

College Affairs Committee

Friday, 10/14/2022

10 a.m. – 11 a.m.

Library #001/ Virtual Zoom Meeting

Click the following link to attend via Zoom:

<https://cocc.zoom.us/j/95808315977>

1. **Old Business**

- a. Introductions
- b. CAC Charge
- c. Shared Governance Overview
- d. Ending GP PDF
- e. Meeting Length for College Affairs
- f. Review Minutes from June 10, 2022

2. **New Business**

- a. Proposal to Eliminate G-16-0 Raffles and Edits to G-31-7 Acceptance of Gifts or Donations, 1st reading – Cathleen Knutson
- b. Proposal for Edits to G-22-0 Acceptable Use of Information Technology Resources (AUP), 1st reading – Steve Broadbent
- c. History, Psychology, Political Science Course Fees, 1st reading – Jessica Giglio
- d. Effective Date for HR Policies-Procedures, 1st reading – Rachel Knox
- e. Review and Streamline CA Proposal Form

3. **Next Meeting:** Friday, October 28, 2022, 10:00-11:00am BEC Boardroom or via Zoom: <https://cocc.zoom.us/j/98445084153>



Date: June 10, 2022
10:00 – 11:00am
Location: Zoom call

Attending	Absent	Guest
Stephanie André, Chair	Jeff Fortenberry	Rachel Knox
Seana Barry	Alan Unger	
Lori Benefiel		
Laurie Chesley		
Allison Dickerson		
Amy Harper		
Kirsten Hostetler		
Darcy Hays, ASCOCC President		
Jennifer Peters, Recorder		

Meeting called to order at 10:00 am.

1. Old Business/Information Items

a. Minutes from June 3, 2022 – Stephanie André

Motion to approve meeting minutes from June 3, 2022 with no suggested edits.

Motion made by Lori Benefiel, seconded by Kirsten Hostetler.

Motion passed unanimously by all members present.

b. Edits G-12-0 (Pets on Campus), 2nd reading – Beth Palmer, Jamie Rougeux, Alicia Moore

Motion to approve at 2nd reading suggested changes to G-12-0 (Pets on Campus) as submitted by Beth Palmer, Jamie Rougeux, Alicia Moore.

Motion made by Kirsten Hostetler, seconded by Seana Barry.

Motion passed unanimously by all members present.

c. Edits to HR-13-3 (Granting Emeritus Status to Classified), 2nd reading – Allison Dickerson and Jennifer Peters

d. Edits to G-6-8.1 – G-6-8.1.2, G-6-8.9, G-23-0 – G-24-0, G-27-0, and G-29-0, 2nd reading – Laura Boehme

e. Edits to HR-1-0 – 6-1 and HR-11-1, 11-2, HR-13-2 – 16-2, and HR-18-0 – 18-3, 2nd reading – Rachel Knox

f. Edits to G-32-4, G-32-7, G-32-9.1, G-32-10.2, G-32-10.4, G-32-10.5, G-32-11, G-32-16 – G-32-16.3, G-32-17 – G-32-17.3.3, G-32-18 – G-32-19.2, G-32-21 – G-32.21.3, and addendum to G-32-0, 2nd reading – Rachel Knox

There was a consensus vote of approval on all above items (c. through f.) by all committee members.

Motion passed unanimously by all members present.



2. New Business

a. Shared Governance Overview of GPM Edits – Tom Barry

i. GP edits to G-31-9.2.2, (Facility Use Policy), 1st reading – Stephanie Andre’

Motion to approve at 1st reading GP edits to G-31-9.2.2 (Facility Use Policy).

Motion made by Seana Barry, seconded by Lori Benefiel.

Motion passed unanimously by all members present.

Motion to approve at 2nd reading GP edits to G-31-9.2.2 (Facility Use Policy).

Motion made by Kirsten Hostetler, seconded by Lori Benefiel.

Motion passed unanimously by all members present.

