



Date: January 14, 2022

10:00 – 11:00am

Location: Zoom call

Attending	Absent	Guest
Stephanie André, Chair	Jeff Fortenberry	Sarah Fuller
Seana Barry	President Laurie Chesley	Lynn Murray
Lori Benefiel	Alan Unger	Alicia Moore
Amy Harper		
Kirsten Hostetler		
Allison Dickinson for Sara La Torre (CACOCC VP of Business Affairs)		
Jennifer Peters, Recorder		

Meeting called to order at 10:00 am.

Old Business

- A. Minutes from December 10, 2021 – Stephanie André
Motion to approve meeting minutes from December 10, 2021 (not December 12, 2021 as referenced in the agenda).

Motion made by Seana Barry, seconded by Lori Benefiel.

Motion passed unanimously by all members present.

- B. Proposal to revise Student Affairs Committee charge, 2nd reading – Alicia Moore
Motion to approve 2nd reading with no suggested changes.

Motion made by Lori Benefiel, seconded by Kirsten Hostetler.

Motion passed unanimously by all members present.

- C. Proposal to eliminate College Planning and Assessment Team (CPAT) policy G6-6-9.4, 2nd reading – Alicia Moore
Motion to approve 2nd reading with no suggested changes.

Motion made by Seana Barry, seconded by Kirsten Hostetler.

Motion passed unanimously by all members present.



New Business

A. Request course fees for Dental Assisting (DA) 130 – Dental Materials, 1st Reading – Lynn Murray

- Dental Assisting has a program fee of \$167 per course with a lab component to cover materials and supplies used in labs
- DA 130 is the only course that doesn't have a fee attached to it to cover costs incurred for materials and supplies
- The fee would allow the DA program to have the needed materials and supplies for the student hands-on learning in the labs
- Request assessing a fee of \$167 for DA 130 which is the same fee that is assessed in all other courses
- Request implementing the fee in winter term 2023

Motion to approve at 1st reading the addition of course fees in the amount of \$167 to DA 130 starting in winter term 2023 (changing the motion in the proposal from course DA 120 to DA 130 and adding 2023 to the winter term start date).

Motion made by Kirsten Hostetler, seconded by Lori Benefiel.

- Motion passed unanimously by all members present.

B. Amended: Request Course Fee for BI 199 Field Studies in Marine Biology, 1st reading – Sarah Fuller

- In November 2021 Sarah had received 1st reading approval to charge a \$125 fee/student based on 2019 expenses
- Has since recalculated the budget required in light of social distancing requirements and increased vehicle use fees for COCC vans
- Now proposing a \$150/student fee which will cover transportation and accommodations for a 3-night, 4-day field trip - by having the fee attached to the course students can use financial aid to cover the costs of the trip
- This will be for summer term 2022 only
- Questioned at what point do the fees become too high that makes a course impractical to run – suggested looking at other options – Study Abroad etc.

Motion to approve at 1st reading a \$150/student fee for summer 2022 term only, to be attached to BI 199: Field Studies in Marine Biology to cover multi-day field trip expenses.

Motion made by Lori Benefiel, seconded by Allison Dickerson.

- Motion passed unanimously by all members present.



- C. Proposal to revise section G-25-0 of the GPM, 1st reading – Stephanie Andre
- There is unclear language in Section G-25-0 Louis B. Bart Queary Lifetime Achievement in Higher Education Award
 - Previously discussed with the College Affairs at the November 12, 2021 meeting
 - Recommend revising to help give future members of College Affairs a clearer sense of direction selecting recipients of the award
 - Revisions also clarify the role of the Human Resources office
 - Revisions are based on recommendations made by the College Affairs committee at their November 12, 2021 meeting along with feedback from HR and prior year's recipients
 - Recommend including language that indicates the award is a **recognition** award for outstanding quality of service

Motion to approve at 1st reading the proposal to revise section G-25-0 of the GPM with one suggested edit.

Motion made by Allison Dickerson, seconded by Kirsten Hostetler.

Motion passed unanimously by all members present.

Motion to adjourn the meeting made by Seana Barry.

Meeting adjourned at 10:46 am.

NEXT MEETING: February 11, 2022, Zoom, 10am – 11am

Meeting Recording:

https://cocc.zoom.us/rec/share/2Ta2CKK6VZ82SjhTc12FGB1LrWoJCFhNWgOIBDI21eT_YbUkECbpRD_FFyPEy5zV.oUeK_GjSFomS9hjx