

WETCC Council of Trustees

Special Policy Review Meeting Minutes

5/1/2017

10:00 a.m.

WETCC Mitigomizh Conference Room

Roll call: Sue Heisler, Joy Anne Annette, Nicole Martinson, Merlin Deegan, Absent: Dean Johnson, Michael Fairbanks, Joan LaVoy. **Others present:** Tracy Clark, Patty Schultz (recorder).

- I. **Call to Order:** Sue called the meeting to order at 10:20 a.m.; a quorum was present.
- II. **Approval of agenda:** There was no agenda for this meeting.
- III. **Policy Changes/Approvals:**
 - 1) **Welcome page for Policy Manual:** *Approved by consensus, with the addition of **Seven Grandfather Teachings**.*
 - 2) **Purpose of Employee Handbook:** *Motion made by Nicole to approve as presented, with spelling and grammar edits; Second by Merlin. All in favor, approved.*
 - 3) **Bereavement/Cultural Bereavement/Funeral Leave:** *Motion made by Nicole to change it to 5 days leave for an immediate family member; motion died. Motion made by Merlin to approve 4 days leave for an immediate family member; Second by Joy Anne. 3 in favor, 1 opposed, motion carried. Approved with spelling and grammar edits.*
 - **Suggestion made to allow up to 4 days' leave as well as up to 4 hours' funeral leave for an immediate family member:** *Motion made by Merlin to approve; Second by Joy Anne. 3 in favor, 1 opposed, motion carried.*
 - 4) **Hours of Work/Flexible Schedule:** *Suggestion to clarify a '**30-minute lunch**' in Part 2, and change the word 'your' to '**their**' in Part 3. Motion made by Nicole to approve; Second by Joy Anne. All in favor, motion carried.*
 - 5) **Leave of Absence:** *Suggestion to remove the words 'and Human Resources' in Part 3, paragraph 2, and under 'Parental Leave', change paragraph 3 to read: '**The maximum amount of time allowed for Parental Leave is twelve (12) consecutive weeks within any 12-month period. Any exception must be approved by their supervisor.**' Motion made by Merlin to approve; Second by Joan. All in favor, approved.*
 - 6) **Sick Leave:** *Suggestion to make the following edits:*
 - *Replace the word 'should' with '**shall**' in Part 3, first bullet;*
 - *Replace the words 'must need to' with '**shall**' in Part 3, third bullet.*

- Change Part 4, first bullet to read: **'Sick leave will be available...'**;
- Remove second bullet of Part 4;
- Remove the first sentence of fifth bullet of Part 4.

Motion to approve with suggested changes made by Joan; Second by Nicole. All in favor, approved.

7) Donation of Sick/Annual Time: Suggestion to make the following changes:

- Part 1, second sentence should read: **'WETCC understands that this may cause a financial hardship for the employee, and authorizes the donation of leave pro-rated based on donor's hourly rate of pay with consideration.'**
- Part 4, first bullet should read: **'Leave donated is pro-rated based upon donor's hourly pay rate, and is not retroactive (i.e. once a pay period ends).'**

Motion made by Merlin to approve with above changes; Second by Nicole. All in favor, approved.

8) Demotion: Motion made by Nicole to approve with 1 change: Part 4, Subpart B, first sentence: replace the word 'requested' with 'approved', and minor grammatical edits; Second by Joan. All in favor, motion carried.

9) Retirement: Suggestion to make the following changes:

- Part 3 should read: **'It is the WETCC HR Technician's responsibility to orient all eligible WETCC employees of all benefit options, policies, and procedures.'**
- Part 4, first sentence should read: **'All full-time employees are...'**

Motion made by Nicole to approve with above edits; Second by Merlin. All in favor, approved.

10) Probationary Period: Suggestion to make the following changes:

- Part 3, add a first sentence as follows: **'It is the HR Technician's responsibility to notify the direct supervisor probational performance review deadlines of their respective new employees.'**
- Part 3, second paragraph should read: **'The probationary period may be extended up to an additional ninety (90) days...'**

Motion to approve with above changes made by Joy Anne, Second by Nicole. All in favor, approved.

11) Termination of Employment: TABLED

12) Outside Employment: Motion made by Joy Anne to approve as presented; Second by Merlin. All in favor, approved.

13) Position Classification/Description: TABLED

14) Search committee: TABLED

15) Whistleblower: TABLED

16) Dress Code:

- *Part 2: Remove all the following words: 'your'.*
- *Part 4, Subpart A: Add 'college apparel'.*
- *Part 4, Subpart B: Define inappropriate shorts as 'shorts, which do not meet the fingertips with arms at sides'.*

Motion to approve with above changes made by Joan; Second by Merlin. All in favor, approved.

17) Assessment, Evaluations, and Amendments:

- *Part 3, first sentence: remove the word 'your'.*
- *Part 3, second paragraph should read: 'The WETCC Administration and COT may modify, amend, change or rescind...'*

Motion to approve with the above changes made by Joan; Second by Nicole. All in favor, approved.

