

**Student Affairs Committee
Meeting Agenda**

March 7, 2022
11:00 AM – 12:00 PM

Location: Coats Campus Center, Room 116
Zoom: <https://cocc.zoom.us/j/99581502272>

<u>Members</u>	<u>Position</u>
Steve Broadbent	Administrator (Chair)
Thor Erickson	Faculty Senate
Trina McLaughlin	Classified
Nicole Sharp	Student Government, Director of Student Affairs
Shane Bolton	Student-At-Large
Ryan Rhodes	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: Shane Bolton, Ryan Rhodes
- b. Guests: Christy Walker, Lily Raff, Lindsay Buccafurni, Joshua Motenko, Andrew Davis

2. Old Business

- a. Review minutes from February 7, 2021

3. New Business

- a. Student Fee Committee - Proposed 2022-23 budget allocations
 - Club Sports (61516)
 - Student Government (61601)
 - The Broadside (61602)
- b. COCC Diversity, Equity, and Inclusion Plan Proposal - Christy Walker
- c. SAC Communication Channels (discussion)

4. Next Meeting: Thursday, April 7, 2022, 10:00-11:00 AM

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Meeting Date: February 7, 2022
Location: CCC 116 – Zoom 9291 979 0068

Attending	Absent	Guests
Alicia Moore	Trina McLaughlin	
Steve Broadbent - Acting Chair		
Nicole Sharp		
Thor Erickson - Zoom		
Christy Chung - Recorder		

1. Old Business

- A. Review of meeting minutes from November 1, 2021
 - a. Motion to approve by Thor Erickson, seconded by Alicia Moore
 - b. Approved by SAC
- B. Current Student Affairs Committee (SAC) membership
 - a. Two (2) student-at-large positions remain open
 - b. There is a challenge in obtaining student involvement with committees. There is now an opportunity for students to earn a stipend of \$25 per meeting. If staff or faculty know of students who are interested, please contact Lindsay Buccafurni.
- C. Annual election of the SAC chair
 - a. Steve Broadbent has been nominated
 - b. All in favor – Steve is officially chair for SAC
- D. College Affairs Committee’s second reading for the SAC charge
 - a. Change to SAC charge was approved by College Affairs on January 4, 2022

2. New Business

- A. SAC appointments to ASCOCC Hiring Committee
 - a. Steve Broadbent and Thor Erickson were contacted by Lindsay Buccafurni for interest in joining the ASCOCC Hiring Committee
 - b. Both have agreed to serve on an as-needed basis
- B. Student Fee Committee
 - a. Cathleen Knutson, Director of Fiscal Services, provided a recommended budget of \$148,515 for ASCOCC student fees for the 2022-23 academic year.



- b. This recommendation will be sent to the advisors (Joshua Motenko - Club Sports, Lindsay - Student Government, and Lily McCaulou - Broadside)
- c. Budget proposals will be due by March 1, 2022.
- d. The Student Fee Committee will review budget proposals on March 7th, the next SAC meeting, to ensure equitable allocation of funds.
- e. A detailed budget from ASCOCC will be submitted in May.

Action Items:

- Steve will send the budget recommendation to the 3 advisors and request their proposals by March 1st.
-

3. Non-agenda items

- A. SENSE Survey
 - a. When results are available, an executive summary will be created for the College.

Next Meeting:

Monday, March 7, 2022

Agenda item 3.a - Student Fee Committee

The Student Affairs Committee convenes as the Student Fee Committee to recommend the initial allocation of student fees.

Proposed 2022-23 Budget Allocations

Organization	Proposed FY 22-23		Prior Year FY 21-22		Advisor
	Budget	Pct	Budget	Pct	
Club Sports [61516]	\$ 28,000	19%	\$ 19,600	14%	Joshua Motenko
Student Govt [61601]	72,000	48%	124,000	86%	Lindsay Buccafurni
The Broadside [61602]	41,000	28%	-	-	Lily McCaulou
Reserve	7,515	5%	-	-	<i>Andrew Davis</i>
Student Fee* [82952]	\$ 148,515	100%	\$ 143,600	100%	

* Estimated Budget = [Total Credits] x .95 x [\$1.50 Student Activity Fee]
 = 104,221 x .95 x \$1.50
 = \$148,515 ← SAC Recommended Budget from February 7, 2022 meeting

2/23/22

TO: Student Fee Committee

FROM: Joshua Motenko, Assistant Director of Club and IM Sports

SUBJECT: Funding request for 2022/2023

On behalf of the hard-working student and professional staff in the COCC Sports and Recreation Department, I would like to thank the Student Fee Committee for their generous support each year. Without their help, the Sports and Recreation Department would not be able to offer the programs that students have come to love at COCC, whether they be competitive teams that play against other schools, or the on-campus events that promote life-skills and core values like fun, friendship, fitness, social responsibility and teamwork. We are truly grateful, and continue to work hard to serve students.

