



CENTRAL OREGON
community college

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College Affairs Committee

Friday, February 10, 2023

10:00 – 11:30am

Virtual Zoom Meeting

Click the following link to attend via Zoom:

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

1. **Old Business**

a. Review minutes from January 13, 2023 meeting – Kirsten Hostetler

2. **New Business**

- a. Proposal for B-4-0 Tablet iPad Acquisitions Procedure Revision, 1st reading – Annemarie Hamlin
- b. Proposal for G-32-21 Sick Time/Sick Leave Policies - Revision, Update and Addition to, 1st reading – Rachel Knox
- c. Meeting Topics, Discussion Item – Kirsten Hostetler

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

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



Date: January 13, 2023

10:00 – 11:30am

Location: Zoom call

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

Meeting called to order at 10:00 am.

1. Old Business/Information Items

- a. Minutes from December 9, 2022 – Kirsten Hostetler
 - Motion to approve meeting minutes from the December 9, 2022 meeting.
 - Motion made by Josh Evans, seconded by Seana Barry.
 - Motion passed unanimously by all members present.
- b. Proposal for Student Communications Policy G-33-8, 2nd reading – Tyler Hayes
 - Motion to approve at 2nd reading the proposal to add the new Student Communications Policy G-33-8.
 - Motion made by Allison Dickerson, seconded by Tracy Crockett.
 - Motion passed unanimously by all members present.

2. New Business

Item Facilitating Campus-Wide Issues was discussed prior to the Vaccination Requirement to allow Tom Barry to join the meeting.

- b. Facilitating Campus-Wide Issues, discussion item – Kirsten Hostetler, Tom Barry
 - The College Affairs Committee has representation from across the college – classified, administrator, faculty, etc. – a good place to bring campus wide issues
 - Changes to the GPM are to come through College Affairs but in addition, College Affairs has a duty to vet other conversations, requirements, etc. on behalf of their represented stakeholders
 - The President may ask College Affairs to discuss items and offer recommendations back to the President – not be the deciding body on behalf of the President
 - Ask representatives from other committees come to College Affairs to provide an update on what is happening across their agendas
 - Further discuss some topics that are brought forward in Snack Chats



ACTION: Kirsten will try to get a guest to come to the February meeting - also asking committee members to send her agenda ideas for discussion that they may be hearing or asked about from their constituents.

- a. Vaccination Requirements, Discussion item – Tom Barry, Laurie Chesley
- Continued discussion on ending the vaccination requirement for faculty and staff
 - Survey previously posted on Headlines to enable all staff to share their opinion and any comments they might have
 - Subsequently CACOCC sent out their own survey to all classified staff
 - ✓ Approximately 70% of those that responded said they were in support of vaccines but didn't think that the college should require them and that the vaccination requirement should be removed
 - Significant majority of staff voted to end the vaccination requirement
 - Brought to College Affairs for discussion and recommendation to the President
 - President's goal is to announce a decision by the end of January, start of February
 - There was discussion on how College Affairs would arrive at their recommendation
 - ✓ Consider feedback from the various groups on campus
 - ✓ Take a vote from College Affairs Committee members – as they represent their constituents and not their personal views
 - ✓ Create a summary statement as the committee's recommendation to the President

ACTION: CAC's recommendation to the President regarding ending the vaccination policy: *College Affairs voted and a majority supported the recommendation that the college should remove the vaccine mandate but continue to provide support and resources to the campus community to mitigate the spread of Covid.*

Josh Evans made a motion to adjourn the meeting - meeting adjourned at 11:06am.

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

Meeting Recording:

<https://cocc.zoom.us/rec/share/kGD0A4t4t8cMlleJwpYyw2DQqRGoBu3tGJhbNiUZhxE25jdQTAH9tEIV3qSFk40.KFeJuDKjNrWomiVr>



Presentation/Proposal Form

[Add Title Here]

B-4-0 Tablet iPad Acquisitions procedure revision

Name: Annemarie Hamlin

Date: 1/27/23

Department: VPAA

Contact Information: ahamlin@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.

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

Minor revisions to B-4-0 Tablet iPad Acquisitions procedure, grammatical issues found in r



2. TYPE OF PRESENTATION/PROPOSAL

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

Policy—*revision* (Attach current policy with proposed changes illustrated with track changes.)

Policy—*new* (Attach proposed policy separately.)

Identify suggested location in *General Policy Manual*: _____

Other: _____

3. BUDGET IMPACT

N/A

4. 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.

