



## College Council Meeting Summary • November 18, 2019

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*Members Attending:* Mike Brenchley, Nate Caplin, Brad Cook, Renee Faatz, Carson Howell, Janalee Jeffery, Melanie Jenkins, Ron Lamb, Landon Peterson, Larry Smith, Ben Scheffner, Jason Springer, Paul Tew, Bryce Warby  
*Others Attending:* Josh Hales, Tara Ivie, Marci Larsen (secretary), Rob Nielson

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### Welcome (President Cook)

- The group was welcomed and thanked for attending the meeting

### Meeting Minutes (President Cook)

- Larry Smith made a motion to approve the minutes. Janalee Jeffery seconded the motion, and it passed unanimously

### College Auxiliary Policy (President Cook)

- President Cook reminded the group why an Auxiliary Department was created and thanked Rob Nielson for his leadership
- Rob Nielson briefly reviewed the policy and highlighted the first right of refusal for food, housing, and apparel
- Bryce Warby asked questions about the related audit
- Jason Springer asked to strike Ephraim and Richfield parenthetical in 2.3
- Steve Hood made a motion to send out for thirty day review; Jason Springer seconded the motion, and it passed unanimously
- *Action: Rob Nielson will send the policy to all employees for the 30-day review*

### Performance Evaluation Policy (Dr. Howell)

- Josh Hales said there were no significant changes to the policy
- Mike Brenchley made a motion to approve this policy and send it to the Board of Trustees. The motion was seconded by Bryce Warby. All voted in favor.
- *Action: HR will send the policy to the Board of Trustees for consideration*

### Nepotism Policy (Dr. Howell)

- Josh Hales said no substantive changes were received during the 30-day employee review
- He noted one comment was about exceptions to the policy, and Josh Hales said this policy is more inclusive than what the college has had in the past
- Larry Smith made a motion to approve the policy. Ron Lamb seconded the motion, and it passed unanimously.
- *Action: HR will send the policy to the Board of Trustees for consideration*

### Restrictions on Relationship Policy (Dr. Howell)

- Josh Hales said there were no significant changes received in the 30-day comment period and noted that the provost and associate provost titles had been added
- Josh Hales said there was question about Section 2.8.10, and the decision was made to keep it in the policy, given the fact that some employees are involved in ecclesiastical roles
- Nate Caplin shared his interpretation of the policy
- There was a lot of discussion
- Paul Tew said this has been reviewed, back and forth, for too long and said it is time to take action.
- Paul Tew made a motion that, out of respect for feelings about definitions, a) legal counsel review the policy again to make sure the language is constitutional viable and defensible and b) the College Council receive a copy with any changes prior to forwarding it to the Board of Trustees. Bryce Warby seconded the motion. The following points were made prior to taking the vote:
  - Jason Springer said there was no need to look at again if Morris is agreement that this language is appropriate. Ron Lamb suggested he look at 3.2.1 and the Council be emailed the final document.
  - Larry Smith asked if this policy is the least restrictive as possible. Josh Hales said he thought the wish was to do the minimum implementation by the state deadline and be more thoughtful and robust for the permanent policy. Josh Hales said that has happened with a committee.
- After these points, all voted in favor of the motion to have legal counsel review the language prior to final

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Board of Trustees' approval

- *Action: VP Howell send to trustees for final consideration (after electronic review of Morris' feedback)*

### Library Copyright Policy (Provost Hood)

- Steve Hood motion to table this decision. Paul Tew seconded the motion, and all in favor
- *Action: Dr. Hood will bring the policy back to College Council for consideration after he receives a reply from legal counsel.*

### Academic Workload Policy (Provost Hood)

- Only new part is 2.2; there are no other changes
- President asked that add the date approved/amended added and to see red-lined versions
- Janalee Jeffery asked if only the new section is up for review, and Dr. Hood said yes.
- Jason Springer made a motion that the VPAA references be removed, only send out the 2.2 section; Paul Tew seconded this. All voted in favor
- *Action: Academic Affairs will send the policy to all employees for 30-day review*

### Personnel System (Dr. Howell)

- Josh Hales said this policy is a complete rewrite
- Bryce Warby suggested grammar in 3.2 and 3.3 add suggested adding a responsibility for HR to be the employee advocate
- Larry Smith made a motion to approve with given changes. Nate Caplin seconded the motion. Jason Springer questioned 3.1.4 that puts HR in the middle of all searches. All voted in favor of the original motion
- *Action: HR will send to all employees for 30-day review*

### Course Fee Policy (Dr. Hood)

- Reviewed the history and reasoning of this policy
- Shared updated news from the system's internal auditor
- Larry Smith asked about having the appendix be a procedure, not policy
- Renee Faatz asked that the budgets be set-up and more clear
- It was suggested that the VPAA reference be changed to Provost
- Paul Tew made a motion to send the policy out for thirty day review. Melanie Jenkins seconded the motion. One opposed.
- *Action: Academic Affairs will send the policy to all employees for the 30-day review*

### Policy 331 – Overtime Policy (Dr. Howell)

- Josh Hales said there is one change: Section 5.6 now says that must this time be used before vacation
- Larry Smith made a motion to approve. Janalee Jeffery seconded the motion. All voted in favor.
- *Action: HR will send the policy to all employees for the 30-day review*

### Noncapital Asset Policy (Dr. Howell)

- Said sent to trustees, their discussion was one about College Council concerns of implementation and workload, but they see the need for the policy. The policy was approved by the BOT on November 6
- President said the policy was tied to state audit
- Paul Tew said this is new culture, new day, with focus on being good stewards; some faculty expressed concern with the distraction of the administrative duties this policy requires.

### College Council Composition (President Cook)

- Informed the group that both associate provosts will be members of College Council and the director of Student Success will be represented by his/her supervisor (the associate provost)

### Academic Calendars (Dr. Hood)

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- Said the college will try a new calendar and noted this will help with using spring break as a mid-point break