The financial support has been instrumental in providing a wide variety of programming to meet the needs of our diverse student population, and to allow us to continue our motto that "interest should be the only prerequisite for participation." Currently, the COCC Sports and Recreation Department offers co-ed intramural leagues in basketball and volleyball, and intramural events for indoor soccer, table tennis tournaments, dodgeball, students vs. staff dodgeball and volleyball, running club, and our traditional year-round running races – all of which are extremely popular. In 2021 we have also added the Golf Tournaments at Rivers' Edge and Meadow Lakes Golf Courses, the Ski and Ride Club for events at Hoodoo Resort for skiers and snowboarders, a dodgeball league in partnership with BendDodgeball.com, the climbing club, and kickball events. We are currently working on adding Ultimate Frisbee and bringing back Flag Football for Spring 2022.

Funding also supports the competitive club sport teams in baseball, rugby, and soccer, as well as individual sport athletes to travel to compete in pole-vaulting and mountain bike racing events. Club Sports allow more serious student-athletes the ability to continue their sport careers at the college level.

The Student Fee Committee's support allows Mazama Gymnasium, Field, Tennis Courts, Track, Bobcat Trail, Climbing Wall, Fitness Centers and Weight Rooms - and free use of various sports equipment - to be available 7 days a week including mornings and evenings for Open Play programming, where students can train or practice on their own, and create pick-up games with friends. Lastly, the Student Fee Committee's support allows the Sports and Recreation Department to continue to provide services to students that are not available on campus. Through partnerships with local agencies, free user passes are provided for the Juniper Swim and Fitness Center, Larkspur Community Center, The Pavilion ice skating facility, and Lava Lanes Bowling Alley, and these are hot items for students.

Although enrollment numbers and projected budget have decreased in recent years, and despite the Pandemic, the number of participants taking advantage of the college's sports and recreation options appears to remain steady - and the department provides a unique recruiting pitch to future students. **The Sports and Recreation Department would like to seek a funding increase of \$8,400 for the next fiscal year based on increases to head and assistant coach wages for our Club Sport teams. funding in the amount of \$28,000 for the 2022/2023 fiscal year.**

We are underpaying our coaches at a significant level and this has contributed to why we were unable to hire a Head Baseball Coach and Volleyball Organizer in 2021 (zero qualified candidates for Baseball, and zero candidates overall for volleyball). Bend La-Pine School district is paying more for assistant coaches than we are for Head Coaches, so no local high school coaches are interested in our college coaching jobs. This is undervaluing the market rate for our employees and I'd like to make changes so that we are able to have good local coaches at COCC instead of at local high schools. Here are the numbers to back that up:

Bend La-Pine District pays their **Head Coaches \$4,994 - \$7,369** based on number of years of experience (see attached stipend schedule and collective bargaining assignments). **Assistant Coaches make \$3,312 – \$5,791**. We don't increase our irregular wage stipends based on years of experience, and it is assumed we would hire someone with previous experience as a head coach. Redmond HS and Ridgeview pay even more than Bend-La Pine District.

Coach Stipend Increase Proposal

	<u>Feb-22</u>	<u>Current</u>	<u>Proposed</u>	<u>Increase</u>
Rugby Head Coach		\$6,000	\$7,000	1,000
Rugby Assistant Coach		\$1,500	\$2,000	500
Soccer Head Coach		\$4,300	\$6,000	1,700
Soccer Assistant Coach		\$1,200	\$2,000	800
Baseball Head Coach		\$3,300	\$6,000	2,700
Baseball Assistant Coach		\$1,500	\$2,000	500
Volleyball Organizer		\$3,800	\$4,000	200
Track & Field Head Coach		\$3,000	\$4,000	1,000
Total		\$24,600	\$33,000	8,400

***Some wages are paid from the general fund, and some from student fees, which is why the current paid total doesn't equal student fee total.*

Thank you for supporting COCC student opportunities in Sports and Recreation. Go Bobcats!

