



2600 NW College Way
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cocc.edu

College Affairs Committee

Friday, March 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 February 10, 2023 meeting – Kirsten Hostetler
- b. Proposal for G-32-21 Sick Time/Sick Leave Policies – Revision, Update and Addition to, 1st reading - Rachel Knox

2. **New Business**

- a. Proposal to add course fees to NUR-103 and NUR-104, 1st reading – Megan Michell
- b. Proposal to add additional course fees to NUR-106, NUR-107, NUR-108, NUR-206, NUR-207 and NUR-208, 1st reading – Jane Morrow

3. **Confidential Business (committee members only)**

- a. Bart Queary Award Nomination, Discussion item – Kirsten Hostetler

Next Meeting: Friday, April 14, 2023, 10:00-11:30am via Zoom

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



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

Attending	Absent	Guest
Kirsten Hostetler, Chair	Allison Dickerson	Steve Broadbent
Seana Barry	Alan Unger	Rachel Knox
Laurie Chesley		
Tracy Crockett		
Josh Evans		
Faculty Forum Representative		
Kara Rutherford		
Taleah Zueger, Student at Large		
Dray Aguirre, ASCOCC President		
Jennifer Peters, Recorder		

Meeting called to order at 10:00 am.

1. Old Business/Information Items

- a. Minutes from January 13, 2023 – Kirsten Hostetler
 - Motion to approve meeting minutes from the January 13, 2023 meeting.
 - Motion made by Josh Evans, seconded by Seana Barry.
 - Motion passed unanimously by all members present.

2. New Business

- a. Proposal for B-4-0 Tablet iPad Acquisitions Procedure Revision, 1st reading – Annemarie Hamlin
 - Annemarie received some questions/comments regarding the revisions to the policy so she has asked to have the proposal tabled.
 - ACTION: Proposal for B-4-0 Tablet iPad Acquisitions Procedure will be tabled for a later meeting.
- b. Proposal for G-32-21 Sick Time/Sick Leave Policies – Revision, Update and Addition to, 1st reading – Rachel Knox
 - Current policies for sick time under G-32-21 are confusing and don't delineate the differences between Oregon Sick Time (for non-benefited employees) and COCC Sick Leave.
 - Revisions are to help clarify policies
 - Question came up regarding the ninety (90) day wait period before being able to use sick time
 - ✓ State requirement? COCC requirement?
 - ✓ BOLI website says that an employer can choose to have a 90-day waiting period but it doesn't sound mandatory
 - Recommend exploring further – what are other institutions doing
 - ACTION: Proposal is tabled to the March CAC meeting for clarity on the 90-day waiting period.



c. Meeting Topics, Discussion Item – Kirsten Hostetler

- Discussion to follow up from previous meeting about bringing college-wide issues to CAC
- Kirsten has emailed several groups on campus asking if they have information they would like to present to College Affairs – no response to date
- Committee members could bring questions or concerns from their peer group to the meeting for Presidential or committee response or discussion

Seana Barry made a motion to adjourn the meeting - meeting adjourned at 10:36am.

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

Meeting Recording:

https://cocc.zoom.us/rec/share/pO0e2bjWa5G1CuS_GOOzPhP6-0a3CC6me3jFtxCTMHP0kO8GMIFUjdbwTx-oWVy8e.YbFmw_td8uns5tf9

DRAFT



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.

G-32-21 Sick Time Policy

Existing Policy

Central Oregon Community College (COCC) provides paid sick leave to all college employees as required under Oregon law (OL, Chapter 537) through the following:

- Collective Bargaining Agreements (Faculty Forum, Classified Association, and ABS/OSEA employees)
- Employee Handbook (Administrative/Confidential/Supervisory employees)
- Oregon Sick Time Law (all other non-benefited employees)

All COCC employees in a benefited status, including those covered under a CBA with the College, Administrative, Confidential and Supervisory employees, are already receiving a negotiated, paid, sick leave benefit through Oregon Revised Statutes (ORS) 332.507 which provides the equivalent requirement under the Oregon Sick Time Law.

All other COCC employees not working in a position and status with College benefits, and are not receiving equivalent paid sick leave, are eligible to earn paid sick time, identified as Oregon sick time, through SB 454. Students who receive Federal Work Study financial aid for working in approved Work Study positions at the College, and Community Assistants who receive Residence Hall room and board in exchange for their services are exempt from the Sick Time law under SB 454. For those employees who are paid by a stipend or measurement other than hours, a reasonable method will be used to calculate and convert this payment to hours. COCC employees who are receiving substantially equivalent sick leave satisfy the requirements under SB 484 and are not eligible for sick time accrual or usage under G-32-21.1 or G-32-21.2.

Any sick time accrued through SB 454 is required to be kept separate and distinct from that which accrues through ORS 332.507, is not transferable, and does not count toward any PERS calculation under ORS 332.507.

As part of Oregon Sick Time, employees are not entitled to be paid for earned but unused sick time, either before or when their employment is terminated for any reason as sick leave is not a vested benefit. If an employee's employment with the College ends and they are rehired within 180 days of separation, any accrued, unused balance at the time of separation will be reinstated, and the days worked in that previous period of employment will count toward the 90-day waiting period before the accrued sick time may be used. If the rehire date is greater than 180 days after separation, the employee will start accruing from a zero balance upon rehire, and the 90-day waiting period will apply.

G-32-21.1 Accrual of Oregon Sick Time

For Oregon sick time, eligible employees accrue sick time hours at the rate of one (1) hour for every 30 hours worked up to a maximum of 40 hours of leave per calendar year. Hours worked includes overtime hours worked. A maximum of 40 hours of unused sick time may be carried over from one year to the subsequent year, up to a total of 80 hours. Employees will have written notice of the requirements for Oregon Sick Time and receive quarterly notifications by email to inform them of their accrued and unused sick leave balance, and will be able to look up their Sick Leave balance on their Bobcat Web accounts online.

