



2600 NW College Way
Bend, OR 97703
P. 541.383.7700
cocc.edu

College Affairs Committee

Friday, October 13, 2023

10:00 – 11:30am

Virtual Zoom Meeting

Click the following link to attend via Zoom:

<https://cocc.zoom.us/j/99550135827>

Dial up: 669-444-9171 Meeting ID: 995 5013 5827

1. **Old Business**

- a. Review minutes from June 9, 2023 meeting – Kara Rutherford
- b. Proposal for Copy Center Closure, 2nd Reading – Frank Payne

2. **New Business**

- a. Welcome new members; Charge review, questions, etc. – Kara Rutherford
- b. Inclusive Access Course Fees for Winter 2024, 1st Reading – Frank Payne
- c. Proposal for MA 120 Course Fee for cost of CPR/First Aid, 1st Reading – Shannon Waller
- d. Proposal for increase in Course Fee for HHPA course, 1st Reading – Shannon Waller
- e. Proposal to update G-1-1 Lactation Policy, 1st Reading – Rachel Knox
- f. Proposal to update G-2-2 Alcoholic Beverages, 1st Reading – Sharla Andresen
- g. Discussion item: Commencement Speaker Committee – Laurie Chesley, see Headlines Post on 9/28

Next Meeting: November 9, 2023 (College is closed November 10, 2023 in observance of Veteran's Day)



Date: June 9, 2023
10:00 – 11:30am
Location: Zoom call

Attending	Absent	Guest
Kirsten Hostetler, Chair	Alan Unger	Sofia Stranieri
Seana Barry		Cory Darling
Laurie Chesley		Lilli Ann Foreman
Allison Dickerson		Venus Nguyen
Josh Evans		Tom Barry
Faculty Forum Representative		Steve Broadbent
Kara Rutherford		Ruth Fore
		Jessica Russell
		Christina Grijalva
Jennifer Peters, Recorder		Lori Benefiel

Meeting called to order at 10:00 am.

1. Old Business/Information Items

a. Minutes from May 12, 2023 – Kirsten Hostetler

Motion to approve meeting minutes from the May 12, 2023 meeting.

Motion made by Josh Evans, seconded by Kara Rutherford.

Motion passed unanimously by all members present.

b. Proposal to revise GPM G-6-3.2 College Curriculum Committee, 2nd Reading – Jessica Russell

Motion to approve at 2nd reading revising G-6-3.2 College Curriculum Committee.

Motion made by Josh Evans, seconded by Seana Barry.

Motion passed unanimously by all members present.

c. Proposal to add a Narcan/Naloxone Policy and Procedure to the General Procedures Manual, 2nd Reading – Sharla Andresen and Cory Darling

Motion to approve at 2nd reading the addition of a Narcan/Naloxone Policy and Procedure to the General Procedures Manual.

Motion made by Seana Barry, seconded by Josh Evans.

Motion passed unanimously by all members present.

d. Proposal to revise ART course fee and establish fees for DSGN courses, 2nd Reading – Lilli Ann Linford-Foreman and Venus Nguyen.

Motion to approve at 2nd reading the proposal to revise ART course fees and establish fees for DSGN courses.

Motion made by Seana Barry, seconded by Allison Dickerson.

Motion passed unanimously by all members present.



- e. Proposal to increase MA-110 and HIM-103 course fees to provide a subscription to EHRGo, 2nd Reading – Christina Grijalva and Shannon Waller
Motion to approve at 2nd reading the proposal to increase MA-110 and HIM-103 course fees to provide a subscription to ERHGo.
Motion made by Josh Evans, seconded by Allison Dickerson.
 Motion passed unanimously by all members present.

