



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

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

Meeting called to order at 10:06 am.

Old Business

A. Minutes from February 11, 2022 – Stephanie André

Motion to approve meeting minutes from February 11, 2022 with no suggested edits.

Motion made by Lori Benefiel, seconded by Kirsten Hostetler.

Motion passed unanimously by all members present.

B. Proposal to increase Medical Assisting Program Fees – Shannon Waller

Motion to approve at 2nd reading the Medical Assisting Program fees with no suggested edits.

Motion made by Seana Barry, seconded by Allison Dickerson.

Motion passed unanimously by all members present.

C. Proposal to request a course fee change for Allied Health/Cengage Course fees – Shannon Waller

Motion to approve at 2nd reading the course fee change for Allied Health/Cengage Course with no suggested edits.

Motion made by Seana Barry, seconded by Lori Benefiel.

Motion passed unanimously by all members present.

New Business

A. Proposal for G-32-6 Drug & Alcohol Policy and Drug & Alcohol Procedure addition to HR Procedures – Rachel Knox and Laura Boehme

- Existing policy is the overarching policy G-7-0 (Drug Free Campus).
- Policy has been updated this year to include additional language related to marijuana.



- HR Policy G-32-6 Drug-Free Workplace Policy is more detailed as it gives the policy action and support for employees - needs to be seen by employees at the time of their onboarding.
- Recommend using the same policy for G-32-6 to include the more in-depth policy.
- HR works with the employee on employee assistance and then the employees further works with the EAP directly and HR only receives reports back from EAP or the treatment center.
- Any testing documentation or documentation of successful completion of a prescribed treatment program goes into a folder separate from the employee's HR folder.
- Intent is to emphasize that there's a support mechanism for employees - not just punitive.
Motion to approve at 1st reading the proposal to revise the Drug and Alcohol Policy G-32-6 with additional detailed language with two suggested edits:
 1. Under Foundation Events include alcohol at events other than just Foundation events
 2. Clarification to (d.) under Definitions to indicate that HR has the authority to administer testing.

Motion made by Allison Dickerson, seconded by Kirsten Hostetler.

Motion passed unanimously by all members present.

B. Bart Queary Award – Stephanie shared that no nominations were received this year for the Louis “Bart” Queary Award.

Information for next meeting:

President Chesley and Tom Barry, on behalf of the Shared Governance Committee, had a conversation regarding the role of College Affairs in Shared Governance. President Chesley is asking for this topic to be on the CAC April 8 meeting agenda for further discussion.

- a. Is the committee functioning in the way it should
- b. Should there be a more specific charge for the committee
- c. Do you think there are things assigned to committees that you think should be assigned to this committee
- d. Does the committee feel like it's meeting its role
- e. Is the president getting the input needed to help make recommendations
- f. When should something go to College Affairs and when should an ad-hoc committee examine it

Recommendation:

Recommend that the committee review the committee charge before the next meeting and see if they think that the charge is too vague, is it misleading, have we strayed away from it, does it need to be revised?

Motion to adjourn the meeting made by Kirsten Hostetler.

Meeting adjourned at 10:37 am.

NEXT MEETING: April 8, 2022, Zoom, 10am – 11am

Meeting Recording:

https://cocc.zoom.us/rec/share/RScXoe3g_JHDJsNVaqvM43ptghvFlr_K7ODyq56df_9Sj1qH4PV_gq-Qlk01mgjmO.JvqkUNShI-7yNajJ