



# SNOW COLLEGE

## College Council Agenda

Monday, November 12 • 3:30 – 5:00 PM

Lorenzo and Erastus Snow Conference Room • Noyes Building

	1. Welcome		Gary Carlston President
<b>Action</b>			
	2. Meeting Minutes	Attachment 1	President Carlston
<b>Final Action</b>			
	3. Discontinuance of Policy 304		Jake Dettinger Vice President for Finance & Admin Services
	4. ADA Compliance Policy	Attachment 2	Vice President Dettinger
<b>Initial Review</b>			
	5. Social Media Policy	Attachments 3, 3.1	President Carlston
<b>Discussion &amp; Informational</b>			
	6. HR Trainings and Compliance		President Carlston
	7. Budget Discussion		Vice President Dettinger
	8. Enrollment Management Update	Attachment 4	Craig Mathie Vice President for Student Success
	9. Richfield Housing RFP Update		Vice President Mathie
	10. Academic Policies Update		Steve Hood Vice President for Academic Affairs
	11. Calendaring Details November 30                      Christmas Concert – Ephraim December 3                      Christmas Concert – Richfield January 14                        College Council Meeting January 23                        Board of Trustees Meeting March 4                             Board of Trustees Meeting		

Committee Membership:

Mike Brenchley, Gary Carlston, Jacob Dettinger, Jared Devey, Steve Hood, Heidi Johnson, Craig Mathie, Brad Olsen, Paul Tew, Larry Smith, Jason Springer, Garth Sorenson, Allan Stevens, Bryce Warby



## College Council Meeting Summary • September 17, 2018

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*Members Attending:* Mike Brenchley, Gary Carlston, Kim Cragun, Jake Dettinger, John Devey, Steve Hood, Heidi Johnson, Vance Larsen, Craig Mathie, Brad Olsen, Larry Smith, Garth Sorenson, Jason Springer, Paul Tew  
*Others Attending:* Phil Allred (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. Garth Sorenson made a motion to approve; Jason Springer seconded; all voted in favor
- Reviewed the process for policy approval: any employee can submit to VP, College Council does an initial review and offers suggestions, VP sends the policy out to employees for 30-days, the policy comes back to College Council and is presented to Trustees for final approval
- Larry Smith requested that policies be sent to everyone after the 30-days (and before final consideration by the trustees); President Carlston agreed this could happen

### Policy 304 (Vice President Dettinger)

- This is an old HR policy, which is no longer needed with Policy 101
- *Action: Jason Springer made motion to discontinue Policy 304 and archive it; Garth Sorenson seconded the motion, all voted in favor. This information will be shared with employees for comment.*

### Academic Calendar (Vice President Mathie)

- Two calendars were discussed and multiple comments were received
- Larry Smith made a motion to not make an adjustment for Monday/Tuesday; Jason Springer seconded the motion. All voted in favor.
- Garth Sorenson made a motion that both fall and spring semesters start on Tuesday; the motion was seconded by Jason Springer. Brad Olsen, Mike Brenchley, and Heidi Johnson opposed.
- Jake Dettinger made motion to approve the calendar starting on Tuesday, keeping Monday on Monday; Jason Springer seconded the motion. Brad Olsen, Mike Brenchley, and Heidi Johnson opposed.
- *Action: Vice President Mathie will modify the calendar and implement*

### Advancement and Tenure Policy (Vice President Hood)

- Reviewed the history, process for creating the document, added it was sent out to all faculty in March
- Said there are major changes: peer sub-committee review, emphasizes more qualitative measures, fuller/more comprehensive review, requires department chairs to be more involved, specifies appeal process, gives college flexibility on notification, better definitions, better defined rights for faculty
- Said it has gone through multiple reviews/versions; some faculty wanted more discussion
- *Action: Vice President Hood will send the document back to Faculty Senate*

