



Date: May 4, 2018  
3:00 – 4:00pm  
Location: Boyle Boardroom

Attending	Absent	Guest
Forrest Towne, Chair		Stephanie Andre
President Shirley Metcalf		Betsy Julian
	Matt McCoy	Alicia Moore
	Sara Evans	Alan Nunes
Tony Russell		
John Mundy		
Jenni Newby		
Steve Huddleston		
Eddie Johnson		
Makenzie Hice		
Angel Ortiz		
Erica Waldbillig, Recorder		

Meeting called to order at 3:05pm.

Old Business

A. Minutes from April 6, 2018 – Forrest Towne

Minutes approved with a few corrections and quorum of 4 was verified OK per Shared Governance Committee.

B. Transgender Workgroup Report & Policy Recommendation (2nd Reading) – ~~Julie Downing & Sharla Andresen~~ Alicia Moore

- CAC last College info piece after meeting with all other groups on campus.
- Restroom and private areas will be addressed for Transgender needs during large construction and remodel projects.

Action:

Motion to approve 2<sup>nd</sup> Reading of Transgender Policy.

Motion made by Jenni Newby, seconded by Steve Huddleston

Motion passed unanimously by all members present

C. College Tobacco Policy updates (2<sup>nd</sup> Reading) – Alicia Moore



- Update to the policy to call out the age requirement to 21 years per Oregon law and Community College were required to address in college policies.

Action:

Motion to approve 2<sup>nd</sup> Reading of Tobacco Policy update.

Motion made by Tony Russell, seconded by Jenni Newby

Motion passed unanimously by all members present

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D. Faculty Section of GPM updates (2<sup>nd</sup> Reading) – Betsy Julian

- G-34-1.1 Language changed to follow the HR section G-32-10.5, Vice President for Instruction is responsible for recommending new employees.
- G-34-3.1 Promotion recommendations are made to the President by a faculty chaired committee, the President recommends to the Board of Directors.
- G-34-3.2.2 Tenure Committee will submit their recommendations to the Vice President for Instruction and the VPI submits their recommendations to the President.
- HR needs to update their portion of the GPM. Once this occurs, Faculty section will be updated to align with the HR section relating to recommending new employees for hire.

Action:

Motion to approve 2<sup>nd</sup> Reading of Faculty Section of GPM updates.

Motion made by Jenni Newby, seconded by Tony Russell

Motion passed unanimously by all members present

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New Business

A. Eliminate the Strategic Enrollment Management (SEM) Committee (G-6-8.8)(1<sup>st</sup> Reading) – Alicia Moore

- The College was very ambitious in creating committees and the SEM committee goals were not sustainable by the members.
- The College has increased staffing in College Relations and Admission to focus on recruitment and marketing, which were some of the goals of the SEM committee thus the formal structure of this committee, is not necessary.



Action:

Motion – Eliminate the SEM Committee (1st reading)

Motion made by Angel Ortiz, seconded by Steve Huddleston

Motion passed unanimously by all members present

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B. LMT fee proposal (1<sup>st</sup> Reading) – Alan Nunes

- Remove 1<sup>st</sup> term fees during the highest attrition period.
- 2<sup>nd</sup> thru 4<sup>th</sup> term courses fees at \$17 per credit can cover what the students use and any overage goes to the Non-General fund account.

Action:

Motion – Approve LMT fee proposal (1<sup>st</sup> Reading)

Motion made by Steve Huddleston, seconded by Angel Ortiz

Motion passed unanimously by all members present

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C. Academic Affairs Committee (AAC) GPM changes (1<sup>st</sup> Reading) – Stephanie Andre

- AAC updated language, grammar and punctuation of their section of GPM. Changed procedure, form and primary functions.
- AAC wanted to add sub categories that follow the numbering sequence in the GPM. This would require changing the set numbers for 3 sub committees of AAC, the numbers are not reused to keep the history of the GPM intact.
- The numbered sub categories also get their own page on the web and this would break up the AAC information.
- The sub categories numbering specific to GPM requested by AAC will be removed.
- Erica will talk to Scott Donnell about the web part of the GPM, to come up with a solution.

Action:

Motion – Faculty Section of GPM updates (1<sup>st</sup> Reading)

Motion made by Tony Russell, seconded by Steve Huddleston

Motion passed unanimously by all members present

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D. The Bart Queary Award – (Information Item)

- Members agree that both nominees are deserving and both can receive the award.



## College Affairs Committee

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- CAC members need to look at personnel files of nominees to verify information.
  - Forrest will contact HR to check on the timeline for the award, what the nominees receive and see if there is a plaque.
  - Forrest will email CAC members additional information and members can vote over email.
  - Talked about postponing award to September but decided that we need to do what we can to make this happen.
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Meeting adjourned 3:58 am.

NEXT MEETING: June 1, 2018, 10:00 am – 11:00 am BEC Boardroom