



Date: May 3, 2019  
10:00 – 11:00am  
Location: Boyle Boardroom

Attending	Absent	Guest
Tony Russell, Chair	President Shirley Metcalf	Sharla Andresen
	Alan Unger	Laura Boehme
Justin Koon	David Dona	Christa Gunnell
Owen Murphy		Stephanie Andre`
Jenni Newby	Oz Smith	
Amy Harper		
Susan Galecki		
Erica Waldbillig		

Meeting called to order at 10:04am.

Old Business

Jenni has hand written edits for March minutes that she will send to Erica.

A. Minutes from April 5, 2019 – Tony Russell

- Affordable Care Act typo – “knows” should be “known”
- Working from Home Pilot Program – last bullet point recommended adding history in developing the policy but Tony wanted to make the point that this pilot program was limited to this group not for other groups. Tony will work with Jenni to create additional language.

Minutes approved with revisions.

B. Update Sick Time Policy G-32-21 in GPM (2<sup>nd</sup> Reading) – Diana Glenn

- Discussion on the terms: sick time and sick leave, which are distinctly different terms but it is confusing as they are used throughout the policy.
- Examples of the confusion are;
  - Sick time earned by non-benefited employees that achieve a certain number of hours.
  - Sick leave earned by benefited employees.
- There was a question asked about adding more inclusive language on G-32-21.2 Oregon Sick Time Usage number 11 instead of listing types of family members.



- Jenni to work with HR director to make edits on; position and status, who and whom, and consistency of sick time and sick leave throughout policy.

Action:

Motion to table 2<sup>nd</sup> reading of Sick Time Policy until May 17, 2019 meeting.

Motion made by Justin Koon, seconded by Owen Murphy

- Motion passed unanimously by all members present
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C. Add Affordable Care Act policy(ACA) G-32-16.4 in GPM (2<sup>nd</sup> Reading) – Diana Glenn

- No updated language from 1<sup>st</sup> reading.

Action:

Motion to approve 2<sup>nd</sup> reading to add Affordable Care Act Policy.

Motion made by Justin Koon, seconded by Susan Galecki

- Motion passed unanimously by all members present
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D. Update Rights & Privileges of Emeritus Status G-32-19.2.2 in GPM (2<sup>nd</sup> Reading) – Diana Glenn

- No updated language from 1<sup>st</sup> reading.

Action:

Motion to approve 2<sup>nd</sup> reading to add parking permits to Emeritus Status privileges.

Motion made by Jenni Newby, seconded by Justin Koon

- Motion passed unanimously by all members present
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New Business

A. G-6-9.8 Medical Leave Assistance Program Disbursement Committee removal of committee from Policy section & add HR-7-1 Medical Leave Assistance Program (MLAP) to Procedure (1<sup>st</sup> Reading) – Laura Boehme & Christa Gunnell

- The Medical Leave Assistance Program Disbursement Committee has disbanded because information presented to this committee was



confidential due to medical documentation. It is requested that the MLAP Program be added to the HR procedure section to resolve this issue.

- On the HR website there is a link to the MLAP Benefit Application Form. This link directs you to information on how to apply for benefits on the enrollment form to contribute to MLAP.
- The MLAP request for benefits form is currently being reviewed and will be put back on the HR webpage when completed.
- As of March 2019 there were 158 employees enrolled in MLAP, with an average of 160 per year.
- MLAP applies after FMLA or OFLA funds have been exhausted.
- The monthly premium referenced in the last paragraph of the new HR procedure needs to be defined as employees regular monthly benefit premium currently enrolled in.
- Laura and Christa will give Erica Waldbillig changes to procedure.

Action:

Motion to approve with suggested language changes.

Motion made by Owen Murphy, seconded by Susan Galecki

Motion passed unanimously by all members present

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B. G-6-8.5 College Tenure Committee & G-34-3.2 Tenure revisions to GPM  
(Consent Agenda Item) Stephanie Andre`

- Revisions clarified language of things that the committee is charged to do but did not practiced and questions on procedures raised without answers in the committee policy.
- Uniformed set of expectations were needed and this cleared up vague wording in the policy.
- VPI wanted the deadline changed to submit a summary of the faculty recommended for tenure to the Board of Directors prior to the next board meeting.
- The Tenure Committee decided to follow the Promotions Committee outlines as a model for how to evaluate files.
- The following faculty groups have reviewed the changes: was presented at faculty forum executive team, was presented at an all faculty meeting, and an email was sent to faculty to vote on.
- Need to correct "his/her" to "their" in the last paragraph.
- CAC chair stated in the future, a consent agenda item to change *faculty forum* to *faculty senate* will need to be brought to CAC by the Tenure Committee.



Action:

Motion to approve with one correction in last paragraph.

Motion made by Owen Murphy, seconded by Jenni Newby

- Motion passed unanimously by all members present

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C. G-31-10 Textbooks Policy revised deadlines (1<sup>st</sup> & 2<sup>nd</sup> Reading) – Lori Benefiel

- Question about language: Adoption *form* (?) needed even if you do not have textbooks for class as a confirmation?
- Question about language: Adoption *form* (?) or notification for textbooks not adopted needs to be sent to bookstore.
- The dates changed 10 years ago in response to the Higher Education Opportunity Act of 2008.
- Need to add the word *form* in reference to adoption in the 2<sup>nd</sup> to last sentence.

Action:

Motion to approve 1<sup>st</sup> reading with changes. 2<sup>nd</sup> reading will be done at the May 17<sup>th</sup> meeting.

Motion made by Justin Koon, seconded by Owen Murphy

- Motion passed unanimously by all members present

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D. B-9-0 Vehicle Use Procedures added language (Consent Agenda Item) – Sharla Andresen

- Hybrid rental vehicles are considered College vehicles and included in this procedure.

Action:

Motion to approve

Motion made by Owen Murphy, seconded by Justin Koon

- Motion passed unanimously by all members present

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E. Faculty Senate Pilot (Information Item) – Amy Harper

- Amy presented a Power Point presentation on the Faculty Senate Pilot Information Item due to the Supreme Court fair share Janus decision.
- Need to disentangle forum functions into Faculty Forum and Faculty Senate
- Goal of the Senate Pilot after a year is to formalize the Senate and bring a proposal to College Affairs.
- Jenni asked about the ABS Faculty and if they should be included.



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Justin Koon moves to adjourn this meeting, Susan Galecki seconded the motion, motion carried.

Meeting adjourned 10: 59am.

NEXT MEETING: May 17, 2019, 10:00am – 11am Library 221

DRAFT