Date: April 8, 2022
      10:00 – 11:00am
Location: Zoom call

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

Meeting called to order at 10:00 am.

Old Business

A. Minutes from March 11, 2022 – Stephanie André

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

        Motion made by Seana Barry, seconded by Allison Dickerson.
           ☑ Motion passed unanimously by all members present.

B. Proposal to revise the Drug and Alcohol Policy G-32-6 with additional detailed language. – Rachel Knox

    Motion to approve at 2nd reading the proposal to approve revisions to G-32-6 Drug and Alcohol Policy.

        Motion made by Kirsten Hostetler, seconded by Lori Benefiel.
           ☑ Motion passed unanimously by all members present.

New Business

A. Proposal for Pharmacy Tech course fee increase – 1st reading – Stephanie O'Bryan
- Pharmacy Tech currently has a program fee of $150/term to cover materials and supplies for hands-on lab
- Recently reviewed fees and due to increased costs in the medical field for supplies the $150 fee is not covering expenses
- Request increasing current fees for PHM-100, PHM-110 and PHM-181 by $50/term for personal protective equipment and also include the national exam fee
  - PHM-100, fall term would have a total fee of $342
  - PHM110, winter term would have a total fee of $200

o PHM-181, spring term would have a total fee of $329

Motion to approve at 1st reading the proposal to increase Pharmacy Tech course fees with suggested edits to include a more detailed breakdown on what the increased rates cover.
> Motion made by Lori Benefiel, seconded by Seana Barry.
> ☑ Motion passed unanimously by all members present.

B. Proposal for Allied Health/Vet Tech Program Pre-Exposure Rabies, Vaccine Course Fee – 1st reading – Beth Palmer
- Rabies is a viral disease that is invariably fatal once symptoms appear but can be best prevented with a three-vaccination series
- The Vet Tech accrediting body is requiring that all students and staff in veterinary technician programs be vaccinated against rabies immediately
- The rabies vaccine is very expensive ($685/vaccine) and most insurance plans don't cover it
- To make it more affordable for students, requesting an additional course fee of $1800-$2100 to fall term 2022 or divide the course fee through the six-term program so financial aid will help pay for it
- Working with a vaccine manufacturer and local pharmacy for reduced pricing and administration
- If student's insurance covers the vaccine or if the student already had the vaccine, the fee would be waived

ACTION: Proposal is tabled to the next meeting (April 22) to allow time to gather more information on possible alternate funding sources.

C. Proposal to establish a Whistleblower Policy at COCC – 1st reading – Rachel Knox
- BOLI requires that all public and non-profit employers must have a written policy that describes how employees can make protected whistleblowing disclosures
- COCC does not have a policy

Motion to approve at 1st reading the proposal to establish a Whistleblower Policy (G-28-7) with suggested minor edits to the document.

> Motion made by Lori Benefiel, seconded by Seana Barry.
> ☑ Motion passed unanimously by all members present.

D. Proposal to update GPM B-12-0 Holiday Policy to add Juneteenth as a recognized COCC holiday – 1st reading – Rachel Knox
- Juneteenth has been approved as a recognized holiday at COCC and as such the College will close
- Suggest adding wording to the second sentence of the last paragraph to say "….exceptions **must go"** to a department's……" and spelling out SLT (Senior Leadership Team)

Motion to approve at 1st reading the revision to GPM B-12-0 Holiday Policy with the two suggested edits.
> Motion made by Kirsten Hostetler, seconded by Allison Dickerson.

☑ Motion passed unanimously by all members present.

E. Aligning College Affairs Practice with Its Charge – Discussion item - Laurie Chesley and Tom Barry
- A conversation came up with the Shared Governance committee as to whether the College Affairs Committee's mission was in alignment with their practices
- At the last meeting the committee was asked to review the current College Affairs charge
- Why, at times, are task forces formed on an issue instead of coming through College Affairs
- There is content in the charge that can be better defined, e.g. – *The committee is to function as a forum for college wide issues*
- Over time has the committee unintentionally moved in a different direction
- Allowing issues to come to College Affairs for strictly discussion and feedback – not necessarily a decision that would then go to the President (would need to modify the CAC Presentation/Policy Form)

Suggested Action:
- Reword the charge to emphasize the second paragraph of the charge and include examples of the committee's tasks
- Revise the proposal form so individuals know they can bring items to the committee just for feedback on something before submitting a formal proposal
- Further define what "college wide issues" are
- When task forces are formed for a specific college-wide issue, suggest having the task force bring their recommendation(s) to College Affairs for a conversation with the committee and the committee can solicit the feedback of the campus more broadly before submitting to the President for approval.

Information for next meeting:
- Review this web page for the next meeting – are there items to clarify? https://www.cocc.edu/policies/general-policy-manual/policies--review-and-approval.aspx
- Continue discussing College Affair's charge and revisions to the proposal form
- Discuss next year's College Affairs chair

Motion to adjourn the meeting made by Seana Barry.

Meeting adjourned at 11:12 am.
NEXT MEETING: April 22, 2022, Zoom, 10am – 11am

Meeting Recording:
https://cocc.zoom.us/rec/share/ULvf6HqWWAIe1nnh1rzfaI42fFtDydN5f8yAmV1uOvEiXf5gEz73o1rhUVhD8TcR.UpS7hlEhxZpGVLGe