



College Council Meeting Summary • January 13, 2019

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

Others Attending: Josh Hales, Marci Larsen (secretary)

Welcome (President Cook)

- Commended faculty and staff on the #1 ranking from the Chronicle of Higher Ed, noted it's a credit to people here

Meeting Minutes (President Cook)

- Larry Smith corrected the last line, should say "least restrictive," not most. Then he made motion to approve. Seconded by Bryce Warby. All in favor.

Personnel System Policy (Dr. Howell)

- Request to modify 3.4.10 – by adding a phrase about employee advocacy and/or ombudsman and see the language before going to the BOT
- Change total rewards (to compensation) throughout
- Paul Tew made a motion to preliminarily approve the policy, once the added language is shared. Janalee Jeffery seconded. All voted in favor.
- *Action: HR will modify the policy, which will be shared with College Council, and then presented to the Board of Trustees*

Overtime Policy (Dr. Howell)

- Josh Hales said the only change is requiring comp time banked hours be used prior to vacation and other leave balances
- The group asked for a non-substantive change that clarifies the president makes exceptions to the policy (and doesn't change policy)
- It was suggested that VPAA references be changed to CAO or designee
- Larry Smith moved to accept policy as amended today for forwarding to trustees. Paul Tew seconded. All voted in favor.
- *Action: HR will amend policy and send the policy to the Board of Trustees for consideration*

Workload Policy (Dr. Hood)

- There were no changes. Larry Smith said he received feedback ten minutes before this meeting from someone saying this could be punitive, based on interpretations of definitions
- Janalee Jeffery asked if expectations were included in MOU, and it was confirmed they are
- Steve Hood made a motion to send the policy onto the BOT. Carson Howell seconded, and all voted in favor.
- *Action: HR will send the policy to the Board of Trustees for consideration*

Course Fee Policy (Dr. Hood)

- Agreed to include Controller's Office as part of notification
- Suggestion to make 4.4 become 4.5, 4.4 added to let departments accrue fees as noted in budget/fee request
- Larry Smith asked for appendix to be pulled out and not part of the policy. Dr. Hood said he will remove reference to the appendix and the actual appendix so it's not in policy
- Bryce Warby made a motion to approve. Mike Brenchley seconded the motion, and all voted in favor
- *Action: Dr. Hood will make minor edits from College Council and send to the Board of Trustees for final consideration*

Library Copyright Policy (Dr. Hood)

- Reviewed the history, said tabled last time for clarification on international cinema
- Larry Smith made a motion to send to Board of Trustees. Janalee Jeffery seconded the motion, and all voted in favor
- *Action: Dr. Hood will send this to Board of Trustees for consideration*

College Council Meeting Summary • January 13, 2019

Interim Policy Policy (Dr. Howell)

- Carson summarized the policy, noting most of the language was taken from Weber's policy and has been approved by legal counsel
- Janalee Jeffery made a motion to send the policy to all employees for review. Jason Springer seconded the motion, and all voted in favor
- *Action: Dr. Howell will send the policy to all employees for 30-day review*

Notification of Termination (Dr. Howell)

- Josh Hales said this revision came because of a question as to when employees give notice of termination; he said two policies have been rolled into one to include when the college may need to terminate. He emphasized there is not a change in principle with the edits
- President Cook asked that the red-lined version be sent to employees so it's clear what is changing
- Requested edits include the following: all references for staff be changed to employees, add a verb to Section 1.1, add some language of repercussion from leaving without notice, add supervisor to the rescind resignation process, revise Section 3.4 in the 30-day policy, exclude procedures in Section 3.7 and rename Section 4.0
- Janalee Jeffery made a motion to send to employees for 30-day with these changes and Paul Tew seconded. Larry Smith abstained from voting given the fact there was not adequate time to review the policy prior to the vote; all others in favor.
- *Action: HR will modify, send to all employees for 30-day review*

President's Report (President Cook)

- Shared legislative budget requests as sounding board for open forum
- Thanked everyone for their support and participation