



Date: May 8, 2026

Time: 10:00 – 11:30 a.m.

Location: Boyle Education Center Boardroom and Zoom

Attending	Absent	Guests
Breana Sylwester, Chair	Savannah Boyer	Darren McCrea
Scott Dove	Tracy Crockett	Angie Anderson-May
Lisa Merritt	Galit Ruebush	Michael LaLonde
Talia Stockwell	Tom Barry	Paula Simone
Marilyn Waller-Niewold		Breah Bollom
Sara Henson		Tony Russell
Greg Pereira, President		Sarah Baron
Kyle Matthews, Recorder		Alicia Moore
		Andrew Davis
		Cat Finney

Meeting called to order at 10:06 a.m.

1. Old Business

a. Review Minutes from April 10, 2026 Meeting – Breana Sylwester

- Motion to approve the meeting minutes.  
Motion made by Scott Dove, seconded by Talia Stockwell.

b. Proposal to Establish G-23-3 Data Security Policy, 2<sup>nd</sup> Reading – Darren McCrea

- McCrea said that that the first sentence of the second paragraph regarding COCC property was removed from the new draft as it is no longer current practice. A link to COCC’s FERPA policy was also added per Pereira’s request. The word “knowingly” was also removed from the third bullet point under “Acceptable Use” per the College Affairs Committee’s (CAC’s) request.
- Dove asked how the confidentiality requirements are usually explained to new employees.
  - McCrea explained that the link he added to the new draft goes to COCC’s confidentiality and FERPA policy. While new hires are not asked to learn all of COCC’s policies right away, this particular policy is part of their onboarding process.
- Motion to approve the second reading of the proposal to establish G-23-3.  
Motion made by Talia Stockwell, seconded by Lisa Merritt.  
 Motion approved by all voting members present.

b. Proposed Revisions to G-30-20 Policy Statement on General Student Fees and A-30-2 Approval Process for General Student Fees, 2nd Reading – Angie Anderson-May and Michael LaLonde

- Anderson-May said that the requested changes from the previous meeting were added to the new draft and it was presented to the Academic Affairs Committee (AAC), which they approved.
- Motion to approve the second reading of proposed changes to G-30-20 and A-30-2.  
Motion made by Scott Dove, seconded by Talia Stockwell.  
 Motion approved by all voting members present.

2. New Business

a. Proposed Increase to EMT and Fire Course Fees, 1st and 2nd Reading – Paula Simone



- Simone explained that this proposal is a request for additions and increases to the non-general fund for EMT and Fire Science courses to compensate for increased costs to materials and supplies, as well as paying regular wages for testing and certifying equipment. The department worked with Fiscal Services to finalize the budget for each course.
- Henson asked if these proposed fees have been communicated with students who are registered for the Fall 2026 term.
  - Simone said that students will be notified. The Fire 170, 232 and 275 courses are requesting new fees in order to offer certification. The students should already be aware of these fees, but the department will notify them.
- Henson noted that the fees for Fire 175 would cost 100% more than last year.
  - Simone confirmed this and noted that it is for the Fire Academy and they require expensive equipment.
- Henson asked if students or their agencies normally pay these fees.
  - Simone said that the majority of the students are funded by their agencies and some students receive scholarships, so it depends on their situations.
  - Henson asked if these agencies will pay for the proposed increased fees.
  - Simone said that the agencies are not in favor of increased fees, but understand why they are necessary.
- Henson asked if the recent budget cuts for first responder agencies and the increased course fees could impact the number of agency scholarships available.
  - Simone said it is too soon to know.
- Dove asked which fees are being used to pay irregular wages.
  - Simone said that fees for EMT 123, 125, 152, 152, 175, 232 and 275 pay irregular wages for testing proctors.
  - Merritt asked if the fees only pay for the irregular wages of the proctors, or also the tests themselves.
  - Simone said that students pay separately for the actual tests.
- Dove asked how many irregular wage employees are involved in the EMT program.
  - Simone said that it can be as many as 21 people at any given time.
  - Sylwester asked how often they are proctoring tests.
  - Simone said it happens between one and eight times per year, depending on the course.
- Merritt asked if irregular wage employees are considered private contractors.
  - Simone confirmed this and added that they are paid hourly and work less than 19 hours per week. This includes test proctors, instructional assistants and lab assistants.
- Motion to approve the first and second reading of proposed changes to EMT and Fire Science course fees.  
Motion made by Marilyn Waller-Niewold, seconded by Talia Stockwell.  
 Motion approved by all voting members present.

b. Proposed Revisions to G-6-3 Academic Affairs Committee, 1st Reading – Breah Bollom

- Bollom explained that this policy was approved by the AAC in November 2025, but it has since been discovered that it was never presented to the CAC for approval. The purpose for this



change is to align with changes in other policies that have moved oversight for course fee changes from the CAC to the AAC. The proposed change would allow the AAC to have an ASCOCC representative as a voting member, either for a one-year term or during the Winter term when the AAC reviews course fees. The latter could be possible as it would not change the five person quorum for the AAC when the student member is not present. The proposal also calls for reorganizing the AAC's roster to make it clearer who the voting and non-voting members are. "Banner" was also replaced with "systems and technology" in the new draft.

