



Date: June 9, 2023
10:00 – 11:30am
Location: Zoom call

Attending	Absent	Guest
Kirsten Hostetler, Chair	Alan Unger	Sofia Stranieri
Seana Barry	Tracey Crockett	Cory Darling
Laurie Chesley		Lilli Ann Foreman
Allison Dickerson		Venus Nguyen
Josh Evans		Tom Barry
Faculty Forum Representative		Steve Broadbent
Kara Rutherford		Ruth Fore
		Jessica Russell
		Christina Grijalva
Jennifer Peters, Recorder		Lori Benefiel

Meeting called to order at 10:00 am.

1. Old Business/Information Items

a. Minutes from May 12, 2023 – Kirsten Hostetler

Motion to approve meeting minutes from the May 12, 2023 meeting.

Motion made by Josh Evans, seconded by Kara Rutherford.

Motion passed unanimously by all members present.

b. Proposal to revise GPM G-6-3.2 College Curriculum Committee, 2nd Reading – Jessica Russell

Motion to approve at 2nd reading revising G-6-3.2 College Curriculum Committee.

Motion made by Josh Evans, seconded by Seana Barry.

Motion passed unanimously by all members present.

c. Proposal to add a Narcan/Naloxone Policy and Procedure to the General Procedures Manual, 2nd Reading – Sharla Andresen and Cory Darling

Motion to approve at 2nd reading the addition of a Narcan/Naloxone Policy and Procedure to the General Procedures Manual.

Motion made by Seana Barry, seconded by Josh Evans.

Motion passed unanimously by all members present.

d. Proposal to revise ART course fee and establish fees for DSGN courses, 2nd Reading – Lilli Ann Linford-Foreman and Venus Nguyen.

Motion to approve at 2nd reading the proposal to revise ART course fees and establish fees for DSGN courses.

Motion made by Seana Barry, seconded by Allison Dickerson.

Motion passed unanimously by all members present.



- e. Proposal to increase MA-110 and HIM-103 course fees to provide a subscription to EHRGo, 2nd Reading – Christina Grijalva and Shannon Waller
Motion to approve at 2nd reading the proposal to increase MA-110 and HIM-103 course fees to provide a subscription to ERHGo.
Motion made by Josh Evans, seconded by Allison Dickerson.
 Motion passed unanimously by all members present.

2. New Business

- a. Proposal to discontinue/remove all policy's related to the Copy Center in the General Procedures Manual, 1st Reading – Lori Benefiel
- Copy Center will be closing Spring term 2023 as more print resources are shifting to electronic options
 - Recommended that section G-31-10-2 be changed from Printing to Department Paper and specify the sizes of paper that will be charged to a department
 - Recommend listing resources available for outside print options
- Motion to approve at 1st reading the proposal to discontinue/remove all policies related to the Copy Center in the GPM Manual with the above recommendations.
Motion made by Seana Barry, seconded by Josh Evans.
 Motion passed unanimously by all members present.
- b. Proposal to change G-6-9.6 Safety/OSHA Committee meeting requirements, 1st and 2nd reading – Cory Darling and Sofia Stranieri
- Requesting that meetings change from monthly to quarterly to in accordance with OSHA requirements.
- Motion to approve at 1st and 2nd reading the proposal to G-6-9.6 Safety/OSHA Committee meeting requirements from monthly meeting to quarterly meetings.
Motion made by Kirsten Hostetler, seconded by Allison Dickerson.
 Motion passed unanimously by all members present.
- c. Proposal for Sociology Course Fees for Inclusive Textbook for SOC-201, 1st Reading – Tom Barry
- Proposal is to offer SOC-201 textbooks through Inclusive Access.
 - Request a course fee in the amount of \$37.00.
 - Physical textbook costs \$106.00.
 - Recommend a cap of 20% on future increases.
 - Second reading will be done by the committee electronically so the fee can be effective Winter 2024.
- Motion to approve for 1st reading the proposal for Sociology Course Fees for Inclusive Textbook for SOC-201 in the amount of \$37 with a 20% cap on future increases.
Motion made by Kirsten Hostetler, seconded by Josh Evans.
 Motion passed unanimously by all members present.
- Motion to approve for 2nd reading the proposal for Sociology Course Fees for Inclusive Textbook for SOC-201 in the amount of \$37 with a 20% cap on future increases.



Motion was circulated electronically by Kirsten Hostetler, College Affairs Committee chair, and was approved by all committee members on 6/15/2023.

Motion passed unanimously by all committee members.

d. Shared Governance Survey Results, Discussion Item – Tom Barry

- Tom led a discussion around the survey results
- Spring term 2022 the Shared Governance Committee conducted a survey with the intent of assessing the state of shared governance at COCC.
- Survey participants were identified by employment classification - Administrator, Faculty or Classified and also by the length of time employed at the college
- Survey results and submitted comments were discussed by the committee
- Discussed possible ways to solicit information for shared governance

e. Shared Governance – Committee Members Survey for Annual Accomplishments, Action Item – Kirsten Hostetler

- Kirsten previously circulated a link to a survey and asked committee members to participate
- Survey's goal was to help evaluate the committee's work over the past year

f. CAC Chair Election for AY 2023-24, Action Item – Kirsten Hostetler

- The College Affairs Committee needed to elect a new chair for the AY 2023-24
- Kirsten nominated Kara Rutherford as the next CAC Chair
Motion to approve the nomination of Kara Rutherford as the next committee .
Motion made by Kirsten Hostetler, seconded by Tracy Crockett.

Motion passed unanimously by all members present.

Kara Rutherford made a motion to adjourn the meeting - meeting adjourned at 11:15am.

NEXT MEETING: September 2024