

## **PRESIDENTS' COUNCIL**

Minutes

March 20, 2018

### **MEMBERS PRESENT:**

President Joanne Truesdell

PIO Lori Hall

PTF President Leslie Ormandy

Transition Liaison Amanda Coffey

Vice President David Plotkin

College Council Dean Sue Goff

FTF President Casey Sims

Recorder Sara Sellards

### Guests:

Jennifer Anderson

Sarah Nolan

Jane Littlefield

Bill Waters

Chris Smith

### **ARC ACTIVE MILITARY DEPLOYMENT POLICY AND PROCEDURES**

Jennifer Anderson presented the policy and procedures related to active military deployment. These have gone through the ARC committee and have been through College Council twice.

Feedback on ARC 402 included adding a word or words to the first sentence of the summary. Currently it is written: Students called to active military deployment contact Enrollment Services. It was suggested that the word "should" or "shall" or the words "encouraged to" be included. Another suggestion was, "In the event of students being called to active military deployment, it is in the best interest of the student to contact Enrollment Services."

There was feedback on ARC 402P, which included adding a general timeframe for which this decision is made. It was suggested that the refund petition be referenced. A question was raised as to whether a student could send the form via the USPS, or if it had to be submitted in person or via email. It was suggested that Jennifer consider combining 1 and 2.

Jennifer will email back to Denise an update on the form. There were no objections. With amendments, ARC 402 and 402P can move forward and do not need to be brought back to Presidents' Council.

### **CCC LIBRARY OVERDUE AND LOST NOTICE UPDATED LANGUAGE**

Sarah Nolan and Jane Littlefield discussed the overdue and lost notice updated language, which was originally presented to College Council a couple of weeks ago. This new language aligns to the consortium language. Staff and faculty are now responsible for overdue and lost summit items. We are on the hook for when summit materials are lost, so now we will pass that cost on to faculty and staff. The library is now working with the business office for billing for overdue items. Additionally, students can now pay with cards instead of only paying by cash or check.

There were no objections. This item does not need to be brought back to Presidents' Council.

### **ACADEMIC CALENDAR REVISION**

David asked for feedback on the revised calendar for 2019/20. The calendar was previously approved by the Board, however, that version included an error. David pointed out that this error was not our fault. We generally follow Portland State University's calendar and they made an error to the start date for fall 2019. Fall term 2019 dates have been updated to match PSU's academic calendar.

There were no objections. This item will be included on the consent agenda for the Board meeting.

### **FACILITY USE POLICY**

Bill Waters provided background and introduced edits that he and Phil Zerzan made to Administrative Regulation KG-AR. Extensive changes were made to KG-AR since it was brought to Presidents' Council in November.

Bill will follow up with Phil and verify if the gym is considered an academic space. Bill explained that, for Fiscal Policies #8, there is a separate document which provide guidelines that define hosted event, sponsored event, and what it takes to schedule those. These guidelines will be shared at College Council and at a Department Chair and Directors meeting.

Joanne suggested that the language for Public Speaking and other related activities on College Campuses be sent to the Board so that they can weigh in and provide their opinion. Joanne committed to sending the language to the Board and copying Bill and Lori.

Bill will incorporate the feedback and bring to College Council and then bring back to Presidents' Council for a second reading.

### **TITLE IX GENDER-BASED & SEXUAL MISCONDUCT ADMINISTRATIVE REGULATION**

Chris Smith introduced edits he made to Administrative Regulation AC-AR. This regulation has been to Presidents' Council once and has been to College Council three times. The formatting has been changed in a significant way to comply with Board policy. It looks significantly different, but there are no substantive changes.

Leslie asked what follows if an employee goes through the process but they or the other employee are not found at fault. Chris said that if they are not found at fault, Title IX provides communication to that effect. HR can offer EAP services. There is a non-retaliation order built into the process, which is put into effect at the time an investigation is launched and carries through indefinitely.

Joanne would like to follow up with Patricia to see if there is a way of addressing any residual conflict or awkwardness after a non-finding has occurred.

For the purposes of Title IX, counselors can now be designated as confidential employees. Patricia can make that designation. This is separate from mandatory reporting and would not cover when a counselor is in their teaching role.

The regulation was approved.

### **CONSENT AGENDA: BOARD POLICY REVISIONS**

Joanne shared the revised Board policies. These have been to Presidents' Council previously and have been reviewed by College Council. There were no further concerns. The Board will have a first reading next

month.

### **ASSOCIATION REPORTS**

ASG – no report

FTF – no report

PTF – no report

Classified – no report

Admin/Confidential – Lori reported on behalf of Jaime:

- The All Staff Breakfast is on March 22, 7:00-10:00 a.m., in the Neimeyer Lobby. There will be a team popsicle stick tower building competition, with a prize going to the builders of the tallest tower.

College Council – Sue reported:

- The last College Council meeting had a very full agenda. Sue reviewed the agenda.
- At College Council, Christ Sweet had an item on making social security numbers an optional field for the application. Sue said this was well-received. Joanne said she has a question about the 1098T. She said at one point the SSN was required, wondered if this was still the case. She said to make sure that Jeff and the business office are aware of this change, since they're the ones that produce the 1098T.

### **OTHER**

- Leslie asked about what happened to two policies that were to be discussed in Presidents' Council – the animals in the classroom policy and the electronics in the classroom policy. Joanne said she would check with Denice when she gets back.
- The pay equity work was discussed. Casey said that it seems like a big undertaking and suggested that we might want to have more than just the Association presidents participate. Joanne suggested, as we practice this process with admin/confidential, we start logging through all of the different questions and put together an FAQ.
- Joanne was recently at Oregon Presidents Council. They discussed a bill regarding decoupling state taxes from the federal structure. The bill passed the House and Senate, but it still sitting on Governor Brown's desk.

Adjourn 4:42 pm