



Date: December 12, 2025

Time: 10:00 – 11:30 a.m.

Location: Boyle Education Center Boardroom and Zoom

Attending	Absent	Guests
Breana Sylwester, Chair	Savannah Boyer	Alicia Moore
Tracy Crockett	Scott Dove	Alan Nunes
Lisa Merritt	Marilyn Waller-Niewold	Leslie Houston
Galit Ruebush	Tom Barry	Ken Harmon
Talia Stockwell		Michael LaLonde
Sara Henson		Angie Anderson-May
Greg Pereira, President		Krista Leaders
Kyle Matthews, Recorder		Julie Downing
		Shannon Waller
		Cindy Lenhart
		Amanda Bevington Drungil
		Tyler Hayes
		Rachel Knox

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

1. Old Business

- a. Review Minutes from November 14, 2025 Meeting – Breana Sylwester
  - Motion to approve the meeting minutes.  
Motion made by Lisa Merritt, seconded by Galit Ruebush.
- b. Proposed Revisions to Title IX Policies, 2<sup>nd</sup> Reading – Alicia Moore
  - Moore explained for those who missed the previous meeting that these proposed changes are intended to bring COCC into compliance with State and federal regulations on Title IX, as well as to clean-up some overlapping language with other policies and procedures, and present the process in a more linear way.
  - Motion to approve the second reading of proposed revisions to Title IX policies.  
Motion made by Galit Ruebush, seconded by Tracy Crockett.  
 Motion approved by all voting members present.
- c. Proposed Increase to Dental Assisting (DA) Course Fees, 2<sup>nd</sup> Reading – Alan Nunes and Leslie Houston
  - Nunes reminded the College Affairs Committee (CAC) that they asked Nunes and Houston to research bulk prices for practice exams, which they did, and the proposal has been modified accordingly for the second reading. The initial proposal was to increase each course fee by \$39.00 to allow students to individually pay for each practice exam. The modified proposal calls for each course fee to be increased by \$33.15.
  - Ruebush asked if students can opt out from taking practice exams. Houston confirmed this.
  - Nunes asked if all of the DA students normally opt to take practice exams. Houston confirmed this.
  - Motion to approve the second reading of proposed increase to DA course fees.



Motion made by Talia Stockwell, seconded by Lisa Merritt.

Motion approved by all voting members present.

d. Proposal to Establish G-22-1 Data Governance Policy, 2<sup>nd</sup> Reading – Ken Harmon

- Harmon revised the proposal with the CAC's recommended changes, but he forgot to revise the final paragraph and add a link to the COCC's Data Governance Committee's (DGC's) webpage. He will add those revisions later.
- Henson noted that the proposal says that all COCC employees and contractors are responsible for data security and should be familiar with the proposed policy, which includes a link to an outside organization that does not elaborate the meaning of "security." This could make it difficult for employees to follow the policy with vague language. She suggested the policy should explain what end users are expected to do and not do in order to protect COCC's data.
  - Harmon said it may be difficult to define those responsibilities in a concise document. A lot of those standards are being developed by the DGC.
- Sylwester asked if Harmon could cite data governance policies from other institutions.
  - Harmon said there are many different data governance frameworks. Some adopt the CIS framework that is in this proposal, some adopt others.
  - Sylwester suggested it could be helpful to show how other institutions have written their data governance policies in a manner that is clear and easy to follow.
- Henson suggested that ITS could maintain a resource on data governance best practices and security protocols for end users, and a link to this resource could be included in the proposed policy.
  - Pereira suggested it would be a good idea to reference FERPA's best practices in the proposed policy as well.
- Merritt suggested this proposed policy would require data governance training for all College employees.
- Henson also suggested that the proposed policy could identify who is responsible for data governance and at what level. Could ITS staff have a higher level of responsibility than other employees?
  - Sylwester added that ITS staff could take on the responsibility of educating the rest of COCC personnel.
  - LaLonde suggested that data governance could be incorporated into COCC's onboarding trainings and additional trainings could be offered annually.
  - Harmon said the DGC is developing such trainings.
  - Ruebush suggested it would be helpful for COCC to have an online resource that explains each person's responsibility for data governance based on their position at the College.
- Stockwell added that the language for the proposed policy may be too technical for most readers to understand, so it should be revised to be easier to understand if everyone at COCC will be expected to follow it.
- Motion to table the second reading of the proposed data governance policy until the next CAC meeting.



