



Date: February 14, 2020
10:00 – 11:00am
Location: Boyle 160

Attending	Absent	Guest
Owen Murphy, Chair		Laura Boehme
President Laurie Chesley		Matt Novak
Justin Koon		Hal Hershaw
Caren Graham		
Stephanie Andre'		
Amy Harper		
David Dona		
Lindsey Aavang		
Oliver Tatom – COCC Board		
	Duran Fraser	
Erica Waldbillig		

Meeting called to order at 10:03am.

Old Business

A. Minutes from January 10, 2020 – Owen Murphy.

Motion to approve minutes with corrections

Motion made by Stephanie Andre', seconded by Justin Koon

Motion passed unanimously by all members present.

New Business

A. Human Resources General Policies and Procedures Changes for 2020 (2nd reading) –
Laura Boehme

- There are some small punctuation corrections to make in the documents submitted for 2nd reading.

Motion to approve 2nd reading of HR general policies & procedures changes for 2020.

Motion made by Justin Koon, seconded by Caren Graham

Motion passed unanimously by all members present.



B. PSY 261 Indonesian Field Study Course Fee Proposal, Matt Novak – 1st reading

- This course fee will allow this opportunity to be available to a broader group of students.
- The question was asked if this type of course fee was a common practice for other programs and the answer was yes this type of fee was used by other programs.
- The Barcelona program costs are handled differently and cannot be compared to this proposal.
- Being able to bring this field study experience to community colleges gives the students a boost in experiences.
- There is a cost savings by only writing one check to the university partners and then having the money disbursed to the vendors.
- If the prices change, original estimate was on the high side, any extra money left in the account would be used for equipment replacement.
- Estimates were calculated taking 3 students and they can take up to 10 students.
- Price should be stable for the next 5 years.

Motion to approve 1st reading for PSY 261 course fee.

Motion made by Stephanie Andre', seconded by David Dona

- Motion passed unanimously by all members present.

C. GEO 161 Landscape Evolution Course Fee Proposal, Hal Hershov – 1st reading

- Field study course objective is to apply geology to the real world.
- One of the most important benefit of the course is community building with the students.
- Food costs for students was figured with subsidizing staff food costs.
- CAC Member suggested adding staff food costs into the language of the food cost description.
- General science lab course would be met by this elective course.

Motion to approve 1st reading GEO 161 course fee with additional language on food costs.



Motion made by Justin Koon, seconded by Caren Graham

- Motion passed unanimously by all members present.

Motion to adjourn this meeting made by Stephanie Andre', seconded by Justin Koon, motion carried.

Meeting adjourned 10:30am.

NEXT MEETING: March 13, 2020, 10am – 11am, BEC 160