2. New Business

- a. Proposal to discontinue/remove all policy's related to the Copy Center in the General Procedures Manual, 1st Reading – Lori Benefiel
- Copy Center will be closing Spring term 2023 as more print resources are shifting to electronic options
 - Recommended that section G-31-10-2 be changed from Printing to Department Paper and specify the sizes of paper that will be charged to a department
 - Recommend listing resources available for outside print options
- Motion to approve at 1st reading the proposal to discontinue/remove all policies related to the Copy Center in the GPM Manual with the above recommendations.
Motion made by Seana Barry, seconded by Josh Evans.
 Motion passed unanimously by all members present.
- b. Proposal to change G-6-9.6 Safety/OSHA Committee meeting requirements, 1st and 2nd reading – Cory Darling and Sofia Stranieri
- Requesting that meetings change from monthly to quarterly to in accordance with OSHA requirements.
- Motion to approve at 1st and 2nd reading the proposal to G-6-9.6 Safety/OSHA Committee meeting requirements from monthly meeting to quarterly meetings.
Motion made by Kirsten Hostetler, seconded by Allison Dickerson.
 Motion passed unanimously by all members present.
- c. Proposal for Sociology Course Fees for Inclusive Textbook for SOC-201, 1st Reading – Tom Barry
- Proposal is to offer SOC-201 textbooks through Inclusive Access.
 - Request a course fee in the amount of \$37.00.
 - Physical textbook costs \$106.00.
 - Recommend a cap of 20% on future increases.
 - Second reading will be done by the committee electronically so the fee can be effective Winter 2024.
- Motion to approve for 1st reading the proposal for Sociology Course Fees for Inclusive Textbook for SOC-201 in the amount of \$37 with a 20% cap on future increases.
Motion made by Kirsten Hostetler, seconded by Josh Evans.
 Motion passed unanimously by all members present.
- Motion to approve for 2nd reading the proposal for Sociology Course Fees for Inclusive Textbook for SOC-201 in the amount of \$37 with a 20% cap on future increases.



Motion was circulated electronically by Kirsten Hostetler, College Affairs Committee chair, and was approved by all committee members on 6/15/2023.

- Motion passed unanimously by all committee members.

d. Shared Governance Survey Results, Discussion Item – Tom Barry

- Tom led a discussion around the survey results
- Spring term 2022 the Shared Governance Committed conducted a survey with the intent of assessing the state of shared governance at COCC.
- Survey participants were identified by employment classification - Administrator, Faculty or Classified and also by the length of time employed at the college
- Survey results and submitted comments were discussed by the committee
- Discussed possible ways to solicit information for shared governance

e. Shared Governance – Committee Members Survey for Annual Accomplishments, Action Item – Kirsten Hostetler

- Kirsten previously circulated a link to a survey and asked committee members to participate
- Survey's goal was to help evaluate the committee's work over the past year

f. CAC Chair Election for AY 2023-24, Action Item – Kirsten Hostetler

- The College Affairs Committee needed to elect a new chair for the AY 2023-24
 - Kirsten nominated Kara Rutherford as the next CAC Chair
- Motion to approve the nomination of Kara Rutherford as the next committee .
Motion made by Kirsten Hostetler, seconded by Tracy Crockett.

- Motion passed unanimously by all members present.

Kara Rutherford made a motion to adjourn the meeting - meeting adjourned at 11:15am.

NEXT MEETING: September 2024



Presentation/Proposal Form

Copy Center Closure

Name: Lori Benefiel

Date: 5/23/2023

Department: Copy Center

Contact Information: Lori Benefiel

- ❖ Complete Items 1-9 to the best of your ability (see Instructions form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

Remove all Copy Center language from the General Policy Manual. After review with ChairMoot, CTE Council, noncredit instruction, Student Affairs and SLT, it was decided that COCC would close its Copy Center at the end of Spring term 2023. More and more print resources are shifting to electronic options, which has caused a significant decrease in Copy Center production. Ex. Historically, the Copy Center printed over 200,00 copies annually for College departments, but this has decreased to less than 30,000 copies. In addition, due to staffing (COVID layoff), retirements, and organizational changes over the last three years, Lori Benefiel, COCC's Director of Auxiliary Services, and Bookstore staff, have been providing support for any copy requests since reopening after COVID.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

