted for review; please contact Laura Lundborg with comments or corrections. | ☐ Discussion<br>☐ Decision<br>☐ Advocacy<br>☒ Information |
| **Innovation Fund – Process for Applying** | David Plotkin | 20 min | Know how to apply for a grant from the college's internal innovation fund. | ☐ Discussion<br>☐ Decision<br>☐ Advocacy<br>☒ Information |
| **Grants Development Fall Update** | Amy Cannata | 10 min | Identify recent awards and where to find a list of awards, find the initial steps in the grant development process, and know how to locate grant development resources. | ☐ Discussion<br>☐ Decision<br>☐ Advocacy<br>☒ Information |
| **Association Reports**<br>• **Associated Student Government**<br>• **Classified**<br>• **Associate Faculty**<br>• **Full-time Faculty**<br>• **Administrative/Confidential** | | 10 min | | ☐ Discussion<br>☐ Decision<br>☐ Advocacy<br>☒ Information |
| **Announcements** | | 10 min | | ☐ Discussion<br>☐ Decision<br>☐ Advocacy<br>☒ Information |

| 📅 Upcoming Meeting Dates | Start Time | End time | Location |
|---|---|---|---|
| **November 19, 2021** | 12:00pm | 2:00pm | Zoom |
| **Members** | Deans, Association Representatives, and two representatives from each division. Employees, students, and public encouraged to attend. | | |

# CCC Land Acknowledgement

We acknowledge that the Clackamas Community College campuses reside on the traditional homelands of the Clackamas, Cascades, and Tumwater bands of Chinooks, as well as the Tualatin and Pudding River bands of Kalapuya and the Northern Molalla people. They lived and prospered by maintaining strong cultural ties to the land, and through wise management of resources. As signers of the Willamette Valley Treaty of 1855, they were removed from their homelands to the Grand Ronde Indian Reservation where they became members of the Confederated Tribes of Grand Ronde. Please join us in taking this opportunity to thank and honor the original caretakers of this land, their lives, and their descendants that live on as Tribal members today, still carrying on the traditions and cultures of their ancestors.

# Labor Acknowledgement

We also acknowledge that our nation has benefited and profited from the free enslaved labor of Black people. We honor the legacy of the African diaspora and Black life, and the knowledge, skills, and human spirit that persevere in spite of violence and White supremacy.

# COLLEGE COUNCIL MEETING MINUTES

**Date**: October 15, 2021 | **Time**: 12:00pm-2:00pm | **Location**: Zoom | **Recorder**: Laura Lundborg

| Topic | Facilitator | Meeting Minutes |
|---|---|---|
| **ISP Reading** | Sue Goff | ISP 190 Academic Honesty – 1st Read<br><br>Sue shared the policy with drafted changes. Created to provide a resource to faculty when talking about honesty and integrity, giving students guidelines about their responsibility. Can be used in course syllabi. This first draft was updated using the Diversity, Equity, and Inclusion (DEI) Framework.<br><br>Questions & Comments:<br><br>Q: Is there additional information about what should be included in a course syllabus?<br>A: There is a separate ISP for that and the committee will also review for updates. |
| **Part-time Faculty Name Update** | MaryJean Williams | MaryJean, Associate Faculty Association President, shared that the association voted a name change to Clackamas Community College Associate Faculty (CCCAF), on September 22. Declarations have been filed with the Oregon Education Association and the National Education Association.<br><br>Questions & Comments:<br><br>Q: Did the directory and email lists get updated with the new name?<br>A: Working on that with ITS and HR. It may take time to get the individual titles of faculty changed in the directory. |
| **Foundation Updates** | Sara Dier & Sally Noble | • Employee Drive – open through October 15. Last year, 45% donated. This year we are close to 55%. You can give at: https://give.clackamas.edu/cccgives.<br>• GivingTuesday – November 30. The CCC beneficiary this year is Free Food Pantry. Details will be shared soon.<br>• Call for scholarship readers – the fall Foundation student scholarship application deadline is soon. If you would like to be a scholarship essay reader, please contact scholarships@clackamas.edu by November 4.<br><br>Questions & Comments:<br><br>Q: Do donation monthly pledges via payroll deduction roll over each year automatically?<br>A: That is an option to authorize. The Foundation has reached out to donors that do not have an end date to notify them that it will continue unless changes should be made. |

