



College Affairs Committee

Friday, October 10, 2025

10:00 – 11:30 a.m.

Virtual Zoom Meeting

Click the following link to attend via Zoom:

<https://cocc.zoom.us/j/96949023085>

Dial up: 1-719-359-4580 | Meeting ID: 969 4902 3085

1. New Business

- a. Committee Member Introductions – Breana Sylwester

2. Old Business

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

3. New Business

- a. Inclusive Access Course Fees for the Winter 2026 Term, 1st Reading – Frank Payne
- b. Proposed Revisions to Spending Policies G-2-1 and G-31-7.1, 1st Reading – Michael LaLonde

Next Meeting: Friday, November 14, 2025, 10:00 – 11:30 a.m. via Zoom



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

Attending	Absent	Guests
Tim Peterson, Chair	Allison Dickerson	Justin Borowsky
Tracy Crockett		Cory Darling
Galit Ruebush		
Marilyn Waller-Niewold		
Breana Sylwester		
Thomas Wrisley		
Sara Henson		
Laurie Chesley, President		
Kyle Matthews, Recorder		

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

1. Old Business

- a. Review Minutes from May 9, 2025 Meeting – Tim Peterson
 - Motion to approve the meeting minutes.
Motion made by Tracy Crockett, seconded by Galit Ruebush.
 Motion approved by all voting members present.
- b. Faculty Senate Proposal for Office Hours Update, 2nd Reading – Justin Borowsky
 - Motion to approve the second reading of this proposal.
Motion made by Galit Ruebush, seconded by Thomas Wrisley.
 Motion approved by all voting members present.
- c. G-6-9.6 Safety/OSHA Committee Charge Updates, 2nd Reading – Cory Darling
 - Motion to approve the second reading of this proposal.
Motion made by Galit Ruebush, seconded by Marilyn Waller-Niewold.
 Motion approved by all voting members present.

2. New Business

- a. Election of Next Year’s College Affairs Committee Chair – Tim Peterson
 - Breana Sylwester volunteered for the role. There were no other volunteers
 - Motion to approve Breana Sylwester as next year’s Committee Chair.
Motion made by Galit Ruebush, seconded by Tracy Crockett.
 Motion approved by all voting members present.

Motion to adjourn the meeting.
Motion made by Tracy Crockett, seconded by Breana Sylwester.
Meeting adjourned at 10:12 a.m.

NEXT MEETING: Friday, October 10, 2025 at 10:00 a.m. via Zoom



Presentation/Proposal Form

Inclusive Access Course Fees - Winter 2026

Name: Frank Payne

Date: 10/01/25

Department: Bookstore

Contact Information: fpayne@cocc.edu

- ❖ Complete Items 1–9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

This proposal is to offer required student course materials using Inclusive Access, delivered through Canvas, beginning Winter 2026 term on January 5th. Rather than purchasing course materials directly, students pay a course fee and then receive access to their course materials delivered on the first day of class. The College then pays VitalSource - who delivers the course materials to Canvas - from the course fees collected.

Using Inclusive Access reduces course materials costs for students and allows students who can afford courses, but do not have access to bookstore credit, to have their course materials available on the first day of their classes.

Inclusive Access course materials can be up to 50% cheaper than comparable physical course materials, and are also 10% to 30% less expensive than the same digital products.

Students have the first two weeks of the term to Opt Out of the Inclusive Access Course materials and receive a refund on their course fees.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

See attached sheet of courses.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

Behavior Health
Business
Data
Food & Nutrition
Health & Human Performance
Journalism
Massage Therapy
Math

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

N/A

7. STUDENT IMPACT

Students taking these courses will see savings for their course fees.

Behavior Health

Business

Data

Food & Nutrition

Health & Human Performance

Journalism

Massage Therapy

Math

8. ANTICIPATED IMPLEMENTATION TIMELINE

Beginning Winter term - January 5th, 2026

9. MOTION TO BE RECOMMENDED

Inclusive Access Course Fee Proposals – Winter 2026 - Courses

BA 211Z > BA 213Z

BA 233

BH 101

BH 161

BH 200

BH 206

Data 101

FN 225 (Sheddon)

HHP 259

HHP 261

J220

LMT 140

LMT 170

MTH 105Z

MTH 241

MTH 256

I have proposals to explore pricing for both the EMT and Fire Program.