There is no budget impact.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

No specific department or program will be negatively impacted. College departments and programs have the following options:

- All departments have network printers (in other words, printers associated with computers).
- All departments should have a black and white copy machine. Charge for copies are \$0.08 per page.
- There are several color copiers available on the Bend campus (BEC 100B, BEC 233, Cascade Hall 245, Chandler, Coats Campus Center 208, Newberry 112, Culinary 106, Madras, Ponderosa 216A, Redmond Bldg. 3, and Wickiup); charge for color copies is \$0.25 per page.
- Abracadabra Printing is available for larger print jobs or anything that might need spiral binding. They will invoice the College. Other off-campus resources exist as well (e.g., Kinko's and others).

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

The department budget for COPIER will be closed at the end of the fiscal year and the remaining fund balance will be transferred to the general fund.

7. STUDENT IMPACT

No student impact. Student's were not users of the Copy Center.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Copy Center will close at the end of Spring term 2023. The announcement of the Copy Center closing has been posted to COCC Headlines and Bobcat Community, beginning November 2022.

9. MOTION TO BE RECOMMENDED

I move to discontinue/remove all policy's related to the Copy Center in the GPM.

<https://www.cocc.edu/policies/general-policy-manual/business/printing.aspx>

<https://www.cocc.edu/policies/general-policy-manual/business/proceeds-received-from-the-sale-of-surplus-property.aspx>

<https://www.cocc.edu/policies/general-policy-manual/business/bookstore.aspx>

G-31-10.2 Printing

Commented [LB1]: Change to: Department Paper

Duplication: Duplication services on camera-ready copy are available to all campus departments and organizations. Charges are made for printing and bindery services, based on the current rate. Department budgets are directly charged for all services. Various types and colors of paper are available. Please check with the Copy Center staff.

Printing Exams: Work-study students perform the work in this department. Please send all exams in a sealed envelope as a security measure.

Equipment: Duplication and bindery equipment may only be operated by the staff of the Copy Center. Photocopiers: Photocopiers are located in each building. Each Department may request

Personalized copier account numbers or as many as they require for their billing process. Copies made are charged back to the Department. Paper must be ordered through Printing and Mail Services. White, 20-lb. bond paper is provided. Other stock may be purchased by the Department

Commented [LB2]: Delete

Commented [LB3]: Delete

Commented [LB4]: through an outside vendor.

G-31-8.4.1 Proceeds Received from the Sale of Surplus Property

The proceeds received from the sale of goods and/or services belong to the College as a whole and not specifically to a particular area or Department of the College. All sales of surplus College property must be approved in advance by the Vice President for Administration. As a general rule, all such proceeds shall be receipted into miscellaneous income in the General Fund. The following exceptions allow for the receipt of funds from the sale of surplus property into an enterprise or auxiliary fund of the College:

Commented [LB5]: Change to Vice President of Finance and Operations

1. Sale of equipment used in operation of the motor pool, bookstore, cafeteria, residential hall, or COCC copy center.
2. Sale of parts and services associated with the automotive program's repair activities.
3. Sale of surplus library books.
4. Other activities specifically approved by the President.

Commented [LB6]: or

Commented [LB7]: Delete language

The provisions of this section do not apply to the sale of educational or training services.

G-31-10 Bookstore

The Central Oregon Community College Bookstore exists to serve the college community. The Bookstore is operated as a self-supporting enterprise.

The pricing structure of the Bookstore is designed to make books, services, and supplies available to students at reasonable prices, while covering its cost of operations.

