


COLLEGE COUNCIL MEETING MINUTES

Date: Mar 18, 2022 | Time: 12:00-1:30 PM | Location: ZOOM | Recorder: Laura Lundborg



 TOPIC	Facilitator	Meeting Minutes
Land & Labor Acknowledgement	Cynthia Risan	College Council opened with a time of acknowledgement and honor.
Meeting Minutes		Minutes from the February 18, 2022, meeting have been posted for review. Please contact Laura Lundborg with comments or corrections.
Board Policy and Administrative Regulation Reads	Denice Bailey	<p>The documents have gone through a first reading with Presidents’ Council, and the Board. Copies with proposed changes be found on the College Council site.</p> <p>Section D, Fiscal Management – 1st Read</p> <p>The policies and administrative regulations have been long standing and no changes were recommended. Summary:</p> <ul style="list-style-type: none"> • DB-AR: BUDGET – Requires the Board to adopt a budget calendar and provides guidelines for budget preparation and adoption. Requires a balanced budget. Requires the budget committee to review, revised and approve the budget document. • DF-AR: FUNDRAISING GUIDELINES – Assigns responsibility for college fundraising to the Foundation. Procedure for soliciting and recording gifts. Requires a donor database be maintained. • DFA-AR: INVESTMENT PROCEDURES – Rules about investment of funds, including objectives, standards of care, safekeeping and custody, suitable and authorized investments, investment parameters, and reporting. • DFG: COLLEGE INVOLVEMENT IN BUSINESS ACTIVITIES – Allows the college to charge fees for providing education activities to businesses. • DJC: PROCUREMENT REQUIREMENTS – Confirms the Board as the Local Contract Review Board for the College and that our procurement processes follow Oregon Revised Statutes and public contracting rules. • DMA-AR: TUITION WAIVERS – Rules for use of tuition waivers. <p>KL, Public Complaints & KL-AR Public Complaints Procedure – 1st Read</p> <p>Regarding nonemployee and nonstudent suggestions or complaints concerning the college. Language highlighted in grey is new. Language highlighted in yellow are recommendations from first reads at Presidents’ Council and the Board. Oregon School Boards Association (OSBA) recommended new language pertaining to complaints against the college President.</p>

<p>Board Policy and Administrative Regulation Reads (continued)</p>	<p>Denice Bailey</p>	<p><u>Questions and Comments:</u></p> <p>Q: Why is there mention of complaints about students in the policy? A: OSBA suggested the language. This policy allows a process for the public to make a complaint about people and processes affiliated with the College. Others voiced concern over including the word 'student' in the policy; suggested an all-inclusive word in lieu of a list of who the complaints can be filed against. Comment: In the sentence listing what/who complaints pertain to, suggested to add 'such as' so the policy does not appear to be an exhaustive list. Comment: If the policy allows for complaints against students and faculty, suggested to add information about other internal related policies. Response: Since this is only a process to file a complaint, it is recommended not to speak of possible disciplinary processes to maintain confidentiality.</p>		
<p>Information Security Awareness Training</p>	<p>Saby Waraich</p>	<p>Saby shared a presentation about upcoming cybersecurity training. In order to maintain eligibility for cybersecurity insurance, annual trainings are required. There will also be periodic voluntary trainings available.</p> <p>Required – <i>Cybersecurity: Data Privacy and Safe Computing</i> (via NeoGov)</p> <p>Optional – ITS will offer two trainings each term:</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p><u>Spring 2022</u></p> <ul style="list-style-type: none"> • Phishing • Social Engineering <p><u>Fall 2022</u></p> <ul style="list-style-type: none"> • <u>Ransomware</u> • Malware </td> <td style="vertical-align: top; padding-left: 20px;"> <p><u>Winter 2023</u></p> <ul style="list-style-type: none"> • Physical Security • Password Security <p><u>Spring 2023</u></p> <ul style="list-style-type: none"> • Removable Media • Data Privacy </td> </tr> </table>	<p><u>Spring 2022</u></p> <ul style="list-style-type: none"> • Phishing • Social Engineering <p><u>Fall 2022</u></p> <ul style="list-style-type: none"> • <u>Ransomware</u> • Malware 	<p><u>Winter 2023</u></p> <ul style="list-style-type: none"> • Physical Security • Password Security <p><u>Spring 2023</u></p> <ul style="list-style-type: none"> • Removable Media • Data Privacy
<p><u>Spring 2022</u></p> <ul style="list-style-type: none"> • Phishing • Social Engineering <p><u>Fall 2022</u></p> <ul style="list-style-type: none"> • <u>Ransomware</u> • Malware 	<p><u>Winter 2023</u></p> <ul style="list-style-type: none"> • Physical Security • Password Security <p><u>Spring 2023</u></p> <ul style="list-style-type: none"> • Removable Media • Data Privacy 			
<p>Innovation Fund Presentations</p>	<p>Carrie Kraten, David Plotkin & Mike Mattson</p>	<p>Proposals can be found F:\Temporary\Innovation Fund\College Council\1. March 18. Surveys are open through March 30. Additional presentations are scheduled for the April 1.</p> <p>Carrie Kraten, Command Spanish – Survey https://forms.gle/Xaig6TBa5S36kJGs8</p> <p>Teri Olsen and Carrie Kraten are proposing a lifetime subscription to Command Spanish, a classroom tool to communicate essential phrases to Spanish speaking students.</p> <p><u>Questions and Comments:</u></p> <p>Comment: some faculty have used the program in the past and it inadvertently resulted in miscommunication, as information is not always relayed in correct context. Q: Does the "lifetime license" to Command Spanish include updates to comply with changing computer technology, software, cyber security and cultural standards? A: The company provides software updates for lifetime license holders.</p>		

