



College Affairs Committee

Friday, June 7, 2024

10:00 – 11:30 a.m.

Virtual Zoom Meeting

Click the following link to attend via Zoom:

<https://cocc.zoom.us/j/99550135827>

Dial up: 669-444-9171 | Meeting ID: 995 5013 5827

1. Old Business

- a. Review minutes from May 10, 2024 meeting – Josh Evans
- b. Proposed Updates for Human Resources' Policies and Procedures, 2nd Reading – Rachel Knox

2. New Business

- a. G-31-1.4 and 6-34-3.3.1 Adjunct and Part-time Faculty Evaluation, 1st Reading – Tony Russell
- b. Commencement Speaker Selection Committee Proposal, 1st Reading – Laurie Chesley
- c. Proposed Updates to Faculty GPM, 1st Reading – Sara Henson
- d. Discussion Item: Early Retirement Committee Proposal – Laura Boehme
- e. Committee Chair Election – Josh Evans

Next Meeting: Friday, October 11, 2024, 10:00 – 11:30 a.m. via Zoom



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

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.

Updates Requested to HR-16-0

Update MAIN HR-16-0 TITLE to: Sick Leave and Oregon Sick Time Procedure

Update NESTED HR-16-0 TITLE to: HR-16-0 Oregon Sick Time Procedure

Update HR-16-0 text as follows:

Revised: effective date approved by the President

An employee must use a minimum of one (1) hour of accrued COCC sick leave or Oregon sick time. To receive payment of COCC sick leave or Oregon sick time for qualified absences, employees must report these hours ~~either~~ on their electronic time sheet via their account on Bobcat Web (Web Time Entry) timesheet. If not using the electronic timesheet, an 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.

deleted
"either" added
"a completed"

Current HR-16-2 Confidentiality

Issues: contains very narrow language on confidentiality that should be broader

Oregon Sick Time, health information, documentation for victims of domestic violence, harassment, sexual assault or stalking must be kept confidential.

Correct. HR trains supervisors that it's appropriate to say that an employee is "out on approved leave". Dates, times, duration, reason for leave should be confidential unless there is a verified need to know.

Updates Requested to HR-16-2 Confidentiality

Update HR-16-2 text as follows:

Revised: effective date approved by the President

Oregon sick time, COCC sick leave, information related to employee leaves, and medical or health information must be kept confidential. All documentation for victims of domestic violence, harassment, sexual assault or stalking must be kept confidential. See also COCC Policy G-28-4 Confidentiality.

I assume this does not mean the fact that an employee is on leave, correct?

Current G-32-21.1 COCC Sick Leave

Issues: incorrect format for used for tracking GPM changes, links need updating, match language to other GPM references

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.

Summary of Comments on Human Resources GPM Updates CA Proposal and Details Spring 2024.pdf

Page: 5

Number: 1 Author: Rachel Knox Date: 4/8/2024 3:49:00 PM

Leave Request Form link in HR-16-0 is broken.
Check with Shelley and Galit

Number: 2 Author: Rachel Knox Date: 4/8/2024 3:49:00 PM

Add link <https://www.cocc.edu/policies/general-policy-manual/general/confidentiality.aspx>

Great catch. I removed the "(Webtime Entry)" from the procedure above. In Banner Self-Service 9, Webtime Entry language isn't very visible to users so that info isn't very helpful.

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.

Effective date 03/21/2023

Updates Requested G-32-21.1 COCC Sick Leave

Update G-32-21.1 text as follows:

Approved: 03/01/2023

Revised: effective date approved by the President

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 Administrator and Confidential Handbook contains details on sick leave accruals for the administrative and confidential employee groups. [Contracts and Manuals webpage](#).

Classified, confidential, and irregular wage employees must report sick leave or sick time hours on their timesheet. Administrators and faculty report sick leave on leave reports in Bobcat Web. See [COCC Procedure HR-16-0 Sick Leave and Sick Time Procedure](#) for reporting procedures.

Current G-32-21.2 Oregon Sick Time

Issues: incorrect format for used for tracking GPM changes, in 2023 College Affairs asked that HR consider removing the 90-day waiting period. Policy and procedure language is updated to remove the waiting period, matched language to G-34.4.3 Faculty procedure (VPAA's office)

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

Webtime entry? - just to be consistent w/ language in HR-16-0

Number: 1 Author: Rachel Knox Date: 4/8/2024 3:57:00 PM
<https://www.cocc.edu/departments/human-resources/policies-procedures-compliance/contracts-and-manuals.aspx>

Number: 2 Author: Rachel Knox Date: 4/8/2024 4:00:00 PM
<https://www.cocc.edu/policies/general-procedures-manual/human-resources/default.aspx>

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.

Effective date 03/21/2023

Updates Requested G-32-21.2 Oregon Sick Time

Update text as follows:

Approved: 03/21/2023

Revised: effective date approved by the President

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.

Eligible employees begin accruing sick time hours on their first day of employment at COCC. Accrued sick time may only be used for qualified absences. Employees earning Oregon sick time may access earned sick time for a qualified absence in the month after it is earned. Eligible employees who have accrued sick time will receive quarterly email notifications to inform them of their earned and available sick time balance. Employees can see their sick time balance on their Bobcat Web account.

Employees must use a minimum of one (1) hour of sick time per occurrence. Employees must report sick time hours on their time sheet. See [COCC General Procedure Manual HR-16-0 Sick Leave and Sick Time Procedure](#) for sick time reporting procedure.

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.

G-32-21 and G-32-21.1 both give more details about COCC Sick Leave and refer folks to the CBAs or Handbook for additional details. Faculty policy G-34-4.3 addresses sick leave for PT faculty; Annemarie/Krista are working on updating that with more detail about how sick time and sick leave work for faculty.

Sorry I'm not sure I understand this - is there another HR section that explains COCC sick leave?

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.

*didn't
we
drop
this?*

See COCC Procedure HR-16-0 Sick Leave and Sick Time Procedure, COCC Policy G-34-4.3.1 Oregon SB 454, ORS 653.601 to 653.661, OAR 839.007, and the Oregon Bureau of Labor and Industries website for more details.

Oh, ugh, sorry. I removed this language in a working draft but accidentally left it in the version sent for CA. I've pulled this from the updated version sent to Kyle on 5/10/2024.

Leave Without Pay

Current G-32-12.2 Leave Without Pay (non-FMLA/OFLA)

Issues: Title needs updating for clarity. LWOP information in this policy is incomplete. Language related to information "below" is confusing and incorrect. Links and standard language need updating.

Leave without pay (LWOP) is an issue collectively bargained. LWOP may be either long-term (in excess of five working days in any one pay period), or short-term (five working days or less in any one pay period). Conditions for granting of long-term LWOP may be found in the collective bargaining agreements for faculty and classified staff, and the Handbook for Exempt, Confidential, and Supervisory Staff. Conditions for granting of short-term LWOP are listed only under "Leave Approval Procedures" below.

Updates Requested to G-32-12.2

Update title to: Leave Without Pay (Non-FMLA, OFLA, Paid Leave Oregon)

Update text to read as follows:

Revised: effective date approved by the President

Leave without pay (LWOP) is an issue collectively bargained. LWOP may be either long-term (in excess of five working days in any one pay period), or short-term (five working days or less in any one pay period).

Conditions for granting of long-term LWOP may be found in the collective bargaining agreements for faculty and classified staff or the Administrator and Confidential Handbook. [Contracts and Manuals webpage](#).

Conditions for granting of short-term LWOP are listed in the [COCC GPM HR-6-0 Leave Without Pay Procedures](#).

Employees may only be placed on LWOP upon approval and once all accrued sick or vacation leave, as applicable, is exhausted. Employees who do not work their full FTE must use their accrued sick or vacation leave, as applicable, or follow the procedures for any protected leave for which they are eligible. Leaves related to a qualifying circumstance under FMLA, OFLA and/or Paid Leave Oregon, of any duration, should follow the procedure for such leaves.

