



College Council Meeting Summary • September 14, 2020

Members Attending: David Allred, Brad Cook, Renee Faatz, Matt Green, Matt Griffin, Carson Howell, Janalee Jeffery, Melanie Jenkins, Stacey McIlff, Chad Price, Kyle Rowley, Larry Smith

Others Attending: Josh Hales, Jane Mathison (partial), Marci Larsen (secretary)

Welcome (President Cook)

- Thanked everyone for making time to meet
- Said David Allred is the new Deans' Council rep; noted this is also the first meeting for Matt Griffin, Kyle Rowley, and Chad Price

Meeting Minutes (President Cook)

- Larry Smith made a motion to approve the minutes as presented. Motion was seconded by Matt Griffin and passed unanimously

Notice of Termination Policy (Josh Hales)

- Said there was a lot of comments after the first review; nothing with the second. Discussion on proceeding or sending back out due to COVID delays.
- Janalee Jeffery made the motion to approve and send forward to BOT. Larry Smith seconded. All voted in favor.
- *Action: Administrative Services will send to BOT for consideration*

Cash Handling Policy (Carson Howell)

- Summarized changes, noted an addition at the request of the Controller's Office
- Larry Smith made a motion to approve, after legal counsel reviews. Matt Griffin seconded. All voted in favor
- *Action: Administrative Services will send to employees for the 30-day review*

Procurement Policy (Dr. Howell)

- Said this is an update to the 2013 policy, mostly changing "purchasing" to "procurement"
- Larry Smith made a motion to send to employees for 30-day review. Chad Price seconded the motion, and all voted in favor
- *Action: Administrative Services will send to employees for the 30-day review*

P-Card Policy (Dr. Howell)

- Updated policy to reflect changes in state law and internal process
- Larry Smith suggested separating policy from definitions and the group made these additional edits: considering if 3.1 and 3.5 are necessary, defining "merchant commodity code" in 3.11 in the definition portion, and clarifying what is prohibited/employees eating with students in 3.5.16. Jane Mathison said sales tax is no longer collected so 3.6 is not necessary. It was also requested that grammatical edits in first sentence be corrected and prohibited purchases be included.
- Chad Price made a motion to make the edits and send out for review to CC before sending to 30-day. David Allred seconded the motion and all voted in favor
- *Action: Administrative Services will have Procurement Office make edits, Marci will send to CC, and then Administrative Services will send to employees for the 30-day review*

Abusive Conduct Policy (Josh Hales)

- Said this policy – most of which comes from state code – is the result of legislation and noted the deadline to have implemented is end-of-year
- The group had the following suggestions: delete 2.1.5, better explain 3.7, and make grievance policy technical jargon more reader-friendly
- Carson Howell made a motion to send to employees for 30-day review. The motion was seconded by Stacey McIlff. All in favor.
- *Action: Administrative Services will distribute to employees for the 30-day review*

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Title IX (Josh Hales)

- Said this is already in place as “emergency policy” – going through the process to make it permanent; policy to comply with new regulations, state put together a template and Snow filled in gaps
- Larry Smith asked if this is the least restrictive policy that still meets the needs, and Josh Hales confirmed
- Chad Price asked what the procedures would be for 3.13 and Josh Hales said they would still be written and would be a separate document
- Stacey McIlff made a motion to send to employees for 30-day review. The motion was seconded by Chad Price. All in favor
- *Action: Administrative Services will ask Human Resource Office to distribute to employees for the 30-day review*

Sabbatical Policy (Larry Smith)

- Reviewed the history of the policy – approved through CC, then at BOT meeting legal counsel asked for another review; said this is the updated version, which has also been reviewed by professional track committee
- Reported that legal counsel said to remove 3.5 and add a sentence that says documentation should be writing; said intent of the policy remains the same
- Chad Price asked if “short-term” needed to be better defined; Larry Smith said the decision was made to leave as is after discussion
- Discussed 9.2.4 and 9.2.6 and the request to have professional track – as well as A&T – committee be involved with the process, dependent on the employee’s status
- Janalee Jeffery made a motion to add professional track for those on that track, similar to the existing language for A&T. Stacey McIlff seconded the motion; all in favor.
- *Action: Academic Affairs will work with Faculty Senate to make the requested edits and then forward to BOT for consideration*

Campus Space (Dr. Howell)

- Presented information to CC after the initiative dropped due to COVID and personnel changes
- Faculty and staff association presidents can send designee
- This group will provide guidance and recommendations to president and cabinet
- *Action: Administrative Services will distribute to employees for the 30-day review*

Face Covering (President Cook)

- Informed CC that this emergency policy is in place
- Said if it’s extended, CC may need to make it a formal policy

President’s Report (President Cook)

- Reminded the group that this is pedestrian safety month; will be featured in Town Hall
- Gave COVID update – small numbers, no decision after Thanksgiving yet
- Asked Teri Clawson to give an enrollment report – right now up 6% (308 students); Carson Howell commented on the budget impact – tuition and growth money from legislature; President said this helps fund initiatives
- Asked Stacey McIlff to report on short-term Learn & Work program – programs are filling up, thanks to faculty for submitting proposals, hope programs persist after funding
- Asked Carson Howell to give an update on the budget – 3Ps, rollover, structural imbalance, and the need to cover the deficit this year. If there’s growth funding, we may only have a \$200K hole (instead of \$700K); said it will be a couple years that we are dealing with this. He said USHE is pleased with the plan moving forward and noted he knows it’s not pleasant, but people responded well; noted once we get it corrected, we can look at how to invest in the college/future. President said most gratifying fact is that we have done this without layoffs or furloughs, and the college was able to cover benefit increase. Carson said the budget request for next year is due October 1.