



Date: February 13, 2026
Time: 10:00 – 11:30 a.m.
Location: Boyle Education Center Boardroom and Zoom

Attending	Absent	Guests
Lisa Merritt, Interim Co-Chair	Breana Sylwester, Chair	Frank Payne
Galit Ruebush, Interim Co-Chair	Tom Barry	Rachel Knox
Savannah Boyer	Tracy Crockett	Ken Harmon
Talia Stockwell	Scott Dove	Helen Wiersma-Koch
Marilyn Waller-Niewold		Jim Siekkinen
Sara Henson		Alicia Moore
Greg Pereira, President		Tyler Hayes
Kyle Matthews, Recorder		Shannon Waller

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

1. Old Business

- a. Review Minutes from January 9, 2026 Meeting – Lisa Merritt and Galit Ruebush
 - Motion to approve the meeting minutes.
Motion made by Savannah Boyer, seconded by Galit Ruebush.
- b. Proposed Inclusive Access (IA) Course Fees for the Spring 2026 Term, 2nd Reading – Frank Payne
 - Payne explained that the list of proposed IA courses was updated since the first reading as some instructors had missed the initial deadline to submit their requests. He noted that this would be especially beneficial for Chemistry courses as students will no longer need to use an activation code to access their course materials, and one Biology course’s IA materials will save students about \$200 in course material fees.
 - Henson asked if there have been any updates in course fee discussions regarding IA.
 - Payne said he has not heard any updates yet. He recommended following up with the College’s vice presidents.
 - Motion to approve the second reading of proposed IA course fees for the Spring 2026 term.
Motion made by Galit Ruebush, seconded by Talia Stockwell.
 Motion approved by all voting members present.
- c. Proposed Revisions to HR-1-0 Mandatory Reporting, 2nd Reading – Rachel Knox
 - Motion to approve the second reading of proposed revisions to HR-1-0.
Motion made by Talia Stockwell, seconded by Marilyn Waller-Niewold.
 Motion approved by all voting members present.
- d. Proposed Revisions to HR-4-0 Criminal Background Check, 2nd Reading – Rachel Knox
 - Motion to approve the second reading of proposed revisions to HR-4-0.
Motion made by Savannah Boyer, seconded by Talia Stockwell.
 Motion approved by all voting members present.
- e. Proposed Revisions to HR-9-0 Workers’ Compensation Procedures, 2nd Reading – Rachel Knox
 - Motion to approve the second reading for proposed revisions to HR-9-0.



Motion made by Galit Ruebush, seconded by Talia Stockwell.

Motion approved by all voting members present.

f. Proposal to Establish G-22-1 Data Governance Policy, 2nd Reading – Ken Harmon

- Harmon explained that the proposal was revised to move responsibilities for providing training on best practices for data governance to the ITS department and the Data Governance Committee. These groups will make sure everyone at COCC is aware of the College's procedures and policies. Language on CIS frameworks was also added, along with links to information on FERPA, HIPPA, the Gram-Leach-Bliley Act, and the Payment Card Industry Data Security Standard.
- Merritt asked who would be providing "direction for required compliance."
 - Harmon said that ITS would provide direction.
- Motion to approve the second reading for the proposal to establish G-22-1.

Motion made by Talia Stockwell, seconded by Lisa Merritt.

Motion approved by all voting members present

2. New Business

a. Proposed Increase to Automotive Course Fees, 1st Reading – Helen Wiersma-Koch and Jim Siekkinen

- Wiersma-Koch explained that these fees have not been updated for at least ten years. The proposed increases are intended to fund printing for course workbooks, which are currently printed by the Automotive department at a loss, as well as provide a dedicated lab assistant position to increase safety in the shop.
- Ruebush asked if the lab assistant position is expected to be filled at the beginning of the Fall 2026 term. Wiersma-Koch confirmed this.
- Merritt asked if the lab assistant position would be a student position.
 - Siekkinen said the position is currently planned to be an instructional assistant position and not a student position.
- Henson asked if these fees are direct or indirect fees.
 - Wiersma-Koch said they are direct course fees.
- Henson asked if funds from these fees would go to COCC's general fund or a special fund.
 - Wiersma-Koch said the funds would go to a non-general fund in order to make the lab assistant position self-supporting.
- Henson asked what would need to be done if enrollment or printing costs for these courses decrease.
 - Wiersma-Koch said the non-general fund currently has a \$100,000 buffer, and it is unlikely that enrollment would decrease by 10%. The position could still be sustained with these additional funds.
- Ruebush asked if the additional \$100,000 would remain in the non-general fund until needed. Wiersma-Koch confirmed this.
- Henson asked why the Automotive department is printing and distributing workbooks, rather than providing course packets through COCC's Bookstore.



