College Planning Council
Agenda
Wednesday, October 26, 2022
Boardroom
3:15 PM

Zoom: https://bluecc.zoom.us/j/99443261352?pwd=QkwvZG1uMnlJS1oySGNmSkZzT1N6UT09
by phone: 669-900-6833   meeting ID 994 4326 1352 passcode 720911

1. Approve CPC minutes from the 10/12/22 meeting

2. Administrative Procedure approval
    04-2022-0001 Technology and Computer Equipment Replacement

3. Department Name Change
    Office of Learning and Student Success to Office of Instruction

4. Administrative Procedure for Revision
    02-2003-0003 Press Releases

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Members Present: Mark Browning, Adam Sims, Brad Holden, Celeste Tate, John Fields, Joey GrosJacques, Patrick Sisneros, Philip Schmitz, Sascha McKeon, Tammi Clark, Theresa Bosworth, Wade Muller, and Shannon Franklin.

Absent: Kaley Cope, Nayeli Contreras, Roman Olivera, and Tammy Krawczyk

Guests: Angela Rios, Katrina Dielman, Ken Daniel, Stacie Stahl, Jeff Nelson, Barb Baty,

Approve Minutes from the 9/28/22 meeting
Philip moved, seconded by Brad, to approve the minutes. Motion passed by show of hands.

Approve IT Master Plan
Brad received clarifying comments, but no changes. The Department plan has been attached to the Master Plan.   The Master plan stands alone, and is not dated, but the departmental plan at the end will change annually.

John moved, seconded by Tammi Clark (with the notation Brad will add the role of the IT Committee), to approve the IT Master Plan. Motion passed by show of hands.

Office of Learning & Student Success Name Change
John is going through the process to rename the Office of Learning & Student Success to revert back to Office of Instruction. The name change will take effect immediately. Unanimous consent for the name change.

Administrative Procedure – First Read
First reading of procedure 04-2022-0001 Technology and Computer Equipment Replacement. This procedure is to accommodate the Accreditation evaluation.

Adjustment to the 2022-23 Academic Calendar
John would like to postpone the opening of the schedule for one week to give enough time for proper review of the schedule. The schedule would go live 10/24/22 instead of 10/17/22.   Registration opens 11/7. We will send a canvas notice to students about the timing change. Theresa will update the academic calendar on the web.

Accreditation Update
Heather shared the Accreditation Visit Schedule for October 16-19; the schedule and Accreditation documentation can be found on ion page on our website: https://www.bluecc.edu/about/accreditation. The Exit Interview will be held in the Theatre on Wednesday, October 19, at 10:00 a.m. BMCC will receive the final report from the NWCCU in January 2023.

Student-Staff Appreciation

On Thursday, October 20, BMCC will host a student-staff BBQ on the Pendleton Campus.

10/12/22 CPC Meeting recording link: https://bluecc.zoom.us/rec/share/4n-P2Bvz33Hz82w-2-p6L0sHQVF7RZhpG2cuumWSyqOynp8JQ0vQ7d9jeMWD8oan.dcrrhr1WhaJwavjg?startTime=1665611203000

Procedure Title: Technology and Computer Equipment Replacement
Procedure Number: 04-2022-0001
Board Policy Reference: IV.A.
NWCCU Standard:

Accountable Administrator: Chief Technology Officer
Position responsible for updating: Chief Technology Officer

Original Date:
Date Approved by College Planning Council:
Authorizing Signature: *signed original on file*
Dated:
Date Posted on Web: **Reviewed:**

Overview
This procedure supports BMCC's approach to upgrading or replacing computer technology and equipment through an annual cycle. The College has established a budget and process for the regular replacement of computer technology and equipment for faculty and staff, classrooms, and computing labs. Information Technology (IT) is responsible for the upgrading and replacement of computer technology and equipment.

Purpose
The college's computer inventory is planned to be replaced every 6 years. The college follows industry best practice as the budget allows. The actual number of computers replaced annually will depend on the funds allocated.

