

**Meeting Date:** April 24, 2017

ARC Meeting

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| Present: | John Ginsburg – Chair, Josh Aman, Dustin Bare, Christina Bruck, Jaime Clarke, Julia Grinchuk – ASG, Pete Kandratieff, Fernanda Mercado – ASG, David Miller, Suzanne Munro, John Phelps, Ryan Stuart, Chris Sweet, Max Wedding, Ryan West |
| Recorder: | Laura Lundborg |

**Just-in-Time Issues**

**IRS Data Retrieval Tool Update –** Ryan W. followed up on the last meetings notice about the IRS retrieval tool being disabled. Since it is not available at this time, Federal Student Aid has advised that for approximately one year students and parents flagged for verification can provide copies of their tax returns rather than IRS tax transcripts. For non-filers, the requirement to obtain a statement of non-filing from the IRS is waived.

**Upcoming Events –** the following upcoming events were covered:

* **Sexual Assault Awareness Month –** the College is handing out teal colored ribbons and whistles to promote awareness. Today’s outdoor event was cancelled due to weather.
  + **Self-defense Class –** held this Tuesday at 1:00PM in the Community Center Mall.
  + **Denim Day –** observed Wednesday in honor of Sexual Assault Awareness Month.More information about Denim Day can be found at denimdayinfo.org.
* **International Week –** food and entertainment/music will take place in the Community Center Mall from 12:00pm-1:00pm, May 15-18.
* **Peer Assistant Recruitment –** recruitment has begun and applications will be available soon.
* **Cougie Award –** John G. handed out nomination forms for the new Cougie Award. Recipients must have demonstrated leadership skills. Suzanne asked if the leadership must be related to activities at the College. Yes, John G. will update the nomination form to clarify. John P. asked if this is for full and/or part-time students. Both can be nominated. Nominators will be invited to the banquet along with their nominee.
* **Welding and Machining Job Fair –** John P. announced an upcoming job fair on June 1, from 12:00pm – 2:00pm in the Training Center. Flyers with more information will be sent out soon.
* **Career Fair –** Dustin reported that last week’s Career Fair went well. There were approximately 55 employers present. Employer feedback was positive; students/job seekers came well-prepared.
* **Leadership Tuition Waivers –** John P. asked how the program is going. John G. reported that approximately 28 students are involved in the program. Courses run in succession, fall, winter, and spring. It’s currently open to ASG or Peer Assistant students; however, John is considering opening it up to other students interested in leadership.

**Policy & Procedure Updates**

**Expressive Conduct** **Policy** **–** John G. reviewed an updated draft of the policy based on feedback from the last meeting. He clarified language about the maximum length of rallies.

Discussion/Questions

The topic of multi-day rallies was discussed. John advised that the policy should not be too restrictive, so there will not be specific limitations to the maximum days a group can rally or gather. David asked if they we are able to make decisions on multi-day event approvals based on previous conduct. John ensured that any issues regarding misconduct would be addressed by the College, so there shouldn’t be need to add further language about this topic.

John will take the policy and procedure to College Council.

**Identity Theft and Prevention Response Policy and Procedure** **–** Ryan S. reviewed the policy and procedure.

Policy Discussion/Questions

John G. suggested taking out the word ‘response’ in the title. Max advised to be consistent in language between policy and procedure. Christina suggested the title should be Identity Theft Policy as there is not much information about prevention or response. In the procedure, it is fine to add language about our response, which will include information about how to prevent theft in future.

John G. asked if there should be one policy for theft and one for fraud since they are different. After discussion, it was decided that there will be one policy for the theft and fraud, but the procedure will have separate sections/steps for each. The title will be Identity Theft and Fraud Prevention and Response.

In regard to the procedure, Ryan explained that the first step is for the student to provide proof of claim, such as a police report. If they don’t have that, they can still report the theft or fraud and accounts can be closed while they work on providing documentation. Jennifer Milldrum provided information to Ryan about the process that vendors need to do for the Business Office, which has been incorporated into this procedure.

Procedure Discussion/Questions

Dustin asked what happens if the account is closed and the student is still attending. Ryan advised they review and make decisions on a case by case basis.

Ryan will make updates and bring the policy and procedure back to ARC for another reading.

**Policy and Procedure Status Updates –** Johnprovided a status update on recent work.

* Active Deployment – will be reviewed again by ARC in May.
* Email Use – policies went to College Council. Since the procedures related to many on campus, they will also be presented to College Council for review.
* Sex Offender – will be reviewed again by ARC.
* Service Animal – going to ISP this week.
* Academic Accommodation – going to ISP this week.
* Recording – going to ISP this week.

Discussion/Questions

It was asked how to differentiate the ISP and ARC policies from the ones that are related to both areas. It was suggested that they may be referenced as ARC/ISP in the numbering system. John G. will confer with Sue Goff and get back to the group.

The group also discussed when a policy is considered complete and official. Some policies end up going to Presidents Council and/or the Board. However, when a policy has been seen by all concerned, it goes to College Council for the final two readings and is considered official after that. It will then be posted in the yearly catalog.

**Next Meeting**

May 8, 2017

1:30PM-3:00PM

Room: CC126

**Meeting Handouts**

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