



Date: June 7, 2019  
10:00 – 11:00am  
Location: Boyle Boardroom

Attending	Absent	Guest
Tony Russell, Chair		Sharla Andresen
President Shirley Metcalf	Alan Unger	Laura Boehme
Justin Koon		Alicia Moore
Owen Murphy		Betsy Julian
Jenni Newby	Oz Smith	
Amy Harper		
David Dona		
Erica Waldbillig		

Meeting called to order at 10:04am.

Old Business

A. Minutes from May 3, 2019 – Tony Russell.

Minutes approved without corrections.

B. Update Sick Time Policy G-32-21 in GPM – Tabled from May 3, 2019 meeting (2<sup>nd</sup> Reading) – ~~Diana Glenn~~ Laura Boehme

- G-32-21.2 Oregon Sick Time Usage policy updated to reference ORS 659A.159 for family leave definition instead of listing all reasons for leave and defined family members.
- Suggested amendments to the policy:
  - The Oregon Revised Statutes (ORS) spelled out at the beginning of the policy.
  - A hyperlink added in #4 purpose for use of sick time to direct reader to the referenced full statute in regards to family leave definition.

Action:

Motion to approve 2<sup>nd</sup> reading of Sick Time Policy with amendments.

Motion made Owen Murphy by, seconded by David Dona.

Motion passed unanimously by all members present.



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C. G-6-9.8 Medical Leave Assistance Program Disbursement Committee removal of committee from Policy section & add HR-7-1 Medical Leave Assistance Program (MLAP) to Procedure (2<sup>nd</sup> Reading) – Laura Boehme & Christa Gunnell

- No questions, comments or clarifications for MLAP program.

Action:

Motion to approve 2<sup>nd</sup> reading to MLAP.

Motion made by Justin Koon, seconded by Owen Murphy.

- Motion passed unanimously by all members present.

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D. G-31-10 Textbooks Policy revised deadlines (2<sup>nd</sup> Reading) – Lori Benefiel

- David Dona asked if the change in dates came from Lori Benefiel. It was confirmed that yes, Lori Benefiel did request these changes.

Action:

Motion to approve 2<sup>nd</sup> reading to update policy language.

Motion made by Justin Koon, seconded by David Dona.

- Motion passed unanimously by all members present.

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New Business

A. Course fee added to Math 99 Adjust My Placement (AMP) (1<sup>st</sup> & 2<sup>nd</sup> Reading)  
– Betsy Julian

- The Curriculum Committee has changed Math 99 to Math 1. Math 1 is a precursor to any of the credit math classes.
- This is a pass-through fee for this course for the students who need a little refresher math class and assist students to move up to a higher math level.
- This is a self-paced course based on the software program Aleks with supervision from a Math instructor.
- This is the same math software used in the placement process and this is why the \$15 fee for Math 1 can be used to provide software access.
  - There is a savings to students by making this a course fee and not having the students purchase through the bookstore.
  - Students cannot do anything in the course without this software access.



- The question was asked if this was actual software that needed to be installed on the student's computer. The program is a Web based software with provided login. This login is good for a full year and can be used during the next math classes.
- The \$15 fee is the full cost to the college for this web-based software.

Action:

Motion to approve 1<sup>st</sup> & 2<sup>nd</sup> reading for Math 1 course fee.

Motion made by Justin Koon, seconded by Jenni Newby.

Motion passed unanimously by all members present.

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B. Course fee redistribution in Aviation (1<sup>st</sup> & 2<sup>nd</sup> Reading) – Betsy Julian

- No net change in total fees, just moving fee one course earlier in the sequence.
- The students need to take the certification license exam earlier.
  - The hope is that by paying for the course fee earlier, the students will take the course sooner.
  - If the students do not pass the FAA knowledge exam, the student will know sooner what areas they need to focus on.
- There was a question about moving AV 222B & D fees forward in sequence as opposed to the other fees moving back. Betsy will ask Karl Baldessari for clarification.
- There was a question about the dollar amount for the FFA Knowledge Exam fee for AV222G. Betsy did not know what that fee was. Betsy will ask Karl Baldessari.

Action:

Motion to approve 1<sup>st</sup> & 2<sup>nd</sup> reading to redistribute AV course fee with amendments following clarification of AV222 fee movement in sequence and what the knowledge exam fee is for AV222G.

Motion made by Owen Murphy, seconded by Jenni Newby.

Motion passed unanimously by all members present.

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Item C. Strategic Planning – Institutional Efficiency - Prioritized Activity:  
College Committee Structure was moved to the end of the meeting.

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C. G-30-7 Degrees/Certificates (Requirements) & G-30-5 Commencement Changes (Consent Agenda Item) – Betsy Julian



- G-30-5 - Changes in award definition to make certificates align with state requirements.
  - One and Two year certificates, in some disciplines, were named the same and on the student's transcripts it looked like they were awarded the same certificate twice.
  - Changed the name of short-term certificate to career pathways certificate to align with State requirements.
- G – 30-7 Degrees/Certificates (Requirements) Policy for residency credit requirements needed to be updated after certificate award definition changed.
- These 2 policy documents need to be edited for consistency with capitalization of Associates Degree.  
**Note to CAC: [Changes were submitted after the meeting with consent of Jessica Giglio, Chair of Academic Affairs and approved by the President on June 19, 2019]**
- G-30-22 Credit Hour Policy to be added to GPM (Consent Agenda Item) – Betsy Julian
  - Accreditors require Credit Hour Policy.
  - Documented current practices, created policy and approved by AA.
- A-7-0 Mandatory Summer Academic Advising (Consent Agenda Item) – Betsy Julian
  - High School and degree/certificate seeking students are a large percentage of the summer population getting a head start on their degree/certificate.
  - Student Services would like to make sure the students are advised if they are a degree/certificate seeking.
  - Declared “major” in second paragraph needs to be changed to “program”

Action:

Motion to approve consent agenda items, with amendments.

Motion made by Owen Murphy, seconded by Jenni Newby.

Motion passed unanimously by all members present.

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- Strategic Planning - Institutional Efficiency – Prioritized Activity: College Committee Structure (Information Item) – Alicia Moore & Brynn Pierce



- Alicia Moore shared what the Strategic Planning committee has put together as a list of prioritized activities that were derived from the College Strategic Planning Summits held last year.
  - An Efficiency Goal Work Group will look at the College committees to see what works and what does not.
  - Owen Murphy volunteered to be the second member from CAC to join this group along with Tony Russell.
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Owen Murphy moves to adjourn this meeting, Justin Koon seconded the motion, motion carried.

Meeting adjourned 10:53 am.

NEXT MEETING: Fall Term