

## College Council Agenda

March 12, 2020, 1:00 – 3:00 p.m.

**Remote only.** Zoom: <https://oregoncoast.zoom.us/j/801905767>

- Call to order: 1:00pm
- Attending: Darci Adolf, Lynn Barton, Larry Boles, Ashley Brust, Gena Burke, Greg Dewar, Dana Gallup, Joy Gutknecht, Laura Hamilton, Tabitha Hoadley, Ann Hovey, Diane Jacobs, Oscar Juarez, Ben Kaufmann, Dan Lara, Paul Lask, Bill Lilley, Marion Mann, Shannon McKibben, Patrick Misiti, Linda Mollino, Tony Noble, Sachiko Otsuki, Karen Pfaff, Will Quillian, Birgitte Ryslinge, Steve Seney, Spencer Smith, Ann Way, Alison Williams, Kristin Woolery
- Review of minutes and approval vote – Motion to accept by Spencer, second by Shannon, all aye
- Call for adjustments to the agenda – none

---

### *Information & Discussion Items*

---

#### **1. President's update – Birgitte Ryslinge (see handout for details)**

- a. Coronavirus update and next steps
  - i. K-12 schools in Oregon closed for next two weeks, as decided last night (last minute), so trying to implement contingency plans were possible
  - ii. Video recorded by President put online and shared out, regarding Coronavirus
  - iii. Most students aren't in age group categorized as 'high risk' but we are doing our part to slow the spread of the virus
  - iv. Receiving guidelines from local health officials, the HECC, the Oregon Health Authority, the WHO and CDC, and other official bodies
  - v. CVRT (coronavirus response team) has been formed at OCCC, with an email of [cvrt@oregoncoastcc.org](mailto:cvrt@oregoncoastcc.org) created to for concerned OCCC community members
  - vi. Executive team continuing to meet to ensure we remain organized in our response and current ongoing tasks like the new ERP and transition to independence
  - vii. Finals week will still occur, though check with instructors to see what their plan is (some moving to online), some larger classes may be moved to a larger room to ensure the 3-ft social distancing as recommended by the Oregon Health Authority
    1. Instructors will contact students with changes
    2. More students than usual may be seeking accommodations

- viii. For spring term, when feasible, classes will move to an online format for the first 2-3 weeks
    - 1. Zoom and Canvas are more than capable of handling this load
    - 2. Training for instructors will be created/shared
  - ix. As of now, half the community college's in Oregon are delaying start of spring term by a week. OCCC will plan to have a decision on that by early next week. Difficulty in doing is because we're still tied to PCC for federal financial aid and they are one of the college's NOT delaying. Talks will have to be held with them.
    - 1. This will make a 10-week term, no make up unfortunately
  - x. HR/executive guidance for employees experiencing difficulty with childcare will be coming out next week. Flexing work schedules, working remotely, using sick leave for childcare, etc may be some options. Supervisor's will work with their employees on this.
  - xi. Oregon Governor has banned gatherings of 250 or more people for the time being. OCCC will be trying to avoid large gatherings in general, moving meetings to Zoom, and trying to maintain that 3-ft distance. Most college-sponsored travel has also been cancelled.
  - xii. Messaging on updates will come out from supervisors and the president
  - xiii. Working on maintaining calm during this time and making sure students and staff have access to accurate information
- b. Pearls of Wisdom was last week and went well and was a successful friend/fundraising event
    - i. Last year, in first year, we raised around \$17k, this year we nearly doubled it to about \$30k raised
    - ii. New relationships in the community were made as well to establish some possible long-term donors
    - iii. A big thank you to everyone who helped plan and run the event!
      - 1. We had some great student speakers as well!
  - c. Budget development is in process for the upcoming academic year, which must be adopted by June 30
    - i. The BoE adopted a policy several years ago to review tuition and fees yearly, so changes were smaller than large increases every few years. This process will begin next week with the BoE meeting and student forums in the next few weeks (implementing technology, because of no large group gatherings)
  - d. MyOregonCoast – new MyOCCC under CampusNexus, which is replacing sharknet. This means a new student portal being launched soon. This will happen later in spring term.
  - e. Chris Ousley, new Dean of Students, starts Monday, March 16!
- 2. Instructional Leadership Team — Dan Lara and Paul Lask**
- a. ILT has been working on formalizing on new process for adding new courses or editing current courses
    - i. If you want to edit/modify or add a course you:

