



Date: April 5, 2019  
10:00 – 11:00am  
Location: Boyle Boardroom

Attending	Absent	Guest
Tony Russell, Chair	President Shirley Metcalf	Jennifer Peters, Recorder
David Dona	Erica Waldbillig	Diana Glenn
Susan Galecki	Ozz Smith	Sharla Andresen
Amy Harper		
Justin Koon		
Owen Murphy		
Jenni Newby		
Alan Unger		

Meeting called to order at 10:03am.

Old Business

A. Minutes from March 1, 2019 – Tony Russell

- Owen Murphy and Jenni Newby both had suggested language changes to Section C. of the March 1 meeting minutes (*TAC proposal to create sub-committees: New Project Evaluation Team (NPET) & Technology Review Team (TRT)*). They will email those changes to Erica Waldbillig and/or Jennifer Peters.

Owen’s recommendations are as follows:

**Delete** the following:

- ~~Some committees are predestined to succeed based on membership. Other committees struggle for a long time because of lack of knowledge on how to navigate system to get support.~~
- ~~Shared Governance can help with setup of committees and finding the correct members. They will help figure out where the committees is going in the future.~~
- ~~The Work Group (Shared Governance?) committee is formulating a resource allocation page to help navigate where to bring items to move forward.~~

**Replace** with the following:

- Owen shared a concern that some committees are likely to be more successful than others due to the composition of their membership. For example, TAC, NPET, and TRT serve similar interests and total at least 15-20 members between them. This includes the CIO, CFO, and several other senior administrative positions. As such, any proposals that arise from these committees are likely to be approved in some form, whereas other committees often struggle to get business done despite following the appropriate steps.
- It was suggested that Shared Governance could assist committees who lack knowledge about the procedural aspects of committee and college business. Shared Governance is formulating a resource allocation page to help navigate where to bring items to move forward.
- It was also suggested that committees could attempt to restructure their membership to include administrators relevant or necessary to their goals.



2. Section D. of the March 1, meeting minutes (*Language update to G-24-3.1.4 GPM – Consent Agenda Item*)
  - Remove word “Associate” from this section

**Amended to read:**

Remove the word "Associate" in one sentence in the Associate Professor section of G-34-3.1.4 Rank with Associated Criteria. The current version incorrectly states that the guidelines are for promotion to Associate Professor when they are really for promotion to Professor.

Action: Recommend that when there is a section listed in the meeting minutes to be amended, the specific section is identified.

Other Items:

- Important when there are amendments to proposals that the amendment is included (referenced) throughout each set of meeting minutes where it is addressed/discussed.
- Tony suggested that perhaps Shared Governance could provide “note-taking” training to committees to help provide consistency.

---

New Business

A. Update Sick Time Policy G-32-21 in GPM (1<sup>st</sup> reading) – Diana Glenn

Diana Glenn provided information on the proposed changes to the COCC Sick Time Policy.

- COCC employees who are not working in a position with College benefits, and are not receiving substantially equivalent paid sick leave are eligible to earn paid sick time as of January 1, 2016 under SB-454.
  - The proposed edits would update COCC’s Oregon Sick Time Policy G-32-21 to comply with legislation (to also include updates to the following subsections):
    - ✓ G-32-21.1 Accrual of Oregon Sick Time
    - ✓ G-32-21-2 Oregon Sick Time Usage
    - ✓ G-32-21.3 Oregon Sick Time or Sick Leave Notification to Supervisor
- NOTE: Previously numbered G-32-21.2 Oregon Sick Time or Sick Leave Notification to Supervisor now becomes G-32-21.3 and G-32-21.3 Sick Time Usage now becomes G-32-21-2.
- Oregon Sick **Time** is the term used for the Oregon Sick Time law (SB-454)
    - ✓ Qualifying employees earn one hour of sick time for every 30 hours worked
    - ✓ Sick time is not vested – does not apply towards PERS
  - Sick **Leave** is the term used for sick leave provided by COCC to qualified staff
    - ✓ Qualifying, benefited COCC staff accrue eight hours per month based on FTE

Action:

Motion to approve at 1<sup>st</sup> reading proposed language changes to G-32-21 Sick Time Policy to comply with State Legislation SB-454.

