

**College Affairs Committee**

Friday, 10/28/2022

10 a.m. – 11 a.m.

**Virtual Zoom Meeting**

Click the following link to attend via Zoom:

<https://cocc.zoom.us/j/98445084153>

1. **Old Business**

- a. Meeting length for College Affairs meetings
- b. Review minutes from June 10, 2022 meeting
- c. Review minutes from October 14, 2022 meeting
- d. History, Psychology, Political Science Course Fees, 2<sup>nd</sup> reading – Jessica Giglio
- e. Effective Date for HR Policies-Procedures, 2<sup>nd</sup> reading – Rachel Knox
- f. Date all GP updates in accordance with requirements for HR Policies-Procedures – Discussion Item

2. **New Business**

- a. PSY-261 Indonesian Field Study1: Prep to Study Abroad Course Fees, 1<sup>st</sup> reading – Matthew Novak
- b. G169-Field Geology: Exploration of the Pacific Northwest Course Fees, 1<sup>st</sup> reading – Hal Wershow

3. **Next Meeting:** Thursday, November 10, 2022, 10:00-11:00am BEC Boardroom or via Zoom



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), 2<sup>nd</sup> reading – Beth Palmer, Jamie Rougeux, Alicia Moore

Motion to approve at 2<sup>nd</sup> 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), 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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), 1<sup>st</sup> reading – Stephanie Andre'

Motion to approve at 1<sup>st</sup> 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 2<sup>nd</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> reading were done at the same time.*

ii. GP edits to G-6-2 (College Affairs Committee Charge), 1<sup>st</sup> 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



Date: October 14, 2022

10:00 – 11:00am

Location: LIB-001 and Zoom call

Attending	Absent	Guest
Tom Barry, Interim Chair	Allison Dickerson	Rachel Knox
Seana Barry	Alan Unger	Adrian Syrell
Laurie Chesley	Kathy Smith	Steve Broadbent
Tracy Crockett		Jessica Giglio
Josh Evans		
Matthew Novak		
Kara Rutherford		
Dray Aguirre, ASCOCC President		
Jennifer Peters, Recorder		

Meeting called to order at 10:00 am.

1. Old Business/Information Items

- a. Introductions - Committee members introduced themselves
- b. CAC Charge - Tom reviewed the charge for the College Affairs Committee (CAC)
- c. Shared Governance Overview - Tom, as a Shared Governance Committee member, shared the committee’s charge – reminded CAC members that they were representative of specific constituents
- d. Ending GP PDF –
  - Previously there was a pdf made of the GP manual on an annual basis that included all changes/edits that had been made in the prior year
  - Suggested discontinuing this process – not necessary – changes/edits will be made to the GP manual as they are approved
  - Committee was in support of no longer making a pdf of the GP manual on an annual basis
- e. Meeting length for College Affairs meetings – due to time constraints, this topic was tabled for a future meeting
- f. Approval of minutes from June 10, 2022 – due to time constraints, this action was tabled for the next meeting

2. New Business

- a. Proposal to eliminate G-16-0 Raffles and edits to G-31-7 Acceptance of Gifts or Donations, 1<sup>st</sup> reading – Cathleen Knutson
  - Adrian Syrell presented the proposal in Cathleen’s absence
  - Proposed changes would clarify and create consistency across the College for employee gifts and giveaways
  - Elimination of raffles would apply to the college only – not the COCC Foundation as they are a separate entity
  - Recommendation to adjust the wording in the revisions to the GP manual to be non-gender specific (e.g. – replace he/she with “the employee”, etc.)



- Recommend increasing the allotted amount of \$100 for retirement related event expenses
- Recommend researching what other colleges offer for gift cards, etc.

Motion to approve at 1<sup>st</sup> reading removing G-16-0 from the GP manual along with GP edits to G-31-7 with the above recommendations.

Motion made by Seana Barry, seconded by Josh Evans.

- Motion passed unanimously by all members present.

b. Proposal for Edits to G-22-0 Acceptable Use of Information Technology Resources (AUP), 1<sup>st</sup> reading – Steve Broadbent

- Proposal 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.
- Revision is foundational to the information security strategy to mitigate risk, achieve compliance, and develop a strong cybersecurity policy framework

Motion to approve at 1<sup>st</sup> reading GP edits to G-22-0 as outlined in the proposal.

Motion made by Josh Evans, seconded by Tracy Crockett.

- Motion passed unanimously by all members present.

c. Proposal to Modify Course Fees for History, Psychology and Political Science, 1<sup>st</sup> reading – Jessica Giglio

- Jessica asked that Political Science be removed from the title as the proposal is only for History and Psychology course fees
- Proposal is to offer textbooks through Inclusive Access – similar to what has been done in Medical Assisting and Health Information Management
- Students would pay a course fee and receive access to their textbooks through Canvas rather than purchasing textbooks which makes textbook costs lower for students
- Question was raised as to what modes of delivery would be available to students
- Recommendation to reach out to textbook companies and other departments that have implemented this process to find out if there have been issues with student's accessibility

Motion to approve at 1<sup>st</sup> reading the proposal for changes in course fees to offer textbooks through Inclusive Access with the above recommendations.

Motion made by Seana Barry, seconded by Josh Evans.

- Motion passed unanimously by all members present.

d. Proposal to Date All HR and/or Personnel Policies or Procedures in the GP Manual, 1<sup>st</sup> reading – Rachel Knox

- Proposal is in compliance with OAR 589-08-0100 requirement
- Will provide clearer and more consistent policy procedures resulting in a standardized format for the College Affairs Committee recorder to add to, amend, or update the GP manual
- Action will take place moving forward – not retroactive
- Recommend discussion at next CAC meeting if this should apply to all updates to the GP manual



Motion to approve at 1<sup>st</sup> reading the proposal to date HR Policies or Procedures in the GP Manual.