Number: 1 Author: Rachel Knox Date: 4/8/2024 3:57:00 PM
<https://www.cocc.edu/departments/human-resources/policies-procedures-compliance/contracts-and-manuals.aspx>

Number: 2 Author: Rachel Knox Date: 4/15/2024 4:52:00 PM
Added this paragraph.

Family Medical Leave Act (FMLA) Procedure

Current HR-7-0 Family Medical Leave Act (FMLA)

Issues: Title and policy does not cover all protected leaves. The "FMLA year" was changed for COCC in 2023 as required by Oregon law with the start of Paid Leave Oregon.

The "FMLA year" is considered to be a twelve- (12) month period, rolling backward for each employee. During the period of FMLA/OFLA leave, the employer's insurance contribution toward the health plan will continue at that level and under the conditions coverage would have been provided if the employee had continued to be employed continuously during the leave.

The Employer's determination of FMLA eligibility requires medical certification that the leave is needed due to an FMLA-qualifying condition of the employee or that of a member of the family. At the College's expense, a second opinion may be requested.

Updates Requested to HR-7-0

Update title to: Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), Paid Leave Oregon (PLO)

Update text to read as follows:

Revised: effective date approved by the President

The College's FMLA, OFLA, and PLO "leave year" is considered to be a 52-week, rolling forward leave period for each employee. The College follows all state and federal requirements for protected leave periods. The College's insurance contribution toward an eligible employee's current health plan will continue at the level and under the conditions that coverage would have been provided if the employee had continued to be employed continuously during FMLA, OFLA, or PLO leave.

COCC's determination of FMLA or OFLA eligibility requires medical certification that the leave is needed due to an FMLA or OFLA-qualifying condition of the employee or that of a family member. At the College's expense, a second opinion may be requested. Paid Leave Oregon determines eligibility for COCC employees requesting PLO benefits and the College may request PLO certification or documentation of benefits when needed.

Number: 1 Author: Rachel Knox Date: 4/9/2024 1:30:00 PM

COCC will implement a new way to calculate the leave benefit year for an employee needing to utilize protected leave compliant with a new bill, SB 999, recently passed by the Oregon State Legislature.

This law requires all employers covered by Oregon Family Leave Act (OFLA) to change their OFLA leave year to a 52-week "look forward" method that begins on the Sunday immediately before the date on which Paid Leave Oregon is scheduled to start. COCC currently follows a rolling backward 12-month leave period. Under Paid Leave Oregon, the leave period is also forward-looking.

COCC will move to a rolling forward leave period for calculating all protected leaves beginning September 3, 2023 to comply with the requirements of Senate Bill 999 and to align with the leave period established for Paid Leave Oregon. Employees will retain the full benefit based on individual eligibility for protected leave.

Procedure? A rolling forward calculation for protected leave looks at the 12-month period measured forward from either the date the employee's leave begins (FMLA) or from the Sunday before the first day of leave taken (Paid Leave Oregon and OFLA). The 12-month period for future requests will begin on the first date of such future leave. For example, Taylor takes protected leave beginning on Wednesday, October 11, 2023. Their 12-month leave period for Paid Leave Oregon and OFLA will be October 8, 2023 through October 7, 2024. Their 12-month leave period for FMLA will be October 11, 2023 through October 10, 2024.

Administrator of the Year

Current G-29-0 Administrator of the Year Award

Issues: Update nomination dates to meet the timeline to procure awards in time for the End of the Year Event, update probationary period for Administrators based on new handbook, update contact email, remove reference to Administrator salary levels.

Purpose: An Award to recognize excellence in administration and includes a \$1,000 award, plus an individual plaque and name on a perpetual plaque.

Eligibility:

Current Administrator or Confidential employee who is no longer on a probationary contract.

(Administrator: In their fourth year or beyond of employment;

Confidential: beyond six months of employment)

Employee at .50 - 1.0 FTE.

Excludes members of the Senior Leadership Team and Administrators at a salary level of 32 or higher.

Nominee may not receive award more than once.

Criteria: The Administrator of the Year award is for job performance at a level of consistent excellence and effectiveness. The award criteria are purposefully broad to allow latitude in recognizing an employee's contribution to Central Oregon Community College.

Use the following as guidelines for nomination. Not all criteria need be met or included:

Outstanding performance in primary assignment.

Promotes and represents COCC in an enthusiastic manner.

Respects & motivates students and COCC employees.

Provides excellent service to students, faculty and staff.

Meets challenges, willing to take risks, innovative.

Fosters a positive work environment.

College/Foundation/Community involvement.

Nomination Process: Human Resources initiates and manages this award process. Human Resources, in coordination with the prior year award recipient, issues announcement of award. Nomination forms are sent to Human Resources who shares with the prior year award recipient. Review and selection committee consists of the prior year award recipient (as the chair) and additional members from various employee groups. Announcement of award nominations issued by April 15, nominations due by April 30. Committee must select the award recipient by May 15. Award is presented at the End-of-Year celebration. Administrator Of The Year Form to be used to submit recommendations.

Committee will consist of:

Previous year's award recipient (Chair)

Faculty member recommended by Faculty Senate

Classified member recommended by CACOCC

One Administrator recommended by Human Resources

Support: Human Resources will provide support to the committee as necessary

Updates Requested to G-29-0

Update text to read as follows:

Revised: effective date approved by the President

Purpose: An Award to recognize excellence in administration and includes a \$1,000 award, an individual plaque, and name on a perpetual plaque.

Eligibility:

- Current Administrator who has completed a full year with a satisfactory performance rating in a permanent, .50 – 1.0 FTE, administrative appointment.
- Current Confidential employee who has completed 6 months of employment with a satisfactory performance rating in a permanent, .50 – 1.0 FTE, confidential appointment
- Excludes members of the Senior Leadership Team.
- Administrators or confidential employees may not receive award more than once.

Criteria: The Administrator of the Year award is for job performance at a level of consistent excellence and effectiveness. The award criteria are purposefully broad to allow latitude in recognizing an employee's contribution to Central Oregon Community College.

Use the following as guidelines for nomination. Not all criteria need be met or included:

Outstanding performance in primary assignment.

Promotes and represents COCC in an enthusiastic manner.

Respects & motivates students and COCC employees.

Provides excellent service to students, faculty and staff.

Meets challenges, willing to take risks, innovative.

Fosters a positive work environment.

College/Foundation/Community involvement.

Nomination Process: Human Resources (HR) initiates and manages this award process. HR, in coordination with the prior year award recipient, issues an announcement to all staff by February 15 of the opening of the nomination period. Nomination forms are sent to MyHR@cocc.edu. HR shares nominations with the prior year award recipient. Review and selection committee consists of the prior

what if that person is gone?

We go back another year to a previous recipient and ask if they would be willing to chair again. We give them the option to nominate an alternate chair from the list of previous winners.

year award recipient (as the chair) and additional members from various employee groups. Nominations are due by March 15. The committee must select the award recipient by March 30. The award is presented at the End-of-Year celebration. The Administrator Of the Year Form is used to submit recommendations.

Committee will consist of:

- Previous year's award recipient (Chair)
- Faculty member recommended by Faculty Senate
- Classified member recommended by CACOCC
- One Administrator recommended by HR
- Support: HR will provide support to the committee as necessary

Title changes for Administrator and Confidential Handbook

Current G-32-15.4 Exempt, Confidential, Supervisory

Issues: The COCC Administrator and Confidential Handbook was revised and published in March 2023. The title of the Handbook changed. "Exempt" is a Fair Labor Standards Act term and not an employee group. Supervisors are always Administrators and Supervisors are not an employee group. These two terms were inaccurate and were removed from the title of the handbook and all related references.

Exempt, Confidential and Supervisory employees are requested to provide proper notice in writing of resignation or retirement. (See the Exempt, Confidential, and Supervisory Handbook for proper notice requirements.)

Updates Requested to G-32-15.4

Update title and text as follows:

Update title to: Administrator and Confidential Employees

Revised: effective date approved by the President

Administrator and Confidential employees are requested to provide proper notice in writing of resignation or retirement. See the Administrator and Confidential Handbook for procedures.

