![COCC logo]

College Affairs Committee

Date: January 12, 2018
       10:00 – 11:00am
Location: Boyle Boardroom

Attending	Absent	Guest
Forrest Towne, Chair		Sharla Andresen
President Shirley Metcalf		Courtney Whetstine
Matt McCoy		
Sara Evans		
	Tony Russell	
John Mundy		
Jenni Newby		
Steve Huddleston		
	Amy Harper	
Makenzie Hice		
Angel Ortiz		
Erica Waldbillig, Recorder		

Chair Forrest Towne called the meeting to order at 10:04am.

Old Business
A. Minutes from December 1, 2017 – Forrest Towne

- Jenni asked about Sara Henson needed to do next to get her student fee proposal to move forward
- There is a flow chart on the web to show the process, CFO needed to be in this process
- Tim Peterson met with Sara about possible different avenue otherwise; the fee proposal would come back to CAC for approval.

Action:
No motion needed for Minutes to be approved, changed or opposed.

        Minutes approved

A. Proposal to Establish a new Advisory Committee (2nd Reading) – Shared Governance Committee-SGWG

- Changes requested from 1st reading were made
- Matt questioned the membership including 2 faculty members, shared governance should have equal membership across groups
- Could be harder to find 2 classified & Administrators with the necessary availability and experience
- Intent is to keep the committee small but was suggested having 2 members from each group
- Edit membership section: 1 faculty to be elected and 1 appointed by president
- End of the year report from committees to SGWG, helps committees be better
- Is there an outline used to audit committee? It is in the committee manual

Action:
Motion – Establish a Shared Governance Committee (2nd Reading) – tabled until next meeting

New Business

A. Electronic Transcript Solution – Transcript Fee (1st reading) – Courtney Whetstine

- 3 current issues
  - After a year students lose access to Bobcat Web Account and request official transcripts online
  - Fee structure is inconsistent between students who order transcripts online compared to in person
  - EDI electronic transcript exchange server is at end-of-life and is not being supported
- Fee structure is not equitable for students, it is cheaper to come in person to request transcripts instead of ordering online and we want to incentivize them to order online
- Current system is not valid anymore not updated but maintained
- Don't outsource that would mean after Banner 9 upgrade all transcripts would have to be done by hand, in person, calling or fax, about 3,000 and make more difficult for students
- Solution – outsource to NSC, we are already partnered with NSC for enrollment verifications
- NSC is a not for profit – support students and partnered with Banner
- There are other companies but they have different pricing and they are for profit
- Savings to the College – person pushing buttons can do other things if we outsourced
- $28,000 revenue generated is gross, no overhead costs except personnel costs
- Cannot give dollar savings without further research
- If we don't add a surcharge we would lose revenue, we are willing to lose some revenue to keep it cost appropriate for students.
- All other Community Colleges charge about $7
- Purchasing rules apply for outsourcing this process
- Personnel savings in $, we need to know the $ amount
- Redirect personnel time to assist outreach area for recruiting,
- Another benefit for using NSC is faster return time

Action:
Motion – Electronic Transcript Solution – (1st reading) – Courtney Whetstine
      Courtney to provide further savings in dollars

Motion made by Steve Huddleston, seconded by Sara Evans

☑ Motion passed unanimously by all members present

Meeting adjourned 10:43 am.

NEXT MEETING: March 2, 2018, 10am BEC Boardroom