There was a minor language change to G-31-9.2.2 to match current G-12-0 so a 1st and 2nd reading were done at the same time.

ii. GP edits to G-6-2 (College Affairs Committee Charge), 1st reading – Seana Barry and Stephanie Andre’

This item was tabled until the 2022-23 Academic Year.

b. Aligning College Affairs Practice with Its Charge (Information Item) – Laurie Chesley

- If the President creates a task force for further review/study of an item end results should come to College Affairs for feedback only - not a decision - before they are announced to the campus community.

c. Discussion of Next College Affairs Chair – Stephanie Andre’

- This is Stephanie’s final year as College Affairs Committee Chair
- Kirsten Hostetler will be the Chair for the next academic year
- Tom Barry will be the Interim Chair for 2022-23 fall term while Kirsten is on maternity leave

Allison Dickerson motioned to adjourn the meeting.

Meeting adjourned at 10:37am.

NEXT MEETING: Fall 2022



Presentation/Proposal Form

[Add Title Here]

- Fiscal Services GPM Updates:
1. Proposed Deletion from GPM (Policy) G-16-0 Raffles
 2. Proposed Updates and Edits to G-31-7 Acceptance of Gifts or Donations

Name: Cathleen Knutson

Date: 9/2022

Department: Fiscal Services

Contact Information: 541-383-7711, cknutson@cocc.edu

- ❖ 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)

Proposal to remove G-16-0 and edit G-31-7 as included below.

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

none

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

none

5. OPERATIONAL IMPACT

Clarity and consistency across the College for employee gifts and giveaways.

6. STUDENT IMPACT

none

7. ANTICIPATED IMPLEMENTATION TIMELINE

Fall 2022

8. MOTION TO BE RECOMMENDED

Move to accept proposals from Fiscal Services for the deletion from GPM (Policy) of G-16-0 Raffles.

Move to accept proposal for updates and edits to G-31-7 Acceptance of Gifts or Donations.

Move to accept proposal for the addition of G-31-7.1 Employee Gifts and Events.

Proposed deletion from General POLICY Manual

G-16-0 Raffles

Any campus department or organization planning on conducting a raffle must contact the Fiscal Services Department before the activity. The Fiscal Services Department maintains the College's raffle license and files the appropriate paperwork with the State of Oregon.

Proposed Update/Corrections to General POLICY Manual

G-31-7 Acceptance of Gifts or Donations

The following policy will be used in connection with acceptance of gifts other than cash and this policy applies to gifts to the College and does not affect the current procedures used for handling donations to the COCC Foundation:

1. If an employee is approached and offered a gift or suggested donation, he/she should, in a tactful and appropriate way, indicate to the potential donor the College's interest and appreciation and advise them that the College will determine if a use can be found for the gift.
2. The employee should then provide information about the gift to their Senior Leadership Team Member and the Chief Advancement Officer, along with a recommendation for the acceptance or refusal of the gift.
3. If the gift can be used by the College, the department receiving the gift will complete requisite paperwork provided by the COCC Foundation, and the Foundation will then write a letter to the donor acknowledging the gift. If the gift cannot be used by the College, the appropriate Senior Leadership Team Member or Chief Advancement Officer will notify the donor.
4. Gifts of real property can only be accepted by the Board of Directors.

G-31-7.1 Employee Gifts and Events

~~5. — Employee Gifts and Events:~~

~~The College provides awards and gifts to employees in the following forms;~~

- ~~— Employee achievement awards (qualifying recipients determined by Human Resources by the appropriately assigned COCC group or committee per the GPM);~~
- ~~— Length of service awards (qualifying recipients determined by Human Resources);~~
- ~~— Full-time employee retirement gifts (qualifying recipients determined through employee's Department and HR also provides a retirement plaque);~~

~~— Generally, these employee awards/gifts do not exceed \$100 and are in the form of tangible property (e.g., plaques, pen sets, coffee mugs, clothing, etc.). In the case of the employee achievement awards, these awards are a cash value of \$1000 paid to the employee through payroll and are considered taxable income. For other types of awards and/or prizes associated with COCC events and/or activities, tangible property is highly recommended, but the college recognizes there may be instances where cash equivalents (e.g., gift cards) or other non-excludable awards (considered taxable income by the IRS), may be the preferred option.~~

—Staff or departments may want to recognize retiring employees for outstanding achievement, or length of service with a reception, party or lunch. In these cases, retirement gifts should not exceed \$100 of department funds and should be tangible property. It is inappropriate to expend college funds for the purpose of food for a retirement party, lunch, etc. The Department may, however, seek approval to use some or all of the \$100 on a combination of food for an on-campus event and gift (on campus only). Funds will come out of department's budget and may not be used for the purchase of alcohol. This applies only to retirement – not other events.