### Computer Monitoring (President Carlston)

- Asked for opinion on being more proactive with computer monitoring, noting these things are sensitive and the college wants to protect employees. He said in a professional environment, there is an expectation that people are being professional and using state resources appropriately
- Phil Allred said the intent is to create a system to defend employees – not spend time looking at computers like security cameras, but implement a mechanism to uphold state law. He said logs do track access to porn, malware, and dangerous sites
- Paul Tew referenced the “acceptable use agreement” and said a proposed option would not filter content, but monitoring logs
- Jason Springer suggested using the term “logging” not “monitoring” use, which resonated with others
- *Action: The administration will continue the conversation with various groups on both campuses*

## College Council Meeting Summary • September 17, 2018

### Budget Task Force

- Announced during Fall Assembly, the intent is to get more input
- Vice President Dettinger will continue to meet with groups to get the representatives selected
- Larry Smith commended this new process and idea for inclusion

### College Council Membership and Terms

- *Action: Everyone please review terms and give Marci the accurate information*

### Around the Room

## **SUBJECT: AMERICANS WITH DISABILITY ACT (ADA) ACCOMMODATION OF DISABILITIES POLICY (ALL EMPLOYEES)**

### 1.0 PURPOSE

1.1. Snow College ~~believes and upholds the idea Americans with Disabilities Act (ADA), which makes it unlawful to discriminate against a qualified individual with a disability. The American with Disabilities Act (ADA) also provides~~ that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be subjected to discrimination by any entity. Therefore, Snow College does not discriminate against and accommodates persons with disabilities in accord with applicable federal and state laws and regulations.

### 2.0 POLICY

2.1. Snow College ~~complies with the Americans with Disabilities Act (ADA) by~~ does not discriminate against and accommodates persons with disabilities in accord with applicable federal and state laws and regulations. Snow College does this by:

2.1.1. Providing employment opportunities to qualified individuals ~~who have disabilities,~~ regardless of a disability;

2.1.2. Providing reasonable accommodation(s) to qualified individuals who have disabilities who are employees or applicants for employment, and

2.1.3. Providing qualified individuals who have disabilities with appropriate auxiliary aids and services where necessary to allow equal opportunity as defined by applicable federal and state laws and regulations to participate and enjoy the benefit of a service, program, or activity conducted by the College.

2.2. Decisions on 1 through 3 above should be made in a reasonably prompt and timely manner.

### 3.0 PROCEDURES

3.1. ~~Any person with a disability who feels that he/she needs an accommodation or has been discriminated against because of a disability should contact the campus ADA coordinator or~~ An employee who wishes to request a reasonable accommodation must contact the Human Resource Office with their request for accommodation. Human Resources will provide forms and information regarding the request. Human Resources will work with supervisors and others to implement reasonable accommodation, but such requests should not be handled on an informal basis. Human Resources must be involved for consistency and proper implementation.

3.2.1.1 ~~Any employee who wishes to appeal a decision made by the campus ADA Coordinator may have his or her case heard~~ feels that their request for reasonable accommodation was not properly handled or improperly denied may appeal the result by following the grievance process outlined in [Policy 389](#), by the ADA Advisory Committee at their campus. If the decision is still in dispute, appeal may then be made to the College

~~President. Any employee may further contact the Office of Civil Rights at the U.S. Department of Education.~~

3.2 An employee who believes that they have been subjected to discrimination on the basis of a disability or that they have been retaliated against may also follow the grievance process outlined in Policy 389.

3.3 An employee at any time may also utilize the services and resources of the Utah Anti-Discrimination, Labor Division or the federal EEOC.

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**SUBJECT: SOCIAL MEDIA**

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**1.0 PURPOSE**

- 1.1. Snow College (College) acknowledges that social media may be used to further the College's mission by providing channels of interaction and engagement between the College and students, parents, faculty, employees, alumni, fans, media, the surrounding community, potential students and donors, and others in the College community.
- 1.2. Social media sites are excellent venues to communicate and encourage engaging discussions about Snow College current events, issues, accolades, organization and people.
- 1.3. The purpose of this policy is to encourage the use of social media by institutional users while making sure usage is in line with applicable state and federal laws and regulations, and to provide protection to the College's reputation and other members of its community. While this policy primarily focuses on social media accounts that are College-owned and College-controlled, it also provides recommendations for other social media uses. Nothing herein is designed to be so far reaching that it might foreclose any legal rights of an employee or student, including an employee's right to discuss conditions of employment.

