

**Student Affairs Committee  
Meeting Agenda**

March 3, 2023  
2:30 PM – 3:30 PM

Location: Coats Campus Center, Room 116  
Zoom: <https://cocc.zoom.us/j/97242729360>

<b><u>Members</u></b>	<b><u>Position</u></b>
Steve Broadbent	Administrator (Chair)
Alan Nunes	Faculty Senate
Martin Brown	Classified
Oscar Tovar	Student Government, Director of Financial Affairs
Kylie Willstatter	Student-At-Large
Alicia Moore	Vice President of Student Affairs (non-voting)
Christy Chaung	Recorder (non-voting)

**1. Welcome and Introductions**

- a. New SAC members: Alan Nunes, Martin Brown, Oscar Tovar, and Kylie Willstatter
- b. Review SAC Charge

**2. Old Business**

- a. SAC End-of-Year Report (second reading)

**3. New Business**

- a. Student Fee Committee: Recommended ASCOCC budget for AY 2023-24
- b. Election of Chair for AY 2022-23

**4. Next Meeting:** Thursday, April 7, 2023, 9:00-10:00 AM in CCC 116

Document Repository: <https://www.cocc.edu/committees/student-affairs/default.aspx>

## G-6-4 STUDENT AFFAIRS COMMITTEE (SAC)

### CHARGE:

The Student Affairs Committee serves as a forum for reviewing and recommending policies to the COCC President on issues directly impacting COCC students. Additional responsibilities include:

1. Convening as the Student Fee Committee to recommend the initial allocation of student fees and the detailed ASCOCC budget to the Vice President of Student Affairs.
2. Selecting the Distinguished Student Services award recipient each year.
3. Working with the Director of Student and Campus Life, appoint Student Affairs Committee members to serve on the hiring committee for ASCOCC appointed positions.
4. Convening as a Student Concerns Committee should a student-issued concern arise that is not covered by other College processes (e.g., academic policy petition, incident report, grade appeal process).
5. Serving as an advisory board to the Associated Students of COCC, as needed, to provide feedback on potential Bylaw and Constitution changes.

### Membership, Voting Status and Terms

Faculty (1)	Elected by the Faculty Senate	Voting	Two years
Classified (1)	Selected by CACOCC President or designee	Voting	Two years
Administrative (1)	Appointed by the President	Voting	Two years
ASCOCC Representative	Appointed by ASCOCC	Voting	One year
Students, At-Large (2)	Appointed by the Director of Student Life	Voting	One year
Vice President of Student Affairs	Automatic	Non-voting	Standing

Chair Election: Chair to be elected annually by the committee.

GPM Reference: <https://www.cocc.edu/policies/general-policy-manual/general/committee-structure/student-affairs-committee-sac.aspx>

Document Repository: <https://www.cocc.edu/committees/student-affairs/default.aspx>



# Committee End of Year Report 2021-22

Due June 15<sup>th</sup> to the Chair of the Shared Governance Committee

NOTE: While the Shared Governance Committee is asking you to submit this report to them, the real audience for this end of year report are the incoming committee members and chairs. Incoming chairs should make review of this document an agenda item at the first committee meeting in the fall.

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**Committee Name: Student Affairs Committee (SAC)**

**Type of Committee: Policy**

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**Committee Chair reporting: Steve Broadbent**

**Date: June 3, 2022 [First Reading]**

**March 3, 2023 [Second Reading]**

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**Committee Specifics:**

**a. Committee PURPOSE:**

This committee is responsible for reviewing and recommending in areas relating to the student services, policies that affect students (other than those topics reviewed by Academic Affairs or Curriculum Committee) or generally to the quality of student life at Central Oregon Community College.

