

# College Council Minutes

October 12, 2018

1:00 – 3:00 p.m.

Room 140, Central County Campus, 400 SE College Way Newport, OR

- Call to order – 1:01
- Attending: Ann Way, Alison Williams, Marge Burak, Greg Dewar, Matt Fisher, Patrick Misiti, Ben Kaufmann, Holly Shank, Larry Boles, John Watson, Shannon McKibben, Tabitha Hoadley, Diana Perez, Shaneon Dinwoodie, Sharon Hahn, Joy Gutknecht, Birgitte Ryslinge, Bonnie Reaney, Marion Mann, Linda Mollino, Laura Hamilton, Will Quillian, Tony Noble, Spencer Smith, Zane Stevens, Karen Pfaff
- Review of previous minutes – Motion by Matt, second by Ben, approved.
- Adjustments to the agenda – update Ann from nursing to medical assisting on list of voting members, add June 2019 to list of upcoming CoCo meetings

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## *Information*

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### **1. President's update – Birgitte Ryslinge**

- a. Discussion of the college council's relationship with the office of the president. CoCo has been the one place where people come together from across the college to share information and problem solve together. There's no intention to completely change what's already going on with this new model. The culture is positive and engaged and we have good participation and with the new voting representative model the hope is that this participation remains high, as all voices deserve to be heard.
- b. As the president, she is a visitor to CoCo, showing up to be informed and to inform, if necessary, of things going on at the college (i.e. accreditation). If there's a meeting where she doesn't attend and you want to inform the president or ask her to consider something, please feel welcome to approach her. When here she'll share the president's update, which is information important to the college as a whole—if not here she will send in written form.
  - i. This year the president will start a budget and planning committee. She'd like a combination of people all over the college, including students to attend. Four or five meetings a year. Experience/comfort/history with math would be helpful.
  - ii. Professional development workgroup is still looking for people to join. Contact joy at [joy.gutcknect@oregoncoastcc.org](mailto:joy.gutcknect@oregoncoastcc.org). meeting once every couple of months.
  - iii. Campus management update: implementation goal will be at start of fall 2019. Lots of work going on with ERP.
  - iv. Talk about lowering our use of plastics? A future project?
  - v. Contract talk between faculty and management is moving into mediation.

- c. Shared governance vs participatory governance. The latter is more reflective of what we do.
  - d. What the president, as a visitor, would like to see: continue good work, grow into the representative model. Think about how CoCo connects with other groups. Would like to see CoCo act as receiving body for institutional reports.
- 2. Instructional Leadership Team update** – moved to number 5 as a combination of instruction/ILT update is today.
- 3. Student Services update – Student Services team**
- a. Oregon Promise Grant success
    - i. 57 students registered from high school outreach project, 42 full time. This isn't the full number of high school students, this is just from the project. Small scholarship for each student of approximately \$900.
  - b. Several FAFSA information nights were scheduled with one more in oct
  - c. Fall high school visits to college were very successful with largest groups yet.
  - d. Holly has spent most of her time in local schools via the Navigate program. Homeless education literacy project (help) has been implemented. Visits Newport, Taft, Siletz, and Toledo, and soon in Eddyville, Waldport, and the career tech school.
  - e. First equity and inclusion meeting is Oct 23 at noon in the foundation conference room.
- 4. College culture of the classroom – Laura Hamilton**
- a. Reminder to close windows in the building if you open them. If you notice windows open, also please close them. All blinds halfway up. Close doors. Wipe white boards down if possible.
  - b. Really need to close down podiums correctly. The bulbs in the projectors are quite expensive so everyone needs to make sure the “all off” button is pressed (15 seconds, then will ask confirmation, then close) once down.
    - i. If someone is in the room after you, ask them if they want it left on, that's fine.
  - c. Computers can stay on but remember to SIGN OUT so nobody else has access to your accounts.
  - d. See something say something, let facilities know if there's issues so they can take care of it. They're stretched pretty thin at the moment and may not spot is as quickly without being alerted.
  - e. Spencer is working on creating a tutorial/manual for the new zoom equipment in all the classrooms.
  - f. Email [patrick.misiti@oregoncoastcc.org](mailto:patrick.misiti@oregoncoastcc.org) for setting up a training session for Canvas to learn some more advanced techniques.
- 5. Office of Instruction**
- a. Dan out at GED conference but wanted everyone to remember that at Wolf Tree Taphouse at 5 tonight will be an informal night with new associate dean.
  - b. Looking to schedule accreditation and steering committee meetings.
  - c. Associate dean Steve Seney starts on Monday. Ext is 102, office 7.
  - d. SENSE survey is out, sent to first year first students in math, writing, and college success.
    - i. Questions ask students about their current experience in college, interaction with teachers and staff, how class is going, communication with student services and advisors, etc.
    - ii. SENSE is used to assess student engagement, which is a leading indicator of success in college.

