



Date: April 6, 2018  
10:00 – 11:00am  
Location: Boyle Boardroom

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

Matt McCoy called the meeting to order at 10:04am as informational meeting as there wasn't quorum.

Old Business

A. Minutes from March 2, 2018 – Matt McCoy

A few corrections were mentioned and it was stated that more corrections would be sent later.

**Steve Huddleston arrived late and Matt McCoy stated we had quorum.**

Action:

- Motion to approve minutes
- Minutes approved with corrections by all members present

B. Nursing Program Course Fee Increase (2<sup>nd</sup> reading) – Betsy Julian

- Increase will be implemented over two years.
  - 2018-19 fee will be increased by \$150 per course for 100 level classes, NUR 106, 107, 108.
  - 2019-20 fee will be increased by \$150 per course for 200 level classes, NUR 206, 207, & 208.
- The VPI will present these fee changes to the Board at the next meeting as long as approved by CAC members.



Action:

Motion to pass all fee changes at once.

Nursing Program Course Fee Increase (2<sup>nd</sup> reading)

Adult Basic Skills Course Fee Increase (2<sup>nd</sup> reading)

Culinary Course Fee Removal (2<sup>nd</sup> reading)

College Now Fee Increase (2<sup>nd</sup> reading)

Motion made by Steve Huddleston, seconded by Tony Russell

Motion passed unanimously by all members present

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New Business

A. Transgender Workgroup Report & Policy Recommendation (1<sup>st</sup> Reading) – Julie Downing & Sharla Andresen

- There was an increase in number of questions about Transgender students policy and practices associated with collection and use of gender, preferred name, facility consideration, including signage, and campus commutation.
- Transgender Workgroup received a “Dear Colleague” letter issued by the US Department of Education in May 2016, instructing us on how to make our campus more welcoming and appropriate for transgender students.
- The only legal documents that we require their legal name on are employment I9, transcripts and Financial Aid.
- With regards to sports team and housing, students stay with whatever group they identify with. We can’t make them stay in a room by themselves because they are transgender.
- We received input from LGBTQ groups on campus on this report. We will reach out other universities and community colleges and see what they are doing.
- Students can request to change name and preferred name at [welcome@COCC.edu](mailto:welcome@COCC.edu)
- Students are encouraged to do this as early as possible, it is easier to make this change at the beginning of the enrollment process rather than later requiring changes in many different computer programs.
- Employees can change their preferred name by emailing [HR@cocc.edu](mailto:HR@cocc.edu).
- The work group recommended adopting the same approach as OSU because we share a significant number of students for gender identity questions.
- The work group looked at a number of signage options for inclusive restrooms.
- A new policy was recommendation for new construction and remodeling projects.
- There is no State legal guidance on construction projects.
- The workgroup has talked to a number of groups around campus prior to bringing this information to CAC.



- Half hour and one hour training programs are being worked on to present to the campus.

Action:

Motion – New Construction and Remodeling Policy (1st reading)

Motion made by Tony Russell, seconded by Sara Evans

- Motion passed unanimously by all members present
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B. College Tobacco Policy updates (1<sup>st</sup> Reading) – Alicia Moore

- Senate bill 754 changed legal age to buy/use tobacco products from 18 to 21, and included a provision for community colleges.
- The Oregon Community College Association and Oregon Health Authority, provided sample policy language to align with the bill's requirement.
- Changed our policy to add age requirement to 21 and definition of "person".
- Question was asked how is the policy enforced and how aggressively. CPS should approach to inform parties what the policy on tobacco use is on campus.
- If the students are combative then this would be a student conduct issue.
- Education first, enforcement is not as important.

Action:

Motion – College Tobacco Policy updates (1<sup>st</sup> Reading)

Motion made by Sara Evans, seconded by Tony Russell

- Motion passed unanimously by all members present
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C. Faculty Section of GPM updates (1<sup>st</sup> Reading) – Betsy Julian

- Updating and adding clarity to faculty section of GPM.
- Intent was not to change all the policies but a couple of the policies needed to be updated.
- The changes made to section G-34 were shared with Faculty Forum, Chairmoot and Academic Affairs Committee.
- Updating Tenure section needs more serious work, they will come to CAC at a later time.
- Promotions missed deadline and only wanted to fix one section. Add parenthetic statement after Service to the Community
  - G-34-3.1.2 Description of Rank and Criteria for Promotion
    - Service to the Community (Not required at the rank of Assistant Professor I)
    - Definition of "Service to Community" would be helpful to add to the Policy but not easily defined.



- Possibly add wording that the Service to Community be relate to your Academic area/discipline because this is criteria of promotion and pay scale.
- G-34-1.1 Recommendation to Hire Full-Time Faculty section needs to add recommendation to the President back into narrative. Past practices was that VPI recommended to the Board not the President the faculty to hire.
- G-34-1.3 Adjunct Relationships, large paragraph referring to Collective Bargaining Agreement was struck because it added no value to section.

Action:

Motion – Faculty Section of GPM updates (1<sup>st</sup> Reading)

Motion made by Tony Russell, seconded by Steve Huddleston

Motion passed unanimously by all members present

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D. Student Class Refund procedure update (Information Item) – Courtney Whetstine

- Definition of short-term class has changed thus the language needs to be updated.
- Short-term class need to measure length of class instead of how many times the class meets to calculate the refund.
- This change in procedure has been shared with VPI, Chairmoot, CTE council and Student Body.
- This change will be in the new catalog, addendum and student paper.

Action:

College Affairs Committee recorder will update the GPM procedure section.

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Meeting adjourned 11:07 am.

NEXT MEETING: May 4, 2018, 3pm – 4pm BEC Boardroom