Joshua Motenko
Assistant Director of Club and IM Sports

Bend-La Pine Schools
Extra Duty Stipend Schedule
2020-21

2019-20 Schedule with 3.0% COLA

This schedule uses the 2019-20 schedule with a 3% COLA applied as of 6/30/20 for the baseline

Scale	0	1	2	3	4	5	6	7	8	9	10
AA	\$4,994	\$5,212	\$5,472	\$5,708	\$5,945	\$6,181	\$6,419	\$6,656	\$6,899	\$7,131	\$7,369
A	\$4,464	\$4,674	\$4,887	\$5,094	\$5,309	\$5,522	\$5,732	\$5,944	\$6,160	\$6,371	\$6,581
B	\$3,926	\$4,114	\$4,299	\$4,485	\$4,673	\$4,855	\$5,042	\$5,232	\$5,419	\$5,607	\$5,791
C	\$3,212	\$3,364	\$3,516	\$3,668	\$3,823	\$3,977	\$4,127	\$4,281	\$4,435	\$4,588	\$4,739
D	\$2,497	\$2,615	\$2,736	\$2,857	\$2,972	\$3,092	\$3,212	\$3,331	\$3,444	\$3,569	\$3,685
E	\$2,141	\$2,246	\$2,353	\$2,449	\$2,553	\$2,655	\$2,757	\$2,863	\$2,966	\$3,069	\$3,172
F	\$1,251	\$1,310	\$1,369	\$1,427	\$1,489	\$1,550	\$1,605	\$1,663	\$1,725	\$1,782	\$1,843

EXTRA DUTY PLACEMENT

The following positions are recommended for placement on the extra duty schedule based on the standard assessment process:

RANGE	HIGH SCHOOL	MIDDLE SCHOOL	ELEMENTARY
AA 14%	Athletic Director (AD receives 2X the AA rate) Activities Director (+ 1 Block Release) Head Football Head Basketball		
A 12.5%	Head Baseball Head Softball Head Track Head Volleyball Head Wrestling Head Soccer Head JV Basketball ROTC FFA Advisor Choir Director Drama Director Band Director Orchestra Director	Athletic Director	
B 11%	Head Tennis Head Swim Head Cross Country Assistant Football Head Skiing 9th Gr. Basketball Rally Advisor Speech Team Advisor Yearbook Advisor News Staff Advisor	Activities Dir .	
C 9%	Head Diving Head Golf Assist. Volleyball Assist. Track Assist. Wrestling Assist. Baseball Assist. Softball Assist. Tennis Assist. Soccer Assist. X-Country Assist. Skiing Assist. Swim Auditorium Mgr. Ticket Mgr. Chinese Exchange Coord . Head Robotics Culinary ROTC Assistant	Choir Director Orchestra Director Band Director	

	Assist. Speech Team Adv. FBLA or DECA Advisor Rally Advisor	
D 7%	Dance Team Dir. Concession Mgr. Intramrl. Supervisor Musical Director After School Supervisor Assist. Robotics Unified Sports Advisor JV Rally	After School Supervisor Head Basketball Head Football Head Track Head Wrestling Head Volleyball Intramrl. Supervisor
E 6%	Detention Supervsr.	Assist. Football Assist. Track Assist. Basketball Assist. Wrestling Assist. Volleyball Detention Supervsr. Yearbook Advisor Drama Director Robotics WEB Coordinator News Staff Advisor

1. For year-long extra duty positions, each person will have his/her extra duty assignment pay prorated equally over twelve months. For seasonal extra duty positions, each person will have his/her extra duty assignment pay prorated over the pay periods when the work is actually performed. If such person resigns or is not able to fill the extra duty assignment, the money already paid will be deducted from salary and no extra duty pay will be paid for the balance of the twelve months.
2. If additional extra duty positions or responsibilities are added, the additions will be made with a mutual agreement between the District and the Association.
3. Credit toward years of experience acquired in another district in the same extra duty assignment will be recognized by the District in salary placement.
4. The pay rate for curriculum and grant work and other specific assignments agreed upon by BEA and the District which are not otherwise defined in the contract shall be \$30.29 for the 2019-20 school year and \$31.20 for the 2020-21 school year.
5. If the District holds Saturday School, members assigned to supervise shall be paid at their per diem rate.
6. A member may not be granted more than three (3) extra duty assignments.
7. The percentages in Appendix B have not applied since the 2008 extra duty schedule.