The College provides awards and gifts to employees in the following forms; 1) employee achievement awards (qualifying recipients determined through HR Dept.); 2) length of service awards (qualifying recipients determined through HR Dept.); and 3) full-time employee retirement gifts (qualifying recipients determined through HR Dept.) These awards/gifts cannot exceed \$100 and must be in the form of tangible property (e.g., plaques, pen-sets, coffee mugs, clothing, etc.) and cannot cash, cash equivalents (e.g., gift cards) or other non-excludable awards (all considered taxable income by the IRS). Annual employee achievement awards have a cash value of \$1000, are paid to the employee through payroll, and are considered taxable income.

Staff or departments may want to recognize employees for outstanding achievement, or length of service with a reception, party or lunch. It is inappropriate to expend college funds for these purposes. The Department may however, seek approval to use some or all of the \$100 available for a retirement gift at an open, on-campus retirement event.

De Minimis (Minimal) Benefits:

<https://www.irs.gov/pub/irs-pdf/p15b.pdf>

The IRS does not give specific rules or dollar amounts defining de minimus. COCC defines de minimus as employee awards, gifts, or giveaways valued at \$100 or less. De minimus awards, gifts, or giveaways are excluded from payroll taxes. Cash and cash equivalent fringe benefits (gift cards, gift certificates) are never excludable as a de minimus benefit. Cash and cash equivalent fringe benefits, gift cards, gift certificates are always taxed.

For COCC events that include giveaways where entries are based on attendance or other non-financial entry, the total value of a prize awarded to a COCC employee is exempt from payroll taxes if the item has a fair market value of \$100 or less. Any prize valued at \$101 or more is non-exempt and will be taxed.

Gift Cards, Cash or Cash Equivalents:

IRS Publication 15-B (2022) states:

“Cash and cash equivalent fringe benefits (for example, gift certificates, gift cards, and the use of a charge card or credit card), no matter how little, are never excludable as a de minimis benefit.”

Departments may want to provide gift cards/certificates to non-employee individuals (e.g., volunteers, speakers, students, etc.) to acknowledge their contributions to the college. Gift cards issued using college funds must comply with the following guidelines:

- Must be for small amounts (e.g., \$5.00 - \$25.00).
- Must provide justification (college purpose) for gift cards issued
- Can't be used in lieu of pay
- Departments must maintain detailed log for gift cards including:
 - The number of cards purchased and denominations
 - Cards issued (to whom and for what purpose)
 - Cards issued to **employees** must be reported to Payroll, as taxable income.



Committee RECOMMENDATION FORM

- Academic Affairs
- Institutional Support
- Student Affairs
- College Affairs

Recommendation: The Office of the CIO recommends presidential approval of significant updates to General Policy [G-22-0 Acceptable Use of Information Technology Resources](#) (AUP) following review by the Shared Governance Committee.

Exhibit 1: Proposed AUP

Exhibit 2: Existing AUP

Exhibit 3: Mark-up Revisions

Rationale: The AUP has existed in its current form for many years. This proposed revision rewords several sections to clarify policy and adds new sections to address Functionality and Availability, User Accounts, Information Security, Personal Information, Intellectual Property, and Publication. This revision is foundational to our information security strategy to mitigate risk, achieve compliance, and develop a strong cybersecurity policy framework.

History: In May 2021, the CIO engaged outside consultants from [Presidio](#) to develop and/or revise policies relevant to the COCC information security strategy and align with security standards from NIST, ISO, ISACA, CERT, SANS, and NSA which provide best practices for security policy. Most information security policy changes are to internal department procedures not delineated in the General Policies and Procedures Manual. However, G-22-0 Acceptable Use of Information Technology Resources is a top-level, institutional policy which requires committee approval.

Timeline for Implementation: Approval requested before end of 2022 Fall term.