18) References and Release of Employment Records: Suggestions for changes as follows:

- *Part 2, remove first sentence.*
- *Part 2, second sentence should read: 'Employment history means date of hire, transfer, and last day of employment.'*
- *Part 2, third sentence: replace the word 'includes' with 'means'.*
- *Part 3: Replace the word 'should' with 'shall'.*
- *Part 4, first sentence should read: 'Human Resources may only release...'*
- *Part 4, second sentence should read: 'The following information will be released only with a signed release from the current or former employee to the party who is authorized to receive the information.'*
- *Part 4: Remove last sentence.*

Motion to approve with the above changes made by Joan; Second by Joy Anne. All in favor, approved.

19) Inclement Weather: Suggestions for changes as follows:

- *Part 1, first sentence should read: 'The purpose of the Inclement Weather Policy is to identify conditions in which it is deemed in the best interest of the college to close for the safety and security of students and employees.'*
- *Part 3, first sentence: replace the word 'responsibility' with 'responsible'.*
- *Part 3, remove second sentence.*
- *Part 3, third sentence should read 'It is the responsibility of the IT Coordinator or his/her designee to notify all employees by means of email. Telephone, alert*

system, web page, and local television and radio stations, KRJB – Ada, KRJM – Mahanomen, and KKWE Nijii Radio’.

- *Part 4, Insert ‘Subpart A:’ above first 4 bullet points.*
- *Part 4, Insert ‘Subpart B:’ above fifth (last) bullet point.*
- *Part 4, add a last bullet point should read: ‘Employees are encouraged to use their own best judgement for safe travel conditions. Employees who choose not to travel to work in instances where the college does not close shall utilize vacation/annual leave.’*

20) Equal Employment Opportunity: TABLED

21) Cultural Advisory Committee: TABLED, invite Kim to May 8 COT meeting.

22) Cultural Competency: *Suggestion to add Seven Grandfather Teachings, and embed it into a course. Motion made by Merlin to approve with the addition, Second by Nicole. All in favor, motion carried.*

23) Clery Act Compliance: *Motion to approve as presented made by Joan, Second by Joy Anne. All in favor, motion carried.*

24) Alcoholic Beverages and Controlled Substances: *Suggestion to add e-vapor. Motion made to approve with the addition made by Merlin; Second by Joan. All in favor, motion carried.*

25) Capital Improvement: *Motion to approve as presented made by Merlin; Second by Nicole. All in favor, motion carried.*

26) Facility Usage: *Suggestions for the following changes:*

- *Part 4, Subpart C: Add “Requestor must uphold Exclusion and Restriction Policy for Food Handlers’.*

Motion made by Nicole to approve with one addition; Second by Sue. All in favor, motion carried.

27) Work Order: *Motion to approve as presented made by Joy Anne; Second by Nicole. All in favor, motion carried.*

28) Carry of Firearms: *Motion to approve as presented made by Merlin; Second by Nicole. All in favor, motion carried.*

29) Fundraising: *Motion to approve as presented made by Merlin; Second by Joan. All in favor, motion carried.*

30) Hazardous Materials: *Motion to approve as presented made by Joy Anne; Second by Nicole. All in favor, motion carried.*

- 31) **IT Security:** *Motion to approve as presented made by Merlin; Second by Nicole. All in favor, motion carried.*
- 32) **Key Control:** *Motion to approve as presented made by Merlin; Second by Joan. All in favor, motion carried.*
- 33) **Use of Logo:** *Motion to approve as presented made by Nicole; Second by Merlin. All in favor, motion carried.*
- 34) **Access During Normal Working Hours:** *Motion to approve as presented made by Nicole; second by Merlin. All in favor, motion carried.*
- 35) **Crime Log:** *Motion to approve as presented made by Merlin; Second by Nicole. All in favor, motion carried.*
- 36) **Security:** *Motion to approve as presented made by Joan; Second by Merlin. All in favor, motion carried.*
- 37) **Security Reporting:** *Motion to approve as presented made by Nicole; Second by Merlin. All in favor, motion carried.*
- 38) **Social Media:** *Motion to approve as presented made by Joy Anne; Second by Nicole. All in favor, motion carried.*
- 39) **Vehicle Use:** *Suggestions to add the following:*
- *Part 4, number 5: Add e-vapor and chewing tobacco.*
- Motion made by Merlin to approve with one addition; Second by Nicole. All in favor, motion carried.*
- 40) **Facilities:** *Motion to approve as presented made by Nicole; Second by Merlin. All in favor, motion carried.*
- 41) **Media Release:** *Motion to approve as presented made by Merlin; Second by Nicole. All in favor, motion carried.*

Trustees took binders to review Finance policies.

VIII. **Adjournment:** *Adjourned at 4:05 p.m.*

Minutes approved by: *Sue Hensler* date *8-1-17*