Motion made by Breana Sylwester, seconded by Lisa Merritt.

e. Proposed Course Fees Process Restructure, 2<sup>nd</sup> Reading – Michael LaLonde, Cathleen Knutson, Angie Anderson-May, and Krista Leaders

- Anderson-May said that the Academic Affairs Committee (AAC) has approved a first reading of this proposal as well. If the CAC approves this second reading, the proposal will be presented to the AAC for a second reading.
- Ruebush asked, if both committees approve this proposal, will the AAC be approving course fees moving forward?
  - Anderson-May said the College’s policies would first need to be revised through a separate process with the CAC.
- Leaders said that Annemarie Hamlin had suggested that, after the AAC take on this responsibility, they could still present their approved changes to course fees to the CAC as an information item.
  - Henson suggested that the CAC could motion to approve and revise the proposal to include Hamlin’s suggestion, as well as add a student representative to the AAC.
  - Downing concurred.
- Motion to approve the second reading for the proposed course fees process restructure with the proposed revision for a student representative on the AAC for reviewing course fees and an annual presentation on changes to course fees as an information item to the CAC.

Motion made by Galit Ruebush, seconded by Lisa Merritt.

- Motion approved by all voting members present.

## 2. New Business

a. Proposed Revisions to Health and Human Performance (HHP) Course Fees, 1<sup>st</sup> Reading – Shannon Waller

- Waller explained that the textbook that students were being assigned for basic life support (BLS) courses is a non-BLS textbook. The intention was to save students money. Faculty were still teaching the correct content, but giving extra papers to the students. Waller felt this was inappropriate and a liability toward COCC. She is proposing an increase of \$20 to HHP 212A and 252 in order to cover the cost of the appropriate textbook, as well as the students’ digital certification card and third-party fees.
  - Downing added that COCC is required to use the appropriate materials per its contract with Oregon Health Authority.
- Sylwester noted that the proposal also recommends to allow the HHP department to automatically increase course fees to match any increase to third-party fees associated with these courses.
- Henson asked if it will still be necessary for the CAC to approve course fees after approving the second reading of the course fees process restructure earlier in this meeting.
  - Downing suggested revising this proposal to say “without additional College approval.”
  - Henson asked if this language is regularly included in proposals for course fee changes.



- Waller said she has always included this language in order to avoid asking the CAC to approve very small fee increases. Downing said the same has been true for Allied Health course fee increases.
  - Merritt asked if there should be a limit to how much a program can increase its course fees without approval from the CAC.
  - Pereira suggested there is a need for course fee oversight in order to be in compliance with COCC's accrediting bodies.
  - Downing noted that, if the AAC assumes responsibility for course fees as planned, they will review all course fees annually.
  - Waller asked if the last sentence of the proposal could be revised to call for a certain percentage of a fee increase that would require additional approval.
    - Sylwester suggested that the language should say "future changes will go through proper channels" in order to keep the language broad during the transition of responsibility from the CAC to the AAC.
    - Henson suggested that going through the proper channels would be the default procedure, so the last sentence wouldn't be necessary. Downing concurred.
  - Motion to approve the first reading for the proposed revisions to Health and Human Performance course fees with the redaction of the last sentence regarding future fee increases. Motion made by Breana Sylwester, seconded by Tracy Crockett.
    - Motion approved by all voting members present.
- b. Proposed Revisions to G-30-6 Course Challenge Policy, 1st Reading – Cindy Lenhart
- Lenhart explained that the policy currently states that a student who challenges a course will be charged for the full tuition for the course. The intention for this policy has been to discourage course challenges, which the faculty feels does not make sense or follow best practices. In recent years, only one or two students have challenged a course per year. The proposal is to reduce this charge to \$70 per course, which is required by the State of Oregon, in order to pay for the administrative work required for the challenge to be processed. The other proposed change is for a passing grade to be changed from a B- to a C, per State and federal recommendations. Changes would also be made accordingly to COCC's course catalogue.
  - Pereira asked if this policy has been disproportionately affecting military and veteran students, or if there is a different process for them.
    - Lenhart said that COCC offers credits for military service. This policy is a separate matter.
  - Motion to approve the first reading of proposed revisions to policy G-30-6. Motion made by Galit Ruebush, seconded by Talia Stockwell.
    - Motion approved by all voting members present.
- c. Proposed Revisions to G-33-5 Student Death Policy, 1st Reading – Amanda Bevington Drungil, Breana Sylwester and Tyler Hayes
- Hayes explained that there have been changes in responsibilities since this policy was last reviewed. Titles named in the proposal have been updated accordingly and Sylwester was consulted on financial aid procedures.



- Motion to approve the first reading of proposed revisions to G-33-5.  
Motion made by Galit Ruebush, seconded by Lisa Merritt.  
 Motion approved by all voting members present.
  