Current HR-5-0 Employee Evaluation Procedure

Issues: The COCC Administrator and Confidential Handbook title update. Updated links.

Faculty Evaluations (See Faculty section of the GP Manual)

Evaluation of Part-Time Faculty (See Faculty section of the GP Manual)

Non-represented/Regular Employee Evaluations (See Exempt, Confidential, and Supervisory Handbook.)

Classified Evaluations (See Collective Bargaining Agreement Between the Classified Association and the College.)

Updates Requested to HR-5-0

Update text as follows:

Faculty Evaluations (See Faculty section of the GP Manual)

Evaluation of Part-Time Faculty (See Faculty section of the GP Manual)

Non-represented/Regular Employee Evaluations (See the Administrator and Confidential Handbook)

Classified Evaluations (See Collective Bargaining Agreement Between the COCC and the Classified Association.)

Current G-32-17.3.4 Special Assignment Adjustments for Employees

Issues: The COCC Administrator and Confidential Handbook title update.

A special assignment is defined as a major responsibility being added to an existing non-represented/regular position either for a short term or for an entire contract year. Any title and/or salary adjustments must be approved by the President as outlined in the Exempt and Confidential Supervisory Handbook. Any salary adjustment will exist for the period of the special assignment and will not become part of the employee's base salary upon completion of the special assignment.

Update G-32-17.3.4

Update text as follows:

Revised: effective date approved by the President

A special assignment is defined as a major responsibility being added to an existing non-represented/regular position either for a short term or for an entire contract year. Any title and/or salary adjustments must be approved by the President as outlined in the Administrator and Confidential Handbook. Any salary adjustment will exist for the period of the special assignment and will not become part of the employee's base salary upon completion of the special assignment.

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Oregon Sick Time/COCC Sick Leave Updates

Current HR-16-0 Sick Time Procedure

Issues: contains a broken link, is unclear about Oregon Sick Time vs COCC Sick leave

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. 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.

Updates Requested to HR-16-0

Update MAIN HR-16-0 TITLE to: Sick Leave and Oregon Sick Time Procedure

Update NESTED HR-16-0 TITLE to: HR-16-0 Oregon Sick Time Procedure

Update HR-16-0 text as follows:

Revised: effective date approved by the President

An employee must use a minimum of one (1) hour of accrued COCC sick leave or Oregon sick time. To receive payment of COCC sick leave or Oregon sick time for qualified absences, employees must report these hours on their electronic time sheet via their account on Bobcat Web (Web Time Entry) timesheet. If not using the electronic timesheet, an employee must submit for approval a completed [Leave Request Form](#) to MyPayroll@cocc.edu prior to the payroll deadline for the pay period in which the qualifying absence occurred.

Current HR-16-2 Confidentiality

Issues: contains very narrow language on confidentiality that should be broader

Oregon Sick Time, health information, documentation for victims of domestic violence, harassment, sexual assault or stalking must be kept confidential.

Updates Requested to HR-16-2 Confidentiality

Update HR-16-2 text as follows:

Revised: effective date approved by the President

Oregon sick time, COCC sick leave, information related to employee leaves, and medical or health information must be kept confidential. All documentation for victims of domestic violence, harassment, sexual assault or stalking must be kept confidential. See also [COCC Policy G-28-4 Confidentiality](#).

Current G-32-21.1 COCC Sick Leave

Issues: incorrect format for used for tracking GPM changes, links need updating, match language to other GPM references

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.

Effective date 03/21/2023

Updates Requested G-32-21.1 COCC Sick Leave

Update G-32-21.1 text as follows:

Approved: 03/01/2023

Revised: effective date approved by the President

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 Administrator and Confidential Handbook contains details on sick leave accruals for the administrative and confidential employee groups. [Contracts and Manuals webpage](#).

Classified, confidential, and irregular wage employees must report sick leave or sick time hours on their timesheet. Administrators and faculty report sick leave on leave reports in Bobcat Web. See [COCC Procedure HR-16-0 Sick Leave and Sick Time Procedure](#) for reporting procedures.

Current G-32-21.2 Oregon Sick Time

Issues: incorrect format for used for tracking GPM changes, in 2023 College Affairs asked that HR consider removing the 90-day waiting period. Policy and procedure language is updated to remove the waiting period, matched language to G-34.4.3 Faculty procedure (VPAA's office)

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.

Effective date 03/21/2023

Updates Requested G-32-21.2 Oregon Sick Time

Update text as follows:

Approved: 03/21/2023

Revised: effective date approved by the President

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.

Eligible employees begin accruing sick time hours on their first day of employment at COCC. Accrued sick time may only be used for qualified absences. Employees earning Oregon sick time may access earned sick time for a qualified absence in the month after it is earned. Eligible employees who have accrued sick time will receive quarterly email notifications to inform them of their earned and available sick time balance. Employees can see their sick time balance on their Bobcat Web account.

Employees must use a minimum of one (1) hour of sick time per occurrence. Employees must report sick time hours on their time sheet. See [COCC General Procedure Manual HR-16-0 Sick Leave and Sick Time Procedure](#) for sick time reporting procedure.

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. 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.

See [COCC Procedure HR-16-0 Sick Leave and Sick Time Procedure](#), COCC Policy G-34-4.3.1 Oregon SB 454, ORS 653.601 to 653.661, OAR 839.007, and the [Oregon Bureau of Labor and Industries](#) website for more details.

Leave Without Pay

Current G-32-12.2 Leave Without Pay (non-FMLA/OFLA)

Issues: Title needs updating for clarity. LWOP information in this policy is incomplete. Language related to information “below” is confusing and incorrect. Links and standard language need updating.

Leave without pay (LWOP) is an issue collectively bargained. LWOP may be either long-term (in excess of five working days in any one pay period), or short-term (five working days or less in any one pay period). Conditions for granting of long-term LWOP may be found in the collective bargaining agreements for faculty and classified staff, and the Handbook for Exempt, Confidential, and Supervisory Staff. Conditions for granting of short-term LWOP are listed only under "Leave Approval Procedures" below.

Updates Requested to G-32-12.2

Update title to: Leave Without Pay (Non-FMLA, OFLA, Paid Leave Oregon)

Update text to read as follows:

Revised: effective date approved by the President

Leave without pay (LWOP) is an issue collectively bargained. LWOP may be either long-term (in excess of five working days in any one pay period), or short-term (five working days or less in any one pay period).

Conditions for granting of long-term LWOP may be found in the collective bargaining agreements for faculty and classified staff or the Administrator and Confidential Handbook. [Contracts and Manuals webpage](#).

Conditions for granting of short-term LWOP are listed in the [COCC GPM HR-6-0 Leave Without Pay Procedures](#).

Employees may only be placed on LWOP upon approval and once all accrued sick or vacation leave, as applicable, is exhausted. Employees who do not work their full FTE must use their accrued sick or vacation leave, as applicable, or follow the procedures for any protected leave for which they are eligible. Leaves related to a qualifying circumstance under FMLA, OFLA and/or Paid Leave Oregon, of any duration, should follow the procedure for such leaves.

Family Medical Leave Act (FMLA) Procedure

Current HR-7-0 Family Medical Leave Act (FMLA)

Issues: Title and policy does not cover all protected leaves. The "FMLA year" was changed for COCC in 2023 as required by Oregon law with the start of Paid Leave Oregon.

The "FMLA year" is considered to be a twelve- (12) month period, rolling backward for each employee. During the period of FMLA/OFLA leave, the employer's insurance contribution toward the health plan will continue at that level and under the conditions coverage would have been provided if the employee had continued to be employed continuously during the leave.

The Employer's determination of FMLA eligibility requires medical certification that the leave is needed due to an FMLA-qualifying condition of the employee or that of a member of the family. At the College's expense, a second opinion may be requested.