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| **Multifactor Authentication (MFA)** | Mike McLaughlin & Kierstin McDowell | Mike and Kierstin shared a PowerPoint on what MFA is and how it's important for cybersecurity. It's a two-step security login to systems that has proven to deter hackers. Many use MFA already (e.g., enter password and answer security question).<br><br>A video was shared on how to set up MFA online, by text, or phone. The video will be shared in future emails to employees.<br><br>CCC will be working with individual areas to implement MFA for data systems that hold secure information. You will receive an email with instructions, FAQs, Zoom session sign-ups. ITS will work directly with areas to implement. Hope to have everyone updated by January.<br><br>Questions & Comments:<br><br>Q: Will we need to do the two-part authentication every day?<br>A: No, once initiated, you will be prompted every 90 days if using the same device to access data.<br>Q: Will students be converted to MFA as well or is this only staff emails?<br>A: Yes, after staff.<br>Q: What if you cannot make it to that Zoom time?<br>A: Reach out to Kierstin to arrange a convenient time to meet. |
| **Association Reports**<br>• **Associated Student Government**<br>• **Classified**<br>• **Associate Faculty**<br>• **Full-time Faculty**<br>• **Administrative/Confidential** | | **ASG** – Ben Cooper and Campus Affairs Department<br>  • Virtual museum tour today to celebrate the Hispanic Heritage Month.<br>  • Weekly Trivia Night on Tuesdays.<br>  • Will be planning a stress reduction event that includes making a dessert.<br>**Classified** – Becky Fidler<br>  • Awarded four scholarships to association members.<br>  • Memorandum of Understanding (MOU) completed for working conditions during the pandemic, fall and winter terms.<br>**Associate Faculty** – MaryJean Williams<br>  • Lost two association members recently and will be planning a memorial event.<br>  • Working to extend terms of MOU related to working conditions as a result of the pandemic.<br>**Full-time Faculty** – Nora Brodnicki<br>  • Established a bargaining team to begin negotiations for next year's contract.<br>**Admin/Confidential** – Dustin Bare<br>  • The Wacheno Center is almost ready for move-in. Thank you Campus Services! |
| **Announcements** | | **Wacheno Welcome Center Dedication** – October 29. Lori hall will send email with information.<br><br>**Customized Training Name Change –** Matt Goff announced the department has changed name to *Connections with Business & Industry.* |

## CCC Innovation Fund Guidelines

The CCC Innovation Fund was established in FY 2013-14 and is now overseen by the Innovation Group. Innovation Fund grants boost CCC's innovation efforts by funding promising ideas to improve CCC.

- The Innovation Fund is open to CCC employees only; employees from all disciplines of CCC are encouraged to participate.
- The Innovation Group is given the following criteria for reviewing applications: Does the project:
    - Promote equity and opportunity in higher education and our community.
    - Improve service to the CCC community and/or CCC students or other constituents.
    - Support CCC's strategic priorities.
    - Save time or money for CCC, its partners, or community members.
    - Improve CCC services or programs and make things better.
- The ideal innovation project is a proof-of-concept or pilot project that could ultimately be continued or replicated.
- Applications should be specific about how the project solves a problem and what steps will be taken to achieve the desired outcome.
- Innovation funds are intended to finance new work, not to replace or supplement current salaries. However, Innovation dollars may be used to hire additional expertise or staff, for example, consultants or contract employees specific to the project. Funds may not supplement existing staff budgets.
- Projects that are similar to a service or program already expected as part of the college's mission are not an Innovation Fund focus.
- Applications should communicate a comprehensive, well-thought-out plan for any requested Innovation dollars.
- If a project involves multiple college departments, support from those departments is essential. Applicants will be asked for confirmation that partner departments are on board with the project.
- Micro-grants are capped at $20,000. Major grants range from $20,001 to $50,000. Funds can roll over to future fiscal years if not allocated.
- Proposals not chosen for Innovation funding may be refined/redeveloped and resubmitted during a future round.
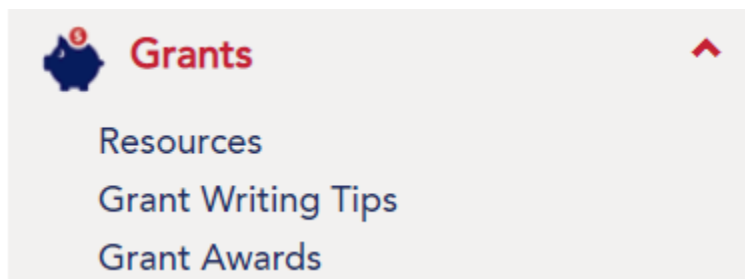
# Innovation Ideas Rubric 2021/22