Submitted by: _____ /s/ Chair _____ Date: _____

Action taken by the President: Approved Denied Tabled

Comments:

_____ /s/ President _____ Date: _____

Exhibit 1: Proposed AUP

G-22-0 ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

This acceptable use policy (AUP) governs the use of computers, networks and services by all persons at Central Oregon Community College (COCC). COCC computers, networks and services provide access to information resources on and off campus, as well as the ability to communicate with others worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

TERMS AND CONDITIONS OF USE

COCC technology resources are intended for academic and college-related business functions. Any for-profit use of these resources is prohibited. When accessing remote/hosted systems, users are responsible for obeying the policies set forth herein as well as the policies of other organizations. Misuse of COCC computing, networking, or information resources may result in the immediate loss of computing and/or network access. Any violation of this policy or local, state, or federal laws may be referred to appropriate COCC offices and/or, as appropriate, law enforcement authorities. COCC may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings.

FUNCTIONALITY AND AVAILABILITY

You must ensure that your actions and the computers you own, or that are assigned for your use, do not negatively impact the functionality and availability of COCC computers, networks and services. You must not circumvent or alter protections or other restrictions. You may not use COCC resources to gain unauthorized access to college services or other services for which you are not authorized. COCC reserves the right to limit access to its computers and networks and remove or limit access to material posted or distributed on COCC-owned computers or networks.

USER ACCOUNTS

Users do not own accounts on COCC computers and networks but are granted the privilege of exclusive use. Each account granted on a COCC system is the responsibility of the individual who applies for the account. You may not share your accounts and/or passwords with others, and you must keep account passwords confidential. You may not attempt to view or use another person's account, computer files, programs, or data without authorization. Groups seeking accounts must select an individual with responsibility for group accounts, and those users must abide by this policy. Misuse may result in the immediate loss of computing and/or network access.

INFORMATION SECURITY

You are responsible and accountable for all use and security of the information technology resources you own or use, including but not limited to computer accounts, passwords, personal computers, electronic data, and network access. COCC cannot guarantee that messages or files are private or secure. Employees may only maintain files on COCC-owned resources that are necessary for COCC business purposes (see [G-23-0 Network Technology Resources](#)).

PERSONAL INFORMATION

Be cautious about making information about yourself and others available on the Internet. COCC cannot protect you from invasions of privacy, phishing attempts, identity theft, and other possible dangers that could result from your distribution of personal information.

INTELLECTUAL PROPERTY

Users must adhere strictly to all applicable software licensing agreements and copyright laws. No one may inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks, or software without proper authorization. Software not purchased by COCC is not supported.

PUBLICATION

Any information you distribute through COCC information technology resources is a form of publishing, thus, COCC publishing standards apply. Any online communications or publications attributed to COCC, explicitly or implicitly, even with disclaimers, represent you and COCC, and appropriate language and behavior is warranted. Based on your affiliation with COCC as a student or state employee, your online activity may be subject to other COCC or State of Oregon policies, including but not limited to, employment policies, state ethics laws, and information security policies that may restrict the disclosure of confidential or proprietary information or the use or affiliation of state resources in personal endeavors and/or social media.

STUDENT COMMUNICATION

Mass email, text messages, and other push notifications to COCC students must be approved by the Marketing and Public Relations Office or a member of the Senior Leadership Team and should be limited to critical, time-sensitive communication (e.g., executive communications, campus emergencies, serious operational disruptions). Academic departments or other college entities may send unsolicited email and text messages without prior approval to targeted sub-groups of students with whom they have an official relationship.

If you have questions about acceptable use of information technology resources, please contact COCC Information Security (infosec@cocc.edu).

Exhibit 2: Existing AUP

G-22-0 ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

This acceptable use policy governs the use of computers and networks by all persons at Central Oregon Community College (COCC). As a user of these resources, you are responsible for reading and understanding this document.

If you have questions, please contact COCC's Chief Information Officer (541/383-7219). Central Oregon Community College encourages the use and application of information technologies to support the research, instruction, and public service mission of the institution. COCC computers and networks provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

Terms and conditions of use:

The primary purpose of electronic systems and communications resources is for College-related activities. Users do not own accounts on College computers, but are granted the privilege of exclusive use. Users may not share their accounts with others, and must keep account passwords confidential. Each account granted on a COCC system is the responsibility of the individual who applies for the account. Groups seeking accounts must select an individual with responsibility for group accounts. COCC cannot guarantee that messages or files are private or secure. COCC may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings. Users must adhere strictly to software licensing agreements and copyright laws. When accessing remote systems from COCC systems, users are responsible for obeying the policies set forth herein as well as the policies of other organizations. Any violation of this policy or local, state, or federal laws may be referred to appropriate COCC offices and/or, as appropriate, law enforcement authorities.

