



Date: January 9, 2026

Time: 10:00 – 11:30 a.m.

Location: Boyle Education Center Boardroom and Zoom

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

Meeting called to order at 10:00 a.m.

1. Old Business

a. Review Minutes from December 12, 2025 Meeting – Breana Sylwester

- Motion to approve the meeting minutes.  
Motion made by Tracy Crockett, seconded by Lisa Merritt.

b. Proposed Revisions to Health and Human Performance (HHP) Course Fees, 2<sup>nd</sup> Reading – Shannon Waller

- Sylwester noted that the last sentence of the motion in this proposal regarding future third-party fee increases was recommended to be removed.
  - Waller offered to redact the sentence from the proposal.
- Henson asked when the proposed change in fees would go into effect.
  - Waller said that the department intends for these changes to go into effect for the Spring 2026 term. If that is not possible, the department will cover the additional cost for Spring and the fees could go into effect for Fall 2026.
- Ruebush asked if the College Affairs Committee (CAC) would need to see a revised proposal before it would be voted on for a second reading.
  - Sylwester suggested that the CAC can motion to approve a second reading with the recommended redaction.
- Henson asked who decides when the fee would be implemented and if the CAC can request such information be included in a proposal.
  - Sylwester suggested that it would be up to the person submitting the proposal.
- Motion to approve the second reading of proposed revisions to HHP course fees with the proposed redaction.  
Motion made by Galit Ruebush, seconded by Talia Stockwell.  
 Motion approved unanimously.



- c. Proposed Revisions to G-30-6 Course Challenge Policy, 2<sup>nd</sup> Reading – Carlene Perry
- Perry reminded the CAC that the proposal is to align COCC’s policy with the new standards for the State of Oregon on course challenges. Fees would be changed from full tuition to \$70 per challenge as credit for prior learning is not eligible for financial aid, which has disincentivized students from challenging courses. This proposal is intended to be more equitable for students. The proposal also recommends changing a passing grade from a B- to a C, which is more consistent with other COCC policies.
  - Crockett asked if there was any concern whether students might abuse the policy by trying to challenge all of their courses so they would only need to pay \$70 per course.
    - Perry said that the policy states that a student must petition to challenge a course and a faculty member can always deny their petition if they do not believe the student is ready to challenge a course.
  - Sylwester asked if there are any courses that are already set-up to be challenged, such as Computer Information Systems courses.
    - Perry said that the faculty had discussed whether it would be appropriate to make a list of courses that could be challenged. She noted that challenges can vary by course. It could require a simple final exam for a traditional course or a hands-on demonstration for a CTE course.
  - Henson asked what the assessment plan is for course challenges. Would there be regular reviews for the policy? Would it be presented to committees like the Faculty Senate or the Chairmoot?
    - Perry said that sharing this proposal with other committees had not been determined, but suggested it would be a good idea. Further discussions will be scheduled if this proposal is approved. COCC collects data on prior learning and reports its findings annually to the State, so there is data available to examine.
  - Merritt asked about a sentence in the policy regarding students not being allowed to challenge courses that are deemed essential. The proposal called for this sentence to be stricken from the policy.
    - Perry said that sentence is incorporated in a paragraph later in the policy that states that a student must receive permission from a faculty member to challenge a course. If a faculty member determines that a student needs to take a course, they can deny the student’s petition to challenge.
  - Dove asked if a student would be required to pay fees for supplies for a course that they challenge. Perry confirmed this.
  - Crockett asked if there is a limit to how many credits a student can earn through course challenges.
    - Perry said there is no limit, but challenged credits to not count toward residency requirements
  - Motion to approve the second reading of proposed revisions to G-30-6.  
Motion made by Tracy Crockett, seconded by Lisa Merritt.  
 Motion approved unanimously.
- d. Proposed Revisions to G-33-5 Student Death Policy, 2<sup>nd</sup> Reading – Breana Sylwester
- Sylwester reminded the CAC that the proposal is to update the policy to follow current procedures and financial aid regulations.



- Motion to approve the second reading of proposed revisions to G-33-5.  
Motion made by Lisa Merritt, seconded by Savannah Boyer.  
 Motion approved unanimously.
- e. Proposed Revisions to G-6-2 College Affairs Committee Policy, 2<sup>nd</sup> Reading – Breana Sylwester
  - Pereira asked if the College President should be added to the list of Committee members.
    - Sylwester suggested the role should be added and that it had been left out by mistake.
  - Ruebush suggested the terms for the CACOCC and ASCOCC Presidents should be changed to “automatic” in case either person resigns as President of their organization and a replacement is needed. Pereira concurred.
  - Motion to approve the second reading for proposed revisions to G-6-2 with additional recommended revisions from this meeting.  
Motion made by Savannah Boyer, seconded by Galit Ruebush.  
 Motion approved unanimously.
- f. Proposed Revisions to HR-9-0 Workers’ Compensation Procedures, 2nd Reading – Rachel Knox
  - Knox asked this agenda item to be struck in favor of a new proposal.