Textbooks:

Adoptions: An online Textbook Adoption Form must be completed by each instructor for each course they are teaching each term, approved by the Department Chair and submitted to the Bookstore by the established term deadline (Fall: April 15; Winter: October 15; Spring: January 15; Summer: April 1). Textbook adoptions submitted after the deadline may not arrive on time without additional expense to the Department and will not be included in consideration for Buy-Back. Assumptions about the current or continuing textbook inventory should not be made. Regardless of whether a textbook has been used in the past or is currently in inventory, an adoption form must be received to guarantee sufficient textbooks for a class. An adoption form must be received even if no textbook is required and so stating that fact. Textbooks not adopted will be returned to the publisher each term.

Adoption of instructor-authored textbooks: Instructor selection of educational materials is essential to providing quality materials. This guidance regarding the selection of a textbook authored by a COCC instructor is meant to ensure the right to select the most appropriate textbook while safeguarding the instructor from any appearance of conflict with the Oregon Ethics law (which prohibits public employees from "using their official position to obtain financial gain").

1. Instructors who have authored textbooks and wish to require those textbooks for COCC credit courses must first submit this request to the ~~Vice President for Instruction~~ for approval, prior to submitting book order.

Commented [LB8]: Change to Vice President Academic Affairs

Information needed with request would include:

- Details of publisher contract regarding royalties
- Availability of other texts
- Justification for selecting this text (brief)
- Price, and comparison with prices of other texts available for such a course
- Strategies instructor employs to reduce student textbook cost (example: copy of text on reserve)

Timeline - submit request 3 weeks prior to deadline for book order.

2. Royalties derived from COCC sales are to be diverted by the instructor to the Foundation (when instructor is paid royalties by the publisher).

3. Whether any share of royalties for sales outside COCC go to the College is governed by Article 18 of the

Faculty Collective Bargaining agreement.

Publisher Policies: Most publishers allow adequate return policies for textbook overstock. However, there are still publishers who have extremely limited return policies or do not allow returns at all. In cases where the publisher has restrictive policies, the academic Department will be notified and have the final say in the Adoption of the book and the order quantity. Unsold, nonreturnable books will be charged back to the Department at the end of each term.

Changed Orders: If a textbook selection is changed after the Bookstore has placed its orders, it can be done only with the authorization of the Department Chair. The Department then becomes responsible for all costs connected with the change: all freight costs, books purchased during buy-back and any that students may have purchased and damaged.

Over-enrollment: It is very important for each instructor to notify the Bookstore when it is evident that a course enrollment has exceeded the expected enrollment given to the Bookstore. If the Bookstore is notified prior to selling out of books, one copy will be placed on reserve at the library until the reorder arrives. The Bookstore does not provide books for long-term library reserve. This must be provided by the Department or the instructor.

~~Course Packs: If an instructor wishes to have printed materials sold through the Bookstore, the process begins with a Textbook Adoption Form, listing the Course Pack as if it were a textbook. The instructor will be sent a copyright disclaimer form, which will need to be signed and returned to the Copy Center. The Copy Center will then secure rights and establish royalty fees for any copyrighted materials, a six to eight week process. All copyrighted materials are reprinted in accordance with federal copyright laws. The instructor will also submit the master and the printing instructions to the Copy Center. The Bookstore will determine the number to print, the Copy Center keeps the master, and prints on demand to cover any shortages. Any royalty fees will be added to the cost of the Course Pack. Masters will be returned at the end of the fourth week of the current term.~~

Commented [LB9]: Delete – No more course packs due to the Copy Center closing.

Student Policies:

Returns: During the first two weeks of fall, winter and spring quarters and the first week of summer quarter, students may return textbooks for a full refund if the books are completely clean, unmarked, and undamaged, packaged items are not opened, and they have their cash register receipt from the current quarter. The refund will be made in the tender rendered. If the book is damaged or written in, it will be refunded at half-price and sold as a used book.

Defective Books: Should a student purchase a defective book (missing pages, binding falling apart) he/she should return it immediately for a replacement.