Misuses of COCC computing, networking, or information resources may result in the immediate loss of computing and/or network access, and may lead to further disciplinary action as well.

Conduct which violates this policy includes, but is not limited to the following:

Unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data. Using COCC computers, accounts, and/or networks to gain unauthorized access to College systems or other systems. Attempting to degrade performance of COCC computers and/or networks. Attempting to deprive other users of COCC technology resources or access to systems/networks. Using COCC technology resources for commercial activity such as creating products or services for sale. Copying software protected by copyright, except as permitted by software licensing agreements. Using COCC computers and/or networks to send fraudulent or harassing messages. Using COCC computers and/or networks to create or access materials not related to the mission of the institution. Initiating or

propagating electronic chain letters. Inappropriate mass mailings to newsgroups, mailing lists, or individuals, i.e. "spamming" or "flooding".

Unauthorized "broadcasting" of unsolicited mail or information using COCC computers and/or networks.

Communicating With Students Via-Email:

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.

Exhibit 3: Mark-up Revisions

G-22-0 ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES

This acceptable use policy (AUP) governs the use of computers, networks and services by all persons at Central Oregon Community College (COCC). COCC computers, networks and services provide access to information resources on and off campus, as well as the ability to communicate with others worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

TERMS AND CONDITIONS OF USE

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FUNCTIONALITY AND AVAILABILITY

You must ensure that your actions and the computers you own, or that are assigned for your use, do not negatively impact the functionality and availability of COCC computers, networks and services. You must not circumvent or alter protections or other restrictions. You may not use COCC resources to gain unauthorized access to college services or other services for which you are not authorized. COCC reserves the right to limit access to its computers and networks and remove or limit access to material posted or distributed on COCC-owned computers or networks.

USER ACCOUNTS

Users do not own accounts on COCC computers and networks but are granted the privilege of exclusive use. Each account granted on a COCC system is the responsibility of the individual who applies for the account. You may not share your accounts and/or passwords with others, and you must keep account passwords confidential. You may not attempt to view or use another person's account, computer files, programs, or data without authorization. Groups seeking accounts must select an individual with responsibility for group accounts, and those users must abide by this policy. Misuse may result in the immediate loss of computing and/or network access.

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Deleted: As a user of these resources, you are responsible for reading and understanding this document. ¶

¶
If you have questions, please contact COCC's Chief Information Officer (541/383-7219). Central Oregon Community College encourages the use and application of information technologies to support the research, instruction, and public service mission of the institution.

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INFORMATION SECURITY

You are responsible and accountable for all use and security of the information technology resources you own or use, including but not limited to computer accounts, passwords, personal computers, electronic data, and network access. COCC cannot guarantee that messages or files are private or secure. Employees may only maintain files on COCC-owned resources that are necessary for COCC business purposes (see G-23-0 Network Technology Resources).

Moved (insertion) [2]

Deleted: or access to systems/networks. Using COCC technology resources for commercial activity such as creating products or services for sale. Copying software protected by copyright, except as permitted by

PERSONAL INFORMATION

Be cautious about making information about yourself and others available on the Internet. COCC cannot protect you from invasions of privacy, phishing attempts, identity theft, and other possible dangers that could result from your distribution of personal information.

INTELLECTUAL PROPERTY

Users must adhere strictly to all applicable software licensing agreements and copyright laws. No one may inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks, or software without proper authorization. Software not purchased by COCC is not supported.

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Deleted: computers and/or networks to send fraudulent or harassing messages. Using

Deleted: computers and/or networks to create

Deleted: access materials not related to the mission of

Deleted: institution. Initiating

Deleted: propagating electronic chain letters. Inappropriate mass mailings to newsgroups, mailing lists,

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Communicating With Students Via-Email:¶

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Deleted: 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.¶

Deleted: College

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Deleted: 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.¶

PUBLICATION

Any information you distribute through COCC information technology resources is a form of publishing, thus, COCC publishing standards apply. Any online communications or publications attributed to COCC, explicitly or implicitly, even with disclaimers, represent you and COCC, and appropriate language and behavior is warranted. Based on your affiliation with COCC as a student or state employee, your online activity may be subject to other COCC or State of Oregon policies, including but not limited to, employment policies, state ethics laws, and information security policies that may restrict the disclosure of confidential or proprietary information or the use or affiliation of state resources in personal endeavors and/or social media.

