



## College Council Meeting Summary • November 12, 2018

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*Members Attending:* Mike Brenchley, Gary Carlston, Jake Dettinger, Jared Devey, Steve Hood, Heidi Johnson, Craig Mathie, Brad Olsen, Larry Smith, Garth Sorenson, Jason Springer, Paul Tew, Bryce Warby  
*Others Attending:* Paula Robinson (CIO), Marci Larsen (secretary)

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### Welcome (President Carlston)

- Called the meeting and welcomed everyone

### Meeting Minutes (President Carlston)

- No corrections were made. Jake Dettinger motion to approve. Paul Tew seconded, and all voted in favor.

### Policy 304 (Vice President Dettinger)

- This is an old HR policy, which is no longer needed with Policy 101. No comments were received
- Garth Sorenson made a motion to approve. Larry Smith seconded the motion. All voted in favor.
- *Action: Vice President Dettinger will present to the trustees.*

### ADA Compliance Policy (Vice President Dettinger)

- Paula Robison said this is an attempt to be aggressive and comply with policy while respect the time constraints of faculty
- President Carlston said the policy is the driver, but the real reason we will make these changes is student success
- Jason Springer made a motion to remove 4.3 "The committee should include people." Heidi Johnson seconded the motion, and it passed unanimously.
- Garth Sorenson made a motion to review 4.6, the appeal process, with legal counsel, send it back to College Council, and then out for the 30-day review. The motion was seconded by Larry Smith and passed unanimously.
- *Action: Vice President Dettinger will get feedback from Morris for 4.6, circulate to CC, with approval, out for 30-day*

### Social Media Policy (President Carlston)

- Reviewed the policy, which is more concise
- Larry Smith and Allan Stevens offered several edits including:
  - In 3.7 end after the word "policy," correct the grammar, and strike "embarrassing to any person or entity"
  - In 3.1 add apostrophe
  - Consider editing 4.0, which is humorous
  - Change portion of the policy to guidelines
  - In 3.2 remove the word "your"
- Heidi Johnson made a motion to send the policy out for 30-day review after edits have been made. Craig Mathie seconded the motion, ad all voted in favor.
- Jason Springer questioned use of word "employee representative" and the group agreed to remove it
- *Action: John Stevens will edit and send out for the 30-day employee review*

### Human Resource Training and Compliance (President Carlston)

- Advice issue, not policy
- HR Audit revealed that employees are not completing trainings -- want everyone to feel safe and not offend people
- Complimented Josh and HR for their work on trainings
- Allan Stevens said supervisors need to have information to know who is completing trainings
- Heidi Johnson asked for timing considerations
- *Action: Jake Dettinger will work with HR to do a manual notifications*

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### **Budget Discussion (Vice President Dettinger)**

- Lower enrollment than expected, exploring budget options: use on-going rainy-day fund, soft freeze, use carry forward straight across, or take volunteers to contribute portion of their budget
- Vice President Dettinger will take this to the budget task force
- President Carlston said we need to have an increase in enrollment; cabinet looked at ways to bolster enrollment (more personalization, part-time help, increase marketing efforts)
- Garth Sorenson said he feels like everyone should participate
- Jason Springer suggested three-tiers for budget solution: 2.5% across board, donations, and X% of carryover
- President Carlston said this will be a one-time impact on budgets and added the caveat of needed growth

### **Enrollment Management Update (Vice President Mathie)**

- Provided updated numbers on enrollment and the reorganization

### **Richfield Housing RFP Update (Vice President Mathie)**

- Informed the group that no one responded to RFP
- The committee will look at next possible steps

### **Academic Policies Update (Vice President Hood)**

- Will work with faculty leadership to continue the A&T document through the process