Textbook Buy-Back: Two types of textbook buy-backs are conducted at the Bookstore: Term-End and Mini-Buys. Term-End

buy-backs are held during Finals Week. Hours and days are posted. At this time, students have the

opportunity to sell their textbooks. There is no guarantee that any book will ever be purchased at buy-back. However, the Bookstore buys as many books as possible. The buy-back is conducted by Bookstore staff who purchase for the Bookstore and for the wholesalers. This gives the widest buying power for used books. Ongoing-Buys are conducted daily, except during Rush and Term-End buy-backs. At this time, books are purchased from wholesale companies. Students are encouraged to wait until Term-End buy-back for the best possible price.

Instructor's Manual and Desk Copies:

Instructors should order their own manuals and desk copies directly from the publisher. Depending on publisher, these are provided at no charge by the publisher once a book has been adopted for use. The Bookstore can provide desk copies in cases of emergency. These will be charged to the Department at the time they are picked up. Full credit will be given for desk copies replaced with new, clean copies before the end of the sixth week of the term.

Supplies:

General school, office and art supplies are carried at the Bookstore. Selections are based upon sales history and requests from the campus community.

Required for a Course: Supplies required or recommended for a course should be listed on the Textbook

Adoption Form to insure adequate stock and timely arrival.

Department Charges:

Department budgets are directly charged for supplies and books purchased at the Bookstore. Budget Administrators submit authorization cards that determine who may charge on each account. Special ordered supplies are discounted, if possible.

College Staff:

Discounts: College staff is given a 20 percent discount on most merchandise purchased at the Bookstore. Staff must identify themselves before the transaction and must be present to get the discount. Please do not send others to get your discount. The Bookstore is not able to honor this request.

Charges: Full-time college staff may sign up for payroll deduction for purchases made at the Bookstore.

Services and Merchandise:

Services available to the college community for a fee include incoming and outgoing Fax service, stamp sales, and special ordering of books, software and supplies. Merchandise selections include textbooks, school, office, and art supplies, general reference and reading books, educationally priced software, imprinted clothing and gifts, snack foods and greeting cards.



Presentation/Proposal Form

Name:

Date:

Department:

Contact Information:

- ❖ Complete Items 1–9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

2. TYPE OF PRESENTATION/PROPOSAL

Information Item and/or Committee Feedback (requires approval of CA Chair)

Action Item:

Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)

Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)

Procedure/Policy — *new* (Attach proposed procedure/policy separately.)

Identify suggested location in manual:

Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):

Other:

3. BUDGET IMPACT

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

6. OPERATIONAL IMPACT

7. STUDENT IMPACT

8. ANTICIPATED IMPLEMENTATION TIMELINE

9. MOTION TO BE RECOMMENDED



Presentation/Proposal Form

Course Fee for MA 120

Name: Shannon Waller

Date: 4/11/23

Department: Medical Assisting

Contact Information: swaller@cocc.edu

- ❖ Complete Items 1–9 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. Include a copy of your proposal in either a PDF Editable or MS Word document.

PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

MA 140 had a course fee of \$120 to cover the cost of CPR/First Aid. However we deactivated this course and implemented the course outcomes into MA 120.

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: Course fee _____

BUDGET IMPACT

MA 120, Winter term, would have a fee of \$120

IMPACTED DEPARTMENTS AND/OR PROGRAMS

List the impacted departments and/or programs and describe the impact. Identify the steps you have taken to communicate the impacts on those departments and programs.

No other departments of programs will be impacted.

INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

OPERATIONAL IMPACT

None

STUDENT IMPACT

The increased fee would allow students to complete CPR/First Aid requirement prior to entering into practicum.

ANTICIPATED IMPLEMENTATION TIMELINE

Fall 2023

MOTION TO BE RECOMMENDED

Recommend an increase of the course fee in MA 120 of \$120



Presentation/Proposal Form

Course Fee Increase for HHPA 102,
103, 104

Name: Shannon Waller

Date: 9/22/23

Department: HHP

Contact Information: swaller@cocc.edu

- ❖ Complete Items 1–9 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. Include a copy of your proposal in either a PDF Editable or MS Word document.

PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

HHP has had a long-standing contract with Bend Rock Gym (BRG). The current fee for students is \$35 to use the facility. Recently BRG has increased the fee to \$50 per student.

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: Course fee _____

BUDGET IMPACT

HPA 102, 103, and 104 will have a fee increase from \$35 to \$50

IMPACTED DEPARTMENTS AND/OR PROGRAMS

List the impacted departments and/or programs and describe the impact. Identify the steps you have taken to communicate the impacts on those departments and programs.

No other departments of programs will be impacted.

INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

OPERATIONAL IMPACT

None

STUDENT IMPACT

The increased fee would allow students use BRG facilities for classes.

ANTICIPATED IMPLEMENTATION TIMELINE

Fall 2024

MOTION TO BE RECOMMENDED

Recommend an increase of the course fee in HHPA 102, 103, and 104 of \$50



Presentation/Proposal Form

Revision to G-4-1 Lactation Policy

Name: _____

Date: _____

Department: _____

Contact Information: _____

- ❖ 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)

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

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

5. OPERATIONAL IMPACT

6. STUDENT IMPACT

7. ANTICIPATED IMPLEMENTATION TIMELINE

8. MOTION TO BE RECOMMENDED

Current G-4-1 Lactation Policy

Federal and Oregon Law require employers to support breastfeeding employees by providing reasonable break times and space to express or pump milk at work each time the employee has a need to do so. These laws apply to and protect hourly, salaried, and part-time workers until the breast-feeding child of the employee is 18 months old. Unpaid rest breaks will count as paid work time for purposes of both wages and health insurance eligibility. It is illegal to discriminate against workers because of pregnancy, childbirth or related conditions.

In support of our employees, and in compliance with Federal and State laws, Central Oregon Community College (COCC) will provide reasonable break times and a suitable location for employees to express or pump milk. The location will be private and within walking distance from the employee's work area and cannot be a toilet stall or restroom. The space will be functional to meet the need and contain a chair and table, and access to a nearby electrical outlet and washing facilities. It will be clean and free from interruptions and the public.

Employees at COCC work sites that do not have a designated lactation area are invited to contact Human Resources to arrange a suitable location. In the event that no suitable area is within close walking distance of an employee's work area, the employee should contact Human Resources to discuss allowing a reasonable amount of time for the employee to walk to and from an identified lactation area. The time will not be included as part of the lactation break period.

When possible, an employee shall provide reasonable notice to the College regarding the employee's intent to express milk. Failure to provide notice is not grounds for discipline. An employee covered under this policy may store expressed milk in a refrigerator made available to employees. If a refrigerator is not available, the employee may contact her supervisor to arrange another alternative, such as a cooler.

Updated Policy: G-4-1 Lactation Policy

Federal and Oregon Law require employers to support breastfeeding employees by providing reasonable break times and space to express or pump milk at work each time the employee has a need to do so. These laws apply to and protect hourly, salaried, and part-time workers up to two years after the birth of the covered employee's child. Rest breaks for an employee to express or pump milk count as paid work time for purposes of wages and health insurance eligibility. It is illegal to discriminate against workers because of pregnancy, childbirth, or related conditions.

In support of our employees, and in compliance with Federal and State laws, Central Oregon Community College (COCC) will provide reasonable break times and a suitable location for employees to express or pump milk. The location will be private and within walking distance from the employee's work area and cannot be a toilet stall or restroom. The space will be functional to meet the need and contain a chair and table, and access to a nearby electrical outlet and washing facilities. It will be clean and free from interruptions and the public.

