



College Council Meeting Summary • January 23, 2017

Members Attending: Mike Brenchley, Gary Carlston, Kim Cragun, Bailey Dalton, Jake Dettinger, Steve Hood, Heidi Johnson, Nick Marsing, Craig Mathie, Jeff Serrine, Garth Sorenson, Jason Springer, Allan Stevens
Others Attending: Marci Larsen (secretary), Paul Tew, Meagan White

Welcome (Jacob Dettinger)

- President Carlston asked Vice President Dettinger to chair the meeting
- The meeting was called to order, and everyone was welcomed

Meeting Minutes (Jacob Dettinger)

- Garth Sorenson made a motion to approve the meeting minutes; Mike Brenchley seconded the motion, and it passed unanimously

Information Technology Policies (Vice President Dettinger)

- Introduced Paul Tew, who detailed the policies for the final review
- Policy 12.1 – Section 1.10, change “facility” to “resources”
 - Kim Cragun made a motion to approve this policy with the proposed change; Bailey Dalton seconded the motion; all voted in favor
- Policy 12.2 – not a lot of feedback, made two corrections from Vice President Dettinger, noted that student employees are still employees, said faculty will need to create a policy for classifying and handling coursework
 - Nick Marsing moved approval with the stated changes; Heidi Johnson seconded the motion; all voted in favor
- Policy 12.4 – use “current industry standard,” instead of spelling out the details in the policy; had a discussion on access to computers in the classrooms (noted that this would shift responsibility for the computers to IT and that this will need to be addressed with the new science building)
 - Steve Hood moved approval; Jason Springer seconded, and all voted in favor
- Policy 12.5 – Section 1.0, delete everything after the “however”
 - Heidi Johnson made a motion to approve; Nick Marsing seconded the motion. All voted in favor
- ACTION: Vice President Dettinger will present the policies with the recommended changes to the Board of Trustees for consideration

Cash Handling Policy (Vice President Dettinger)

- Reported that Wayne Bushman has completed a few audits where this has been raised
- Said the goal of the policy is to protect the individual and college and also make the college compliant with State policy
- Nick Marsing asked if there will be an abbreviated version for faculty; Meagan White said it will be part of club training for faculty advisors
- Garth Sorenson made a motion to approve; Nick Marsing seconded, and all voted in favor
- ACTION: Meagan White will make a “cheat sheet” for easy training
- ACTION: Vice President Dettinger (or designee) will send the policy out for the thirty-day employee review

Campus Scheduling Policy (Vice President Dettinger)

- Reviewed changes made to policy, pointing out the biggest change for 4.5.4 adding “when a financial transaction is involved” to determine when risk and additional forms must be completed
- Asked the council to think about Section 4.6 while the policy is out for the thirty-day review
- Kim Cragun made a motion to send the policy to employees for the thirty-day review; Allan Stevens seconded the motion, and it passed unanimously
- ACTION: Vice President Dettinger (or designee) will send the policy out for the thirty-day employee review

Concurrent Enrollment (Vice President Hood)

- Shared the situation that happened with a charter school registering for excessive spots and said the purpose of Section 2 is to address the concern
- Kim Cragun made a motion to send the policy out for the thirty-day employee review. Garth Sorenson seconded the

motion, and all voted in favor

- Allan Stevens made a motion that Dr. Hood work with Doug Johnson on language and suggested adding the following prior to sending the policy to employees: 1) giving the Director of Concurrent Enrollment authority to make exceptions and 2) stating that faculty/staff pay for concurrent enrollment courses (not covered by the tuition waiver)
- ACTION: President Carlston and Vice President Hood will work with rural superintendents; President Carlston said they may need to add a notation emphasizing that "we respect the service regions of the USHE" and then outline eligibility requirements for others
- ACTION: Vice President Hood (or designee) will distribute the policy to employees for the thirty-day review

"Code Orange" Spring Exercise (Vice President Mathie)

- Reminded the group that this is happening on Wednesday
- Thanked everyone for supporting the effort

Free Speech Zone (Vice President Mathie)

- Provided a copy of a draft policy from Montana State
- Asked everyone to be thinking about free speech zones and watch for a Snow College draft policy

Comments from Committee Members

- Vice President Hood asked faculty to please let their colleagues know they need to get grades in on time
 - ACTION: Faculty Senate will draft a policy (with financial implications) to address this challenge