Updates Requested to HR-7-0

Update title to: Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), Paid Leave Oregon (PLO)

Update text to read as follows:

Revised: effective date approved by the President

The College's FMLA, OFLA, and PLO "leave year" is considered to be a 52-week, rolling forward leave period for each employee. The College follows all state and federal requirements for protected leave periods. The College's insurance contribution toward an eligible employee's current health plan will continue at the level and under the conditions that coverage would have been provided if the employee had continued to be employed continuously during FMLA, OFLA, or PLO leave.

COCC's determination of FMLA or OFLA eligibility requires medical certification that the leave is needed due to an FMLA or OFLA-qualifying condition of the employee or that of a family member. At the College's expense, a second opinion may be requested. Paid Leave Oregon determines eligibility for COCC employees requesting PLO benefits and the College may request PLO certification or documentation of benefits when needed.

Administrator of the Year

Current G-29-0 Administrator of the Year Award

Issues: Update nomination dates to meet the timeline to procure awards in time for the End of the Year Event, update probationary period for Administrators based on new handbook, update contact email, remove reference to Administrator salary levels.

Purpose: An Award to recognize excellence in administration and includes a \$1,000 award, plus an individual plaque and name on a perpetual plaque.

Eligibility:

Current Administrator or Confidential employee who is no longer on a probationary contract.

(Administrator: In their fourth year or beyond of employment;

Confidential: beyond six months of employment)

Employee at .50 - 1.0 FTE.

Excludes members of the Senior Leadership Team and Administrators at a salary level of 32 or higher.

Nominee may not receive award more than once.

Criteria: The Administrator of the Year award is for job performance at a level of consistent excellence and effectiveness. The award criteria are purposefully broad to allow latitude in recognizing an employee's contribution to Central Oregon Community College.

Use the following as guidelines for nomination. Not all criteria need be met or included:

Outstanding performance in primary assignment.

Promotes and represents COCC in an enthusiastic manner.

Respects & motivates students and COCC employees.

Provides excellent service to students, faculty and staff.

Meets challenges, willing to take risks, innovative.

Fosters a positive work environment.

College/Foundation/Community involvement.

Nomination Process: Human Resources initiates and manages this award process. Human Resources, in coordination with the prior year award recipient, issues announcement of award. Nomination forms are sent to Human Resources who shares with the prior year award recipient. Review and selection committee consists of the prior year award recipient (as the chair) and additional members from various employee groups. Announcement of award nominations issued by April 15, nominations due by April 30. Committee must select the award recipient by May 15. Award is presented at the End-of-Year celebration. Administrator Of The Year Form to be used to submit recommendations.

Committee will consist of:

Previous year's award recipient (Chair)

Faculty member recommended by Faculty Senate

Classified member recommended by CACOCC

One Administrator recommended by Human Resources

Support: Human Resources will provide support to the committee as necessary

Updates Requested to G-29-0

Update text to read as follows:

Revised: effective date approved by the President

Purpose: An Award to recognize excellence in administration and includes a \$1,000 award, an individual plaque, and name on a perpetual plaque.

Eligibility:

- Current Administrator who has completed a full year with a satisfactory performance rating in a permanent, .50 – 1.0 FTE, administrative appointment.
- Current Confidential employee who has completed 6 months of employment with a satisfactory performance rating in a permanent, .50 – 1.0 FTE, confidential appointment
- Excludes members of the Senior Leadership Team.
- Administrators or confidential employees may not receive award more than once.

Criteria: The Administrator of the Year award is for job performance at a level of consistent excellence and effectiveness. The award criteria are purposefully broad to allow latitude in recognizing an employee's contribution to Central Oregon Community College.

Use the following as guidelines for nomination. Not all criteria need be met or included:

Outstanding performance in primary assignment.

Promotes and represents COCC in an enthusiastic manner.

Respects & motivates students and COCC employees.

Provides excellent service to students, faculty and staff.

Meets challenges, willing to take risks, innovative.

Fosters a positive work environment.

College/Foundation/Community involvement.

Nomination Process: Human Resources (HR) initiates and manages this award process. HR, in coordination with the prior year award recipient, issues an announcement to all staff by February 15 of the opening of the nomination period. Nomination forms are sent to MyHR@cocc.edu. HR shares nominations with the prior year award recipient. Review and selection committee consists of the prior

year award recipient (as the chair) and additional members from various employee groups. Nominations are due by March 15. The committee must select the award recipient by March 30. The award is presented at the End-of-Year celebration. The Administrator Of the Year Form is used to submit recommendations.

Committee will consist of:

- Previous year's award recipient (Chair)
- Faculty member recommended by Faculty Senate
- Classified member recommended by CACOCC
- One Administrator recommended by HR
- Support: HR will provide support to the committee as necessary

Title changes for Administrator and Confidential Handbook

[Current G-32-15.4 Exempt, Confidential, Supervisory](#)

Issues: The COCC Administrator and Confidential Handbook was revised and published in March 2023. The title of the Handbook changed. "Exempt" is a Fair Labor Standards Act term and not an employee group. Supervisors are always Administrators and Supervisors are not an employee group. These two terms were inaccurate and were removed from the title of the handbook and all related references.

Exempt, Confidential and Supervisory employees are requested to provide proper notice in writing of resignation or retirement. (See the Exempt, Confidential, and Supervisory Handbook for proper notice requirements.)

[Updates Requested to G-32-15.4](#)

Update title and text as follows:

Update title to: Administrator and Confidential Employees

Revised: effective date approved by the President

Administrator and Confidential employees are requested to provide proper notice in writing of resignation or retirement. See the [Administrator and Confidential Handbook](#) for procedures.

[Current HR-5-0 Employee Evaluation Procedure](#)

Issues: The COCC Administrator and Confidential Handbook title update. Updated links.

Faculty Evaluations (See Faculty section of the GP Manual)

Evaluation of Part-Time Faculty (See Faculty section of the GP Manual)

Non-represented/Regular Employee Evaluations (See Exempt, Confidential, and Supervisory Handbook.)

Classified Evaluations (See Collective Bargaining Agreement Between the Classified Association and the College.)

Updates Requested to HR-5-0

Update text as follows:

Faculty Evaluations (See Faculty section of the GP Manual)

Evaluation of Part-Time Faculty (See Faculty section of the GP Manual)

Non-represented/Regular Employee Evaluations (See the [Administrator and Confidential Handbook](#))

Classified Evaluations (See [Collective Bargaining Agreement Between the COCC and the Classified Association.](#))

Current G-32-17.3.4 Special Assignment Adjustments for Employees

Issues: The COCC Administrator and Confidential Handbook title update.

A special assignment is defined as a major responsibility being added to an existing non-represented/regular position either for a short term or for an entire contract year. Any title and/or salary adjustments must be approved by the President as outlined in the Exempt and Confidential Supervisory Handbook. Any salary adjustment will exist for the period of the special assignment and will not become part of the employee's base salary upon completion of the special assignment.

Update G-32-17.3.4

Update text as follows:

Revised: effective date approved by the President

A special assignment is defined as a major responsibility being added to an existing non-represented/regular position either for a short term or for an entire contract year. Any title and/or salary adjustments must be approved by the President as outlined in the Administrator and Confidential Handbook. Any salary adjustment will exist for the period of the special assignment and will not become part of the employee's base salary upon completion of the special assignment.



Presentation/Proposal Form

G-31-1.4 and 6-34-3.3.1 Adjunct and Part-time Faculty Evaluation

Name: Tony Russell

Date: 5/14/2024

Department: Instructional Deans

Contact Information: tgrussell@cocc.edu, x3795

- ❖ Complete Items 1–9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it N/A.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

The GPM sets forth policies for evaluating and awarding step increases to adjunct and part-time faculty (see G-34-1.4 and G-34-3.33.1). However, the wording of these policies has historically been a source of frustration and confusion for them. For instance, because familiar terms like *quarter* and *year* are imbued with unfamiliar qualifications, they find the policy to be unclear at best and unfair at worst.

