



## College Council Meeting Summary • November 9, 2020

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*Members Attending:* David Allred, Teri Clawson, Brad Cook, Renee Faatz, Matt Green, Matt Griffin, Carson Howell, Janalee Jeffery, Melanie Jenkins, Stacey McCliff, Chad Price, Kyle Rowley, Larry Smith, Bryce Warby  
*Others Attending:* Josh Hales, Marci Larsen (secretary), Rob Nielson

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### Welcome (President Cook)

- Thanked everyone for making time to meet

### COVID-19 Update (President Cook)

- Shared update on governor's executive and public health order
- Discussed possibility of doing a 10-day circuit breaker; received general support for this plan

### Meeting Minutes (President Cook)

- Chad Price made a motion to approve; Larry Smith seconded; all voted in favor

### Abusive Policy (Josh Hales)

- Discussion on HR Office being the investigative body, appellant, and disciplinary body; agreed to language change that appeals go to VP
- Larry Smith made a motion to send to BOT with modifications; seconded by Matt Griffin; one opposed.
- *Action: Administrative Services will send to BOT for consideration*

### Title IX Policy (Josh Hales)

- Only changes were typos
- Asked if the definition of "appeal officer" should be excluded; repetition of disruptive advisor being excluded, and specific lengths of time called out
- Bryce Warby made a motion to send to BOT with suggested corrections; seconded by Chad Price; all voted in favor
- *Action: Administrative Services will send to BOT for consideration*

### Advancement Policies (Janie Harris)

- Reviewed changes, accepted suggestions; discussed if documents are policy or procedures
- Took formal action on specific policies
- Melanie Jenkins made a motion to rescind earlier approvals, combine policies, and separate procedures; seconded by Larry Smith; all voted in favor
- *Action: The Advancement Office will rework the policies/procedures and reshare with College Council*

### Death Benefit Policy (Josh Hales)

- Add part-time staff to this program
- Chad Price asked about including adjunct faculty; informed this is more difficult to do/track
- *Action: HR and Academic Affairs will work on a better system to hire and track adjunct faculty*
- Chad Price made a motion to approve as written; Carson Howell seconded; all in favor
- *Action: Administrative Services will send to employees for the 30-day comment period*

### Administrative Leave Policy (Josh Hales)

- New policy, matches current practice
- Discussed HR, supervisor, and vice president role in process
- Bryce Warby made a motion to change the process to HR preparing the letter to share with employee, which should be hand-delivered by both supervisor and HR; Melanie Jenkins seconded; all voted in favor
- Carson Howell made a motion to send to employees for the 30-day review period (with amendments); seconded by Larry Smith; all in favor.

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### **Informational Item**

- Carson Howell said several policies listed (Cash Handling, Procurement, and P-Card) were out for review
- All policy keepers were asked to reply to all comments received during the 30-day period
- Administration was asked to distribute agendas earlier so adequate time could be spend reviewing material

### **President's Report (President Cook)**

- Due to time, no report was given