



Date: October 10, 2025
Time: 10:00 – 11:30 a.m.
Location: Zoom meeting

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

Meeting called to order at 10:01 a.m.

1. New Business

a. Committee Member Introductions – Breana Sylwester

- All meeting attendees introduced themselves. Sylwester read aloud the College Affairs Committee (CAC) charge to remind everyone the purpose of this Committee. She encouraged everyone to regularly check COCC Headlines in their COCC email accounts to stay informed about CAC meetings. Voting members were reminded to prioritize attending meetings regularly to ensure a quorum for voting on business items.

2. Old Business

a. Review Minutes from June 10, 2025 Meeting – Breana Sylwester

- Motion to approve the meeting minutes.
Motion made by Marilyn Waller-Niewold, seconded by Galit Ruebush.

3. New Business

a. Inclusive Access (IA) Course Fees for the Winter 2026 Term, 1st Reading – Frank Payne

- Payne explained for new CAC members that IA course fees are offered to allow students to purchase digital course materials at the lowest possible price through collaboration between publishers and the COCC Bookstore. After the fees are approved by the CAC, the Bookstore can adopt these fees and offer the course materials through an instructor’s Canvas course webpage and students can purchase IA course materials on the first day of class without additional steps from the publisher. (The list of courses proposed for IA in this meeting’s packet is incomplete. Payne will include an updated list when he returns for a second reading at the next CAC meeting.) Students enrolled in an IA course have the first two weeks of class to opt out of using IA materials and find physical versions of textbooks or courseware elsewhere. IA also saves money for the College on shipping for physical materials.



- Dove asked if Payne had any updates regarding his work with the eLearning department to better inform students whether they are enrolled in an IA course.
 - Payne said that every IA course is identified on the Bookstore’s website. (After this meeting, he sent a screenshot of an example to Matthews, who then shared the screenshot with the full CAC.) The digital courses webpage on COCC’s website is also regularly updated.
 - Dove asked if notifying students about IA could be added to their class schedules.
 - Payne said that IA fees are listed as “digital course fees” in class schedules.
 - Orsi asked how IA fees fit in with the ongoing course fees initiative.
 - LaLonde confirmed that IA fees were being considered as part of the course fees initiative, but a final decision has not yet been made. The preferred approach seems to be incorporating IA into the course fees process over establishing a universal fee for all course materials as IA materials are not available for all courses.
 - Henson asked LaLonde if there is a committee discussing course fees and if there are any updates on the matter.
 - LaLonde offered to give a presentation on proposed updates to course fees at a future CAC meeting. Sylwester concurred.
 - Motion to approve the first reading of proposed IA course fees for the 2026 Winter term. Motion made by Galit Ruebush, seconded by Marilyn Waller-Niewold.
 - Motion approved by all voting members present.
- b. Proposed Revisions to Spending Policies G-2-1 and G-31-7.1, 1st Reading – Michael LaLonde
- LaLonde explained that there has been a lack of knowledge across the College about COCC’s spending policies. Fiscal Services created a “cheat sheet” to layout the spending policies and presented it to Pereira, the vice presidents and Director of Risk Management Sharla Andresen to review. They expressed concern that this summary of the spending policies would be detached from COCC’s official policies. In reviewing these policies, some were found to be unclear, so LaLonde is recommending the following changes.
 - G-2-1 COCC Beverage and Food Policy
 - A sentence was added for on-campus events to comply with COCC’s food service agreements.
 - A link to policy G-31-7.1 was added for the readers’ convenience.
 - A sentence stating that food provided by a conference cannot be attributed to an employee’s per diem was added.
 - A sentence explaining Oregon’s per diem rates was added.
 - G-31-7.1 Employee Gifts and Events
 - Policy language was modified to restrict gifting qualifications to be determined by Human Resources. Specific qualifications were not included in the proposed language as they change often.
 - Language requiring retirement events to be on campus was removed.
 - Language allowing for additional funding for retirement gifts to be approved was removed in order to keep the approved amount consistent for all