Moreover, the goal of impartial and consistent record keeping is challenging because the spreadsheets tracking evaluations and step increases are prone to error --often due to turning these unique notions of *quarters* and *years* into formulas. As a result, department chairs and administrative assistants cannot explain the process to ADJ and PT faculty, make faulty assumptions about whether individuals will earn a step increase, and engage in "remedies" that may actually work against the faculty member.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

This proposal removes barriers that slow faculty progress toward step increases. The effects of these barriers are most felt in smaller departments or in disciplines that offer a significant number of 1- and 2-credit classes. Department chairs are incentivized (not monetarily but in terms of maintaining sustainable growth) to maximize ADJ and PT schedules, and yet an ADJ or PT faculty member may not teach every term. These lapses in service prevent some instructors from logging sufficient "countable terms" or "years" that are only years when they teach every quarter. Budgets may be impacted because, under the proposed system, ADJ and PT faculty can earn step increases more quickly.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

The proposed changes would affect all academic departments, but the primary audiences would be limited to those listed in 5. Instructional Requirements/Impacts.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

Support specialists in the Academic Affairs, department chairs, and department administrative assistants would feel the impacts most because it will facilitate trainings for faculty and staff, clarify staff and chair responsibilities, and lessen opportunities for error. All of these groups have been contacted and asked for feedback, which has been incorporated into this proposal.

If observations and evaluations are completed, ADJ and PT faculty members will receive step increases during annual contract renewal time. Similarly, a quarter taught is a quarter earned. If for any reason a faculty member neglects to chose a quarter for evaluations, the chair and administrative assistant have a process for ensuring one is selected.

6. OPERATIONAL IMPACT

Overall, we hope that ADJ and PT faculty members will focus on their teaching and less on hard-to-understand ifs, ands, and whys that may make them feel the process for getting a raise was designed to be difficult. Consistent, transparent processes improve employee satisfaction and will likely help us to retain more instructors.

7. STUDENT IMPACT

If ADJ and PT faculty members stay on the job, they benefit from experience, professional development, and camaraderie with full-time faculty. As they grow, they're better equipped to help students reach their goals, to connect students to campus supports, and to build a campus culture of inclusion.

8. ANTICIPATED IMPLEMENTATION TIMELINE

AY 2024–25, if a second reading is made available

9. MOTION TO BE RECOMMENDED

I move to approve for First Reading the Adjunct and Part-time Faculty Evaluation proposal to edit GPM Sections G-31-1.4 and 6-34-3.31 [if needed, "including the changes agreed to by the committee"].

I move to approve at the end of the normal posting period in June for College Affairs minutes (to allow for public comment) that a vote be held two weeks later to approve the preceding motion for Second Reading.

G-34-1.4 ADJUNCT AND PART-TIME FACULTY COMPENSATION AT COCC

Proposed Revision

Current language	Proposed language	Notes
<p>Process: All salaries are determined in the Fall quarter contract or, in the case of someone who does not teach Fall quarter, the first contract in the academic year. No adjustments are made at any other time than the preparation of the first teaching contract of the academic year-counting Fall as the first quarter of the academic year.</p> <p>Department chairs recommend advancement on the salary schedule based on the number of quarters with successful evaluations taught in the preceding academic year. For purposes of counting quarters, a contract of three load units or more counts as a quarter. Contracts of less than three load units over several quarters may be aggregated to count as a quarter. In practice, all part-time faculty, are paid at this rate, although the President may approve placing a part-time faculty member at a different pay level. Under exceptional circumstances, a department chair may recommend to the Vice President for Instruction to place a part-time faculty member at a different pay level. (Load units are defined in the Faculty Collective Bargaining Agreement.)</p> <p>Information regarding pay periods and options for receiving pay for part-time faculty may be obtained by contacting the Office of Fiscal Services.</p>	<p>Process: In practice, all part-time faculty members are paid at the standard rate, unless the President approves placing a part-time faculty member at a different pay level. In exceptional circumstances, a department chair may recommend a different pay level to the Vice President for Academic Affairs.</p> <p>Salary increases occur at the beginning of the academic year. If a faculty member starts later in the academic year, the increase will be reflected in their contract.</p> <p>Adjustments to salaries only occur when preparing the first teaching contract of the academic year, with Fall being considered the initial quarter.</p> <p>Department chairs endorse part-time and adjunct faculty members for advancement on the salary schedule by (1.) verifying that the faculty member has taught at least one for-credit course in the previous academic year and (2.) confirming the faculty member’s peer and student evaluations are satisfactory.</p> <p>For information regarding pay periods and options for receiving pay, part-time faculty members can contact Payroll in Human Resources. Detailed guidelines on load units, which define work expectations, can be found in the Faculty Collective Bargaining Agreement. These measures ensure transparency and fairness in the determination of part-time faculty salaries.</p>	<ul style="list-style-type: none"> • Updates nomenclature (e.g., VPI to VPAA) • Re-groups processes thematically: <ul style="list-style-type: none"> ○ Pay level placement ○ Contract ○ Evaluation and pay increase ○ Additional information • Removes 3-credit minimum so that a class is a class (i.e., someone taught) • Removes <i>countable quarter</i> concept so that a quarter is a quarter

G-34-3.3.1 EVALUATION OF PART-TIME AND ADJUNCT FACULTY

Proposed Revision

Current language	Proposed language	Justification
<p>It is the departmental Chair's responsibility to evaluate their department's part-time and adjunct faculty utilizing the following:</p> <p>A. First Year at COCC</p> <ol style="list-style-type: none"> 1. Student evaluations, all sections, every quarter. 2. Peer Evaluation: minimum one class visit, pre and post conference, review of materials with written report to Designated Evaluator. 3. Designated Evaluator review: written summary. <p>B. Second Year at COCC (up to sixth quarter)</p> <ol style="list-style-type: none"> 1. Student evaluations, all sections, every quarter. 2. Peer Evaluation: minimum one class visit, pre and post conference, review of materials, with written report to Designated Evaluator (Individual departments may wish to use forms for this purpose, such as provided within the Peer Evaluation Handbook. However, written commentary should be added to the checklists). 3. Designated Evaluator review: written summary. <p>C. After Two Years, or Six Quarters</p> <ol style="list-style-type: none"> 1. Student evaluations: Part-time and adjunct faculty who have taught more than 2 years (6 terms for part-time faculty; need not be consecutive) choose which term(s) they want printed and sent to their HR file. Adjunct faculty will make their choice by the 2nd week of fall term for the academic year. Part-time faculty will make their choice prior to the first term they are teaching for an academic year unless otherwise determined by the department chair. 2. Peer evaluation/DE Review: After the probationary period described above, the next Peer Evaluation and Designated Evaluator written review will be scheduled no more than three years later. This schedule can be adjusted to allow for more frequent reviews should the Designated Evaluator deem this desirable at any time. 3. Written feedback should be received for the instructor's personnel file in either Winter or Spring quarter, but not later than May 15, unless the department chair notifies the instructor that it will be late. 4. Part-time and adjunct faculty have the option of submitting a statement of explanation or comment on such evaluations. Written evaluations and any faculty response will be filed in the instructor's personnel file. <p>D. Lapses in Service In cases of absences of a year or more, returning faculty may be returned to the same position in the evaluation cycle.</p>	<p>The department chair or their designee evaluates department part-time and adjunct faculty members using the following processes and practices:</p> <p>A. First Academic Year at COCC</p> <ol style="list-style-type: none"> 1. Student evaluations, all sections taught, every quarter taught. 2. Peer Evaluation: minimum one class visit, pre and post conference, review of materials with written report to Designated Evaluator. 3. Designated Evaluator review: written summary. <p>B. Second Academic Year at COCC</p> <ol style="list-style-type: none"> 1. Student evaluations, all sections taught, every quarter taught. 2. Peer Evaluation: minimum one class visit, pre and post conference, review of materials, with written report to Designated Evaluator (Individual departments may wish to use forms for this purpose, such as provided within the Peer Evaluation Handbook. However, written commentary should be added to the checklists). 3. Designated Evaluator review: written summary. <p>C. After Academic Two Years</p> <ol style="list-style-type: none"> 1. Student evaluations: Part-time and adjunct faculty who have taught more than 2 years (6 terms for part-time faculty; need not be consecutive) choose which term(s) they want printed and sent to their HR file. Adjunct faculty will make their choice by the 2nd week of fall term for the academic year. Part-time faculty will make their choice prior to the first term they are teaching for an academic year unless otherwise determined by the department chair. If for any reason no term is selected, evaluations from the earliest term taught in the academic year will be sent to HR. 2. Peer evaluation/DE Review: After the probationary period described above, the next Peer Evaluation and Designated Evaluator written review will be scheduled no more than three years later. This schedule can be adjusted to allow for more frequent reviews should the Designated Evaluator deem this desirable at any time. 3. Written feedback should be received for the instructor's personnel file in either Winter or Spring quarter, but not later than May 15, unless the department chair notifies the instructor that it will be late. 4. Part-time and adjunct faculty have the option of submitting a statement of explanation or comment on such evaluations. Written evaluations and any faculty response will be filed in the instructor's personnel file. <p>D. Lapses in Service In cases of absences of a year or more, returning faculty may be returned to the same position in the evaluation cycle.</p>	<ul style="list-style-type: none"> • Redefines <i>years teaching</i> as “academic years,” disregarding the number of terms taught • Accounts for situations when a term is not selected for evaluations to go into the faculty member’s personnel file (so that a term is <i>always</i> selected)