Employees at COCC work sites that do not have a designated lactation area are invited to contact Human Resources to arrange a suitable location. In the event that no suitable area is within close walking distance of an employee's work area, the employee should contact Human Resources to discuss allowing a reasonable amount of time for the employee to walk to and from an identified lactation area.

When possible, an employee shall provide reasonable notice to the College regarding the employee's intent to express milk. Failure to provide notice is not grounds for discipline. An employee covered under this policy may store expressed milk in a refrigerator made available to employees. If a refrigerator is not available, the employee may contact their supervisor to arrange another alternative, such as a cooler.

Effective Date:



Presentation/Proposal Form

Request to Serve Alcohol

Name: Sharla Andresen

Date: 10-02-23

Department: HR - Risk Management

Contact Information: sandresen@cocc.edu x 7208

- ❖ Complete Items 1–9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

Per the President's request I am presenting a change to policy G-2-2 Alcoholic Beverages where permission is moved from the President to the Vice President for Finance and Operations.

The policy would be edited to now read;

G-2-2 Alcoholic Beverages

Alcoholic beverages, and the consumption thereof, shall not be allowed on the campus of Central Oregon Community College except as permission is granted by the Vice President of Finance and Operations through the completion of and Vice President of Finance and Operations signature on Request for Approval to Serve Alcohol on COCC Campus form.

The intent of the policy is to give the College the ability to provide complete and tasteful meal services for special social and cultural gatherings. The intent is not meant to allow other agencies, clubs, or individuals to use the policy as a blanket approval mechanism for serving alcoholic beverages on campus.

All such activities shall be in keeping with all Oregon statutes. Interested parties should contact the Risk Management Office.

TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

BUDGET IMPACT

This change is budget neutral.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

There would be no impact on any department or program.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

6. OPERATIONAL IMPACT

None

7. STUDENT IMPACT

None

8. ANTICIPATED IMPLEMENTATION TIMELINE

This change would be implemented as soon as approved by College Affairs.

9. MOTION TO BE RECOMMENDED

Be it resolved that College Affairs approves the requested change to policy G-2-2 Alcoholic Beverages to move permission from the President to the Vice President of Finance and Operations.

COMMENCEMENT SPEAKER COMMITTEE CHARGE

Charge

The charge for this committee is to recommend speakers for COCC's Commencement.

History and Context

Historically, the President, in consultation with his or her respective leadership team, has chosen COCC's Commencement speaker. In 2023, the President's choice turned out to be a controversial and divisive one, demonstrating the need for a more inclusive process.

Timeline

The Committee will begin its work in the fall and make its recommendations by the end of the fall quarter to ensure potential speakers are solicited early, thereby creating a greater likelihood they can accept. This timeline also allows for another recommended speaker to be invited, if the initial selection declines.

Membership of the Committee

Chair of Commencement Committee – also serves as Chair of this speaker selection committee

Director of Marketing and Public Relations

Director of Diversity and Inclusion

Two Faculty Members selected by the Faculty Senate

Two Classified Staff selected by the Classified Association (CACOCC)

Two Current COCC Students jointly selected by Student Government (ASCOCC) and the Office of Student Life

Process and Recommendations

The Committee will recommend three to five potential speakers for Commencement. The Committee may choose to prioritize or rank their recommended speakers, and the Committee may decide not to recommend that there be any invited speaker for Commencement. (Note: Commencement speakers do not receive an honorarium, nor are their travel expenses, if any, reimbursed.)

The Committee makes its recommendations to the President. The President will not select a candidate that is not recommended by the Committee. In the unlikely event that all invited candidates decline the invitation, the President will request additional recommendations. The final decision on a Commencement speaker rests with the President.

Assessment

Feedback on this new Committee and process will be solicited from faculty, staff, and students upon the completion of year one (2023-24). Feedback will be shared with stakeholders, and the College Affairs Committee, which will decide on any changes and whether the Commencement Speaker Committee should be incorporated into the College's formal shared governance structure as a standing committee.

DRAFT