STUDENT COMMUNICATION

Mass email, text messages, and other push notifications to COCC students must be approved by the Marketing and Public Relations Office or a member of the Senior Leadership Team and should be limited to critical, time-sensitive communication (e.g., executive communications, campus emergencies, serious operational disruptions). Academic departments or other college entities may send unsolicited email and text messages without prior approval to targeted sub-groups of students with whom they have an official relationship.

If you have questions about acceptable use of information technology resources, please contact COCC Information Security (infosec@cocc.edu).



Presentation/Proposal Form

[Add Title Here]

History, Psychology, Political Science Course Fees

Name: Jessica Giglio

Date: _____

Department: Instruction

Contact Information: jgiglio@cocc.edu

- ❖ 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)

Similarly to what has already been done with Medical Assisting and Health Information Management, this proposal is to offer textbooks through Inclusive Access. Rather than purchasing textbooks directly, students would pay a course fee and receive access to their textbooks through Canvas on the first day of class. The College would then pay the publisher via the course fee. Using Inclusive Access also makes textbook costs lower for students.

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: **course fee** _____

3. BUDGET IMPACT

The following fees are requested:

HST 201, 202, 203: \$48.50 (will cover all three courses)

PSY 201, 202: \$44 (will cover both courses)

HST 101, 102, 103: \$35 (for each course)

HST 104, 105, 106: \$35 (for each course)

PSY 219: \$85

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

5. OPERATIONAL IMPACT

N/A

6. STUDENT IMPACT

For PSY 201/202, the digital textbook is \$65. Students save \$21.

For PSY 219, the digital textbook is \$111.76. Students save \$26.76.

For HST 101, 102, 103, the digital textbook is \$39.95 each term. Students save \$4.95 for each course.

For HST 104, 105, 106, the digital textbook is currently \$30, so the cost is slightly higher for IA. However, an issue with these courses has been constantly shifting textbook prices.

For HST 201/202/203, the digital textbook is \$55. Students save \$7.50 regardless of the number of courses they take in the sequence.

Students also get earlier and more direct access to their textbooks in all cases.

7. ANTICIPATED IMPLEMENTATION TIMELINE

Winter 2022

8. MOTION TO BE RECOMMENDED

I recommend that the following fees be added to courses:

HST 201, 202, 203: \$48.50 (will cover all three courses)

PSY 201, 202: \$44 (will cover both courses)

HST 101, 102, 103: \$35 (for each course)

HST 104, 105, 106: \$35 (for each course)

PSY 219: \$85



Presentation/Proposal Form

[Add Title Here]

Request to date all HR and/or Personnel Policies or Procedures in the GPM.

Name: Rachel Knox

Date: 8/18/2022

Department: Human Resources

Contact Information: rknox@cocc.edu x7233

- ❖ 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)

OAR Chapter 589, Division 8 (Community College Personnel Policies) states that "Policies posted on the community college's publicly accessible website, Human Resources section, are considered to have met the filing requirement if the appropriate 'effective date' of the policy is also noted. In the event the governing board of the community college fails to enact the personnel policies as required by subsection (1) of this rule, the Director may withhold the next scheduled Community College Support Fund payment until such personnel policies are enacted."

Beginning Fall 2022, HR will include a projected 'effective date' on all policy revisions in a standard format. HR is asking that College Affairs recorder be advised that this date is required and, when updating any policy or procedure, replace any old date with the 'effective date' provided on the signed proposal in a standard location.

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

none

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

none

5. OPERATIONAL IMPACT

Clearer and more consistent policy and procedure proposals for the College Affairs committee review resulting in a standardized format for the recorder to add to, amend, or update the GPM .

6. STUDENT IMPACT

none

7. ANTICIPATED IMPLEMENTATION TIMELINE

September 2022

8. MOTION TO BE RECOMMENDED

After 2nd reading, all HR policies will be sent forward for Presidential signature and will be recorded in the GPM in a standard format that includes the 'effective date' as required by OAR 589-08-0100.