Motion made by Josh Evans, seconded by Dray Aguirre.

Motion passed unanimously by all members present.

Josh Evans motioned to adjourn the meeting.

Meeting adjourned at 11:05am.

NEXT MEETING: October 28, 2022, 10:00-11:00am BEC Boardroom or via Zoom:  
<https://cocc.zoom.us/j/98445084153>

DRAFT





## Presentation/Proposal Form

[Add Title Here]

History, Psychology Course Fees

Name: Jessica Giglio

Date: 10/14/22

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.



## Presentation/Proposal Form

[Add Title Here]

Course Fee request - PSY 261 Indonesian Field Study I:  
Preparation to Study Abroad (3 Credits)

Name: Matthew Novak

Date: 09/15/2022

Department: Social Sciences

Contact Information: mnovak@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)

We are requesting a change in course fee to all sections of PSY 261 Indonesian Field Study I: Preparation to Study Abroad (3 Credits). For this academic year, the length of stay in Indonesia, for students, is 27 days and will cost USD \$2,850.00. Future years are difficult to predict, so we are requestion approval for a fee as high as USD \$3,300.00. This will allow us to make adjustments relative to current global conditions, without having to return to College Affairs each year to make adjustments. This fee is necessary to cover the costs for students while in Indonesia, and offset the costs for COCC Instructors. Program costs include transportation, lodging, access fees for research/teaching activities at Cagar Alum Pangandaran (Pangandaran Nature Reserve), administrative/operating expenses of the program.

### 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 impact for the college is neutral since the monies are largely passed through in one lump-sum payment to One Earth Institute (501c3) and/or the Indonesian Primate Center (PSSP) and IPB University to cover in-country costs. This change will essentially streamline how student's money is handled, reducing administrative fees and charges that have to be paid to individual vendors. Ultimately, this saves students money and reduces the overall cost of the program. These monies have a special account and do not go in the general fund.

### **4. INSTRUCTIONAL REQUIREMENTS/IMPACTS**

The program is ongoing so no additional instruction requirements will be required.

### **5. OPERATIONAL IMPACT**

There is already an established account specifically to hold the student fees. The account can be accessed to coordinate international bank transfers to Indonesia, and to offset program and travel costs for instructors. In addition, there will be changes needed the course catalogue and course descriptions. In addition there will be an update in Bobcat to update the course fee currently attached to Psy 261. In addition, I anticipate additional website resources to provide students with program information.

## **6. STUDENT IMPACT**

Students who take this class will receive a unique, hands-on, experiential learning opportunity. This will help them to make more informed decisions about career plans, and give them entry-level experience often needed on college/job applications. In addition, the multicultural experiences of the program will help prepare students to live-in and understand the larger world around them. Collectively, this will better equip them for college success and and prepare them to understand the importance of life-long learning.

## **7. ANTICIPATED IMPLEMENTATION TIMELINE**

Spring 2023

## **8. MOTION TO BE RECOMMENDED**

Recommend that in Spring 2023, the existing course fee of PSY 261 Indonesian Field Study I: Preparation to Study Abroad (3 Credits) which is USD \$2,530.00 be modified to \$2,850.00.

Recommend that a \$3,300.00 cap for the course fee be approved to allow needed year to year adjustments to the course fee be made, without needing to go through College Affairs each time.





## Presentation/Proposal Form

[Add Title Here]

G169: Field Geology: Exploration of the Pacific Northwest –  
Proposal for special fee

Name: Hal Wershow

Date: 10/21/2022

Department: Science (Geology)

Contact Information: hwershow@cocc.edu 541 383 7557

- ❖ 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)

See attached (G169 Fee Proposal Abstract)

### 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: **Fee proposal** \_\_\_\_\_

### 3. BUDGET IMPACT

Fee Justification:

● Camping costs for 3 nights at the Rockford Grange in Hood River (\$100/night) = \$300 = \$15/student

● Food costs for 3 full days (9 meals) = \$15/person/day = \$990; \$990/20 = \$49.50/student

● COCC Van Transportation (~500 miles x 2 vehicles x \$0.82/mile) = \$820 = \$41/student

● Precedent: Forestry field courses (e.g., FOR 126) that incorporate significant travel and lodging costs charge a course fee. Also, we did this same process for G161 – Landscape Evolution.

Total per student = \$105.50

Would it be possible to make this a flexible fee, as future editions of G169 will go to different locations with different camping / transport costs? Perhaps up to \$150/student +

### 4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

There will be two paid staff members (myself and a geology field assistant). The field assistant will be paid from the geology budget.

### 5. OPERATIONAL IMPACT

Group field gear, such as stoves, pots and pans, is necessary. The Forestry department and Geology department have a trailer full of such equipment that we share. The Geology department also has a stockpile of student camping gear, such as sleeping bags, pads, and tents that we share with anyone who wants them.

## **6. STUDENT IMPACT**

This is a tremendous opportunity for students to experience science field work. It is specifically targeted at students with little to no prior science field experience. Our goal is to introduce them to a professional world that they never knew existed. And they'll learn some geology along the way.

The fee sounds expensive (\$105.50). However, this covers 3 full days & nights of food, lodging and transportation, for about \$35/day. I think this is a bargain, and they will get free admission to state parks as a bonus!

## **7. ANTICIPATED IMPLEMENTATION TIMELINE**

Winter 2023 - run G169 in the Columbia Gorge  
Spring 2023 - run G169 on the Oregon Coast  
Fall 2023 - run G169 at Mt St Helens  
And into the future!

## **8. MOTION TO BE RECOMMENDED**

I move to implement a special fee of \$105.50 (with the ability to flex up to \$150 in future years) for the geology field course G169.