ASCOCC Budget Proposal 2022-2023

STGOVT	
Projected Carryover	\$88,000.00
Direct Expenses: Salaries	\$64,405.76
Direct Expenses: Non-Salary	\$111,900.00
Requested Student Fees	\$72,000.00

STGPRM	
Projected Carryover	\$164,000.00
Direct Expenses	\$22,200.00
Requested Student Fees	\$0

ASCOCC is in a unique position this year due to COVID’s impact on student programming and involvement. For clarity, I have broken down the budget for each of their two funds, STGOVT and STGPRM. STGOVT will have a carryover of \$88,000 and to support the projected expenditures for next year we are asking for \$72,000 in student fees. ASCOCC anticipates trimming the non-salary expenses slightly to align and match the budgeted funds.

STGPRM will have a significant amount of rollover, roughly \$164,000 in total, and with so few current clubs and programs the projected expenditures will be very low next year. We do not need any additional student fees for this fund.

March 1, 2022

Dear Student Affairs Committee,

The Broadside has thrived during the 2021-2022 academic year, reporting on the pandemic, a campus lockdown and a national labor shortage. COCC's online student newspaper expanded its staff, launched a podcast and created an events calendar. *The Broadside* looks toward next year with even more ambitious plans, including big reporting projects, a new business manager position and increased advertising revenue.

The Broadside is a unique student club because it has the ability to enrich the lives of *all* COCC students. As a news source, it offers a deeper connection to the college and the community. For student staff, it offers meaningful experience that can't be replicated in a classroom. Students get regular practice writing quickly and accurately—a skill that benefits almost any career. They produce published, searchable bylines. And unlike assignments that are turned in for a grade, these ones offer real world feedback as students observe and learn from the consequences of what they publish.

When *The Broadside* was operating remotely and reconfiguring itself as an online-only publication, it managed to subsist solely on money carried over from previous years' allocations. This is no longer the case. *The Broadside* had just five paid staff when in-person classes resumed in fall 2021. Today we have nine—with at least two more applying for the spring term.

I feel confident that we can fill 10 paid positions during the 2022-2023 academic year. This will enable us to offer increasingly robust news coverage for the COCC community. Staff salaries account for more than 93% of our budget request, or \$38,250. The remainder of the budget, \$2,750, would cover professional development, materials and equipment, software and web hosting costs.

I anticipate \$3,000 in advertising revenue next year. I also anticipate spending \$3,000 in printing costs to produce a special print edition two or three times per year, which will give students valuable print journalism experience. The print editions will be produced in conjunction with a COCC design class that currently lays out a fake publication to obtain print experience.

The total anticipated budget for the year is \$41,000. I expect *The Broadside* will finish the current academic year with no funds remaining. (We left one editor's position unfilled for the Spring 2022 term so we didn't exceed funding.) For 2022-2023, I am therefore requesting a total allocation of \$41,000.

I know this is a large increase from the last couple of years, which is why I'm working with faculty from COCC's business department to help create and support a new business manager position. Over the next few years, I aim to build a strong revenue base for *The Broadside*, to help support COCC's robust and growing online source for news. If you have any questions about this request or about *The Broadside*, please feel free to contact me.

Thank you for your consideration,

Lily Raff McCaulou
Advisor for Student Media
lruff@cocc.edu
(541) 383-7249

Agenda item 3.b

COCC Diversity Plan Goals, Learning Outcomes, Strategies, and Measurement Tools

Central Oregon Community College (COCC) believes that creating a respectful and inclusive multicultural environment requires the thoughtful and intentional efforts of everyone at the College, including all COCC employees and students. The Diversity Committee, along with the Office of Diversity and Inclusion (ODI), serve as important resources to assist with implementing this plan and addressing concerns or questions that arise. As the College strives to foster a safe, inclusive, and just community, everyone will benefit. Therefore, the administration, department chairs and directors, committee and organizational leaders, and student leaders have special responsibility for ensuring that respect for diversity is embedded and practiced in the core activities of their units. As such, the following serves as the COCC Diversity, Equity and Inclusion plan.

Diversity Committee Mission: The College’s Diversity Committee provides leadership for the College to create a welcoming and respectful climate for diverse cultures, backgrounds, and ideas in order to nurture a vibrant, inclusive, and engaged learning community.

Goal #1 College Mission and Goals			
Goal:	Outcomes:	Strategies:	Measurement Tools:
Diversity, equity and inclusion (DEI) is embedded in COCC department missions and goals.	<ul style="list-style-type: none"> • COCC Department mission statements will reflect respect for differences. • Mission statements will be easily accessible and visible for students, staff, and community members. 	<ul style="list-style-type: none"> • Meet with College departments to discuss and share ideas. • Use the Principles of Community to dialogue with departments about DEI goals. • Work with departments to upload mission statements on webpages if applicable. Review mission statements for any updated language or changes. 	<ul style="list-style-type: none"> • Assess mission statements annually for presence of DEI in their goals. • Where possible, departments include their mission statement on the department webpage.

