

College Council Minutes
Dec. 7, 2018
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 changes made; Justin motioned to accept; Shelly seconded; motion carried.
Nov. 2 minutes reviewed, amended, approved	Keri motioned to accept minutes as submitted; Jeromy seconded; motion carried.
Guest comments	None
Review Policy 0361 (new board evaluation)	Discussion: external stakeholders, foundation; how will it be used; how will results be reported and used for improvement. Cendy motioned to approve; Becky seconded; motion carried.
Action Required:	Dr. Anderson will convey to board questions and concerns raised when presented.
Review Policy 1523 (revised president evaluation)	Discussion: Is there a limit to number of evaluators? A selected group, max or min number? Who facilitates this? Typically HR director or possibly the board secretary. Results not shared with president; goes directly to board, and then shared with president. Recommend the board secretary facilitate evaluation. Will all members of ELT, College Council or direct reports see results or just a sampling. Recommend a sampling to be shared with participates from the different groups. However, BOT may determine who participates. (Only VPs are direct reports to president) Others may be involved as determined relevant by board. Responses go to board secretary. Beverly motioned to approve; Jeromy seconded; motion carried.
Action Required:	Dr. Anderson will provide revised policy to board.
Review Regulation 9000 (Marketing and Communications plan) Pages 3, 31, 32, 34, 35	Revisions for marketing and advertising needed for Higher Learning Commission compliance; MarComm does these things but needs to be reflected in policies/regs. Revisions suggested concerning bulletin boards (p. 32) Other revisions noted by council members that need to be addressed: Reg. 9400 (employee communication) remove screen alerts; add SFCC Alerts. Social media guidebook revisions: ETS should be ITS; add Instagram and Snapchat to creating and managing section; Regulation 9320, term Brain Café needs to be updated; videography services added Angie motioned to approve; Beverly seconded; motion carried.
Action Required:	Sherlyn will share suggested revisions with Brad Henderson, executive director of Marketing and Communications.

<p>Review Procurement Regulation 3150</p>	<p>These policy updates are for compliance with grant regulations and needed by the end of this year. Council can review again later to suggest/recommend appropriate changes. Noted some wording issues that need to be addressed.</p> <p>Discussion: No time constraints under solicitations sections Posting requirements of over \$25,000 Emergency procurement – wording concerns Single Feasible Source – first sentence wording Board Reporting – question regarding purchases between \$10,000 and \$25,000 Some requirements from original are missing Construction contracts – penalties for violations Departmental credit cards same as procurement cards Members requested a copy of revised regulation 3150 for further discussion at later date. Not all stakeholders have had a chance to review changes.</p> <p>Cendy motioned to approve; Darci seconded; motion passed with two opposing votes.</p> <p>Dr. Anderson noted the concerns with the revisions and stated the council will have a chance to review the final policy.</p>
<p>Action Required:</p>	
<p>Review Performance Evaluation Regulation 4620</p>	<p>No changes proposed, but Dr. Anderson pointed out a couple of things regarding evaluation of administrative staff, such as identifying who is administrative staff.</p> <p>Discussion: Evaluation of exempt staff; policy needs to be compared with regulation because there are conflicts</p> <p>Darcy motioned to approve; Shelly seconded; motion carried.</p>
<p>Action Required:</p>	
<p>Review Compliance Policy/Regulation Draft</p>	<p>Darci presented changes needed for HLC regarding consumer information under general administration</p> <p>Justin motioned to approve; Becky seconded; motion carried.</p>
<p>Action Required:</p>	
<p>College Employee Satisfaction Survey employee comments discussion</p>	<p>Identify and discuss comment themes and possible recommendations for improvements to Dr. Anderson. Reviewed report from HR categorizing employee comments provided by Darci.</p> <p>Comments are prompted after the end of each section. Previously, only ELT saw these comments. Most comments are negative. Members voiced appreciation that comments have been shared with employees. Salary issues comments – across board raises reward higher salaries much more than lower salaries; should leadership benefit from raises in light of the Title 4 penalties? Internally, Dr. Anderson has worked with HR to assess positions with low wages and adjustments have been made. Faculty steps are a fixed dollar</p>

	<p>amount. Dr. Anderson shared that Board of Trustees agreed with council's budget recommendations.</p> <p>Discussion and concerns on salaries and benefits: New hires coming in at wages close, same, or higher than long standing employees- what message does it send? Morale issues - Reg. 4840 - #5-outside employment conflict interest. Dr. Anderson says admin is looking at this issue. How it is interpreted and applied? Does it need to be revised? Merit based wage increases raises questions about evaluations and how to tie that to raises. Jim Cunningham and others are looking at evaluations. Another group is investigating raises.</p>
Action Required:	
<p>Discussion issues</p> <ul style="list-style-type: none"> • Faculty working other jobs – Personnel Services: Conflict of Interest Regulation 4840 • Exempt staff teaching during work day – a practice that has morphed over time 	<p>Members asked about initiating review of policies. Should council members bring suggested/recommended changes to College Council and then contact owner regarding changes?</p> <p>4330 holiday pay policy needs to be reviewed.</p>
Action Required:	
Other topics:	
Action Required:	
Adjournment	3:45 p.m.

Next meeting: No January meeting. The February meeting is rescheduled for Jan. 25, 1-3:30 p.m. in Hopkins Boardroom