



Date: May 10, 2024

Time: 10:00 – 11:30am

Location: Zoom meeting

Attending	Absent	Guests
Josh Evans, Interim Chair	Kara Rutherford, Chair	Shannon Waller
Tracy Crockett	Tim Peterson	Frank Payne
Allison Dickerson	Ivy Sotelo	Sharla Andresen
Nicholas Recktenwald	Sara Henson	Jared Green
Erin Foote Morgan		Rachel Knox
Laurie Chesley, COCC President		
Kyle Matthews, Recorder		

Meeting called to order at 10:00 am.

1. Old Business

a. Minutes from April 12, 2024 – Josh Evans

- No questions or comments regarding the minutes.
- Motion to approve the minutes.
Motion made by Josh Evans, seconded by Allison Dickerson.
 Motion approved by all members present

b. Proposal to Increase HHPA Course Fees for Mt. Bachelor Access, 2nd Reading – Shannon Waller and Tony Russell

- Waller explained that COCC is trying to continue its contract with Mt. Bachelor, allowing HHPA students to take classes on their property. If ski/snowboard lessons, lift tickets and equipment rentals are included in HHPA course fees, students can use financial aid to pay for them.
- Dickerson asked if there had been a discussion on setting a cap for future fee increases.
 - Waller had included in the proposal a recommendation that, if Mt. Bachelor or any third party increases their fees further, the HHP department would “be able to automatically adjust the fees accordingly without having to come to the College Affairs Committee for approval.” She was told by her contacts at Mt. Bachelor that their fees would increase every year. She did not know if there would be a cap, but suggested that the HHP department could determine whether Mt. Bachelor’s fees have become too expensive and could consider dropping the courses.
 - Evans noted that there was no mention of a cap in the proposal.
- Recktenwald asked whether these were popular courses that ran consistently.
 - Waller explained that these courses had not been available for the past three years and their current attendance was “mediocre.”
- Evans asked whether the proposed \$440.00 fee was considered affordable for students.
 - Waller confirmed, explaining that students would receive eight four-hour sessions, consisting of three hours of instruction and one hour of free play. (A total of 32 hours of class time.)



- Recktenwald asked if there would ever be a situation where the College Affairs Committee (CAC) would not approve an increase in course fees.
 - Dickerson said it would always be discussed and a course fee cap is a useful tool. The CAC can serve as a check-and-balance to ensure the college is not charging more than necessary to take the course.
 - Russell explained that their objective was to eliminate or not impose financial barriers for students to take courses, especially when they are required courses. While the courses in this proposal are electives that are not required for any degrees or certificates available at COCC, this was still an opportunity for the college to better serve its students.
 - Motion to approve second reading of the proposal to increase HHPA course fees for Mt. Bachelor access.
Motion made by Allison Dickerson, seconded by Tracy Crockett.
 Motion approved by all members present.
- c. Proposal for Inclusive Course Fees for Fall 2024 Term, 2nd Reading – Frank Payne
- Payne explained that most of the course fees in this proposal would cost at least 50% less than physical textbooks and usually cost 10-20% less than the current digital options that are sold through COCC's bookstore. In the current term, only one of the 635 students who were eligible for inclusive access opted out of this fee. Payne had also not heard any complaints from instructors of these courses.
 - Evans pointed out that the proposal included an allowance for "up to 20% to increase to individual course fees each year without approval." He asked whether it was normal to see these fees increase every year.
 - Payne said it was not normal and suggested some vendors might increase their prices by about 3% every year. He did not expect the prices in the proposal to increase before the Fall 2024 term based on his recent communications with the vendors' sales representatives. He also said that, if there was an increase as dramatic as 20%, he would work with the sales representatives and instructors to determine whether it would be less costly to switch back to a regular digital textbook.
 - Motion to approve second reading of the proposal for Inclusive Course Fees for the Fall 2024 Term.
Motion made by Josh Evans, seconded by Nick Recktenwald.
 Motion approved by all members present.
- d. Proposal to Increase Fees for Automotive Technology Courses, 1st and 2nd Reading – Jared Green
- Green explained that the proposed increase in course fees was to compensate for the "course packs" that must now be printed through an outside vendor since COCC's Copy Center has been discontinued. Students have favored these course materials in printed over digital format.
 - Motion to approve increasing fees for Automotive Technology courses.
Motion made by Nick Recktenwald, seconded by Tracy Crockett.
 Motion approved by all members present.

2. New Business



- a. Proposed Updates for Human Resources' Policies and Procedures, 1st Reading – Rachel Knox
- Knox said that the COCC Administrators' and Confidential Employees' Handbook had changed the names of certain roles, so those changes were represented in this proposal. Other language was also updated and links were updated. One substantial change was the change of leave year, which had already changed in practice at COCC. All personnel were notified this past summer and the change was put into practice this past fall. This change was driven by the passing of the Family Medical Leave Act (FMLA) in the Oregon legislature. COCC's FMLA year in previous policies had been a "rolling backward year," which is no longer practiced at COCC. Instead, the college uses Oregon paid leave, which requires a 52 week "rolling forward" year. FMLA requires Human Resources to provide a 60-day notice to all COCC employees of this change. Anyone who was already on family/medical leave received additional time if that may have been punitive.
 - Evans asked if the rolling year was relative to the point-in-time when leave is taken. Knox confirmed this. Dickerson noted the example given in the proposal.
 - Henson emailed her questions before the meeting (enclosed) as she was unable to attend. Knox addressed those questions and modified the proposal accordingly.
 - Knox noted that the CAC had approved Oregon sick leave policies for non-benefited employees in the previous year and Rutherford asked why the 90-day waiting period was required by COCC but not the State of Oregon. They begin accruing days when they start working. The Human Resources department determined that the waiting period was not necessary and removed it from the policy in this proposed update.
 - Knox said the required for time of service for the Administrator of the Year Award had been reduced to one year as the change had already been made in the Administrators' and Confidential Employees' Handbook.
 - Motion to approve proposed updates to Human Resources' Policies and Procedures. Motion made by Allison Dickerson, seconded by Josh Evans.
 - Motion approved by all members present.
- d. Reschedule June 14 College Affairs Meeting? – Kyle Matthews
- Under standard procedure, the CAC's June meeting would take place on June 14 at 10:00 – 11:30 a.m., which is also when the End of the Year Awards ceremony was scheduled to take place. Matthews suggested rescheduling this CAC meeting to one week earlier on June 7 at 10:00 – 11:30 a.m.
 - All CAC members present confirmed they would be available at this time. Matthews said he would change the date of the meeting accordingly.
- e. Discussion Item: Next Year's Committee Chair
- Evans asked the CAC members if anyone would be interested in serving as Chair for the coming academic year, noting that his CAC term was ending in June 2024 and was therefore ineligible.
 - Matthews shared the CAC roster to show everyone's term limits.
 - Crockett nominated Recktenwald for Chair. Dickerson seconded.
 - Recktenwald accepted their nomination.



- Evans asked Matthews for procedure. Matthews reviewed the CAC's minutes from the previous academic year, which seemed to suggest that this vote should take place at their June meeting.
- Evans concurred to wait until the June meeting, noting Peterson would also be a qualified nominee.

Motion to adjourn the meeting.

Motion made by Josh Evans, seconded by Nick Recktenwald.

Meeting adjourned at 10:44 a.m.

NEXT MEETING: Friday, June 7, 2024 at 10:00 a.m. via Zoom