



College Council Meeting Summary • March 5, 2018

Members Attending: Gary Carlston, Mike Brenchley, Kim Cragun, Jake Dettinger, Heidi Johnson, Nick Marsing, Craig Mathie, Seth Robertson, Garth Sorenson, Allan Stevens, Merrill Worthington

Others Attending: Melanie Jenkins (Assistant VP, Academic Affairs), Marci Larsen (secretary)

Welcome (President Carlston)

- President Carlston called the meeting and welcomed everyone

Meeting Minutes (President Carlston)

- Garth Sorenson made a motion to approve. Allan Stevens seconded it
- Nick Marsing asked that the minutes be amended to say that, "Nick Marsing stated that the policy is onerous," and remove the reference to a frustration
- The amended motion passed unanimously

Gift in Kind Policy (Vice President Dettinger)

- Rosie Connor said this policy is to help better define gifting guidelines for the college and noted it is a compilation of policies from various institutions
- Nick Marsing asked if a faculty member donation would fall under this policy; Rosie said it falls under the policy, but would not need Foundation Board review
- Allan Stevens asked for clarification on the definition of a "qualified appraisal" – Rosie said if it's less than \$5,000, they can use any documentation to establish value
- Nick Marsing made a motion to approve. Heidi Johnson seconded the motion, and all voted in favor.
- *Action: Vice President Dettinger will forward the policy to the Board of Trustees for consideration*

Contracting and Signature Authority Policy (Vice President Dettinger)

- Said there were no comments during the thirty-day period
- Nick Marsing asked if a department using a bus and signing a contract would be included in this policy. Vice President Dettinger said it would and noted that details of the process to will be spelled out in procedures which will be created through input
- Allan Stevens clarified that current contracts that are signed and in effect would be exempt, and Vice President Dettinger concurred that this will affect all contracts going forward, once final approval is granted
- President Carlston asked Vice President Dettinger to make sure enterprises and auxiliaries are included in the policy
- Mike Brenchley made a motion to approve. Merrill Worthington seconded the motion. All voted in favor
- *Action: Vice President Dettinger will make the edits and forward the policy to the Board of Trustees for consideration*

Faculty Workload (Vice President Hood)

- Melanie Jenkins presented this policy in Dr. Hood's absence
- Said there was a lot of feedback and highlighted a few:
 - Allan Stevens attended Deans Council and asked if the release time amounts should be considered procedural, not policy. The deans agreed.
 - Allan Stevens suggested that the "Administrative Reassignment" section be procedure, not policy, and said the "Multiple Adjustments/Ceiling" section is confusing
 - Questions about Section 2.0 and the range of 28-32 credits (USHE policy)
 - There was question on why some disciplines are called out and some aren't (Section 2.5); agreed to change to "with the exception of applied technology faculty"
 - Nick Marsing asked about MOUs and whether that reference needed to be more clear; decided not to restrict in policy
 - Nick Marsing asked about including a "going above and beyond" statement' Melanie said Vice President Hood introduced a document about "code of ethics" and has not received feedback
- Vice President Hood responded to every question he received
- Kim Cragun moved approval. Craig Mathie seconded. No further discussion. All in favor.

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- President Carlston said this has been a journey; there was a need to come into compliance with regent policy, and there was a lot of good input and many people who worked hard to create this significant document
- *Action: President Carlston asked Nick, Melanie, and Kim to please pass along thanks to respective groups*
- *Action: Vice President Hood will make the edits and forward the policy to the Board of Trustees for consideration*
- *Action: Nick Marsing will research and follow up on the referenced "Code of Ethics" document*

Animals on Campus (Vice President Mathie)

- Said there has been an increase in animals (both emotional support animal and service) at the college and reviewed the proposed policy
- Some asked who they should refer people to with questions; Craig thought it had been added and will make sure it is in version before distribution
- A lot of discussion about determining when/what kind of animals are allowed in classrooms followed, and Staci Taylor noted suggested changes to the policy
- Nick Marsing made a motion to send the policy, with included edits, to employees for feedback for the mandatory 30 days. The motion was seconded by Garth Sorensen. All voted in favor
- *Action: Vice President Mathie will share the policy with employees and accept feedback for the 30-day review period*

Around the Room

- Nick Marsing said Senate was supposed to come up with a list of committees; he will send the list to everyone
- President Carlston informed the group of the truth-in-tuition hearing and said the college probably will not recommend a second-tier increase. He said the first-tier will likely be 0-3%
- President Carlston reported that the college is setting in a very hopeful position for significant legislative funding; he said the session ends this week and will have the final word
- Allan Stevens asked about Social Science Building; President Carlston said the proposal did not receive a lot of traction this year, and added that is not unexpected given it's the first year
- President Carlston thanked the council members for their time and willingness to serve; he said he hopes the "deliberative process" of decision making is helpful