**b. What decisions or recommendations does the committee make and to whom?**

The Student Affairs Committee serves as a forum for reviewing and recommending policies to the COCC President on issues directly impacting COCC students. Additional responsibilities include:

- Convening as the Student Fee Committee to recommend the initial allocation of student fees and the detailed ASCOCC budget to the Vice President of Student Affairs.
- Selecting the Distinguished Student Services award recipient each year.
- Working with the Director of Student and Campus Life, appoint Student Affairs Committee members to serve on the hiring committee for ASCOCC appointed positions.
- Convening as a Student Concerns Committee should a student-issued concern arise that is not covered by other College processes (e.g., academic policy petition, incident report, grade appeal process).

- Serving as an advisory board to the Associated Students of COCC, as needed, to provide feedback on potential Bylaw and Constitution changes.

c. **Is your Committee the right size and composition?** Yes. Three (3) staff and three (3) students; VPSA (non-voting)

### **CURRENT Committee member names and positions**

<b>Names</b>	<b>Position Representation</b>
Current Chair: Steve Broadbent (2021-23)	Administrative (Appointed by the President)
Thor Erickson (2020-22)	Faculty (Elected by the Faculty Senate)
Trina McLaughlin (2020-22)	Classified (Selected by CACOCC President)
Nicole Sharp (2021-22)	ASCOCC Representative (Appointed by ASCOCC)
Shane Bolton (2021-22)	Student, At-Large (Appointed by Director of Student Life)
Ryan Rhodes (2021-22)	Student, At-Large (Appointed by Director of Student Life)
Alicia Moore (Standing Member)	Vice President of Student Affair (non-voting)
Recorder: Christy Chaung	Administrative Assistant VPSA (non-voting)

### **NEXT Academic year membership, when known, including incoming chair:**

<b>Names</b>	<b>Position Representation</b>
Outgoing Chair: Steve Broadbent (2021-22)	
Interim Chair: Steve Broadbent (2022-23)	Administrative (Appointed by the President)
Alan Nunes (2022-24)	Faculty (Elected by the Faculty Senate)
Martin Brown (2022-24)	Classified (Selected by CACOCC President)
TBD (2022-23)	ASCOCC Representative (Appointed by ASCOCC)
Oscar Tovar (2022-23)	Student, At-Large (Appointed by the Director of Student Life)
Kylie Wilstatter (2022-23)	Student, At-Large (Appointed by the Director of Student Life)
Alicia Moore (Standing Member)	Vice President of Student Affair (non-voting)
Recorder: Christy Chaung	Administrative Assistant VPSA (non-voting)

### **Committee Annual Report:**

#### **Summary of Accomplishments & Opportunities:**

- 1) November 1, 2021 meeting
  - a. Adopted updated SAC responsibilities as recommended by Committee Review Work Group.
- 2) February 7, 2022 meeting
  - a. Chair elected
  - b. Steve Broadbent and Thor Erickson joined the ASCOCC Hiring Committee, led by Lindsay Buccafurni.

- c. Cathleen Knutson, Director of Fiscal Services, provided a recommended budget of \$148,515 for ASCOCC student fees for the 2022-23 academic year.
- 3) March 7, 2022 meeting
    - a. SAC approved 2022-23 allocations of student fees:
      - i. Club Sports (61516) - \$28,000 (19%)
      - ii. Student Government (61601) - \$72,000 (48%)
      - iii. The Broadside (61602) - \$41,000 (28%)
      - iv. \$7,515 allocated for the reserve (5%)
    - b. SAC reviewed the COCC Diversity Plan Goals, Learning Outcomes, Strategies and Measurement Tools that was drafted by the Office of Diversity and Inclusion (ODI) and the Diversity Committee. No revisions suggested by SAC.
  - 4) May 6, 2022 meeting
    - a. Improved SAC communication by updating [SAC website](#) to include previous meetings' agendas, minutes, and documentation to be consistent with other policy committees. Thank you, Christy Chuang!
    - b. Discussed 10 nominations for 9 students to determine who will receive the COCC Distinguished Student Service Award at the 2022 commencement ceremony.
  - 5) June 3, 2022 meeting
    - a. ASCOCC budget line item detail - Lindsay Buccafurni
    - b. Results from 2021 Survey of Entering Student Engagement (SENSE) – Alicia Moore
    - c. SAC end-of-year report
    - d. Election of SAC Chair for academic year 2022-23

