



CENTRAL OREGON
community college

2600 NW College Way
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cocc.edu

College Affairs Committee

Friday, January 13, 2023

10:00 – 11:30am

Virtual Zoom Meeting

Click the following link to attend via Zoom:

<https://cocc.zoom.us/j/91956886292>

1. **Old Business**

- a. Review minutes from December 9, 2022 meeting – Kirsten Hostetler, Tom Barry
- b. Proposal for Student Communications Policy G-33-8, 2nd reading – Tyler Hayes

2. **New Business**

- a. Vaccination Requirements, Discussion Item – Tom Barry, Laurie Chesley
- b. Facilitating Campus-Wide Issues, Discussion Item – Kirsten Hostetler, Tom Barry

Next Meeting: Friday, February 10, 2023, 10:00-11:30am via Zoom

<https://cocc.zoom.us/j/91956886292>



Date: December 9, 2022

10:00 – 11:00am

Location: Zoom call

Attending	Absent	Guest
Tom Barry, Interim Chair	Alan Unger	Rachel Knox
Seana Barry	Matthew Novak	Tyler Hayes
Laurie Chesley	Taleah Zueger, Student at Large	Dan Alberghetti
Tracy Crockett		
Allison Dickerson		
Josh Evans		
Kara Rutherford		
Kathy Smith		
Dray Aguirre, ASCOCC President		
Jennifer Peters, Recorder		

Meeting called to order at 10:00 am.

1. Old Business/Information Items

a. Minutes from November 10, 2022 – Tom Barry

Motion to approve meeting minutes from the November 10, 2022 meeting.

Motion made by Tracy Crockett, seconded by Allison Dickerson.

Motion passed unanimously by all members present.

b. Proposal to add policy G-32-12.7, Paid Leave Oregon to the GP Manual, 2nd reading – Rachel Knox

c. Proposal to edit G-32-12 Leave of Absence Policies, 2nd reading – Rachel Knox

d. Proposal to add policy G-32-12.5, Military Leave to the GP Manual, 2nd reading – Rachel Knox

e. Proposal to add policy G-32-12.6, Safe Leave to the GP Manual, 2nd reading – Rachel Knox

Motion to approve at 2nd reading the above four proposals as required by the State of Oregon.

Motion made by Seana Barry, seconded by Kara Rutherford.

Motion passed unanimously by all members present.

2. New Business

a. Proposal for Student Communications Policy G-33-8, 1st reading – Tyler Hayes

- Tyler, Alicia Moore and Jenn Kovitz reviewed the Student Communications Policy
- Recommend removing the “Communicating with Students Via-Email” policy from G-22-0 and add the proposed new “Student Communications” policy by creating a new section G-33-8 under Student Policies
- The committee recommended modifying the third bullet under Urgent Communications to read “College closings, or delayed openings” ~~,-or early dismissals~~

Motion to approve at 1st reading the proposal to remove the “Communicating With Students Via-Email” policy from G-22-0 and add the new “Student Communications” policy as G-33-8 in the Student Policies.

Motion made by Tracy Crockett, seconded by Seana Barry.

Motion passed unanimously by all members present.



b. Vaccination Requirements, Discussion item – Tom Barry, Laurie Chesley

- Time to reconsider the current vaccination policy
- Science tells us that the first vaccine isn't effective against some of the more recent variants
- Ability for those that have medical or religious exemptions to access testing is going away
- The license for the software that the college uses to track vaccinations and testing is expiring in early spring
- Survey posted to Headlines suggested that staff direct any questions, comments or concerns to their SLT member, President Chesley or College Affairs Committee members
- Requesting a recommendation from College Affairs as an advisory body

ACTION: Further discussion and recommendation will take place at the January 13 College Affairs meeting.

c. Opening Conversations on Campus-Wide Issues, Discussion item – Tom Barry

- Beneficial to have each employee group and student group provide areas of concern to College Affairs that their group may have
- Have a standing item on each CAC agenda for an employee/student group report – rotating groups each meeting

Meeting adjourned at 11:00am.