| Category | Low match (1 pt) | Medium match (3 pts) | High match (5 pts) |
|---|---|---|---|
| **Return on investment** | $--low anticipated return on investment | $$-$$$--decent return on investment | $$$$+--large return on investment |
| **Positive impact on students** | The idea is expected to have minimal impact on key indicators like retention, completion, and closure of equity gaps; little research from peer institutions exists | The idea is intended to have some impact on key indicators like retention, completion, and closure of equity gaps; research from peer institutions may be incomplete, or not relevant to the CCC context | Research shows that this idea is likely to have significant impact on key indicators like retention, completion, and closure of equity gaps |
| **Fit with strategic priorities (Excellence in Teaching and Learning, Holistic Student Support, Diversity, Equity & Inclusion, Organizational Health, Community Connections)** <br><br> **[(Resource for reference: Strategic Plan)](#)** | The idea is not strongly connected to any element of the CCC strategic plan | You could make an argument that the idea is connected to one or more strategic priorities; the idea wouldn't be the cornerstone of CCC progress related to that priority, but would make a positive impact. | The idea is strongly tied to one or more strategic priorities. The idea has the potential to be a foundational element of how the College works to realize progress related to strategic priorities. |
| **CCC capacity to do the work** | CCC would have to make sustained significant investments to realize this new service; could not be folded into existing faculty/staff workload, or carried via other existing infrastructure/resources | The College may have to make small long-term or significant one-time investments to get the idea off the ground; some elements could be integrated into existing faculty/staff workload; does not strain existing infrastructure/resources | The idea requires little to no new investments in capacity to pursue; any new/additional work are easily integrated into existing faculty/staff workload, and create new value from available infrastructure/resources |

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| **Equity impact**<br><br>**(Resource for reference: DEI Strategic Plan)** | The idea would not make a significant contribution to the priorities named in the DEI strategic plan. | You could make an argument that the idea would help with the DEI strategic plan; the idea wouldn't be the main effort in support of the priorities named within the plan. | The idea is strongly tied to the DEI strategic plan. The idea could serve as a centerpiece of activity for how we support the priorities named in the plan. |
| **Urgency** | This idea is a "nice to do," but isn't a response to an urgently-felt need; this isn't particularly relevant to anything we're seeing in the newspapers. | This idea feels like the right thing to do, and may be a response to a need that is noticeable to those who are paying attention; the idea is related to something we'd expect to see in the newspapers on a semi-regular basis. | This idea responds to a timely, significant need felt by students/community; the newspaper headlines are related to this idea, and we expect the same to be true for the foreseeable future. |
| **Community impact** | The impact of the idea would be felt primarily among on-campus stakeholders | The impact of the idea would translate to some overall benefit for the community | The impact of the idea would be felt community-wide, with an obvious difference in the lives of residents of the service district |
| **Sustainability** | The idea is viable in the short-term, but relies on resources that will not be available in the long-term; funding/resource questions will need to be answered in order for this idea to live beyond 5 years | There is some idea of how this idea would be sustained after five years, though there are some question marks related to resources needed/available | The roadmap to sustaining this idea for future generations of students/community is clear; no resource challenges are expected at 5+ years |
| **Measures of Success** | | | Idea is presented with measures of success. |
| | | | **TOTAL SCORE** |

## Grants Development

# INTRANET RESOURCE PAGES

https://intranetstaging.clackamas.edu/grants



# SERVICES

What we do:

- Funder research
- Opportunity tracking and monitoring
- Analysis of grant eligibility, probability of winning, and level of effort
- Timeline development and tracking
- Facilitation of project design and planning
- Support of team's writing process.
- Review, edit and provide feedback for proposal drafts
- Documentation of grant activities and archiving (F:\Grants Office).

The Grants Office can support your writing process but the majority of the writing will be the responsibility of the assigned grant team.

# GETTING STARTED

The Grants Guidelines & Process guide is a step-by-step summary of the ideation, approval, and proposal development process.