N/A

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

N/A

7. STUDENT IMPACT

N/A

8. ANTICIPATED IMPLEMENTATION TIMELINE

Immediately following 2nd reading

9. MOTION TO BE RECOMMENDED

Approval of revisions

B-4-0 TABLET/IPAD ACQUISITIONS

When it is determined that the use of a tablet (iPad, [PlayBookSurface](#), or other tablet device) would significantly improve the efficiency and effectiveness of an employee in completing their job duties, a vice president or another member of the executive team can authorize the acquisition of a tablet using the following procedures. By following these procedures, the College and the employee are compliant with the Listed Property Policy (G-31-9.1.1) in the General Business Procedures manual. The Computer Acquisitions Policy (G-31-9.1.2) guides the acquisition of a computer or lap top computer.

1. The cost of a tablet will be shared 50/50 up to a maximum cost of \$800.
 - The College will reimburse employees of the purchase of a tablet and a one-year maintenance contract not to exceed \$400.
 - Any accessories, including a keyboard and cover, are the responsibility of the employee.
2. Any additional maintenance or insurance will be at the employee's expense. The employee will be solely responsible for lost, stolen, or damage to the tablet.
3. As the College does not provide technical or operational support for tablets, it is the employee's responsibility to ensure that the tablet is fully functional.
4. As employees use the College's Wi-Fi, the College will not pay for a tablet data plan.
5. Without limitation, employees are authorized to use the tablet for both college business and personal purposes.
6. Three years following the purchase date, full ownership of the tablet will transfer to the employee. If the employee leaves the College prior to three years, the employee shall return the device or pay the College's portion of the prorated value of the device. The employee will reimburse the College for the prorated value of the tablet if the employee leaves the college within three years from the tablet purchase date. Full tablet ownership transfers to the employee after three years.
7. COCC faculty have the option of applying PIP funds to the purchase of a tablet/iPad in accordance with current practices and procedures related to materials and supplies purchased via PIP funds. In accordance to the COCC Computer Acquisitions Policy, B-3-1.2, PIP funds will be considered taxable income when used to purchase a tablet/iPad.
8. The COCC [ITS](#) department does not support personal tablets/iPads.
9. Employees are authorized to connect tablets/iPads to the College's wireless network following the approved ITS guidelines.
10. Prior to purchase, each employee will be required to sign a statement acknowledging and agreeing to these procedures. ([Laptop/tablet purchasing agreement form](#))



Presentation/Proposal Form

[Add Title Here]

Revision, update, addition to Sick Time/Sick Leave Policies

Name: Rachel Knox

Date: 1/26/2023

Department: Human Resources

Contact Information: x7233 rknox@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)

The current policies for sick time under G-32-21 are confusing and don't clearly delineate the differences between Oregon Sick Time (for non-benefited employees) and COCC Sick Leave. Attached is a combination revision, update, and additions to G-32-21.

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

None

6. STUDENT IMPACT

None

7. ANTICIPATED IMPLEMENTATION TIMELINE

March 2023

8. MOTION TO BE RECOMMENDED

Accept revisions to sick leave and sick time policy.

G-32-21 COCC Sick Leave and Oregon Sick Time Policy

Central Oregon Community College follows Oregon Sick Time Law and provides paid **sick time** or **sick leave** to employees as required by Oregon law.

Sick Time: SB 454, ORS 653.601 to 653.661, OAR 839.007

Sick Leave: ORS 332.507

Benefited COCC employees earn COCC **sick leave**. COCC sick leave for benefitted employees qualifies as a substantial equivalent under Oregon Sick Time law under ORS 332.507.

Non-benefited COCC employees earn Oregon **sick time** under SB 454, ORS 653.601 to 653.661, OAR 839.007.

Student employees who receive Federal Work Study financial aid for Work Study positions and COCC Residence Hall Community Assistants who receive room and board as payment are exempt from Oregon Sick Time law. For employees who are paid by a stipend or measurement other than hours, a consistent and reasonable method will be used to calculate and convert the payment to hours.

References:

[COCC Contracts \(CBAs\) and Manuals](#)

[COCC GPM Faculty Absence Policies G-34-4.3](#)

[Oregon Bureau of Labor and Industries \(BOLI\) Oregon Sick Time](#)

[Oregon Revised Statutes on Oregon Sick Time](#)

[Oregon Administrative Rules on Oregon Sick Time](#)

[Oregon Revised Statute 332.507 Sick leave for school employees](#)

G-32-21.1 COCC Sick Leave

COCC sick leave accruals are specified in employee contracts and manuals. Details on sick leave accruals for Classified employees can be found in the Collective Bargaining Agreement (CBA) for the Classified Association of Central Oregon Community College (CACOCC). Details on sick leave accruals for Faculty can be found in the CBA for the COCC Faculty Forum or the CBA for the COCC Adult Basic Skills (ABS) Instructors/Oregon School Employees Association Chapter 700. The handbook for Administrators and Confidential employees contains details on sick leave accruals for these employee groups.