**2.0 DEFINITIONS**

- 2.1. Social media is defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media includes, but is not limited to:
  - Virtual worlds/social networking sites (e.g. Facebook, YouTube, Instagram, Twitter)
  - Video and photo sharing websites (e.g. YouTube, Instagram)
  - Blogging sites (e.g., College blogs, personal blogs or blogs hosted by media publications)
  - Other, similar technologies

**3.0 POLICY**

- 3.1. This section outlines Snow College's rules of engagement and expectations when using College-owned and controlled social media on behalf of the College within the scope of your employment. This section applies to an employee or student's use of the departments, offices, clubs etc. social media accounts.
- 3.2. The College is the owner of all official social media accounts. Administrators with access to these accounts must comply with this Policy and all other College policies while utilizing social media. The Office of

- Marketing and Communications shall be an administrator to all social media accounts and shall be provided with account login information.
- 3.3. Represent the College in a positive light with active and current posts and activity. Departments/offices should consider their messages, audiences, and goals as well as strategy for keeping information on social media sites up-to-date. The Office of Marketing and Communications can assist and advise you with your social media planning.
  - 3.4. Do not disseminate confidential information. This is especially important in relation to the federal laws and regulations such as FERPA.
  - 3.5. Be mindful of and do not violate the copyright and intellectual property rights of others and the College and of College policies regarding those rights.
  - 3.6. Protect the institutional voice. Posts on social media sites should protect the College's institutional voice by remaining professional in tone and in good taste.
  - 3.7. Snow College will not tolerate content that is threatening, defamatory, illegal, obscene, infringing of intellectual property rights, invasive of privacy, profane, libelous, discriminatory, harassing, bullying, abusive, hateful or embarrassing to any person or entity, in violation of College policy, or otherwise injurious or objectionable. The College reserves the right to take down any content it deems intolerable. However, the College does not intend this paragraph to limit opposing ideas and viewpoints in the course of legitimate social media interactions. The College does support participation in social media and is committed to academic freedom in these channels.
  - 3.8. If using social media in the recruitment of potential student-athletes, do so in accordance with NJCAA and other applicable rules and regulations.
  - 3.9. All College Social media sites must comply with any approved applicable College branding standards. These standards are maintained within the Snow College branding guidelines. The Office of Marketing and Communications can offer guidance about how to properly use names, logos, etc., to maintain the college's branding and copyright/trademark issues in these venues.
  - 3.10. Non-Compliance/Breach of Policy
    - 3.10.1. Violations of this policy will result in a review of the incident and may include action under appropriate College discipline processes. Corrective action may involve a verbal or written warning, suspension or dismissal and/or termination of employment or privileges with Snow College. This section does not preclude

disciplinary action for conduct that involves social media and that also violates other College policies.

4.0 **ADDITIONAL HEADING, AS NEEDED**

- 4.1. Guidelines and Best Practices for the Snow College Social Media Policy shall be available on the Snow College website and from the Snow College's Office of Marketing and Communications.



# SNOW COLLEGE SOCIAL MEDIA GUIDELINES

OCTOBER 18, 2018

## INTRODUCTION

Social media tools, uses and challenges evolve constantly, and the college continuously monitors our strategies and best practices for using these media outlets. The following guidelines for those initiating social media feeds that involves the college, its departments, programs, groups, organizations and individuals. It is also a reference for those managing existing feeds, so that the college's efforts in social media communications are as consistent as possible.

## GUIDELINES

Official Snow College Social Media Sites shall reside under the jurisdiction of the Snow College's United States of America Registered Service Mark No. 4,579,457 for official use by and the benefit for Snow College.

