



## College Council Meeting Summary • January 14, 2018

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*Members Attending:* Mike Brenchley, Gary Carlston, Jake Dettinger, Jared Devey, Steve Hood, Heidi Johnson, Craig Mathie, Brad Olsen, Larry Smith, Garth Sorenson, Jason Springer, Paul Tew, Bryce Warby  
*Others Attending:* Josh Hales, John Stevens, Marci Larsen (secretary)

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### **Welcome (Vice President Hood)**

- Called the meeting and welcomed everyone

### **Meeting Minutes (Vice President Hood)**

- Space between “the” and “caveat” in the budget discussion
- Jason Springer moved approval with this correction. Larry Smith seconded it, and all voted in favor.

### **Social Media Policy (Vice President Hood)**

- Turned the time to John Stevens
- Informed of three minor comments after 30-day review, which were included
- Larry Smith on 3.2 – change “to” to “on” administration
- Larry Smith moved approval with that change. Jared Devey seconded the motion, and it passed unanimously.
- *Action: John Stevens will send redline version to employees and President Carlston (or his designee) will present the final policy to Trustees*

### **Probationary Policy (Vice President Dettinger)**

- Turned time to Josh Hales
- Suggested to change probationary period to one-year
- Jason Springer made a motion to move to 30-day review. Craig Mathie seconded the motion, and it passed unanimously.
- *Action: Jake Dettinger will distribute the policy to employees for the 30-day review*

### **Corrective Action Policy (Vice President Dettinger)**

- Josh Hales reviewed the policy, which has been significantly revamped
- Received several pieces of feedback, including a request to put the policy into the policy template
- Questioned the definition of staff members v employees
- Paul Tew made a motion to send out with the recommended amendments. Nate Caplin seconded the motion, and it passed unanimously.
- *Action: Jake Dettinger will distribute the policy to employees for the 30-day review*

### **Grievance Policy (Vice President Dettinger)**

- Josh Hales reviewed the policy, noting the addition to the grievance hearing procedures
- Asked for clarification of definition of days and length of time for deadlines
- Motion to take off table. Jason Springer seconded, and all voted in favor
- Paul Tew made a motion to send for 30-day, including staff commensurate representative with faculty policy
- *Action: Jake Dettinger and HR will modify policy and send to employees for 30-day review*

### **Accommodation of Disabilities Policy (Vice President Dettinger)**

- Josh Hales addressed this
- Noted the first change is the title of policy
- Decided that Paula Robinson, ADA Coordinator, will handle student and guest accommodations and HR will address employee needs
- Craig Mathie made a motion to send out for 30-day. Heidi Johnson seconded the motion. All were in favor.
- *Action: Jake Dettinger will send out for 30-day review*

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### **Relocation Expense Policy (Vice President Hood)**

- Had procedures, not policy, in the past
- Suggested to add definitions for types of employees, relocation expenses, and consider amounts
- *Action: Steve Hood will take back and add some details*

### **Advancement and Tenure Policy (Vice President Hood)**

- This policy has been through deans and senate
- Most changes were grammatical, consistency, some clarification on years, one section deleted
- Larry Smith said there was discussion of transition committee, but Steve said Morris does not want two policies to be in effect at the same time
- Larry Smith said Senate met two extra times to address this document, as has A&T committee
- Larry Smith made a motion to send to employees for 30-day review. Craig Mathie seconded it. All in favor.
- *Action: Dr. Hood will send it out for 30-day review*

### **Accessibility Policy (Vice President Dettinger)**

- *Action: Jake Dettinger will work with IT to distribute*

### **Snow Promise Scholarship (Vice President Mathie)**

- Said trying to support local students who can succeed, as this is part of our mission
- Shared with K-16, who is very excited about this
- *Action: Marci Larsen get map of Six-County map for every counselor*