- iii. We can compare our new results to our past results and the national benchmark.
- e. Email about faculty use of Aviso has gone out, with update on tagging students for tutors.
- f. ECE (early childhood education) starts in fall and interviews are going on.

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*Discussion Items*

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**6. College Council calendar – Marge Burak**

- a. December's meeting is first week rather than second week because the second week falls during finals.
  - i. Holiday party will follow CoCo meeting Dec 7
- b. June 7 added, was mistakenly left off (stay after for Waves party!)

**7. College Council process developments – Ben Kaufmann**

- a. There will be a need to evaluate how this current model works to make sure it fits our needs
- b. Need for website improvement on CoCo page. Need to update that information.
  - i. Ben, Tabitha, John, and Marion will look at the site and make changes. Kathy has also volunteered to assist as needed.
- c. Decision needs to be made on when voting members vote, whenever everyone can vote, can anyone motion and second, etc
  - i. Any questions about this, email [ben.kaufmann@oregoncoastcc.org](mailto:ben.kaufmann@oregoncoastcc.org)

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*Action Items*

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None

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*Announcements*

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**• Hygiene Drive – Nursing Faculty**

- Article in paper about hygiene drive!
- 10<sup>th</sup> anniversary of SNO holding this. Every year the health program at the school district cohosts this drive for its students and SNO assists (collects things like toothpaste, shampoo, tampons, socks, etc. but no travel samples, just full size). Program is a great no-questions asked source of supplies for students in need. Will be outside Bi-Mart tomorrow, Walmart Oct 27, and Fred Meyers at a future announced date
  - 10/27 will likely be last day, products delivered start of November.
  - Last year over 1000 students who qualify as homeless benefitted from this drive.

- Slightly off-topic but SNO is also assisting salvation army coat drive with coat bins in the school.
- **NASA Grants – Matt Fisher**
  - OCCC is part of the Oregon NASA Space Grant Consortium, which is rare for this state and very cool. Means students have access to certain resources like scholarships. Recent student at OCCC just got a space grant scholarship, has plans to get advanced degree in astrophysics. Currently there are research awards/grants available.
    - Team experience award. Teams can ask for up to \$12k, for aerospace related student project/research. Preference for students wanting to compete in competitions (building a rocket for ex). Deadline is Nov 2.
    - SCORE (STEM community college opportunity for research experience), specifically for community colleges, grant for working with faculty mentor. Student is given \$800 to complete term long project, starts in winter. Deadline is also in November.
    - Matt Fisher is campus rep for space grant, so contact him at [matthew.fisher@oregoncoastcc.org](mailto:matthew.fisher@oregoncoastcc.org) if you have any questions or interested students
- **Faculty Contract Negotiations – Matt Fisher**
  - Following Birgitte's update. Any questions can be forwarded to [marion.mann@oregoncoastcc.org](mailto:marion.mann@oregoncoastcc.org) or [matthew.fisher@oregoncoastcc.org](mailto:matthew.fisher@oregoncoastcc.org). Faculty interested in joining can also contact them.
- PTK open scholarships on now, closes in Dec. In the past students were awarded several thousand dollars. Just being a small college doesn't mean our students won't win much so let students know, have them sign up for PTK and apply for these scholarships.
- Oct 25 is PERS and 403b day, in the community room.
- Oct 31 is Costumepalooza in the community room! It's a potluck, and don't forget to wear your costumes for the costume contest!

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### *Future Meetings*

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- Nov. 09
- Dec. 07
- Jan. 11
- Feb. 08
- Mar. 08
- Apr. 12
- May 10
- June 7 – added
  
- Meeting over at 3pm.

## **2018-2019 Representative Voting Members of College Council**

### Faculty

Lynn Barton – Nursing

Karen Pfaff- Nursing

Greg Dewar- Communication Studies

Alison Williams- Math

Will Quillian- ESOL

Alyssa Squiers- AQS

Ann Way- Medical Assisting

Patrick Misiti – Reading & Writing, & Laura Hamilton – Reading & Writing & College Success

### All Managers Group (AMG)

Larry Boles – AQS Program

Ben Kaufmann – Navigate Program

Spencer Smith – IT Support

### Classified

Shaneon Dinwoodie – Your College Store/Bookstore Assistant

Shannon McKibben – Administrative Assistant, Library Services

Tabitha Hoadley – Administrative Assistant, Academics and Workforce

Colleen Doherty – Academic Advisor, Student Services

### Associated Student Government (ASG)

John Watson - Student