- Siekkinen said that course packets through the Bookstore had been the department's practice in the past, but they later decided it was easier to keep the content of the workbooks up-to-date if they were managed internally. They also found it was easier to get the workbooks to the students by distributing them directly in class, rather than asking students to get them from the Bookstore.
- Stockwell asked the College Affairs Committee (CAC) if they would still be responsible for approving course fees in the near future, or if that responsibility would be transferred to the Academic Affairs Committee (AAC).
 - Henson said that the AAC would take over this responsibility at the start of the 2026-27 academic year.
- Henson asked whether the proposed fees could be covered by financial aid, veterans' benefits or other student benefits. Wiersma-Koch confirmed this.
- Motion to approve the first reading of proposed increases to Automotive course fees. Motion made by Galit Ruebush, seconded by Talia Stockwell.
 - Motion approved by all voting members present.

b. Proposed Revisions to General Student Policies, 1st Reading – Alicia Moore, Tyler Hayes and Andrew Davis

- Moore explained that these recommended changes are being made after a routine request from the Shared Governance Committee (SGC) for various departments to review their policies, and they have been written to align with COCC's current practices.
- Ruebush noted that the CAC recently approved changes to the Course Challenge policy that will need to be reflected in G-30-6, mainly the \$70 fee and the minimum grade of C.
 - Moore concurred and said those changes can be made.
- Henson asked if some language was proposed to be removed because it can be found in other policies.
 - Moore confirmed that language regarding academic honesty was proposed for removal because it was already available in another policy.
 - Hayes said the language on instructor approval in G-30-2 was proposed for removal because COCC now uses an automated system that makes this language inaccurate. Other language could still be drafted to reflect current practices, but it may not need to be as in-depth as the existing language that is proposed for removal. Language on current practices may also be available elsewhere in the College's policies.
- Henson asked why, in G-6-4, the Vice President of Student Affairs' role on the Student Affairs Committee was proposed to be replaced by either the Dean of Student Engagement or the Dean of Enrollment Management.
 - Moore explained that the Committee would still be advise the Vice President of Student Affairs, and that most of the work that comes to the committee comes from the offices of Student Engagement or Admissions and Records, so there is a desire for someone with the most expertise on those matters be regularly involved with the Committee.
- Henson asked Moore if she would still plan on attending Committee meetings.
 - Moore said it would depend on the agenda.



- Henson asked Stockwell if the ASCOCC has discussed the proposed changes.
 - Stockwell said that the proposed changes reflect current practices and there have been no issues reported to the ASCOCC.
- Henson asked if student voices are being heard by the Student Affairs Committee.
 - Stockwell said that they had not heard any concerns from students in their time on the Committee.
- Stockwell asked if G-32-6 is proposing a reference to a policy that has not yet been written.
 - Moore said that “C-XX-XX” is meant to be a placeholder while the SGC is renumbering some of COCC’s policies.
- Motion to approve the first reading of proposed revisions to G-6-4, 8.2, and 8.15; G-7-0; G-13-0; G-30-2, 4, 5, 6, 7, 9, 13, 14, 15, 16, and 18; G-32-6; G-33-0, 1.2, 1.3, 1.4, 4, 7, and 8 with proposed revisions.
Motion made by Galit Ruebush, seconded by Talia Stockwell.
 Motion approved by all voting members present.

c. Discussion Item: Health and Human Performance (HHP) Course Fee Implementation Timeline – Shannon Waller

- Waller was unsure what the purpose was for this agenda item. She noted that she had received an email from Tony Russell that COCC wouldn’t be able to implement the recently approved increase to CPR course fees until the Fall 2026 term. The HHP department can pay the difference for the Spring 2026 term.
 - Henson suggested that this delay was necessary in order for the increased fees to be published in a timely manner for students to be aware.

e. Discussion Item: Purpose of the CAC – Sara Henson

- Henson asked what other opportunities the CAC might have to serve COCC with approval for course fees moving to the AAC.
- Ruebush asked if the CAC has served other purposes in the past that it does not serve now.
 - Henson said the CAC used to take on philosophical questions as a College-wide committee, but that responsibility has since moved to other advisory committees.
- Merritt asked what the procedure is to bring such questions to the CAC.
 - Henson said that any COCC employee can fill out and submit a CAC form.
- Merritt asked Henson if she had any ideas for the CAC to discuss.
 - Henson said she did not have any specific ideas, but there have been regular conversations about what the CAC’s purpose should be moving forward.
 - Merritt concurred that these conversations are worth having.
- Ruebush asked if there is a plan to review all of COCC’s committees.
 - Pereira confirmed this, adding that there has been some poor communication that has led to creating several committees in order to address that. The vice presidents will be discussing how to improve College-wide communication with Aimee Metcalf from Marketing and Public Relations at their next meeting.



Motion to adjourn the meeting.

Motion made by Talia Stockwell, seconded by Marilyn Waller-Niewold.

Meeting adjourned at 10:44 a.m.

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