



Date: March 14, 2025  
Time: 10:00 – 11:30 a.m.  
Location: Zoom meeting

Attending	Absent	Guests
Breana Sylwester, Interim Chair	Tim Peterson, Chair	Frank Payne
Tracy Crockett	Marilyn Waller-Niewold	Kirsten Hostetler
Allison Dickerson		Rachel Knox
Galit Ruebush		
Thomas Wrisley		
Sara Henson		
Laurie Chesley, COCC President		
Kyle Matthews, Recorder		

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

1. Old Business

- a. Review Minutes from February 14, 2025 Meeting – Breana Sylwester
  - Motion to approve the meeting minutes.  
Motion made by Tracy Crockett. Seconded by Allison Dickerson.
  - Motion approved by all voting members present.

2. New Business

- a. Inclusive Access (IA) Course Fees for the Fall 2025 Term, 1<sup>st</sup> Reading – Frank Payne
  - Six additional classes would like to move to IA course fees.
  - Sylwester asked if there were any updates on discussions regarding blanket approvals for IA fees, or would the College Affairs Committee need to continue approving these fees for the foreseeable future?
    - Payne said this process will need to continue while course fees in general are being discussed at the instructional level.
- b. Professional Improvement Resource Team (PIRT) Award Deadlines, 1<sup>st</sup> Reading – Kirsten Hostetler
  - The proposal is to change a deadline for award nominations from a specific date to a more general time period. The reason behind this change is that the specific date in the current policy will sometimes fall on a weekend or holiday. The deadline for the full-time faculty award’s deadline would change from February 15 to “mid-February,” and the adjunct/part-time faculty award’s deadline would change from March 15 to “mid-March.”
  - Henson asked if there was any procedural language documented for announcing deadlines, or if such a practice could be adopted.
    - Hostetler said that such a practice is not recorded in the policy, but it is in the PERT handbook.
- c. G-6-8.11 Insurance Committee Policy Revision, 1<sup>st</sup> Reading – Rachel Knox



- This proposal is to include an ABS faculty member position on the Insurance Committee. Either a full-time or part-time ABS faculty member could serve in this role.
- Henson noted that the adjunct faculty’s current contract only lasts for two years, while the adjunct faculty position in the Committee requires a three-year term. While some faculty do serve more than two years at the adjunct level, could the policy be changed for adjunct faculty to only serve two years on the Committee?
  - Knox suggested that would need to be approved by the Shared Governance Committee (SGC).
  - Sylwester concurred and offered to bring Henson’s suggestion to the SGC as a member.

3. Confidential Business (Committee Members Only)

a. Bart Queary Lifetime Achieve Award Nominees – Breana Sylwester

- After some discussion, the voting members elected to approve two nominees for the award. The winners will be announced during an awards ceremony at the end of the academic year.

Motion to adjourn the meeting.

Motion made by Tracy Crockett, seconded by Thomas Wrisley.

Meeting adjourned at 10:22 a.m.

NEXT MEETING: Friday, April 11, 2025 at 10:00 a.m. via Zoom