



Date: October 14, 2022
10:00 – 11:00am
Location: LIB-001 and Zoom call

Attending	Absent	Guest
Tom Barry, Interim Chair	Allison Dickerson	Rachel Knox
Seana Barry	Alan Unger	Adrian Syrell
Laurie Chesley	Kathy Smith	Steve Broadbent
Tracy Crockett		Jessica Giglio
Josh Evans		
Matthew Novak		
Kara Rutherford		
Dray Aguirre, ASCOCC President		
Jennifer Peters, Recorder		

Meeting called to order at 10:00 am.

1. Old Business/Information Items

- a. Introductions - Committee members introduced themselves
- b. CAC Charge - Tom reviewed the charge for the College Affairs Committee (CAC)
- c. Shared Governance Overview - Tom, as a Shared Governance Committee member, shared the committee’s charge – reminded CAC members that they were representative of specific constituents
- d. Ending GP PDF –
 - Previously there was a pdf made of the GP manual on an annual basis that included all changes/edits that had been made in the prior year
 - Suggested discontinuing this process – not necessary – changes/edits will be made to the GP manual as they are approved
 - Committee was in support of no longer making a pdf of the GP manual on an annual basis
- e. Meeting length for College Affairs meetings – due to time constraints, this topic was tabled for a future meeting
- f. Approval of minutes from June 10, 2022 – due to time constraints, this action was tabled for the next meeting

2. New Business

- a. Proposal to eliminate G-16-0 Raffles and edits to G-31-7 Acceptance of Gifts or Donations, 1st reading – Cathleen Knutson
 - Adrian Syrell presented the proposal in Cathleen’s absence
 - Proposed changes would clarify and create consistency across the College for employee gifts and giveaways
 - Elimination of raffles would apply to the college only – not the COCC Foundation as they are a separate entity
 - Recommendation to adjust the wording in the revisions to the GP manual to be non-gender specific (e.g. – replace he/she with “the employee”, etc.)



- Recommend increasing the allotted amount of \$100 for retirement related event expenses
- Recommend researching what other colleges offer for gift cards, etc.

Motion to approve at 1st reading removing G-16-0 from the GP manual along with GP edits to G-31-7 with the above recommendations.

Motion made by Seana Barry, seconded by Josh Evans.

Motion passed unanimously by all members present.

b. Proposal for Edits to G-22-0 Acceptable Use of Information Technology Resources (AUP), 1st reading – Steve Broadbent

- Proposal rewords several sections to clarify policy and adds new sections to address Functionality and Availability, User Accounts, Information Security, Personal Information, Intellectual Property, and Publication.
- Revision is foundational to the information security strategy to mitigate risk, achieve compliance, and develop a strong cybersecurity policy framework

Motion to approve at 1st reading GP edits to G-22-0 as outlined in the proposal.

Motion made by Josh Evans, seconded by Tracy Crockett.

Motion passed unanimously by all members present.

c. Proposal to Modify Course Fees for History, Psychology and Political Science, 1st reading – Jessica Giglio

- Jessica asked that Political Science be removed from the title as the proposal is only for History and Psychology course fees
- Proposal is to offer textbooks through Inclusive Access – similar to what has been done in Medical Assisting and Health Information Management
- Students would pay a course fee and receive access to their textbooks through Canvas rather than purchasing textbooks which makes textbook costs lower for students
- Question was raised as to what modes of delivery would be available to students
- Recommendation to reach out to textbook companies and other departments that have implemented this process to find out if there have been issues with student's accessibility

Motion to approve at 1st reading the proposal for changes in course fees to offer textbooks through Inclusive Access with the above recommendations.

Motion made by Seana Barry, seconded by Josh Evans.

Motion passed unanimously by all members present.

d. Proposal to Date All HR and/or Personnel Policies or Procedures in the GP Manual, 1st reading – Rachel Knox

- Proposal is in compliance with OAR 589-08-0100 requirement
- Will provide clearer and more consistent policy procedures resulting in a standardized format for the College Affairs Committee recorder to add to, amend, or update the GP manual
- Action will take place moving forward – not retroactive
- Recommend discussion at next CAC meeting if this should apply to all updates to the GP manual



Motion to approve at 1st reading the proposal to date HR Policies or Procedures in the GP Manual.

Motion made by Josh Evans, seconded by Dray Aguirre.

Motion passed unanimously by all members present.

Josh Evans motioned to adjourn the meeting.

Meeting adjourned at 11:05am.

NEXT MEETING: October 28, 2022, 10:00-11:00am BEC Boardroom or via Zoom:
<https://cocc.zoom.us/j/98445084153>