


COLLEGE COUNCIL MEETING MINUTES

Date: Jan 21, 2022 | Time: 12:00-1:30 PM | Location: ZOOM | Recorder: Laura Lundborg




 TOPIC	Facilitator	Key Points <small>Provide 50 words or less on expected outcome</small>
Land & Labor Acknowledgement	Cynthia Risan	College Council opened with a time of acknowledgement and honor.
Meeting Minutes		Minutes from the November 19, 2021, meeting have been posted for review; please contact Laura Lundborg with comments or corrections.
ARC404 Policy Implementation: Deactivation, Reapplication, and Reactivation (DeReRe)	Jay Anderson	<p>Jay shared a process in Colleague to activate and deactivate student records. Leaving records active in the system when students are not actively enrolled causes storage and licensing issues and can pose security risk.</p> <p>Records are deactivated eight weeks after the student’s last class. They are reactivated automatically when the student reapplies for admission. The process creates better tracking of student activity and the ability to target student support.</p> <p>Note: records for employees that are also students will always remain active. There are special parameters for non-traditional student populations, such as Community Education, high school, and customized training.</p> <p><u>Questions/Comments:</u></p> <p>No comments from group. If anyone has questions or needs more information, please contact Jay.</p>
Return to Campus Application Update	Tara Sprehe	<p>Tara shared where to find the new RTC application on our CCC website.</p> <p>New elements: created a spreadsheet so programs can complete one application and list multiple classes; created a checklist format for easier completion; and reduced the process for approval. Division dean now approves, Curriculum reviews for space needs, and final approval is emailed to department.</p> <p>More information can be found on the RTC FAQ, found at myClackamas > Committees > Complete Committee List > Return to Campus Task Force.</p> <p><u>Questions/Comments:</u></p> <p>No comments from group. If anyone has questions about the topic or returning to campus information in general, please contact the task force via the Return to Campus page.</p>

<p>Campus Event Forms & Campus Use Policy/Process Reads</p>	<p>Jennifer Miller</p>	<p>Jen shared documents and charts to determine event types and criteria to request events.</p> <ul style="list-style-type: none"> • Internal – (e.g., All Staff Recognition, Horticulture sales) • Sponsored – (e.g., customized partner-held trainings, Veterans support groups) • Hosted – (e.g., Foundation events, grand openings) • External – (e.g., weddings, external organization meetings) <p>Find information on MyClackamas > Employee Resources > Internal departments > Events and Conference Services.</p> <p><u>Policy Readings</u></p> <p>Facilities Use and Term Conditions – 2nd Read</p> <p>Changes – added that event requests are handled in Events Services; defined three event space categories; created a process to prioritize events; and added information about serving alcohol during events.</p> <ul style="list-style-type: none"> • Alcohol on campus – Greer Gaston worked with Oregon Liquor and Cannabis Commission (OLCC) and Events & Conference Services to maintain compliance; determined that the Foundation must sponsor events where alcohol is served. • Signage – when possible, please use CCC wayfinding signs and provide a map to guests. This will reduce the amount of single-use signs. <p>Alcohol and Other Drugs – 2nd Read</p> <p>Updated the policy to align with language used in <i>Facilities Use and Term Conditions</i>.</p> <p><u>Questions/Comments:</u></p> <p>No comments from group. Please contact Jen Miller if have additional questions/comments.</p>
<p>Northstar Digital Literacy</p>	<p>Jane Littlefield & Suzanne Munro</p>	<p>Jane and Suzanne shared a new tool available through a grant. CCC is one of a handful of libraries across Oregon that are participating in the pilot.</p> <p>Digital literacy encompasses all the ways we use and share information electronically (e.g. email, websites, video-conference). The pandemic has spotlighted the need to learn and increase digital skills.</p> <p>A demonstration of the site was provided. It was intuitively designed to guide users through assessing, learning, and enhancing skills. There is an orientation for those that will be guiding students/groups through. Contact Jane or Suzanne, if interested.</p> <p>Northstar does not require a CCC email address to use, but people are encouraged to access through our website to maintain an account. The tool is free to all.</p>

<p>Northstar Digital Literacy (continued)</p>		<p><u>Questions/Comments:</u></p> <p>Q: Is Northstar available in other languages? A: Not currently, but the language is controlled in a manner that makes it easier for people that are newer to the English language to understand.</p> <p>Comment: DW shared that the link has been included in Moodle 101.</p> <p>Q: Do you need to be a student? A: No. Examples, advisors might share it with potential students interested in building computer skills before attending.</p>
<p>ITS Technology Assessment</p>	<p>Saby Waraich</p>	<p>Saby shared info about an upcoming assessment provided through a grant. CampusWorks, a consulting firm specializing in improvement of higher education operations, will assess our IT operations and leadership, identify strengths and weaknesses, and recommend areas of improvement. The assessment will be used as a benchmark measurement and CCC will be compared to other similar colleges.</p> <p>This process will take approximately three months and Saby will share results and recommendations with the college.</p>
<p>Association Reports</p> <ul style="list-style-type: none"> • Associated Student Government • Classified • Associate Faculty • Full-time Faculty • Administrative/Confidential 		<p>ASG – John Ginsburg on behalf of ASG</p> <ul style="list-style-type: none"> • ASG office is open M-F from 9AM-5PM • Advisors for clubs – John is working on creating a pool of advisors, so clubs do not have a delay in being assigned an advisor • ASG positions – interviews are happening, but people are still encouraged to apply; tuition waivers available <p>Classified – Becky Fidler</p> <ul style="list-style-type: none"> • An MOU related to working conditions during the pandemic has been ratified for winter and spring terms <p>Associate Faculty – MaryJean Williams</p> <ul style="list-style-type: none"> • Contract negotiations are beginning soon • Working out the details of SB551, related to health care benefit reimbursement for associate faculty <p>Full-time Faculty – Mark Yannotta</p> <ul style="list-style-type: none"> • Discussing a possibly dues increase • Supporting faculty during the recent pullback from in-person to online instruction • In discussion with administration to consider rolling the current contract agreement with increases in salary and benefits. If an agreement cannot be reached, FTF intends to pursue full bargaining. • Full-time faculty Position Opening Request (POR) results will be available next month <p>Admin/Confidential –</p> <ul style="list-style-type: none"> • Planning the All-Staff Breakfast

Announcements		<p>Website Assessment Survey – encouraged employees and students to take the survey by January 25.</p> <p>Winter Inservice Event – in place of College Council on March 4, everyone has been invited to the presentation of new shared governance structure prototype proposals and provide feedback to the Shared Governance Advisory Group.</p>
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 Upcoming Meeting Dates	Start Time	End time	Location
February 4, 2022	12:00pm	1:30pm	Zoom
Members	Deans, Association Representatives, and two representatives from each division. Employees, students, and public encouraged to attend.		