Presentation/Proposal Form

Commencement Speaker Selection Committee

Name: Laurie Chesley

Date: 6/3/24

Department: President's Office

Contact Information: kmatthews8@cocc.edu

- ❖ Complete Items 1–9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it N/A.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

After piloting a Commencement Speaker Selection Committee in 2023-24, I am proposing the permanent adoption of the Committee. The Speaker Selection Committee from this past year supports this action.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual: Under Committee Structure - policy G-6-5.
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

None.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

The creation of this committee will help to ensure that the College selects Commencement speakers who have broad support with the College faculty and staff, with our students, and with the local community.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None.

6. OPERATIONAL IMPACT

None.

7. STUDENT IMPACT

See above.

8. ANTICIPATED IMPLEMENTATION TIMELINE

This committee can continue its work next year, beginning the selection process in late fall.

9. MOTION TO BE RECOMMENDED

I recommend the adoption of the Commencement Speaker Selection Committee as a standing committee at COCC.

COMMENCEMENT SPEAKER SELECTION COMMITTEE

Charge

The charge for this committee is to recommend speakers for COCC's Commencement.

Timeline

The Committee will begin its work in the fall and make its recommendations by the end of the fall quarter to ensure potential speakers are solicited early, thereby creating a greater likelihood they can accept. This timeline also allows for another recommended speaker to be invited, if the initial selection declines.

Membership of the Committee

Chair of Commencement Committee – also serves as Chair of this speaker selection committee

Director of Marketing and Public Relations

Director of Diversity and Inclusion

Two Faculty Members selected by the Faculty Senate

Two Classified Staff selected by the Classified Association (CACOCC)

Two Current COCC Students jointly selected by Student Government (ASCOCC) and the Office of Student Life

Process and Recommendations

The Committee will recommend three to five potential speakers for Commencement. The Committee may choose to prioritize or rank their recommended speakers, and the Committee may decide not to recommend that there be any invited speaker for Commencement. (Note: Commencement speakers do not receive an honorarium, nor are their travel expenses, if any, reimbursed.)

The Committee makes its recommendations to the President. The President will not select a candidate that is not recommended by the Committee. In the unlikely event that all invited candidates decline the invitation, the President will request additional recommendations. The final decision on a Commencement speaker rests with the President.



Presentation/Proposal Form

Updates to Faculty GPM

Name: Sara Henson

Date: 6/6/2024

Department: Social Sciences, Human Development

Contact Information:

- ❖ Complete Items 1–9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

1. Faculty Senate change in language to GPM regarding Faculty Promotions and Service requirements
2. Faculty Senate updates in language to GPM regarding Tenure procedures
3. Faculty Senate re-approval of policy to allow faculty to request removal of offensive language in student evaluations from HR files

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
- Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

none

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

HR?

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

Impact on FT-tenure track faculty

6. OPERATIONAL IMPACT

7. STUDENT IMPACT

8. ANTICIPATED IMPLEMENTATION TIMELINE

Fall 2024

9. MOTION TO BE RECOMMENDED

Approval of faculty senate recommendations

**Clean copy of revised GPM service language,
as passed for 1st reading at Faculty Senate, June 3, 2024**

G-34-3.1.2 Description of rank and criteria for promotion

The College expects that all faculty members will satisfactorily perform their primary assignment and will maintain competency in their field (competency implies that one keeps current in one's field). The College also expects that all faculty members will act professionally and ethically. In addition to these assumptions, the College expects tenure-track and tenured faculty to satisfy other criteria specific to rank.

Assistant Professor II, Associate Professor and Professor each carry expectations for performance in these criteria:

- Primary Assignment
- Professional Improvement
- Service to the College and Community (service to the community not required at rank of Assistant Professor I)

Faculty members employed at Central Oregon Community College, regardless of the rank they initially occupy and whatever qualifications they possess on initial employment, are expected to mature as professionals and progress through the ranks to become outstanding faculty members by working with and contributing to the college community.

G-34-3.1.3 Definition of Criteria

Definition of Primary Assignment: A faculty member's primary assignment includes teaching requirements, advising, assessment, and curriculum development. It may also include administrative duties such as program director and may change over time with other administrative duties as assigned, such as becoming a department chair. Anything for which a faculty member receives load units is considered part of their primary assignment.

Definition of Professional Improvement: Professional improvement consists of activities designed to improve faculty members' effectiveness in their College assignments and in their professions.

Definition of Service:

Service to the College includes all activities at the College not included in the primary assignment. Service to College includes participation in shared governance, and involvement in standing committees, hiring committees and task force groups. However, College service is not exclusive to committee work. Of equal importance are individual efforts to improve the operation, systems, faculty/staff and student

performance. Some examples would include peer teams, significant accreditation efforts, or special projects/task forces as assigned. Service to the community includes volunteer activities both inside our district and beyond (including state and national service), as an expert resource.

The college recognizes and affirms that representation of faculty is critical to effective shared governance. College service provides faculty with an opportunity to learn about the college beyond their department.

Faculty may focus on either category within an academic year, but should make contributions in both service categories over the time until their next promotion.

[Proposed Service Criteria Changes to G-34-3.1.4 Rank with Associated Criteria](#)

Assistant Professor I:

This is the rank at which most faculty are hired. Faculty members at this rank are expected to focus on establishing their expertise in their primary assignment. In addition to this, faculty should regularly attend department meetings, mandatory College wide meetings, and a selection of campus activities that will help them understand the workings and culture of the College. During the first year, a faculty member will develop their professional improvement plan (PIP). At the beginning of their second year and every year to follow, faculty members will submit their annual report of activities (ARA). Beyond the first year, faculty members should be gradually expanding their engagement with the larger College community. This may include serving on peer teams or other College committees and exploring options for further professional development and service.

In most circumstances a faculty member should be in their third year of service at the rank of Assistant Professor I at the time they are first considered for promotion to Assistant Professor II.

The following provides a guideline for promotion to Assistant II with respect to each criterion:

Primary Assignment: Evidence of improvement and refinement of teaching ability or, in the case of non-teaching faculty, evidence of improvement of performance in one's assignment. The individual shows regular, significant improvement in the quality of teaching or performance in non-teaching assignment. The individual contributes to maintenance and development in their curricular or program area.

Professional Improvement: The faculty member should have an approved PIP on file and have demonstrated progress toward completing PIP goals as noted in the ARA.

Service: The faculty member demonstrates that they are finding meaningful ways to contribute to the work of the College. Prior to achieving the rank of Assistant II, faculty are not discouraged from taking on leadership roles or positions depending on experience; however, this is not an expectation.

Assistant Professor II:

Faculty members at this rank must continue to focus on developing their expertise in their primary assignment. They should also seek out ways to contribute to the success of their department and begin to reach beyond the department by, for example, serving on a variety of College committees, task forces, and/or peer teams. They are now reaching out to the community to share their expertise through various activities. Once faculty have achieved this rank, they should begin exploring more engagement with leadership roles at the College.