Presentation/Proposal Form

Spending Policy Modification

Name: Michael LaLonde

Date: 10/3/2025

Department: VP of Finance and Operations

Contact Information: mlalonde@cocc.edu

- ❖ Complete Items 1–9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

The current spending policies lack clarity and do not always follow our current operating procedures and practices. These changes were reviewed by Fiscal Services and the VP of Finance and Operations. They were also presented to SLT who had a few modifications. The attached document reflects the changes from the original policy.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

NA

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

All departments and programs will be impacted as they provide clarification to our policy and align with current practices. The Fiscal Services Department has revised their intranet site to provide a summary of these policies to make it easier for faculty and staff to find the relevant policies and to consolidate them into one document.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

NA

6. OPERATIONAL IMPACT

This will provide clarity to our spending policies and align them with current practices.

7. STUDENT IMPACT

NA

8. ANTICIPATED IMPLEMENTATION TIMELINE

Upon College Affairs approval.

9. MOTION TO BE RECOMMENDED

I move to revise the spending policies to provide clarity and to better reflect the College's business practices.

G-2-1 COCC BEVERAGE AND FOOD POLICY

Hosting Groups and Official Guests:

The College or an employee, in the normal conduct of a program or activity, may serve as host for official guests of the institution by paying for their meals and refreshments. Examples of official guests include, but are not limited to, visiting scholars, dignitaries, potential donors, public officials and guest speakers. The overarching definition of an official guest is "a person who has been invited to a COCC facility or function for a specific purpose that benefits the College's mission." Pre-approval by the appropriate Dean, Vice President or President is required prior to extending an invitation and a clear benefit to COCC must be documented when requesting payment of invited guests' food and beverage expenses. With the exception of pre-approved guests, it is not permissible for a COCC employee to pay for a guest's food and beverage expenses and then seek reimbursement.

Exception: Regulations that govern reimbursement for expenses related to the interview process for COCC positions shall be dictated by current Human Resources practices.

Departmental Receptions & Intra-Departmental Functions:

Expenditures for refreshments, snacks, meals and non-alcoholic beverages may be appropriate for business, instructional or other planned meetings and events. -Food purchases for on-campus events must abide by all College policies and contracts, including those related to COCC's food service agreements.

Providing refreshments for a lengthy intra- departmental function or gatherings such as Program Advisory Committee meetings, which occur on an irregular basis, such as once or twice a year, may be appropriate when a planned meeting is called to accomplish a specific mission-related purpose. Providing refreshments for a weekly or monthly staff meeting is not appropriate. In some circumstances, the only time of the day where a comprehensive faculty/staff meeting is feasible is during the lunch hour. Using a "reasonableness test," it would be appropriate for the department to pay for a meal/refreshment (pizza, box lunches, etc.) during a working lunch at a College location. However, an intra-departmental working lunch held at a local restaurant would not be appropriate for reimbursement.

There may be an occasion where students or volunteers are participating in a planned after-hours support activity (e.g., event setup) for a specific purpose that benefits a College program or event. Using a "reasonableness test," it would be appropriate for the department to pay for a snack/meal/refreshment (pizza,

sandwiches, non-alcoholic beverages, cookies, etc.). However, an after-hours activity held at a local restaurant would not be appropriate for reimbursement.

Departments may wish to hold receptions accompanied with food/beverages to honor employees for outstanding achievements, length of service and retirement. Generally, it is inappropriate to expend College funds for these purposes. However, as outlined in the COCC accounting procedure entitled Employee Gifts and Events (G-31-7.1), a department can seek approval to help fund refreshments at an on-campus reception for a retiree. (~~see accounting procedures below for details~~).

Meals/Beverages on Day Trip (no overnight stay):

~~Non-overtime meals~~ Meal & /beverages, including lunch, can be reimbursed only when the employee is attending a conference, seminar, convention, board meeting, or committee meeting as a representative of COCC and meals and beverages are not provided as part of the event, where non-COCC employees are present.

Breakfast and dinner can only be reimbursed if College-related travel requires the employee to leave two or more hours before or return two or more hours after the regular work-day. Employee will be reimbursed using the current in-state per diem rates.