**Considerations for next academic year:**

- 1) Confirm new Faculty, CACOCC, and Student (3) appointments early in October to ensure full SAC representation at first meeting.
- 2) Re-affirm for new members the Student Affairs Committee charter, and review EOY 2021-2023 Committee Report during first meeting of Fall 2022 term.
- 3) Expand SAC communication channels to include all stakeholders. Consistent with COCC Shared Governance principles, meetings of the Student Affairs Committee are open, and any staff member or student wishing to include an item on the agenda may do so by scheduling that item with the chair of the committee. While faculty and staff see postings on COCC Headlines, students do not have access to that communication channel. SAC should work with Student Affairs and Marketing and Public Relations to ensure students and other stakeholders have an opportunity to participate.
- 4) SAC had expected to “look at results [of the 2021 SENSE survey] in Winter 2022 to provide an executive summary.” However, results were not available by the end of Spring term 2022. Revisit in Fall 2022.
- 5) GPM G-6-4 STUDENT AFFAIRS COMMITTEE (SAC) says in part, “the Student Affairs Committee serves as a forum for reviewing and recommending policies to the COCC President on issues directly impacting COCC students.” While the VPSA serves on the SLT and is the primary conduit for communication with the President, no other members of the SAC met with the President during AY 2021-22. SAC may want to invite the President to share her perspective during the next academic year.

Student Fee Committee

**Recommended ASCOCC Budget for FY 2023-24**

Effective starting Summer term 2022.

<b>Fee</b>	<b>Rate</b>	<b>Description</b>
Student Activities	\$1.50 per credit	Supports student government, staffing, transportation, student professional development, events, and the food bank. Applies to all courses.

Budget based on forecast of term credits per Cathleen Knutson, Director Fiscal Services:

[Fall 36,068 + Winter 34,092 + Spring 32,387] x \$1.50 activity fee = **\$153,820**

<b>Organization</b>	<b>Proposed FY 23-24</b>		<b>Prior Year FY 21-22</b>		<b>Advisor</b>
	<b>Budget</b>	<b>Pct</b>	<b>Budget</b>	<b>Pct</b>	
<b>Club Sports</b> [61516]	\$ 29,000	19%	\$ 28,000	19%	Joshua Motenko
<b>Student Govt</b> [61601]	74,000	48%	72,000	48%	Linsday Buccafurni
<b>The Broadside</b> [61602]	43,000	28%	41,000	28%	Lily McCaulou
<b>Reserve</b>	7,820	5%	7,515	5%	Andrew Davis
<b>Student Fee</b> [82952]	<b>\$ 153,820</b>	100%	<b>\$ 148,515</b>	100%	
<b>3.6% increase year over year</b>					

**Student Affairs Committee**  
Proposed Meeting Agendas for AY 2022-23

**March 2023**

1. Welcome New Members
2. Review SAC Charge
3. Student Affairs Committee End-of-Year Report (second reading)
4. Student Fee Committee: Recommended ASCOCC budget for AY 2023-24
5. Election of Chair

**April 2023**

1. Student Fee Committee: Approval of student fees allocations for AY 2023-24:
  - a. Club Sports (61516)
  - b. Student Government
  - c. The Broadside (61602)
  - d. Reserves
2. Results from 2021 Survey of Entering Student Engagement (SENSE)

**May 2023**

1. ASCOCC budget line-item detail (Lindsay Buccafurni)
2. COCC Distinguished Student Services Award – Review and Selection

**June 2023**

1. Student Affairs Committee End-of-Year Report
2. Election of Chair for AY 2023-24