In general, computers in the computer labs and instructional areas are upgraded first. In addition, classroom computers in the instructional podiums are upgraded to keep the newest computers in our instructional areas. The trickled computers will then be provided to staff, faculty, and other areas to replace older computers. Tablets, monitors, and other technologies, as well as printers are not included in the replacement cycle. All computers and other technologies are part of the college's inventory, regardless of the funds used for purchase. Computer replacements will be made based on the age of the computer and the needs of the user. IT staff will maintain an inventory of equipment to determine which equipment is eligible for replacement each year. Older, computers will be evaluated by IT staff, if it is still functional it will be relocated by IT for further use. All computers and other technologies that are determined to be non-functional will be de-inventoried and recycled by the college.

Monitors will not follow the same replacement cycle. A monitor will be deemed usable until it has either ceased to function properly or is incapable of being connected to an existing computer. A standard monitor will be purchased, if a different monitor is needed or requested, they may need to be purchased

from departmental funds.

Printers are purchased on a limited basis. Most of the printing needs to be directed to an area copy machine to utilize the investment and to save the college money. If a department purchases a printer, all supplies (including toner cartridges and paper) and support are the responsibility of the departments. IT will recommend and provide quotes of specific printers or other peripherals.

Computers and other technologies are not to be moved or reallocated without the approval from the IT department.

Support

The Information Technology Department provides the following support to all approved computer systems.

1. A connection to the campus network and the Internet is available across campus, by a wired or wireless network connection.
2. Inventory of the computer for replacement purposes.
3. Installation and configuration of the computer and supported software.
4. Resolution of functional problems when notified by the user.
5. Management of repair requests and processes for computers and other technologies.

Procedure Title: Press Releases
Procedure Number: 02-2003-0003
Board Policy Reference: IV.A. General Executive Direction
NWCCU Standard:

Accountable Administrator: President
**Position responsible for updating: ~~VP Public Relations~~Director of Marketing &
Communications**
Original Date: June 23, 1982
Date Approved by College Planning Council: 9-10-13
Authorizing Signature: *Signed original on file*
Date Posted on Web: 9-10-13
Revised: 8-13   Reviewed: 8-13

Purpose/Principle/Definitions:
The purpose of issuing Press Releases is to disseminate information about the College
to the four-county media. Instructors, department chairpersons, and administrators, are
to send all College press releases to the Director of Marketing and Communications ~~VP
Public Relations~~ for distribution. College news releases are defined as articles that
describe, relate to, or address approved College programs, or activities and events
associated with College operations.

~~As a part of a complete public relations program~~In alignment with the current
Communications Master Plan, the goal is to provide consistent quality, an appropriate
message, and utilize proper media etiquette when dealing with the media.

The Director of Marketing and Communications ~~VP Public Relations~~ will clear all major
press releases with the College President. Routine press releases may be approved
without the President's prior approval. Copies of all press releases are posted on the
Blue Mountain Community College web site.

Guidelines for submitting major press releases to the news media:

1. The President will be the official spokesperson for the College; the Director of
   Marketing and Communications will be the secondary spokesperson.

2. News releases that are of college-wide interest or that pertain to established
   College policy will be the responsibility of the ~~President~~Director of Marketing and
   Communications under the direction of the President;

3. The President and the Director of Marketing and Communications, or his/her designee, will establish regulations for the dissemination of news releases pertaining to the College.

Legal References:

ORS 192.640 – Public Notice Required
ORS 341.290 – General Power…Rule (9) Provide and disseminate to the public information relating to the program, operation and finances of the community college.

Exception: Coaches are encouraged to personally contact the local media/sports reporters with scores and game highlights so information on BMCC athletics/rodeo is as timely as possible.

The Feves Art Gallery and College Community Theatre (CCT) are in charge of promoting their own events but are encouraged to send copies of their press releases and other promotional information to be posted on the college website.