

College Council Minutes
Jan. 25, 2019
1-3:30 p.m.

In attendance:

X Dr. Joanna Anderson, President
 X Becky Beydler, Career/Tech.
 X Beverly Marquez, Health Sci.
 X Angie Gentry, Academics
 X Jeromy Layman, PSA

X Justin O'Neal, PSA
 X Sherlyn Nail, PSA
 X Christy Admire, CSA
 X Keri Benner, CSA
 X Shelly Gardner, CSA

Dawn Classey, SGA
 Ashley Nuci, SGA
 X Cendy Harrell-Carson
 X Darci McFail
 X John Matthews, WAFB

Notes	
Agenda reviewed, amended, approved	No agenda changes were made. Cendy motioned to approve; Beverly seconded; motion carried.
Dec. 7, 2018, minutes reviewed, amended, approved	Dr. Anderson gave brief report on action items from December meeting. Minutes reviewed. Changes noted were the correct spelling of Jeromy's name and changing reference of <i>Policy</i> 3150 to <i>Regulation</i> 3150. Jeromy motioned to approve minutes as corrected; Justin seconded; motion carried.
Guest comments	None
Old business - process for review/update of policies and regulations	Define/establish a process Looked at policies and regulations on the website. Dr. Anderson noted that college's policies and regulations have been reviewed and approved by legal counsel. She chose to start with 4000 – Personnel Services because of employee morale. Dr. Anderson's goal is to get through the 4000 policies/regulations first and review others as they come up. The process review may flow into next academic year. Student services and instruction policies/regs are reviewed when catalog cycle takes place. There is no statement in policies as to how often or when policies/regs need to be reviewed. Notations of reviews are maintained by Toni Walter, executive assistant to president and trustee board. Suggestion was made that College Council establish a cycle to ensure methodical reviews. Student Services goal is to review yearly its section. Council agreed that 4000s are the priority. Finance Operations (3000s) should be next because a new VP of Finance and Admin. will be coming onboard after Garry retires. Dr. Anderson will establish a schedule of review. The Support Services (5000s) should be included with finance because of relationship. It was noted that another review of Regulation 3150, Financial Management Procurement Procedures is still needed.
Action Required:	Bring Gary to next meeting to review Reg. 3150. Justin and Shelly will compile list of points for discussion. Dr. Anderson will develop a policies/regs review schedule.
New - Personnel Services Policy 4000 review	Rachel Dawson presented proposed 4000s revisions for consideration.

The 4000s are the only policies/regulations that are subject to Board of Trustees approval.

Rachel stated the 4000s have not been updated in a number of years. Titles, positions, department names, etc., and process updates are needed.

Regs and employee handbook meet nondiscrimination standards.

4130 – strive for consistency in capitalization of titles
Discussion about “contract” usage. Should consider changing term “letter of appointment” to employment. President, VPs and faculty have contracts. Nonexempt do not have letters of employment. Rachel now issues employment *offer* letters for new hirers. Consider change to contracts vs letters of employment or appointment; consider perception of job protection.

4131 – additional duties clarification. Additional pay for temporary assignments. Avoid culture that “this is not my job.” Discussion about extra pay ... depends on what duties are, for how long, establish consistency, faculty covering class for other instructor. Does allow flexibility that extra pay MAY be awarded. More details defined in regulation that need to be reviewed. Does employee have option to decline “extra duties?” Supervisor needs to work with employee. Extra duties can be opportunity for employee to grow and advance. Non-exempt person may take lower level position functions to fill gap. Faculty needs to be treated same. Sponsoring student clubs and organizations and lead instructor compensation discussed. Main goal is to be fair and consistent.

4140 – clarification of holding letters of employment. Example, employees on an improvement plan

4220 – addresses discrepancies – academic calendar set/approved by whom? BOT, calendar committee, calendar details committee, calendar set in conjunction with the catalog? Suggest work hours based on department function needs. Academic calendar establishes paid holidays and time off.

4310 – absences, leave and vacation. Discussed headings and numbers. No section for sick leave? Incentive weather absences.

4330 – no regulation with it. Is policy too detailed? Recommend a closer review to consider special situations for new employees who have not had enough time to build up paid leave. Facilities staff work a flexible schedule due to nature of work and accommodate CTC schedule or similar situations. Rachel welcomes ideas to address unusual situations. Hourly staff most affected. **Justin** will work on wording.

4340 – research benefit of accumulation of sick leave to translate into paid leave or dollar value to reward employees who have excellent attendance. Faculty and staff accrue sick leave the same (Rachel noted no other community college offers this to faculty.)

4420 – in-service training – discussed need for policy; notation of funding is not needed detail in policy

	<p>4430 – funding statement not needed</p> <p>4505 – replace Human Resource Advisory Committee with College Council</p> <p>4508 – still accurate; does half-time faculty exist?</p> <p>4509 – clarification on discussing education plan with supervisor and obtaining approval; establish better timeline and process for implementing raises; suggested simplified wording and move details to regulation. Faculty are evaluated on three-year cycle after three years. Before three years, they are evaluated yearly. We do not follow five-year employment requirement, so changed it to two. What constitutes a professional development plan for faculty? Consider changing wording</p> <p>4620 – discussion ended because of time; council member should give suggestions to Rachel</p>
Action Required:	At some point, Justin should work with Rachel on 4330
New – FY20 budget preparation	<p>Review assumptions and discuss changes, discuss priorities from ELT, review budget outlook in Forecast 5 – Garry Sorrell</p> <p>Board will review budget in March; so table until April meeting</p> <p>Dr. Anderson provided a budget update; governor announced no money for performance or equity funding. No 4 percent increase expected. Currently factoring in a salary increase (1.9 percent) and adjunct faculty increase across board. Estimated need for increase of \$7-10 tuition to cover.</p> <p>BLUECARD machine replacement expense – create a contingency budget to cover some major expense needs.</p> <p>Additional campus safety and security expenses need to be addressed.</p> <p>Insurance benefits remain same.</p>
Action Required:	
New – HLC accreditation	Darci to present
Action Required:	<p>Reviewed what she presented to BOT in January. Prep for comprehensive visit March 4 and 5. Four reviewers coming.</p> <p>Prepped two docs for filing. Federal Compliance Filing to meet requirements. Quality Highlights Report – please review it. Reviewers may want to visit with us.</p> <p>Know about critiques and responses (handout from all-college meeting).</p> <p>Team will request whom they want to talk to and a schedule of various meetings. We should plan schedules accordingly. They will ask to see documents.</p> <p>Good opportunity to shine.</p>

	Kudos to Darci for all her work. We will get some sample questions that reviewers ask; hear from liaison for preparations
Other topics as time allows:	Jeromy suggested doing an MCCA presentation on College Council.
Action Required:	
Adjournment	3:50 p.m.

Next meeting: Friday, March 1, 1-3:30 p.m., Hopkins Boardroom