- Dove asked Stockwell if they felt it would be reasonable to have a student representative on the AAC every year.
  - Stockwell explained that several ASCOCC positions include obligations to serve on committees. While the ASCOCC is currently restructuring its positions, they could discuss how a member of their staff could serve on the AAC. In the event that ASCOCC is unable to recruit a full staff, the role could be shared by more than one member of the student government. Stockwell acknowledged that a full year commitment could be difficult for a student to fulfill, and they suggested that only serving during the Winter term would not be an issue.
  - Bollom clarified that, while the AAC would appreciate if a student could attend every meeting, they would only require a representative from the ASCOCC to attend the Winter term meetings when course fees are reviewed.
  - Stockwell offered to follow-up with the ASCOCC's advisor on this matter.
- Motion to approve the first reading of proposed revisions to G-6-3.  
Motion made by Talia Stockwell, seconded by Lisa Merritt.
  - Motion approved by all voting members present.

c. Discussion Item: Suicide Prevention and Intervention Plan – Sarah Baron and Tony Russell

- Russell explained that COCC's mental health resources are housed in various departments. He and Baron have met with different committees to discuss creating a workgroup or coordinating mental health resources. Some intervention materials are circulated at the College, including the Safe at COCC app, but they could be made better known by faculty and students. A suicide prevention and postvention plan is housed on COCC's intranet, but not everyone has access or knows how to find it. Russell and Baron are hoping to form a workgroup that meets once or twice per year to discuss these topics. Postventions are especially difficult as they require confidentiality and involve the victim's family. This is normally coordinated by Student Support Services. The workgroup could work with Deschutes County's Public Health department to develop consistent patterns of educating COCC personnel on suicide prevention and intervention resources. Public Health staff could lead this process in order to not create additional work for COCC's staff. Other organizations with available resources include NAMI Central Oregon, Mental Health First Aid Oregon, and COCC's Umbrella Club. A possible art project for COCC's campuses could be "chatty benches," which would include 988 and Oregon Warmline information. The workgroup could also discuss making COCC personal counseling services easier to find and learn about, as well as suicide prevention and intervention training for staff.



- Baron said that Deschutes County Behavioral Health Services has trained about 200 “repair support specialists” who can do develop plans for their organizations. COCC’s plan is currently housed on the College’s intranet. Baron suggested the plan needs to include resiliency factors, especially connection. Whoever is recruited to the workgroup would need to be involved in student groups. Students are not aware of the Deschutes County Stabilization Center and are driving their peers to emergency rooms instead. Students dealing with suicidal ideation need to know that they can connect with a faculty/staff member and can go to the Stabilization Center when they are in danger of harming themselves. Chatty benches could also include information on COCC’s counseling services and directions for decompression walks. The workgroup could meet at the beginning of the academic year, then publish their work online with information on what everyone will be doing, and have a follow-up meeting at the end of the academic year to discuss any potential changes that need to be made.
- Russell asked if the CAC could offer any advice on developing a workgroup.
  - Henson asked why it would need to be a “workgroup” as that might imply that it is intended to be temporary. Should this be a standing committee that meets semi-regularly?
  - Moore explained that Campus Safety/Emergency Management Director Cory Darling is COCC’s lead for suicide prevention, intervention and postvention, including the plan published on the intranet, so he would need to be involved in this group. (He was unable to attend this meeting.) The College’s plan has been reviewed by Deschutes County and they thought it was strong. Darling has since made some revisions and submitted them to the County for further review. One of the committees that Baron has discussed this with is the vice presidents team, and they have identified Assistant Director of Human Resources Rachel Knox as training lead for COCC employees Assistant Director of Well-Being Carrie Hayes as the training lead for students. (They were unable to attend this meeting.) They have committed to offer trainings throughout the year, starting with a scheduling meeting at the beginning of each academic year. Moore concurred that COCC’s plan is too difficult to find, so during the upcoming Summer term, members of Student Support Services and Student Affairs will be looking for opportunities to make it easier for students to find the resources they need. They have already worked with Marketing and Public Relations to update the Student Services portal to make student counseling more prominent on the homepage. They also plan to discuss additional information that could be included in the prevention plan. Moore suggested, rather than forming a workgroup, allow those who have done this work to continue to do so and have them form an advisory group that meets with Darling, Knox and any other leads once or twice per year.
  - Davis added that members of the student housing team and student resident employees receive extensive training on suicide prevention as part of their onboarding. They have connections to the Stabilization Center.
- Baron concurred that an advisory group could be a good idea. She noted that faculty members have faced challenges with navigating the website and safety app when trying to inform their students in crisis about the resources available to them.



- Finney noted that she attended a Question, Persuade, Refer (QPR) training and COCC's personal counseling resources were not mentioned.
  - Moore thanked Finney for this information and clarified that counselors are not available for acute care and are only on-site for crisis intervention for large scale events. However, counselors *do* provide QPR trainings on a routine basis. Moore said she would also share this feedback with Knox to remind trainers to encourage people to use COCC's resources.
  - Finney asked if there could be more discussion about recognizing factors that could lead to suicidal ideation. She also asked if a clearer process could be made available for faculty and staff to recognize when someone is having a mental health episode and what steps that can take to help them, not only online, as part of QPR trainings.
  - Davis suggested he could follow up with Darling on how to better communicate this information with COCC personnel.
- Baron clarified that her overall goal is to form collaborative work across COCC that could lead to trainings with various departments and student groups.
- Pereira concurred that a public facing plan should be prioritized. He also suggested that trainings may need to be specialized for faculty and specific staff members who interact more often with students, such as the housing staff.
  - Moore suggested that Darling and Knox would need to be involved in this conversation before any direction is given/taken.
  - Baron said that she has discussed forming a workgroup with Darling and Knox, and she was told that it was not necessary at the time. She suggested that the faculty need additional training on prevention and navigating the resources.
  - Russell offered to follow-up with Darling and Knox.

d. Election for Next Year's CAC Chair

- This agenda item was tabled until the next CAC meeting.

Motion to adjourn the meeting.

Motion made by Lisa Merritt, seconded by Talia Stockwell.

Meeting adjourned at 11:18 a.m.

NEXT MEETING: Friday, June 12, 2026 at 2:00 p.m. in the Boyle Education Center Boardroom and via Zoom