Motion made by Jenni Newby, seconded by Justin Koon

Motion passed unanimously by all members present

---

B. Add Affordable Care Act policy (ACA) to General Procedures Manual G32-16.4 (1<sup>st</sup> reading) – Diana Glenn

Diana Glenn provided information on the Affordable Care Act (ACA) also known as Obamacare.



- The law requires COCC to include a statement in their General Procedures manual stating that the College is compliant with the Affordable Care Act.
- Proposed addition to the GP manual:  
*"G-32-16.4 Affordable Care Act: It is the policy of the College to offer insurance to any new, or rehired employee who may meet the Affordable Care Act requirements."*

Action:

Motion to approve at 1<sup>st</sup> reading the addition of G-32-16.4 Affordable Care Act language to the General Procedures manual to comply with the Affordable Care Act.

Motion made by Owen Murphy, seconded by Jenni Newby.

- Motion passed unanimously by all members present
- 

C. Update Rights and Privileges of Emeritus Status G32-19.2.2 in GPM (1<sup>st</sup> reading) – Diana Glenn

- Propose to add "employee parking permit" to the list of Rights and Privileges that COCC staff with Emeritus status receive.

Action:

Motion to approve at 1<sup>st</sup> reading the addition of "employee parking permit" to G-32-19.2.2 Rights and Privileges of Emeritus Status.

Motion made by Justin Koon, seconded by Susan Galecki.

- Motion passed unanimously by all members present
- 

D. Working from Home: Pilot Program (Information Item) – Diana Glenn

Diana Glenn provided information on the pilot program that was developed to address working from home.

- Appointed committee started working on the program last fall
- Originally the pilot program was specific to IT – it is very restrictive as to what positions qualify
- Developed for individuals working 100% from home or elsewhere
- Work must be done within the State of Oregon due to certain payroll laws
- Still a pilot program - the proposal will come to the College Affairs Committee if, and when, it is to be implemented
- Information item only to share some of the background of the program
- Committee members strongly recommended including in the pilot proposal a history of the decision-making process for proposing work-from-home projects and emphasized the importance of clarifying that this proposal was for a limited department in IT not for the campus at large.

Next Steps:

- HR will continue to work on the policy
  - David Dona will work with Laura Boehme on tightening up the language and will keep Amy Harper and Jenni Newby informed on the progress
- 

E. Compensation Philosophy (Information Item) – Diana Glenn

Diana Glenn provided information on the Compensation Philosophy document.



- Currently with a subgroup of the Board of Directors for their review and recommendations for next steps
- Has been previously shared with faculty and classified staff
- Information item only – no action required
- AJ Gallagher requested a written Compensation Philosophy report
- College currently does not have a report – previously had a statement but it was removed some time ago
- Current statement is a more detailed statement and is intended to meet the following key objectives:
  - ✓ Compensation - strive for market competitive salary and benefits
  - ✓ Equitable – maintain compensation structure and practices that are in compliance with federal and state statutes
  - ✓ Excellence – employ quality employees
  - ✓ Communication – develop a communication plan for the program that allows each employee to understand how compensation is determined

---

*Jenni Newby had to leave the meeting – 10:45am.*

F. College Affairs Committee Chair for AY 2019-2020

Committee needs to elect a new chair for the next Academic Year (1-year term)

Action:

Owen Murphy self-nominated himself to serve as the chair for the College Affairs Committee for the next Academic Year (2019-2020). Susan Galecki seconded the motion.

- Motion passed by all members present with Owen Murphy abstaining from the vote.

---

G. Bart Queary Award Nominations

- Two candidates have been nominated
- Personnel files have been reviewed and qualifications have been verified

Action:

Recommend moving forward and awarding the two candidates the Bart Queary Award.

---

Other Items:

- Tony is working on a document, similar to Academic Affairs, that outlines how the committee is run and what the normal procedures for the committee are. In that light, President Metcalf shared that the President's Council is always held the first week of April which conflicts with the College Affairs Committee (CAC) meeting schedule so the April CAC may be moved to accommodate the President's schedule. Alan Unger shared that in addition to the President's Council, the OCCA also meets that first week which creates an additional conflict.

Meeting adjourned 10:55 am.

NEXT MEETING: April 19 meeting has been cancelled – next meeting will be  
May 3, 2019, 10am-11am, BEC Board Room