A faculty member is usually in their fourth year of service at the rank of Assistant Professor II at the time they are first considered for promotion to Associate Professor. The following provides a guideline for promotion to Associate Professor with respect to each criterion:

Primary Assignment: The individual demonstrates significant competence while striving for excellence in teaching ability and performance in the primary assignment. The individual contributes to maintaining and developing the existing curriculum or program area.

Professional Improvement: In most circumstances, the individual preparing for the rank of Associate Professor should have a final PIP report on file for the first PIP cycle and, in most cases, documented progress toward completion of the second PIP cycle.

Service: Service at the Assistant Professor II level includes engagement within the College and community, and active pursuit of leadership roles. College service should move beyond the department level. Community service expands the faculty member's role in the community as an expert resource by accepting local, statewide, or national roles.

Faculty may focus on either category within an academic year, but should make contributions in both service categories over the time until their next promotion.

Associate Professor:

At the rank of Associate Professor, a faculty member should demonstrate significant competence while striving for excellence in the primary assignment, and contribute to

the success of their department. They should also demonstrate reaching beyond the department level to take on leadership roles within the College. This person has now contributed their expertise in the community beyond the College and participated in leadership roles within and beyond the department level.

A faculty member is usually in their fifth year of service at the rank of Associate Professor at the time they are first considered for promotion to Professor. The following provides a guideline for promotion to Professor with respect to each criterion.

Primary Assignment: The individual demonstrates regular and significant improvement and refinement in maintaining excellence in teaching ability and performance in all areas of the primary assignment. The individual demonstrates leadership in curricular or program development.

Professional Improvement: The individual has a long-term documented record of broad commitment to professional growth.

Service: Faculty applying for the rank of Professor should demonstrate service by taking on leadership roles within and beyond the department level and serving the community as an expert resource by accepting local, statewide, or national roles.

Faculty may focus on either category within an academic year, but should make contributions in both service categories over the time until their next promotion.

Professor:

At the rank of Professor, a faculty member should demonstrate consistent excellence in the performance of their primary assignment. The individual demonstrates an ongoing commitment to sharing their expertise and knowledge by regularly accepting leadership roles on campus committees or task forces that help to create meaningful change for the College and engaging in consistent and meaningful contributions of their professional expertise at the local, regional, or national level.

Faculty may focus on either category within an academic year, but should make contributions in both service categories over time.

Recommended Revision & Additions 3.0 (As approved for 1st reading at Faculty Senate on June 3, 2024)

G-6-8.5 COLLEGE TENURE COMMITTEE

CHARGE: The College Tenure Committee considers eligible faculty members for elevation to tenured status and submits recommendations to the College President **and Board of Trustees**.

Membership, Voting Status and Terms

Faculty (4)* Elected by the Faculty Senate Voting Three years

Faculty At-Large (2)* Elected by the Faculty Senate Voting Three years

Instructional Administrator (1) Appointed by the President Voting Three years

* **Six** faculty members (all of whom are tenured and elected by the Faculty Senate), serve staggered three-year terms so that at all times, at least two faculty members will continue on the committee. Faculty membership would represent a balance, with no more than **two** faculty members from any one department, with **at least two members** from Transfer and two from Career and Technical Education (CTE), and **two** at-large.

In the event that a committee member leaves or notifies the chairperson of their intent to resign the position, another tenured faculty member shall be elected as soon as possible to fill the unexpired portion of the term.

Chair Election

As the last order of business in any given year, the Tenure Committee shall elect a chairperson for the subsequent year.

G-34-3.2.1 AWARDING OF TENURE

(Formerly HR-9-1.2.1)

Tenure is awarded to those faculty members who have, during their probationary years, demonstrated the promise of the overall excellence in instruction (and other primary assignment activities) and commitment to the College and the community expected of COCC professional staff. Faculty members must have a complete personnel file in the Human Resources (HR) office to be considered for tenure.

Completion of five probationary years while maintaining a complete file does not automatically result in the awarding of tenure.

Employment while on the Notice of Appointment, or contract other than regular probationary contract, does not accrue time toward tenure unless specified in writing.

G-34-3.2.2 PROCEDURE FOR TENURE CONSIDERATION

Prior to October 15 of each year, the Vice President **of Academic Affairs** will advise the immediate supervisors with personnel responsibilities, in writing, of individuals in the department who will have met the length of service criteria at the end of the academic year.

Prior to **the third Friday of Winter Term**, all evaluation instruments and proposed actions in relation to faculty members' eligibility for consideration of tenure shall be forwarded to the appropriate Instructional Dean, who will then forward it to the Vice President **of Academic Affairs**. Candidates should then review and sign off on their files before **the third Friday of Winter Term** to determine if all forwarded materials have been received (with the exception of the **VPAA** letter, which has a later deadline).

The Tenure Committee needs a complete file with required documentation to be able to conduct a thorough review. The faculty member is responsible for ensuring required items are submitted by the established deadlines. However, the faculty member shall be held harmless for items missing from the file as long as the faculty member has documented proof that the original submission deadlines (such as October 15 for ARA and PIP Final Reports) have been met for any items required to be in the file. Faculty should allow two to three weeks for documentation to go through the appropriate channels before checking their file in HR. The faculty member is still responsible for reviewing the file for any missing documents and either taking appropriate action to submit documentation or providing rationale on the Missing Documents form for extenuating circumstances in advance of the deadline for file closure in January.

Prior to **February 1 of each year**, the Vice President **of Academic Affairs** will provide a written evaluation with recommended action. This document will be sent to the College President, copied to the candidate, and placed in the file. The candidate will then have five working days to respond to the letter (if they choose) by sending a response to the Vice President **of Academic Affairs** for inclusion in the file. Candidates who write a letter in response to the **VPAA** letter must also sign off on their file within those five days, to affirm receipt of their response letter into their file. This process must be completed prior to **when the** Tenure Committee reviews the file.

After the file closing date (**the third Friday of Winter Term**) and before the **first Friday in March**, the Tenure Committee will review tenure candidates' files, hold deliberations, and vote on whether to recommend individual candidates for tenured status. It would be ideal for all tenure candidates to review their files, ascertain they are complete, and acknowledge that completeness with a signature; however, the Tenure Committee will review files of tenure candidates regardless of whether they provide their signature.

By the **first Friday in March**, the Chair **of the Tenure Committee** shall submit **to the Office of the Vice President of Academic Affairs and to the Office of the President formal letters for** all faculty members considered by the Committee. **These letters** shall outline **the committee's** recommendations for each individual considered and shall state the basis for such recommendations.

Any member of the Committee may submit an individual report on any matter voted on by the Committee. The individual report may support the majority or may present a minority view. Copies of the individual report shall only go to the Chair of the Tenure Committee, to the **Vice President of Academic Affairs, to the** appropriate Dean, and to the President.

The Tenure Committee may take the following actions:

1. Recommend granting of tenure,
2. Recommend not granting tenure,

3. Recommend an additional year as a probationary period*. (This option may include recommendations for specific conditions to be met or actions to be taken, as determined by the committee.)

* Tenure candidates who do not have a complete personnel file and have not submitted a "missing document" form by **the third Friday of Winter Term** shall be notified by the Tenure Committee Chair, and subsequently allowed 5 working days from the date of notification by the Committee Chair to either: (a) submit missing documents or (b) submit a completed "Missing Document" form to HR. If the personnel file is still incomplete after that time, the Tenure Committee shall recommend an additional year as a probationary period for any tenure candidate who does not have a complete personnel file and has not pursued the steps described above.

Committee Process During Deliberations

The Tenure Committee reviews all content in the candidate's personnel file. During candidate deliberations, only items contained in the file can be used as part of the discussion. Discussion of personal knowledge of a candidate or special circumstances not contained in the file are not part of the deliberations. Although it would be ideal for the Committee to reach a unanimous decision during deliberations, a faculty member will be recommended for tenure when **four of the seven** members of the Committee affirm the recommendation. Discussions contained during deliberations, as well as actual voting results, are to remain confidential; they are not made public beyond the Committee.