Goal #2 Access and Representation			
Goal:	Outcomes:	Strategies:	Measurement Tools:
<p>The College will develop practices to increase and better align employee demographics with that of the students and communities it serves.</p>	<ul style="list-style-type: none"> • DEI will be embedded in the framework of COCC’s employee and student recruitment, retention, and engagement efforts. • Every hiring committee will have a minimum of one person who has participated in Cultural Respectful Hiring Practices (CRHP) workshop. 	<ul style="list-style-type: none"> • Work with Human Resources (HR) to ensure that all job descriptions include equity statement(s) in the knowledge, skills, and abilities section of job descriptions. • Work with HR to identify best practices in recruiting individuals from underrepresented populations. • Offer quarterly CRHP workshops for COCC employees. • Develop a bank of interview questions that help assess all candidates’ skills in supporting COCC’s Principles of Community. • Work with COCC faculty and staff from across the College to identify and implement recruitment and retention programs aimed at increasing student success rates for underrepresented students. 	<ul style="list-style-type: none"> • Student admissions and retention statistics. • Employee hiring statistics. • COCC district statistics. • Number of employees that have completed CRHP workshop.

Goal #3 College Climate			
Goal:	Outcomes:	Strategies:	Measurement Tools:
<p>Ensure that COCC maintains a respectful and inclusive College climate.</p>	<ul style="list-style-type: none"> • Students and employees will feel respected, safe, and welcome at the College. • Underrepresented students and employees will see themselves reflected in curriculum and College activities. • Working with the Director of Student Life and the Title IX Coordinator, acts of disrespect and/or discrimination will be responded to in an appropriate and timely manner. 	<ul style="list-style-type: none"> • Embed the Principles of Community as part of the new employee onboarding process. • Coordinate intentional discussions regarding the Principles of Community through various forums annually. • Ensure that College events and programs reflect various cultures, histories, perspectives, and other differences (including, but not limited to, ethnicity, religion, sexual orientation, disabilities, and class.) • Work with Human Resources, Marketing and Public Relations, and other departments to increase availability of bilingual services and information across the College. • Communicate with leadership to ensure that College art and architecture reflects cultural diversity. 	<ul style="list-style-type: none"> • Every three years, assess results from the Staff College Climate or Great Colleges to Work For assessment. • Every three years, assess the results from the Student College Climate Survey. • Every Summer/Fall, assess the results from the Graduate Survey.

Goal #4 Education and Training			
Goal:	Outcomes:	Strategies:	Measurement Tools:
<p>Support, create, and/or lead educational opportunities for students and employees that help foster a welcoming community for all.</p>	<ul style="list-style-type: none"> • Students will have access to tools to help them respectfully interact with a diverse community. • COCC employees will demonstrate cultural awareness in their student interactions and in the workplace. 	<ul style="list-style-type: none"> • Provide DEI workshops for students and COCC employees. • Assist faculty in creating inclusive curriculum. • Provide educational materials accessible through the ODI website. • Participate in student and employee orientation programs to bring awareness of the College's commitment to the Principles of Community. 	<ul style="list-style-type: none"> • Solicit quantitative and qualitative surveys and reporting that provide information on courses that include DEI as part of course outcomes. • Number of training workshops offered for COCC employees and students. • Each term, complete and review the survey of diversity-related courses and workshop training evaluations. • Assess workshop/training enrollment demographics to determine attendance.

Goal #5 Evaluation and Recognition			
Goal:	Outcomes:	Strategies:	Measurement Tools:
Incorporate DEI into College recognitions, student and employee awards, and performance evaluations.	<ul style="list-style-type: none"> • Students and COCC employees will feel recognized for their contributions to the College Diversity Plan and the Principles of Community. • COCC employees will feel encouraged and supported to participate in DEI training opportunities (i.e., professional development funds, workload adjustments to accommodate training). 	<ul style="list-style-type: none"> • Work with Human Resources to add criteria on all performance appraisals and promotions process materials that addresses respect for diversity, cultural responsiveness, and multicultural education. • Work with supervisors to accommodate and support employees' requests to attend diversity-related training and/or College programs. • Recognize participation through the Diversity Education Award and the Diversity Achievement Award programs. 	<ul style="list-style-type: none"> • Student College Climate Survey. • Performance criteria addressing respect for diversity, cultural responsiveness, and multicultural education activities exists on performance appraisals and promotions process materials. • Employee participation in the Diversity Education Award • Participation records. • Training evaluations.