NEXT MEETING: Friday, January 13, 2023, 10:00-11:30am via Zoom

Meeting Recording:

https://cocc.zoom.us/rec/share/Nbqs4ggRX5xGLihfRSRW40e0YRhwM7SIRNFqs3qv9OCTL05lwoNoFJ3VjkxSHIv.miYrMm3A_4ZYxx7d



Presentation/Proposal Form

[Add Title Here]

Student Communications Policy G-33-8

Name: Tyler Hayes

Date: 11-7-22

Department: Admissions and Records

Contact Information: thayes1@cocc.edu; 541-383-7299

- ❖ Complete Items 1-8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150-250 words)

Remove the "Communicating With Students Via-Email" policy from G-22-0 and add the proposed new "Student Communications" policy by creating G-33-8 under Student Policies.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
 - Procedure—*new* (Attach proposed procedure separately.)
 - Identify suggested location in *General Procedures Manual*: _____

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
 - Identify suggested location in *General Policy Manual*: _____
- Other: _____

3. BUDGET IMPACT

N/A

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

5. OPERATIONAL IMPACT

N/A

6. STUDENT IMPACT

A more coordinated effort around mass student communications.

7. ANTICIPATED IMPLEMENTATION TIMELINE

N/A

8. MOTION TO BE RECOMMENDED

N/A

Communicating With Students Via-Email: (Remove from G-22-0)

~~Mass email to all Central Oregon Community College students shall be limited to critical, time-sensitive communication (i.e. executive communications, campus emergencies, serious disruptions). The Marketing and Public Relations Office must approve any such mass email to students in advance. Other information intended for general circulation may be disseminated through the Marketing and Public Relations Office via the COCC Home Page, the COCC Student Electronic Newsletter or other appropriate means.~~

~~Academic departments or other College entities may send unsolicited email messages to a targeted sub-group of students with whom they have an official relationship without prior approval. Academic departments or other College entities wishing to send individual unsolicited email messages to a targeted sub-group of students with whom they do not have an official relationship shall be approved in advance by the Marketing and Public Relations Office.~~

STUDENT COMMUNICATIONS (Add G-33-8)

Mass student communications are distributed to credit and/or noncredit students within the COCC community through several channels, including email, website, social media, texts, learning management system, and the emergency notification system; mass communications could be sent to smaller subsets of students depending on the circumstances. This policy defines “urgent” and “regular” communications and outlines related guidelines and procedures for these types of mass communications.

Urgent Communications

Urgent mass communications are messages that the College has determined as critical and time-sensitive (immediate/same day). All urgent communications should be approved by a member of the Senior Leadership Team and/or Marketing and Public Relations prior to distribution.

Examples include messages related to:

- On-campus emergencies
- Critical operational disruptions
- College closings ~~or~~ delayed openings, ~~or~~ early dismissals

Regular Communications

Regular communications sent to all credit or non-credit students — or large subsets of either — are messages the College has strategically planned and scheduled in advance. All regular communications should be approved by a member of the Senior Leadership Team, Marketing and Public Relations, Director of Admissions/Registrar, or the Director of Student Life.

Examples include messages related to:

- Academic and institutional policies
- Enrollment dates and deadlines (add/drop, payment, registration, advising, financial aid information, etc.)
- Messages from the President or other member of the Senior Leadership Team
- Major College-wide events (e.g., Commencement)
- Mandatory notifications
- Student Government communications

Departmental Communications

Academic departments or other college entities may send unsolicited emails and text messages without prior approval to targeted sub-groups of students (all students within a particular major—e.g. nursing) with whom they have an official relationship

Examples include messages related to:

- Student club information and events
- Financial Aid
- Office of Diversity and Inclusion program information (Afrocentric, Latinx, etc.)
- Instructional Programs (e.g. Nursing)