G-32-21.2 Oregon Sick Time Usage

New eligible employees will start accruing sick time hours as defined under the Oregon Sick Time requirements upon their first day of employment, but must wait 90 days before using any accrued sick leave to be paid for qualified absences as of their 91st day of employment.

Although employees covered by SB 454 may not otherwise qualify for the 12-week leave provisions through the Oregon Family Leave Act (OFLA), sick leave accrued may be used for the following purposes:

1. For the employee's mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or need for preventive medical care;
2. For care of a family member with a mental or physical illness, injury or health conditions; care of a family member who need medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventive medical care;
3. Family leave definition: ORS659A.159 <https://www.oregonlaws.org/ors/659A.159>

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

All employees shall notify their immediate supervisors when they will be absent from their scheduled shifts due to an illness or injury or other covered absences (see approved uses, below) according to the procedures established for their position and department.

Specific procedures are defined by the respective CBAs for each bargaining unit for scheduled and unscheduled absences. For scheduled absences for employees not covered by a CBA, advance notice is required. Employees are to schedule health appointments around their work schedules and responsibilities as much as is practicable. For unscheduled absences, employees are required to call in not less than one hour before their scheduled shifts unless the absence is caused by a true emergency for the employee or covered family member.

The College may require reasonable advance notice for use of Oregon Sick Time if the leave is foreseeable. If the Oregon Sick Time Leave is unforeseeable, the employee needs to provide notice as soon as is practicable.

HR-16-0 Sick Time Procedure

An employee must use at least a minimum of one (1) hour. To receive payment of sick time for qualified absences, employees must request these hours either on their electronic time sheet via their account on Bobcat Web (Web Time Entry). If not using the electronic time sheet, employee must submit for approval Leave Request Form to Payroll prior to the payroll deadline for the pay period in which the qualifying absence occurred.



Presentation/Proposal Form

[Add Title Here]

NUR 103 and NUR 104 Course Fee Proposal

Name: Megan Michell

Date: 2/10/23

Department: Nursing

Contact Information: mmichell@cocc.edu, 541-383-7586

- ❖ 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)

See attached.

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: **Add a course fee** _____

3. BUDGET IMPACT

Budget neutral, or slight increase in revenue to help off-set course supply cost.

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.

Impact: none outside publication of course fees

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

none

6. OPERATIONAL IMPACT

Impact: transfer of fees to NA accounts

7. STUDENT IMPACT

Reduced price for incentive spirometer

8. ANTICIPATED IMPLEMENTATION TIMELINE

Start in Summer or Fall 2023

9. MOTION TO BE RECOMMENDED

I move to approve proposed course fees for NUR 103 and 104, including future increases.

Course Fee addition for NUR 103 and NUR 104

Overview and Rationale:

We currently do not have any course fees for NUR 103 or NUR 104.

One of the proposed course fees involves an identification badge that students must wear at our clinical sites. We have been adding this charge onto student accounts.

We have started a partnership where a clinical partner is paying for students to take a non-credit version of our course through Continuing Education, and the partner is paying tuition and fees. Having a course fee would allow us to have the clinical partner pay the fee, since there is no student account to charge.

Proposed course fees:

1. For NUR 104, we would like to add a \$5 course fee for the identification badge that students must wear at clinical.
2. For NUR 103, we would like to add a \$10 course fee covering:
 - \$5 for identification badge that students must wear at clinical
 - \$5 for incentive spirometer. This is equipment that is required by Oregon State Board of Nursing. We have had students purchase their own from the bookstore, but the cost is much greater than what we can get it for in bulk (\$22 in bookstore vs \$5 in bulk).

We would also like approval to increase the course fees if there is an increase in cost for badges or incentive spirometers.



Presentation/Proposal Form

[Nursing: additional course fee]

Name: Jane Morrow

Date: 2/27/2023

Department: Nursing

Contact Information: jmorrow1@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)

The nursing department is asking for an additional fee added to the following courses: NUR 106, NUR 107, NUR 108, NUR 206, NUR 207 and NUR 208. Currently each nursing student is charged a \$450.00 course fee for each the above courses. This fee goes to the general fund. We are requesting a second fee of \$120.00 for each of the above courses, which will go directly to the nursing department.

The fee will be used to cover the NurseThink software program. We adopted this program in fall of 2022. Currently the students purchase the program individually, per term. The students asked if this charge could be added to a course fee, which would allow financial aid to cover the cost in a timely manner. Making this a student fee would also save the student money in two ways:

NurseThink gives the “department pay” option a 3% discount

NurseThink charges each student a \$25 processing fee each term (\$150.00 total) This fee will be eliminated if the department pays.

This course fee would have to have a separate code to allow it to go directly to the department budget, as the department will be paying NurseThink directly.

I have discussed this with Julie Downing, I understand that we may be able to refer to this as a software fee. We are also asking that any fee increases be automatic.

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

There will not be a budget impact.

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.

This will only affect Nursing,

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

6. OPERATIONAL IMPACT

None

7. STUDENT IMPACT

Nursing students will save ~\$150.00

8. ANTICIPATED IMPLEMENTATION TIMELINE

If possible, we would like to implement this Fall of 2023

9. MOTION TO BE RECOMMENDED

I move to add a \$120.00 Software fee to NUR 106, NUR 107, NUR 108, NUR 206, NUR 207, NUR 208. Any needed fee increases will be automatic, and the fee will go directly to the nursing department. I also move this fee will be in effect for fall registration, 2023.