



Date: June 12, 2026

Time: 2:00 – 3:30 p.m.

Location: Boyle Education Center Boardroom and Zoom

Attending	Absent	Guests
Breana Sylwester, Chair	Savannah Boyer	
Tracy Crockett	Tom Barry	
Scott Dove		
Lisa Merritt		
Galit Ruebush		
Talia Stockwell		
Marilyn Waller-Niewold		
Sara Henson		
Greg Pereira, President		
Kyle Matthews, Recorder		

Meeting called to order at 2:00 p.m.

1. Old Business

- a. Review Minutes from May 8, 2026 Meeting – Breana Sylwester
 - Motion to approve the meeting minutes.
Motion made by Lisa Merritt, seconded by Scott Dove.
- b. Proposed Revisions to G-6-3 Academic Affairs Committee, 2nd Reading – Breah Bollom
 - Stockwell said that the Associated Students of COCC (ASCOCC) is willing to assign a representative on the Academic Affairs Committee.
 - Motion to approve the second reading of proposed revisions to G-6-3.
Motion made by Talia Stockwell, seconded by Marilyn Waller-Niewold.
☒ Motion approved by all voting members present.

2. New Business

- a. Election for Next Year's Committee Chair – Breana Sylwester
 - Crockett and Merritt emailed Sylwester prior to this meeting to volunteer as candidates for Chair. Sylwester emailed both candidates to ask if they would be open to serving as co-chairs. Both concurred.
 - There were no other volunteers or nominations.
 - Motion to approve Tracy Crockett and Lisa Merritt as next year's Committee Co-Chairs.
Motion made by Scott Dove, seconded by Talia Stockwell.
☒ Motion approved by all voting members present.
- b. Discussion Item: Feedback on the College Communication Project – Greg Pereira
 - Pereira said that he has already discussed this matter with the Shared Governance Committee (SGC) and the Expanded Senior Leadership Team (ESLT). Andria Woodell and Sarah Baron brought to his attention that the College has experienced challenges with communication when trying to solve problems. The three of them had a brainstorm session and discussed COCC's



practice of assembling committees with members of different stakeholder groups, meeting a number of times, then announcing to the College what they have developed. However, many members of the College do not know the committee exists until they announce their conclusion. This can lead to the committee becoming defensive if they receive a negative reaction and their projects discontinuing. A conclusion from the brainstorm session was to look for ways to incorporate shared governance and improve communication in this process.

- Pereira shared a visual aid that explained how the existing process starts with a problem, a committee is developed, the committee (sometimes) shares what they plan to do with stakeholders, then the results are posted to Bobcat Community. It is also difficult to ask people to commit to serving on a committee for a year or more. During the brainstorm session, it was proposed to change this process by asking for input about a problem from everyone during a large event like a Let's Chat or an All-College Kickoff, as well as through an online survey for those who could not attend the event; then take the feedback to stakeholders from each affected area, including individuals, departments and committees; then form a committee based on the feedback from these meetings. The committee would then discuss all of the compiled feedback and determine whether something should be done about the issue, or they could determine that it is not an issue and explain why. The committee would then meet with the stakeholders again to discuss their findings and receive additional feedback. The committee would then refine their findings and present their conclusion to the full College. Pereira proposed to the SGC to try this process. They agreed to take the lead on the pilot and discussed possible topics. Pereira also shared it with the ESLT. They agreed and discussed possible topics for the pilot.
- Pereira asked the College Affairs Committee (CAC) if they have seen problems similar to what he has described and whether a pilot would be worth pursuing.
 - Merritt suggested that a similar process was done during the development of COCC's current strategic plan.
 - Pereira asked if that process was helpful.
 - Merritt suggested that it gave those who participated a voice.
- Ruebush concurred that the current process is as Pereira described and that it is not working. She asked how long it might take for a problem to go through a committee and return to the stakeholders for further feedback.
 - Pereira explained that, since this process has not yet been tried at COCC, it would need to address a tangible problem with a clear timeline.
- Henson suggested this process could be tested on more than one problem during the pilot.
- Dove asked if everyone at the College would be responsible if an actionable item were developed.
 - Pereira suggested that this process won't solve every problem. It will focus on College-wide problems. It could be something that becomes part of the Shared Governance Committee's responsibilities or someone else's.
- Merritt asked what topics might be discussed in the pilot.
 - One topic suggested by the SGC was communication outside of one's immediate area and across the College, rather than siloed communication. The ESLT suggested



considering how the College could rebuild its committee structure from scratch with the purpose of improved communication and shared governance. They also discussed making COCC's culture less broad and more actionable, as well as eLearning and budget communication. Next steps would be deciding which topic to focus on and gaining support from the CAC and other committees.