After Deliberations:

The Tenure Committee should be prepared to provide the reasons for their recommendation in all of the above cases. The President shall forward the recommendations **of the Tenure Committee** for granting tenure to the Board of Directors for action as soon as possible after the completion of the Tenure Committee's work. Appeals of aspects of the tenure procedure are to the Board of Directors, and the grounds for such appeal should be procedural (due process).

POLICY:

An effective evaluation program is essential to a quality educational program. As such, the College encourages open and honest feedback from students when they are asked to complete a faculty course evaluation. While students are afforded the opportunity to respond truthfully to all questions and request for comments, students must provide their responses in a respectful manner. The College will not tolerate any offensive, discriminatory, harassing and or otherwise abusive language. The purpose of this policy is to provide a mechanism under which faculty members may review and request the removal of statement(s) made by students that are in violation of this policy.

Definitions:

The following definitions will be used when reviewing student evaluations for offensive language and/or statements.

Offensive statements – Statements that are discriminatory, harassing, and/or abusive and are directed at faculty members based on race, color, national origin, religion, sex (including pregnancy and gender identity), age, marital and parental status, disability, sexual orientation, or genetic information.

Discrimination -The differential treatment of an individual or group of people based on their race, color, national origin, religion, sex (including pregnancy and gender identity), age, marital and parental status, disability, sexual orientation, or genetic information.

Harassing Conduct -Unwelcome conduct, verbal or physical, including intimidation, ridicule, insult, comments, or physical conduct, that is based on an individual's protected status or protected activities when the behavior can reasonably be considered to adversely affect the work environment, or an employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct.

Abusive language - Harsh, violent, profane, or derogatory language which would demean the dignity of an individual and which shall also include profanity and racial, ethnic, or sexist slurs.

Protected status - Defined as an individual's race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age, disability, family medical history (including genetic information), status as a parent, marital status, or political affiliation.

PROCEDURE: This procedure is available only for review of allegedly offensive statements in student evaluations of faculty members, and not for review or judgment of a student's constructive feedback in assessing the quality of a faculty member's work nor for setting the standards of performance for a course. The outcome of this review is either removal of the statement(s) or denial of the request.

1. A faculty member may submit a written request to the Department Chair to review the student evaluation which the faculty member believes contains offensive language and/or statements as defined above. The written request must specify the exact language and/or statements the faculty member believes are offensive, and request that the specific language be removed from the student evaluation.

2. Upon receipt of the faculty member's written request, the Department Chair will meet with the faculty member to review the alleged offensive language and/or statements. The Department Chair

will issue a written decision regarding whether the requested language and/or statements will be removed. A copy of this written decision will be shared with the requesting faculty member, their Instructional Dean, and the Director of Human Resources.

3. If the faculty member is dissatisfied with the Department Chair's decision, they may submit a written appeal to their Instructional Dean. The Instructional Dean will consult with both the evaluated faculty member and the Director of Human Resources and will issue a written decision. A copy of this written decision will be shared with the requesting faculty member, the Department Chair, and the Director of Human Resources.

4. The outcome of this review is either removal of the statement(s) or denial of the request. The decision from this last meeting is final



Presentation/Proposal Form

Early Retirement Incentive (ERI) - Work Group Recommendation

Name: Laura Boehme, ERI Workgroup Co-chair

Date: May 31, 2024

Department: Workgroup – Early Retirement Incentive

Contact Information: Lboehme@cocc.edu; x7219

- ❖ Complete Items 1–9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

Workgroup Charge per Dr. Laurie Chesley email February 6, 2024:

The charge for this Work Group is to explore whether or not the College should offer an early retirement incentive to its employees and, if so, what that incentive should be.

Information Item re: Early Retirement Initiative (per L. Chesley Headlines Post dated 2/6/2024) –

The Work Group will conduct its exploration within the following parameters:

- Any recommended incentives should be considered through multiple lenses, including: financial prudence, legality, operational implementation, and institutional culture;
- Any recommended incentives will be time-limited (not offered on an ongoing, permanent basis). Recommended incentives may be re-evaluated and/or offered periodically at the discretion of the College; and, therefore,
- Any recommended incentives accepted by the President will not become part of any employment contract or the Administrator Handbook.

Recommendations Process (per the charge)

This Work Group will make its recommendations to the President for her consideration.

Before sending them to the President, the Group will share their recommendations with the College Affairs Committee for their feedback. The feedback from College Affairs may or may not result in changes to the Work Group recommendations. The College Affairs Committee may choose to send their feedback to the President as well.

Work Group Recommendations

Criteria to be considered eligible for the Early Retirement Incentive (ERI) Program is as follows.

Employee must:

- Be: 58 years or older
- Have: 10 or more benefited years of service/employment with COCC
- Request the incentive program and retire from COCC within the time period of: July 1, 2024 to June 30, 2025 (July 1, 2025 for PERS)
- Provide 3-months' notice of retirement, except for those employees who desire to retire between July

1-Sep 30, 2024 - those individuals are required to provide at least 1 months' notice.

Monetary Incentive for eligible employees:

- Full-time employees (1.0 FTE) will be paid = \$1,000 per benefited year of service/employment with COCC with no cap on the payout amount.
- Employees whose FTE is .50 to .99 will have the payout amount pro-rated based on their FTE.

Terms/Conditions:

- All other retiree benefits/payout options like retiree benefits, vacation accrual payouts, PERS, etc. are still in effect provided the employee complies with COCC policies/procedures.
- Employees opting for the ERI must also retire from PERS.
- Any employee taking the ERI will not be eligible for a post-retire agreement or any continued employment with the College for 3 years in their prior position of employment.
- Employees are eligible for part-time (non-benefited) faculty teaching.
- Employees opting for ERI will be required to sign an ERI agreement outlining the benefits and payout for their situation, which will also follow Oregon Pay Equity requirements.

FEEDBACK from Employee Survey on Early Retirement will be shared at the College Affairs meeting

TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
 - Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:
-

BUDGET IMPACT

The recommended ERI program for the period of July 1, 2024 to June 30, 2025 is anticipated have a cost savings estimated at approximately \$25,000 for the period identified. The savings is projected based on estimates of 25% of eligible employees opting into the program and reduced replacement salaries by employee group.

Beyond the first year, there are anticipated to be more cost savings to the college based on hiring new employees in place of more senior employees and possibly not filling all vacant positions and/or restructuring as applicable.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

The ERI program could impact any/all departments or programs across the College, depending on who desires to retire and the timing of those retirements. The monetary element for the time period identified is positive in terms of budget impact. The impact will need to be addressed by department and college leaders and a plan would need to be developed should particular departments have a heavier retirement impact.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

Depending on how many faculty and/or instructional employees opt in for the ERI, there could be a significant impact to teaching. The timing is important due to the academic calendar and what it involves to recruit faculty.

6. OPERATIONAL IMPACT

Depending on how many overall employees opt in for the ERI, there could be a significant impact to operations. Ensuring continuous operations in all areas of the college is a factor.

7. STUDENT IMPACT

Depending on how many employees opt in for the ERI, there could be a significant impact to teaching, learning, and student life. The timing is important due to the academic calendar and what it involves to ensure continuity for our students.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Timeline for the program is for eligible employees to request and retire sometime during the period of July 1, 2024 and June 30, 2025. Note there are notification requirements for employees. Feedback received from employees and represented employee groups and provided to the work group to share is as follows:

- 1) The first year of ERI to be a pilot evaluation year; consider the ERI program as an ongoing program beyond the first year.
- 2) Early retirement should be examined for each employee group separately, especially considering the greater financial savings for the college when long time faculty retire earlier vs other groups.

9. MOTION TO BE RECOMMENDED

This is an information item for College Affairs; no motion is requested, rather, per the work group charge please provide feedback to the ERI Workgroup during College Affairs to inform the work group's final recommendation to the President.