Snow College is committed to fostering an educational environment that allows for freedoms of speech and expression in accordance with the First Amendment to the U.S. Constitution. However, the College will not tolerate any activity or posting on an Official College Social Media Site that loses First Amendment protection such as any unlawful, defamatory, or obscene (as defined by Utah and federal law) activity or posting. The College reserves the right to remove any such posting without notice. The College also reserves the right to refer social media activity to the applicable social media platform and/or appropriate authorities for appropriate action.

These guidelines apply to faculty and staff, including student employees, who engage in internet conversations for work-related purposes or who are asked by supervisors to use or participate on social media as part of his or her job responsibilities.

- Employee Use – When using social media as a part of their official duties, and/or when presenting oneself in social media settings as a College representative, employees must comply with applicable College policies governing employee behavior and acceptable use of electronic and information resources.
- The Office of Marketing and Communications shall oversee the Snow College presence on all social networking sites and shall evaluate whether to launch a presence on any new sites or platforms as they become available.
- Managers, editors, contributors, etc. of Official College Social Media Sites shall read, understand and follow the College's Social Media Policy, Guidelines, and Best Practices and use the appropriate Snow College hashtags(#) as contained on the College website.
- Primary administrative/editing rights for Official College Social Media Sites will be assigned only to College employees. Official College Social Media Sites will have a minimum of two

managers to ensure that the site is consistently managed. Should one manager be unavailable, a second manager will be assigned to manage the site. At least one of the two managers shall be the College's Office of Marketing and Communications.

- All content posted to social media platforms are dependent upon the ADA compliance of the specific platforms to which the posts are submitted. Accessibility guidelines apply to the content on the social media platform, not the features or functionality of the platform. If the platform does not provide an accessible feature, it is not in violation of College's accessibility guidelines.
- All Official College Social Media Sites must respect and not violate intellectual property rights, federal Copyright law and College policies.
- Snow College does not pre-screen posted content, but it shall have the right to remove, in its sole discretion, any content that it considers to violate policy or guidelines. The college does not endorse or take responsibility for content posted by third parties. All existing sites or pages that represent Snow College are reviewed routinely and may be amended or, when necessary, removed.
- Snow College social media sites are not for personal benefit or gain, nor the benefit or gain of any other individuals or outside organizations.
- Respect copyright, fair use, and financial disclosure laws. Strive for accuracy and give credit where credit is due. When using the thoughts, ideas, quotes, pictures, videos, etc. of other parties, give them credit for their work. Provide a link when possible.

#### NEW SOCIAL MEDIA ACCOUNT APPROVAL PROCESS

- To request a new college social media site for a department or office, the department head or club advisor for the entity making the request shall submit the online request form for the department, office or organization. The submitter shall have read and understood the Snow College Social Media Policy, the Social Media Guidelines and Best Practices, and have agreed to the responsibilities and uses of managing a social media presence.
- The request form for a new social media site is available on the College's Office of Marketing and Communications website.
- The submitted request to the College's Office of Marketing and Communications will be reviewed and discussed with the department head and the request shall meet the criteria for approval of social media initiatives as included in the Social Media Policy and Guidelines. Advisors for student clubs must also receive approval by the Director of Student Life. Upon approval of a new social media site, the Office of Marketing and Communications will create the new site and assign access to the site to the submitter or assignee.

- The level of editorial participation that will be enforced for College presence or content submission on social media sites shall be identified and agreed upon with the Office of Marketing and Communications and the department/office during the approval process.

## ABOUT THIS TEMPLATE

Know about organizational charts and create customized org charts using this template.

The Contents worksheet contains information about SmartArt Basic, SmartArt Photos, Layered 5 level, and Sub-layered 5 level org charts.

Select an org chart to customize the sample that opens in another worksheet.

**Note:**

Additional instructions have been provided in column A in CONTENTS, SMARTART BASIC, SMARTART PHOTOS, LAYERED 5 LEVEL, and SUB-LAYERED 5 LEVEL worksheets. This text has been intentionally hidden. To remove text, select column A, then select DELETE. To unhide text, select column A, and then change font color.

## Enrollment Management Re-organization