- Ruebush suggested that new committees are often formed without any consideration for whether any existing committees can meet that need, and then nothing gets done.
 - Pereira concurred that committee duplication has been a problem.
- Dove suggested using the pilot to review COCC's policies on artificial intelligence, noting that it affects everyone at the College. Everyone can give input about what platforms they use and for what purposes. He noted that there is an existing AI Committee, but this pilot could speak to the issue of a lack of implementation.
 - Henson noted that the AI Committee has developed some guiding principles and values for the College to follow, but concurred with Dove's suggestion.
 - Pereira concurred and suggested that the SGC could work with the AI Committee on such a project, which would then eliminate the need to form a new committee.
 - Ruebush asked how long the AI Committee has existed.
 - Matthews explained that they formed two years ago. In their first year, they served as a taskforce, and this past year they have served as a subcommittee that reports to the CAC.
 - Henson suggested the AI Committee could be infused in all of COCC's other committees since AI affects everyone at the College.
 - Dove noted that other committees are discussing AI from their unique perspectives, so it might be useful to consolidate all of their perspectives into one group.
 - Pereira asked when the AI Committee will next meet.
 - Dove said they will meet sometime in the fall.
 - Pereira asked if they might be interested in such a project.
 - Dove said it would depend on who the new committee chair will be.
 - Sylwester suggested the focus on AI is a good idea because it is broad enough to cover the whole College and that it is actionable because it requires asking how long something might take.
 - Pereira suggested that this project will not be able to start until the late fall term, which could give the AI Committee enough time to elect a new chair and get an idea of their goals for the coming year.
- Ruebush asked who would initiate this proposed new process.
 - Pereira suggested that the SGC would lead that process. They could send out an online survey, host an open introductory meeting, and meet with key stakeholders. The data they gather could then be given to a committee, and that committee would use that data to make recommendations for the College.
- Sylwester asked if the Shared Governance Committee could be expanded.



- Pereira suggested that adding more people to that Committee could be a good idea as the individuals currently occupying the four existing positions are very busy, and this work could require more people.
- Henson suggested another potential topic is COCC's academic calendar. Should it be mirroring a K-12 calendar or OSU-Cascades? What days should the College be open during Thanksgiving week? When are end dates for each term and when should they be published? Should COCC be on a three- or four-year calendar cycle? This topic has been discussed by various groups, but not the whole College. Pereira concurred.
- Stockwell suggested that getting students involved will be challenging, especially when it comes to asking them to respond to surveys. They suggested involving the ASCOCC in adding a student's voice to the pilot committee.
 - Pereira concurred and noted that COCC has mostly relied on emails and Bobcat Community posts to send out surveys to College personnel. He suggested that setting up stations across COCC's campuses where people can complete surveys in person could help improve survey response rates.
- Ruebush asked, if a committee does not receive enough feedback, would this proposed process continue moving forward?
 - Pereira suggested that this could be question for the SGC. He also suggested that, if the committee is intentional about gathering people's feedback and communicating that they will be using it to design procedures, this process could prove effective. He could incorporate it into a Let's Chat gathering and various committee meetings.
 - Sylwester noted that there are many people at COCC who want to respond to surveys, but simply don't have the time, so incorporating them into previously established meetings could improve responses. Pereira concurred.
- Pereira said he would take the CAC's feedback, along with feedback from the ESLT, to the SGC. He will ask if they would be willing to lead this pilot starting in late fall and if they would prefer focusing on any of the topics that were discussed. He could then connect them to an existing committee or help form a new one.

Motion to adjourn the meeting.

Motion made by Lisa Merritt, seconded by Galit Ruebush.

Meeting adjourned at 2:41 p.m.

NEXT MEETING: Friday, October 9, 2026 at 10:00 a.m. in the Boyle Education Center Boardroom and via Zoom