



Date: February 1, 2019  
10:00 – 11:00am  
Location: Boyle Boardroom

Attending	Absent	Guest
Tony Russell, Chair	President Shirley Metcalf	Laura Boehme
David Dona	Alan Unger	Christa Gunnell
Justin Koon		Lisa Bloyer
Owen Murphy		Sharla Andresen
Jenni Newby	Oz Smith	
Amy Harper		
Susan Galecki		
Erica Waldbillig		

Meeting called to order at 10:04am.

Old Business

- A. Minutes from December 7, 2018 – Tony Russell  
No suggested changes.

Minutes approved as presented.

New Business

- A. Fee Reduction Proposal DA 135 (1<sup>st</sup> Reading Information Item) – Lynn Murray/Julie Downing
  - CAC chair explained that this item was changed from 1<sup>st</sup> reading to an information item because a proposal was previously brought to CAC in 2016 for three programs Dental Assisting/Medical Assisting/Pharmacy Tech for fee changes due to changes in certification exam fees.
  - The proposal approved in 2016 created a process to change fees for these programs would be presented by Department Chair to Dean and then to VPI for final approval.

CAC chair reviewed items they wanted to discuss later in the meeting, which includes creating document to give to new chair of CAC similar to what Academic Affairs Committee has already developed, “What to expect when you are expecting to be a Chair of Academic Affairs”. Important item to add to document:



- Information about checking with CFO and Deans about process for changing fees.
  - Placing announcement on Bobcat Community about Bart Queary Award deadline by January 1<sup>st</sup>.
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B. College Community Development Committee (CC/DC) membership update (1<sup>st</sup> Reading) – Christa Gunnell

- This committee needs more members because not enough current members show for meetings and participate in activities.
- Christa asked the question if member-at-large members were benefited or non-benefited hiring classification and Sharla stated all our committees are made up of benefitted employees.
- Member at-large, would be anyone that would volunteered to serve on committee.
- Change non-voting to voting and find volunteers from other places on campus. Not really sure what members are voting on. Possibly look to Board Members or Students as volunteers.
- Add volunteer members at-large but committee would need to develop procedure on how to select the members if there are many on the list. list of volunteers could be brought to CAC or President to help narrow down who is selected.
- Students are requested by Foundation for Scholarship recipients fulfill volunteer hours.
- Issue sits with the members that are not fulfilling hours, because they need it to show service to the college.
- Shared Governance Committee will attend March CC/DC meeting to go over charge and responsibility for membership.
- Amend proposal for 2<sup>nd</sup> reading with 3 part correction, membership at large, procedure for selecting additional members, modifying voting/non-voting members.

Action:

Motion to table proposal until more information is provided or proposal is withdrawn.

Motion made by Jenni Newby, seconded by Owen Murphy.

Motion passed unanimously by all members present.

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C. General Policy Manual G-31-8.61 clarifying language in lodging policy (1<sup>st</sup> Reading) – Sharla Andresen & Lisa Bloyer



- Include language that if an employee is staying with family or a friend the College will compensate employee \$25 per night.
- The intent is that the employee would use the \$25 to take family member(s) or friends out to dinner or help pay for utilities.

Action:

Motion to approve 1<sup>st</sup> reading to approve modified language.

Motion made by David Dona, seconded by Susan Galecki.

Motion passed unanimously by all members present.

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D. TAC proposal to create sub-committees; New Project Evaluation Team (NPET) & Technology Review Team (TRT) (1<sup>st</sup> Reading) – Laura Boehme

- Intent to formalize 2 advisory sub-committees to the TAC committee. These committees have been reviewing proposals for TAC for 3 years as informal committees.
- Based on a small group looking at resource allocation to streamline review processes, VPI recommended the formalization of these committees in preparation for Accreditation review.
- NPET resulted from a work group called IT governance work group which made a recommendation to the President for both the NPET and TRT. At the time of the recommendation the President picked individuals for NPET and TRT members are either on TAC or visiting member on a regular basis. Faculty members would be elected by faculty forum.
- Broader membership needed for non-credited side of the house because they have technology needs.
- CFO, a member of NPET, explained that this committee looks at proposals for complete information then proposals are sent to TRT for vetting and review.
- As of today Madras, Prineville and Redmond campuses are now managed by VP for Administration, Matt McCoy. May need to look for a better representative for these campuses that has technology knowledge.
- There are some committees that don't have members from all employee groups. Presidential appointment from any employee group can alleviate the need for campus wide representative.
- NPET committee meetings are open anyone who is interested or has a specialty perspective and the membership should be rolling.
- Single reading for TAC membership updates for change in Extended Learning department name.



- David asked if it was a conflict of interest if he votes for this proposal if he is on these committees. The group agreed that there is no conflict.

Action:

Motion to approve 1<sup>st</sup> reading to approve NPET & TRT committees with amendments to membership by Presidential appointment.

Motion made by Jenni Newby, seconded by David Dona.

Motion passed unanimously by all members present.

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**Conclude New Business**

Items to be added to document for new CAC chair:

- Bart Queary award notification should be put out on January 15<sup>th</sup> with deadline on March 15<sup>th</sup>.
  - Document forms that we created and put in use, presentation/proposal form and recommendation signatures form.
  - Use of Robert's Rules and voting cards.
  - Choose Chair earlier than June, possibly choose in March.
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Owen Murphy moves to adjourn this meeting, Jenni Newby seconded the motion, motion carried.

Meeting adjourned at 10:53 am.

NEXT MEETING: March 1 2019, 10:00am – 11:00 am BEC Boardroom