1. Approach department with request, if they agree then go to
2. Ann Hovey and Tabitha Hoadley who will help with forms and processes
3. Send completed forms to Ann and Tabitha who will send it to Paul Lask to be presented to ILT
  - a. Instructor who brought changes should attend ILT to present
4. Once passed through ILT it will go to CoCo
  - a. Last possible date of submission for changes for next year is April 7, to get into the April CoCo
  - ii. Full path will be posted on website soon
  - b. Dave and Misty are working on video tutorials for faculty on how to build their own faculty webpage. Once complete they'll be shared to faculty.
  - c. Professional development applications due last weekend in May. Covid-19 will be taken into consideration for applications. Links to the form are on the instructional webpage on the website.
  - d. Faculty academic calendar will be created for 2020-2021, for the first time, with input from faculty on what should be on it.
- 3. Accreditation Steering Committee — Dan Lara**
  - a. No updates this month
- 4. Assessment Task Force — Ann Hovey**
  - a. Currently looking at in-service and implementing interactive and entertaining presentations and the potential of going digital/online with the presentation in lieu of Covid-19.
  - b. The course assessment forms went out to faculty recently as well and we are waiting on those to be returned. They should be returned by the week after the submission of winter term grades.
- 5. Student Services Management Team — Ben Kaufmann**
  - a. Managing normal services under Covid-19 processes:
    - i. advising appointments (zoom when necessary)
    - ii. Orientation on Monday (online possibly, or in larger room)
- 6. Equity and Inclusion update — Ben Kaufmann**
  - a. Continuing work on cultural competency standards, reviewing in preparation for next CoCo and will have recommendations to bring to vote for next month's CoCo
    - i. Working on aligning OCCC with house bill
- 7. College Council Bylaws Taskforce — Marion Mann**
  - a. Created five articles, completed articles 1 and 2 and partially 3, about halfway done. The completed articles involve membership mainly, and voting and agendas, and are now moving onto governance
  - b. Completed articles will be shared out one by one as ready
- 8. Associated Student Government update — Ashley Brust**
  - a. ASG helped with Pearls and got to meet a lot of people while guiding them to various events
  - b. Still finalizing next term's events and upcoming events and how to comply with social distancing and food handling issues

- i. Have a blood drive on April 8, who are complying with Covid-19 measures
- c. Recruitment of new ASG members is ongoing. Applications can be found at Student Services or the ASG office.

---

*Action Items*

---

9. N/A

---

*Announcements*

---

**10. Project Stardust update — William Lilley**

- a. Spent President's Day collecting samples on the school roofs
- b. Boat trip for deep ocean sampling scheduled next month, limited to just Bill, Haley, and a technician
- c. Haley is negotiating a scholarship with OSU, having been admitted, and working on continuing the project there. If successful we'll be partnering with OSU.

**11. Coastal Stagecoach** – First edition of Coastal Stagecoach came out recently and was great! Well done to the team!

**12. PTK** – Book Sale still on for May and donations still being taken but will update based on Covid-19 in case of cancellation (currently the ban on group meetings is through April 8). Induction ceremony in June, everyone is invited to support new and continuing members.

---

*Future Meetings*

---

- **April 10** – Note new date.  
May 15  
June 05
- Out at 2:10pm

## College Council Voting Representatives

### Faculty

Lynn Barton  
Patrick Misiti / Laura Hamilton (absent)  
Will Quillian  
Alison Williams  
Ann Way  
Tony Noble  
William Lilley  
Karen Pfaff

### All Managers Group (AMG)

Ben Kaufmann  
Spencer Smith  
Steven Seney

### Classified

Shaneon Dinwoodie  
Gena Burke  
Tabitha Hoadley  
Shannon McKibben

### Associated Student Government (ASG)

Ashley Brust