



Date: October 5, 2018
10:00 – 11:00am
Location: Boyle Boardroom

Attending	Absent	Guest
Tony Russell, Chair		Eddie Johnson
President Shirley Metcalf		Sharla Andresen
	David Dona	
Libby Voigt		
Owen Murphy		
	Alan Unger	
Jenni Newby		
Susan Galecki		
Amy Harper		
Ozz Smith		
Erica Waldbillig, Recorder		

Meeting called to order at 10:01am.

Old Business

- A. Minutes from June 1, 2018 – Tony Russell
When Minutes are provided ahead of time no motion is needed to approve.

Minutes approved with a few corrections.

B. Overview for College Affairs Committee – Tony Russell

- Reviewed the Committee charge and talked about differences in committees.
- Ground rules handout for meetings was read and discussed.
- Outlook meeting requests to be sent out for each month.
- AAC items that have been approved and signed by the VPI and President could be sent to CAC as Consent Agenda Item.
- Committee updates are posted to Bobcat Communities to notify campus about items approved and discussed by committees.
- Instructions for Presentation/Proposal, Presentation/Proposal and Recommendation Signatures forms passed out for discussion.

Action:

Motion to use the proposed CAC forms going forward. Move to use with corrections on title.

Motion made by Jenni Newby, seconded by Ozz Smith



Motion passed unanimously by all members present

Tony has voting cards with 8 motions that can be used during CAC meetings.

C. Proposal for Granting Emeritus status to retiring COCC Employees (1st Reading)
– Eddie Johnson

- Task force was created and came up with a Policy and Procedure to grant status to retiring employees
- Included Classified staff in the Policy and created a procedure for Administrative and Classified employees name to be sent to the President receive Emeritus Status.
- The Board of Directors can rescind Emeritus Status or employee can discontinue status language was added to the Policy.
- Does this apply to past retirees? This policy applies to the present employees planning to retire and future retirees.
- Employees to be considered for Emeritus Status was vague in the past.
- Any individual at the time of retirement can submit their own name or someone else can submit any name that meets 15 year criteria.
- Do retirees get notified about this benefit in the retirement process? Not currently but should be added to retirement checklist by HR.
- Added language, “as needed and when available” in regard to office space.
- Request to change “his/her” language to “their” throughout document.
- The procedure portion needs to be separated from the policy for the second reading.

Action:

Motion to approve 1st Reading of update to Emeritus Status for retiring COCC Employees

Policy updated before January 15, 2019

Approved with suggested changes with no debate.

Motion made by Jenni Newby, seconded by Owen Murphy

Motion passed unanimously by all members present

D. Proposal to disband the Learning Community Committee (1st Reading) – Betsy Julian

- Tony asked Betsy via email if this proposal had gone through Academic Affairs and been approved. If that was the case then this proposal would



not need to be presented at College Affairs. Betsy stated that it had gone to Academic Affairs as an Information Item.

- This committee was proposed through College Affairs and needs to disband through College Affairs because there was members from other groups.

Action:

Motion to disband Learning Community Committee 1st reading

Debate on whether this could be a 1st and 2nd reading. There was not a need to rush this proposal so this was just a 1st reading.

Motion made by Susan Galecki, seconded by Jenni Newby

- Motion passed by majority of Quorum
4 yes votes
1 abstain

Owen moves to adjourn this meeting, Ozz seconded the motion, motion carried.

Meeting adjourned 10:56 am.

NEXT MEETING: November 5, 2018, 10:00am – 11am, Boyle Boardroom