Classified, confidential, and irregular wage employees must report sick leave or sick time hours on their time sheet. Administrators and faculty report sick leave on leave reports in Bobcat Web. See [HR-16-0](#) for sick leave reporting procedure.

G-32-21.2 Oregon Sick Time

Accrual of Oregon Sick Time under SB 454, ORS 653.601 to 653.661, OAR 839.007

Employees eligible for accrual of Oregon sick time accrue hours at the rate of one (1) hour for every thirty (30) hours worked up to a maximum of forty (40) hours of sick time per calendar year. Hours worked includes overtime hours worked. A maximum of forty (40) hours of unused sick time may be carried over from one year to the subsequent year, up to a total of eighty (80) hours. Employees are provided electronic notice of the requirements of Oregon sick time. Eligible employees who have

accrued sick time will receive quarterly email notifications to inform them of their accrued and unused sick time balance. Employees can see their sick time balance on their Bobcat Web account.

Accrued Oregon sick time is separate and distinct from COCC sick leave. Oregon sick time is not transferable, and does not count toward any PERS calculation. Employees cannot accrue both sick time and sick leave simultaneously.

Oregon Sick Time stipulates that sick time eligible employees are not entitled to be paid for accrued but unused sick time during employment or when their employment is terminated for any reason. Oregon sick time is not a vested benefit.

If an employee's COCC employment is terminated and the employee is rehired within one hundred and eighty (180) days of separation, any accrued, unused balance at the time of separation will be reinstated. The days worked during the previous period of employment will count toward the ninety (90)-day waiting period before the accrued sick time may be used. If the employee's rehire date is greater than one hundred and eighty (180) days after separation, the employee will start accruing from a zero balance upon rehire and the ninety (90)-day waiting period will apply.

Oregon Sick Time Usage under SB 454, ORS 653.601 to 653.661, OAR 839.007

Eligible employees begin accruing sick time hours on their first day of employment. There is a ninety (90) day waiting period before sick time can be used for qualified absences. Sick time will be paid for qualified absences on the ninety-first (91st) day of employment.

An employee must use a minimum of one (1) hour per occurrence. Employees must report sick time hours on their time sheet. See [HR-16-0](#) for sick time reporting procedure.

Accrued sick time may only be used for qualified absences. See [HR-16-0](#) and the [Oregon Bureau of Labor and Industries](#) site for more details.

G-32-21.3 Sick Leave or Sick Time Notification to Supervisor

For any use of accrued sick leave or sick time, employees must notify their immediate supervisor when they will be absent from their scheduled shifts due to an illness, injury, or other qualified absence. Employees must call in not less than one (1) hour before their scheduled shift unless the absence is caused by a true emergency for the employee or covered family member. Notification procedures follow applicable Classified Bargaining Agreement (CBA) or Handbook and established procedures for an employee's position and department.

The College may require reasonable advance notice for use of Oregon sick time if the absence is foreseeable. If use of Oregon sick time is unforeseeable, the employee must provide notice as soon as practicable.

Use and notification for sick leave or sick time in conjunction with Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), bereavement, Paid Leave Oregon, or other qualified leave is covered under Leaves Policies and Procedures.

G-32-21.4 Written Verification or Certification of Need for Sick Leave or Sick Time

COCC reserves the right to require an employee to provide written verification or certification of need from a health care provider for sick leave or sick time absences due to personal illness, illness of a family member, or any qualified absence that lasts more than three (3) consecutive workdays.

Written verification may also be requested when the College or a supervisor suspects an employee is abusing sick time, is demonstrating a pattern of abuse, or when an employee is taking leave without pay (LWOP) and is working hours below their full time equivalent (FTE). A pattern of abuse includes, but is not limited to, repeatedly using unscheduled sick leave or sick time around holidays, weekends, paydays, vacation days, or off contract days. When medical verification is requested by a supervisor, the verification must be provided within fifteen (15) calendar days of the supervisor's request. Failure to provide requested verification will result in consequences consistent with other College employment policies including disciplinary action. If an out-of-pocket cost results from the doctor visit required to obtain certification, the College shall pay the cost as verified by the Explanation of Benefits (EOB) provided by the insurance carrier or a receipt show payment obtained from the doctor's office.

G-32-21.5 Remote Work and Sick Leave or Sick Time

Time to rest and recover are important to individual employee well-being and to keeping office spaces healthy for all staff and students. If you are feeling sick, best practice is to communicate with your supervisor, stay home until symptoms resolve, and use accrued sick leave or sick time in accordance with COCC policy. Employees with a [Remote Work Agreement](#) should follow all guidelines pertaining to that agreement.