<p>Innovation Fund Presentations (continued)</p>	<p>Carrie Kraten, David Plotkin & Mike Mattson</p>	<p>Carrie Kraten, SCADA – Survey https://forms.gle/7eGpWyn2GvswyuRD7</p> <p>Jim Nurmi and Carrie Kraten share a proposal to implement Supervisory Control and Data Acquisition (SCADA) – a control system process for large machines and systems, such as HVAC systems. Jim shared that work has been ongoing to incorporate SCADA in curriculum and this is the next step to support the time and interns needed to implement the project.</p> <p><u>Questions and Comments:</u> Q: Does training overlap apprenticeship programs outside our college? A: SCADA is a specialty training, an added skill that students can obtain for multiple industries. Shelly Tracy shared that SCADA is embedded in many apprenticeship programs. Q: Would there be job opportunities for students trained in SCADA when the Willamette Water Supply Project is completed? A: Yes.</p> <p>David Plotkin, The Future of Community College Instructional Programs – Survey: https://forms.gle/NHakVxQTJzHbG1636</p> <p>David shared a proposal for a consultant to provide recommendations about possible CCC programs based on research into the future of work and labor market needs. The comprehensive data and recommendations would be a resource for all.</p> <p><u>Questions and Comments:</u> Q: Is there a consulting service in mind? A: We would put out a request for proposals. Q: It seems like this work should live in our ongoing shared governance process. How would this be integrated after the consultant provides? A: That is something the college will need to collectively consider and decide upon. Q: Why are we not providing capacity for those with knowledge at CCC to do this work? A: Many of us are at full capacity right now. This will ensure CCC knowledge is collected and avoid any burden on employee workload.</p> <p>Mike Mattson, CAD Certificate – Survey: https://forms.gle/6kPT9wLDRjKcDfC38</p> <p>Mike shared a proposal to market and pilot a new CAD certificate program. The marketing will benefit other related programs as well.</p> <p><u>Questions and Comments:</u> Q: Is there potential to increase the proposed cost so that course fees could be lower for students? A: That is a great consideration, but may not be for this proposal. There are other programs that these course fees affect. This is a higher-level issue to address college-wide.</p>
---	--	--

Innovation Fund Presentations (continued)	Carrie Kraten, David Plotkin & Mike Mattson	<p>Q: How did you learn that CAD is training that is needed in the labor market? A: Engaging with employers. Also researched local offerings and PCC is the only local area that offers.</p>
Strategic Plan Update	Jason Kovac	<p>Jason provided a presentation on the work completed during summer and fall of 2021 to prepare for implementation of the new strategic plans. Implementation teams have been developed and will begin work soon. Subgroups have also been developed as teams have overlapping interests. The Mission Fulfillment Committee will be a home base for teams to report out and implement action plans.</p> <p>As teams begin work, there will be a focus on insourcing talent. Please reach out to Jason or team chairs to get involved and/or share ideas and suggestions.</p> <p>More information about Strategic Planning can be found at www.clackamas.edu/strategic-planning.</p>
Association Reports <ul style="list-style-type: none"> • Associated Student Government • Classified • Associate Faculty • Full-time Faculty • Administrative/Confidential 		<p>ASG – Shalee Hodgson, on behalf of ASG ASG is looking for members. Benefits such as tuition waivers are available. Please share the ASG Application with students.</p> <p>Classified – Becky Fidler</p> <ul style="list-style-type: none"> • Settled on a contract for one year. It will go to the Board in April. <p>Associate Faculty – MaryJean Williams</p> <ul style="list-style-type: none"> • Faculty are working on grading. <p>Full-time Faculty – Nora Brodnicki</p> <ul style="list-style-type: none"> • Settled on a contract for one year. It will go to the Board in April. • Faculty are working on grading. • Faculty are looking forward to reviewing the Shared Governance Feedback survey results. <p>Admin/Confidential – Chris Sweet</p> <ul style="list-style-type: none"> • Thanks to everyone for a great turnout on the All-Staff Breakfast and Zoom Bingo.
Announcements		<p>Scholarship Applications/Call for Scholarship Readers – Sally Noble encouraged employees to share the scholarship application with students, found on the Scholarships page. The deadline is April 14, 2022. The Foundation is also seeking scholarship application readers. Reading planned for April 18-29. If interested please send an email with subject line Scholarship Reader to scholarships@clackamas.edu.</p>