- e. Proposed Revisions to HR-9-0 Workers' Compensation Procedures, 1<sup>st</sup> Reading – Rachel Knox
  - Knox explained that the current Director of Risk Management is retiring and her position will be eliminated, so the proposal is to reassign the position's responsibilities. Risk management will be moved to another department, so it will no longer be accurate to reference it in this Human Resources policy. Other proposed revisions are intended for clarification and accuracy.
  - Henson asked if "within three days of injury" refers to three working days or calendar days.
    - Knox said it is not standard practice to be three working days. Three calendar days is considered best practice under COCC's insurer, but HR can accept notifications of injury after three days if needed.
  - Henson asked if the proposed additional sentence at the end of the policy would mean that the College would continue to pay the College's portion of insurance premiums while an employee is unable to work, or will the College contribute to costs that the employee's insurance does not cover?
    - Knox said that this is only for an employee's health plan, ensuring that their medical insurance continues while they are out on worker's comp. The proposed revisions will align with the language for COCC's policy on leaves. The College will contribute 90% to an employee's health plan while they are out on worker's comp.
    - Henson suggested the language could be revised to "would have been provided" while the employee was working at COCC.
    - Knox said the coverage would continue at the rate that would have been provided had they been at work.
    - Henson suggested revising the language to say "would have been provided *while at work*" or something similar.
    - Knox offered to revise the language to say "would have been provided had the employee not been on worker's comp."
  - Motion to approve the first reading of proposed revisions of HR-9-0 with recommended clarifications from the CAC.  
Motion made by Breana Sylwester, seconded by Galit Ruebush.  
 Motion approved by all voting members present.
  
- f. Proposed Revisions to G-6-2 College Affairs Committee Policy, 1<sup>st</sup> Reading – Breana Sylwester
  - Henson asked about the Asterix at the end of the policy, clarifying who votes for the Bart Queary Lifetime Achievement Award. Would that include the CAC's representatives from the Chairmoot and the Faculty Forum?
    - Sylwester said she is open to adding more clarifying language on this matter.
    - Pereira suggested it would be clearer if the Asterix were removed and a sentence was added to state that all voting and non-voting members of the CAC can vote on this award.



- Henson noted the General Policy and General Procedure Manuals (GPM) are not specifically mentioned in this policy. She suggested it might be helpful to add language to call this out as there has been some confusion at the College about who is responsible for overseeing changes to the GPM.
  - Sylwester concurred and offered to add clarifying language to the proposal.
- Ruebush asked what fees the CAC would still be responsible for overseeing after responsibilities for course fees are transferred to the AAC.
  - Sylwester offered to clarify the language on fees that the CAC oversees.
- Motion to approve the first reading of proposed revisions to G-6-2 with proposed clarifications from the CAC.

Motion made by Galit Ruebush, seconded by Lisa Merritt.

Motion approved by all voting members present.

g. Discussion Item: College Affairs Committee Meeting Frequency – Breana Sylwester

- Sylwester reminded the CAC that this issue was brought up in the discussions regarding the course fees process restructure. The AAC meets every other week, while the CAC meets once per month. This was one of the reasons for the proposed process restructure. Does the CAC need to meet more often in order to better support the College?
- Ruebush asked if it would be possible to schedule additional meetings as needed and if there have been requests for the CAC to meet more often.
  - Sylwester said she has not received any complaints about how often the CAC meets, but it was noted in the discussions regarding the course fees approval process. She concurred with Ruebush's suggestion for ad hoc meetings and said that meeting every other week would require a lot of extra work from the CAC.
- Henson asked if there was precedent for ad hoc meetings.
  - Matthews recalled that an emergency meeting took place in June 2024 because the final scheduled meeting for that academic year only included a first reading for policy revisions that faculty wanted to make as soon as possible.
  - Ruebush suggested that the CAC could discuss this further if they find there is a need for more frequent meetings.

f. Additional Discussion

- Henson asked if Pereira could brief the CAC on the Board of Director's recent discussion on college advocacy.
  - Pereira said that Oregon's Higher Education Coordinating Commission (HECC) recently proposed a merger among institutions, including community colleges and regional universities, as a response to uncertainties with the State's budget. Pereira and members of the Board's Advocacy Committee have also been meeting with State legislators to discuss potential budget cuts and other matters that might affect COCC. The legislators were surprised to learn that COCC is the oldest community college in Oregon and that the State's budget equalization model disproportionately impacts COCC. One legislator also suggested that COCC should be allowed to rename itself,



despite the fact that the Oregon legislature passed a mandate in 1965 to require all community colleges to include the word "Community" in their names.

Motion to adjourn the meeting.

Motion made by Lisa Merritt, seconded by Galit Ruebush.

Meeting adjourned at 11:32 a.m.

NEXT MEETING: Friday, January 9, 2026 at 10:00 a.m. in the Boyle Education Center Boardroom and via Zoom