



## College Council Meeting Summary • March 9, 2020

*Members Attending:* Mike Brenchley, Brad Cook, Renee Faatz, Carson Howell, Janalee Jeffery, Melanie Jenkins, Ron Lamb, Larry Smith, Jason Springer, Paul Tew, Bryce Warby

*Others Attending:* Josh Hales, Marci Larsen (secretary), Rob Nielson

### Welcome (President Cook)

- Updated the group on the Coronavirus, legislative session, and tuition

### Meeting Minutes (President Cook)

- Marci Larsen corrected the date on the last set of minutes (2020, not 2019)
- Josh Hales discussed the Personnel System Policy and the role of an ombudsman; said there are complications with Ombudsman being tied to HR
- With the understanding that the changes HR made were not substantial, Larry Smith made the motion to forward the policy to the BOT. Seconded by Paul Tew. All in favor
- Josh Hales was assigned to look into Ombudsman
- Janalee Jeffery made a motion to approve the minutes. Bryce Warby seconded. All voted in favor.

### Auxiliary Services Policy (President Cook)

- Turned time to Rob Nielson
- Summarized changes, highlighting the right of refusal changes
- Bryce Warby made the motion to approve and send forward to BOT. Mike Brenchley seconded. All voted in favor.
- *Action: Administration will send to BOT for consideration*

### Interim Policy Policy (Dr. Howell)

- Reviewed the few comments which were received – mainly asking when this will be used (to which he explained it will be used only in emergency)
- Paul Tew asked if it would be useful to have a procedure when these emergency policies need to be enacted
- Larry Smith pointed out that it says “approval process is defined above;” Carson Howell said he will correct that
- Larry Smith made a motion to approve. Janalee Jeffrey seconded. All voted in favor.
- *Action: Administrative Services will forward this to BOT for consideration*

### Notice of Termination (Dr. Howell)

- Turned the time to Josh Hales, who said there was significant feedback on this policy
- Suggested that the phrase “clearly communicated to any member of the college community” be clarified
- Mike Brenchley made a motion to send this policy back out to employees for 30-days. Larry Smith seconded. All voted in favor.
- *Action: HR will redistribute this policy to employees for another 30-day review, given the substantial changes.*

### Accessibility Policy (Dr. Howell)

- Reviewed history of the policy and asked College Council members how they wanted to proceed; they agreed to add to the agenda today
- Paula Robison shared some former concerns of unfunded mandated and compliance with federal law
- Janalee Jeffery asked if this is what started the accessibility Canvas course
- Larry Smith asked about the phrase “removed;” possible language change “should be archived, unpublished” or “shall be made unavailable to students”
- Renee Faatz asked who would help faculty make these changes and said she wanted a promise that someone would support her and other faculty
- Paul Tew suggested the PMO work on implementation
- Jason Springer made a motion to move ahead and be fully compliant in a timely manner. Bryce Warby seconded. The motion passed with a majority vote. Mike Brenchley opposed the motion, and Renee Faatz abstained.
- Larry Smith amended the motion to change the word removed to archived. Melanie Jenkins made an amendment to

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have all material completed by Fall 2021. With those two changes, all voted in favor.

- *Action: Administrative Services will send the policy forward to BOT for consideration*

### **Sabbatical (Dr. Smith)**

- Said this is a new policy (was folded into A&T before but not included in the new A&T document)
- Thanked Jonathan Bodrero and Faculty Development Committee for their work
- Said funding has always been a challenge, noted Faculty Senate passed a resolution
- Bryce Warby asked about staff consideration. Group suggested another policy be created by the Staff Association if interested. Then suggested the title be changed to Faculty Sabbatical Leave Policy
- Janalee Jeffery made the motion to distribute for the employee 30-day review with recommended changes. Renee Faatz seconded. All voted in favor.
- *Action: Academic Affairs will make minor edits from College Council and send out to employees for 30-day review*

### **Intellectual Property Policy (Dr. Smith)**

- Said this has been a work-in-progress for nearly five years, ready to move on it
- Agreed to check on alphabetizing and consistency throughout the policy and to change CFO to Controller's Office
- Renee Faatz made a motion to approve. Seconded by Paul Tew. All voted in favor.
- *Action: Academic Affairs will make minor edits from College Council and send out to employees for 30-day review*

### **Leave Policy - Faculty (Dr. Howell)**

- Turned the time to Josh Hales
- Said he would change titles to Faculty Paid Leave and Staff Paid Leave; this was a process of cleaning up and consolidating several policies
- Jason Springer asked for clarification on pregnancy and disability status
- Bryce Warby suggested consistency in terminology between faculty and staff leave
- Mike Brenchley asked about understanding "reasonable" emergency
- Paul Tew made a motion to send the policy to all employees for review. Ron Lamb seconded the motion, and all voted in favor
- *Action: HR will send the policy to all employees for 30-day review*

### **Leave Policy - Staff (Dr. Howell)**

- Turned the time to Josh Hales
- Said there's not a lot of changes, again compiling several other policies; changes include changing the title of sick leave, adding Section 6.4 so there's a pool of leave rather than president extending leave, and having staff apply for STD if gone longer than two weeks
- Bryce Warby asked if military leave could be added to FMLA, noting the college doesn't have discretion on that leave; Josh Hales said he would check on military leave orders
- Jason Springer made a motion to send the policy to employees for the 30-day review. Carson Howell seconded. All in favor.
- *Action: HR will send the policy to all employees for 30-day review*