Per diem rates are broken down into in-state and out-of-state. The College follows the U.S. General Services Administration (GSA) standard rates for Oregon's in-state per-diem rates. The out-of-state meal per-diem rates represent 125% of Oregon's in-state meal per-diem rates.

Alcoholic Beverages:

Institutional funds cannot be expended for alcoholic beverages. Alcoholic beverages may be served at banquets or other special group activities conducted as part of a planned College event with the approval of the President. The full cost of alcoholic beverages must be recovered through charges to the participants or sponsoring group. If alcoholic beverages are purchased in the course of an event, the costs must be separated from meal charges.

Extended Approval:

When appropriate, the President may grant a comprehensive pre-approval in writing beyond the limitations stated above to an employee whose specific assigned duties include advancing the interests of the college. Such extended pre-approval shall be granted annually or until revoked by the President.

G-31-7.1 EMPLOYEE GIFTS AND EVENTS

The College provides awards and gifts to qualified employees- recipients, as determined by the Human Resources Department. in the following forms; 1) employee achievement awards (qualifying recipients determined through HR Dept.); 2) length of service awards (qualifying recipients determined through HR Dept.); and 3) full-time employee retirement gifts (qualifying recipients determined through HR Dept.) These Tangible awards & /gifts (e.g., plaques, pen-sets, coffee mugs, clothing, etc.) cannot generally do not exceed \$250 and must be in the form of tangible property (e.g., plaques, pen-sets, coffee mugs, clothing, etc.) and cannot be cash, replaced with cash equivalents (e.g., gift cards) or other non-excludable awards (all considered taxable income by the IRS). Annual employee achievement awards have a cash value of \$1,000, are paid to the employee through payroll, and are considered taxable income.

Staff or departments may want to recognize employees for outstanding achievement, or length of service with a reception, party or lunch. It is disallowed to expend college funds for these purposes. The Department may however, seek approval to use some or all of the \$250 available for a retirement gift at an open, on-campus retirement event. If the Department would like to use additional funds, they must get their appropriate SLT Member approval approval from the appropriate Senior Leadership Team member overseeing their area.

De Minimis (Minimal) Benefits:

<https://www.irs.gov/pub/irs-pdf/p15b.pdf>

The IRS does not give specific rules or dollar amounts defining de minimus. COCC defines de minimus as employee awards, gifts, or giveaways valued at \$100 or less. De minimus awards, gifts, or giveaways are excluded from payroll taxes. Cash and cash equivalent fringe benefits (e.g., gift cards, gift certificates) are never a de minimis -excludable as a de minimus benefit. Cash and cash equivalent fringe benefits, gift cards, gift certificates are always taxed.

For COCC events that include giveaways where entries are based on attendance or other non-financial entry, the total value of a prize awarded to a COCC employee is exempt from payroll taxes if the item has a fair market value of \$100 or less. Any prize valued at ~~\$101~~ \$100.01 or more is non-exempt and will be taxed.

College employees may accept nominal gifts such as pens, notepads, or refreshments of minimal value offered from external partners and vendors during meetings or events. However, they may not accept gifts, meals, or incentives intended to influence decisions, create a conflict of interest, or give the appearance of impropriety. When in doubt, it's best for the employee to politely decline or consult with their supervisor.

Gift Cards, Cash or Cash Equivalents:

[IRS Publication 15-B \(2022\)](#) states:

“Cash and cash equivalent fringe benefits (for example, gift certificates, gift cards, and the use of a charge card or credit card), no matter how little, are never ~~excludable as~~ a de minimis benefit.”

Departments may want to provide gift cards/certificates to non-employee individuals (e.g., volunteers, speakers, students, etc.) to acknowledge their contributions to the college. Gift cards issued using college funds must comply with the following guidelines:

- Must be for small amounts (\$5.00 - ~~\$25.00~~\$50.00).
- Must provide justification (college purpose) for gift cards issued
- Can't be used in lieu of pay
- Departments must maintain detailed log for gift cards including:
 - The number of cards purchased and denominations
 - Cards issued (to whom and for what purpose)

Cards issued to **employees** must be reported to Payroll, as taxable income.

Effective date 11/22/2022