

Council of Chairs
Meeting Minutes
July 13, 2021

Members present were Vincent Bowhay, Lori Boots, Bridget Carson, Sarah Owens, Brian Southworth, Marg Yaroslaski and Cherie Stockton. Erica Cope, Cody Westerhold and Paul Molnar were absent.

Bridget began the meeting stating that the committee descriptions have been drafted and ready for review and the webpage. Brian suggested a couple of changes couple of changed in working/spelling. VPSA and This committee need to be fixed/removed. Bridget will fix and add to the website.

Sara Owens inquired about College Completion and Student Complaints. Bridget explained that both committees have been removed and are now the College Completion Committee.

Marg asked about standing committees and their importance. Because all full-time employees are required to be a part of a standing committee she asked if standing committees should provide training and purpose for helping with shared governance on campus. Vincent Bowhay suggested we evaluate committees with a survey while we are working this year to provide a good road map for goals and examine the results of the survey before HLC visits campus. He also mentioned that we will begin uploading minutes to the landing page on the website moving forward (beginning with last years minutes). Cherie will upload the minutes on a regular basis as received from each of the committees.

Revisions regarding policies at the last COC meeting were discussed and changes will be made accordingly.

Productivity Policy – making it more usual friendly and more of a statement piece. (Job descriptions will be given to each employee to have a clear view of their duties). Marg moved to approve, seconded by Bridget Carson, Motion Carried

Supervisor Expectations – slight changes to provide the supervisor's feedback. Brian suggested we change APS to a generic term of "Payroll software". Lori will make that change and refer to it as Payroll Management system. It was mentioned by Lori Boots that the Supervisor guide is being added to the website (to help drive consistency across campus) – also ties back to our goal of separating the board policies from the college policies. Marg moved to approve, seconded by Bridget (with changes). All approved.

Visitors in the workplace – Brian noted a few changes needed. Marg moved to approve, seconded by Sarah Owens. All approved.

Workplace attire and décor – Dress appropriate is the consensus. Sarah mentioned Décor – saying these policies should not violate any other policies. Lori said she could do a blanket statement to comply with federal and state laws. Marg suggested training at in-service on a regular basis. Marg moved to approve; Bridget seconded. All approved.

Meeting adjourned at 1:35 p.m.