- departments. Individuals are still allowed to spend personal funds without reimbursement on retirement gifts.
- Language regarding gift cards and monetary gifts being taxable was highlighted.
 - Language limiting “small amounts” was increased from \$25 to \$50.
- Henson asked if these policies apply to individuals who use personal funds and do not request reimbursement.
 - LaLonde said individuals are allowed to use their personal funds how they see fit.
 - Henson asked if there is a limit for per diem rates for hosting official guests, or does it depend on the amount approved by the supervisor?
 - LaLonde said it is not included in the policy, but the summary available on the Fiscal Services website says that any expenditure should be reasonable and reflect the mission values of the College.
 - Henson suggested changing “providing refreshments for a weekly or monthly staff meeting” to “paying for refreshments...” or “reimbursing for refreshments...”
 - LaLonde also suggested the language could be changed to “using college funds for refreshments...”
 - LaLonde will add language to the recommendation that states it may be appropriate for the College to pay for department lunches “rarely,” “infrequently” or “occasionally.”
 - Henson asked if providing refreshments requires pre-approval, or does it only need to be deemed reasonable by whoever has authority to approve a budget.
 - LaLonde said it would depend on a department’s organizational structure and what the supervisors want to do. Buying lunch for an entire department every week is not reasonable, but doing so for special occasions or to discuss business during a lunch hour could be considered appropriate. Managers are being given some leeway to determine what is reasonable.
 - Henson noted that the new class schedules intentionally left the noon hour open in order to allow faculty to take lunch breaks, as well as coordinate meetings as needed.
 - Ruebush asked if the College is expected to pay for faculty lunches if they attend a meeting at noon. Henson said that is not the case.
 - Dove asked if language regarding taxable gifts was meant to be accumulative or for individual items.
 - LaLonde said it is for individual items as accumulative gifts are harder to track.
 - Ruebush asked if there are clear policies for reporting gift cards to Payroll as her department does not receive consistent notifications on gift card purchases.
 - LaLonde said he would need to check with Fiscal Services Controller Cathleen Knutson.
 - LaLonde will attend next month’s meeting with proposed revisions and answers to questions.
 - Motion to approve the first reading of proposed revisions to policies G-2-1 and G-31-7.1 with proposed revisions from the CAC.
Motion made by Galit Ruebush, seconded by Marilyn Waller-Niewold.
- Motion approved by all voting members present.



4. Other Discussion Items

- Sylwester reminded the CAC that the General Policy Manual (GPM) is up for review this year. Proposals for significant changes will be brought to the CAC for approval. Simple changes, such as typos, will be sent directly to Matthews for implementation. Sylwester asked Matthews to send a link to policy G-6-2 to all CAC members to review. The CAC can discuss possible revisions at future meetings.
- Pereira said he has received feedback from several employees recommending an expansion of the Senior Leadership Team (SLT) to include representation of faculty and classified staff. A pilot version of the expanded SLT will be enacted this year and proposed revisions to the SLT policy will likely be brought to the CAC. This will support the College's principle for shared governance.
- Henson reported that the Academic Freedom Policy is now available in the GPM. The process of getting final approval for this policy proved difficult as there seemed to be a lack of documentation for proper procedure within the Academic Affairs Committee. Henson suggested the CAC invite all of the policy committee chairs to discuss proper procedure to get policies approved for revision.
 - Sylwester concurred and suggested the Shared Governance Committee could also assist in this matter.
- Sylwester asked if members of the CAC were interested in meeting in person. This would be a hybrid style meeting where a remote option would still be available.
 - Ruebush, Merritt and Waller-Niewold were in favor of a hybrid meeting.
 - Sylwester and Matthews will organize a hybrid meeting for next month.

Motion to adjourn the meeting.

Motion made by Lisa Merritt, seconded by Scott Dove.

Meeting adjourned at 10:53 a.m.

NEXT MEETING: Friday, October 10, 2025 at 10:00 a.m. in the Boyle Education Center Boardroom and via Zoom