## 2. New Business

- a. Proposed Revision to HR-9-0 Workers’ Compensation Procedures, 1<sup>st</sup> Reading – Rachel Knox
  - Knox explained that the initial proposal from the previous meeting has been discarded and this new proposal is being presented for a first reading. The only change would be replacing stewardship of compensation claims from the discontinued Risk Management office to Human Resources.
  - Dove asked if the filing deadline in the policy is three business days or calendar days.
    - Knox said it is three days from the injury.
  - Dove asked how this policy would apply if the College is closed during that three-day period.
    - Knox said, in such a situation, the employee should inform Human Resources as soon as possible. To her knowledge, COCC’s insurer has never denied a workers’ comp claim from a College employee that had missed the three-day deadline.
  - Motion to approve the first reading for the proposed revision to HR-9-0.  
Motion made by Savannah Boyer, seconded by Galit Ruebush.  
 Motion approved unanimously.
- b. Proposed Revisions to HR-1-0 Mandatory Reporting, 1<sup>st</sup> Reading – Rachel Knox
  - Knox explained that the proposal is to move responsibility from the discontinued Risk Management office to Human Resources, as well as clean-up some grammar in the policy.
  - Henson noted that the Risk Management department consisted of one person, while Human Resources consists of multiple people. Would there be a specific person for people to report to, or would it go to a generic email like [myhr@cocc.edu](mailto:myhr@cocc.edu)? And would every HR employee have access to this email account?
    - Knox said that, if a mandatory reporter is unsure who to contact, they can email [myhr@cocc.edu](mailto:myhr@cocc.edu). Their message would be forwarded to the appropriate HR employee.



They would not need to disclose any sensitive information. They can simply say that they have a question regarding mandatory reporting.

- Henson asked if an email asking to speak with someone about mandatory reporting would be documented on COCC's website.
  - Knox was unsure whether the former Director of Risk Management would publish such communications on the website.
- Sylwester suggested that the proposed language allows for flexibility in terms of who in Human Resources needs to be notified.
  - Henson suggested the policy should name a specific position or a secure email that a mandatory report could be sent to.
  - Knox said that she (Knox) will be the person who will be responsible for receiving mandatory reporting. She will be posting the required annual reports of mandatory reporting to the website. She offered to discuss this further with the Director of Campus Safety/Emergency Management.
- Ruebush noted that not every HR employee has access to [myhr@cocc.edu](mailto:myhr@cocc.edu).
  - Crockett asked how many people have access to that email account.
  - Ruebush estimated that three or four HR employees have access to the account, and the department consists of 12 employees.
- Knox summarized that she would clarify some language in the proposal about where employees should send any mandatory reporting information or questions.
- Motion to approve the first reading of proposed revisions to policy HR-1-0.  
Motion made by Talia Stockwell, seconded by Scott Dove.
  - Motion approved unanimously.
- c. Proposed Revision to HR-4-0 Criminal Background Check, 1st Reading – Rachel Knox
  - Knox explained that the proposal is to move responsibility from the discontinued Director of Risk Management role to the Director of Human Resources.
  - Motion to approve the first reading of proposed revisions to HR-4-0.  
Motion made by Lisa Merritt, seconded by Savannah Boyer.
    - Motion approved unanimously.
- d. Proposed Inclusive Access (IA) Course Fees for the Spring 2026 Term, 1<sup>st</sup> Reading – Frank Payne
  - Motion to approve the first reading of proposed IA fees for the Spring 2026 term.  
Motion made by Scott Dove, seconded by Tracy Crockett.
    - Motion approved unanimously.
- e. Discussion Item: Interim Chair for February 13 Meeting – Breana Sylwester
  - Sylwester will not be able to attend the next CAC meeting. She asked if anyone would be willing to volunteer or nominate someone to serve as interim chair on February 13.
    - Crockett nominated Ruebush.
    - Merritt volunteered to serve as co-interim chair along with Ruebush.
  - Sylwester offered to follow-up with Ruebush and Merritt regarding CAC procedures.



Motion to adjourn the meeting.

Motion made by Talia Stockwell, seconded by Tracy Crockett.

Meeting adjourned at 10:47 a.m.

NEXT MEETING: Friday, February 13, 2026 at 10:00 a.m. in the Boyle Education Center Boardroom and via Zoom