

Forum Meeting  
Wednesday, November 28, 2012

Attendance: Phil Otterness, Jeff Keith, Phil Jamison, Evan Wantland, Candace Taylor, Tom Wilder, Teresa Imfeld, Dylan Suter, David Abernathy, Crystal Ebert

Start time: 4:05 p.m.

End time: 4:50 p.m.

1. Approval of October 17, 2012 minutes.

- a. Minutes approved

2. Business

- a. **Alcohol Policy:** I move that forum approve for recommendation the alcohol policy. – Administrative Policy Committee – Jonathan Ehrlich

- Revised Alcohol Policy was sent to forum. Additions and changes are mainly on the second page. Trying to clarify when registration form is needed.
- Clarification: Page 2 - alcohol purchase is not reimbursed. I was a little confused. I thought the last portion would fall under trips off-campus. It seemed the organization was off there. It seems to be addressing two things. Appropriate changes will be made to policy to avoid misinterpretation.
- Motion: The Administrative Policy Committee moves that Forum approve for recommendation the Alcohol Policy
  - Vote: Yes: 10; No: 0; Abstentions: 0

- b. **Legal Indemnification Policy:** I move that Forum approve for recommendation the Legal Indemnification Policy. – Administrative Policy Committee, Jonathan Ehrlich

- The two biggest changes are on the first page. That refers to alternative version. What's on the first page is the original version. A more friendly view of when employees would be covered, this is a broader view. It was brought to attorney's attention; it's not one they recommend.
- Clarification: The change that has been made is that the second paragraph was removed and replaces with the paragraph on page 3? Yes.
- Discussion: Conditions on page 2, clarify "duties of the college."
- Discussion: The document is dense and a little unclear. It should be simplified, clarified and put into a way that is similar to other policies, especially those of other institutions.
- Discussion: In section IV, the word "improper" is vague. It should be clearly defined.
- Discussion: Several formatting changes should be made in regards to the procedures, so that it's more consistent.
- **Motion by Phil Otterness**, second by Jeff Keith: I move to send the policy back to the committee.

o Vote: Yes: 10; No: 0; Abstentions: 0

**c. Report on Domestic Partner Issues:** Jonathan Ehrlich

- We're trying to work directly with some people who are most involved in the issues surrounding domestic partners. The entire intent is to make forms easy to understand, informative, and neutral in language. Decision has been made and is final that the school will go back as needed to revise W-2 forms. We're trying to meet as best as possible all the issues that are brought up, so everyone can move ahead with it.
- Clarification: The timeline that the committee has in mind: As soon as we can get language to a point where people feel as comfortable as possible. So it can move as quickly as it's feasible to do; a few weeks at the most. And then it should be resolved and put into place.

**d. Report on Audit of Human Resources Department:** Jonathan Ehrlich

- The Human Resources function is being reviewed. We've retained a consultant. Next Monday, group of 15 will participate in a 3-hour session, compression planning, to try and get at what are the functions and things Human Resources should provide to employees. What's working? What's not working? Modern-day functioning of a Human Resources office, that's the intent of the session. I'm assuming after the session we may come out with a survey to get more specifics about certain aspects. Just to clarify, I'm going to be a part of the group. We've worked out with consultants where both Gail [Baylor] and I will step out. One-on-one meeting because there could be uncomfortable issues that come up. We want people to feel they can speak freely.

**e. Policy and Procedures**

- I move that Forum amend it's Policies and Procedures about Liaisons to the following wording in sections I.C., III.B., and V.G.
  - o I.C. - The Forum is responsible for designating liaisons responsible for communication with College Policy Committees.
  - o III.B.7. - to serve as liaisons to College Policy Committees by regularly meeting with two PAC member liaisons (designated by PAC) or to facilitate the designation of Forum members as liaisons to College Policy Committees. (see section V.G.).
  - o V.G. - The Forum shall appoint one of its own Staff or Faculty Members to serve as Liaison to one of each of the College Policy Committees. Appointment shall be by self-selection and/or by drawing lots. Each Liaison shall act as the Point Person between their appointed Committee and Forum. Liaisons may, but are not required to, attend committee meetings and do not hold a voting role. However, each Liaison will need to keep abreast of their committee's activities, in order to help all Forum Members remain up-to-date on what is happening on campus. Forum members who concurrently serve on a

Policy Committee may even serve a dual role of Policy Committee Member and Forum Liaison. In this case, the Policy Committee Member will not lose their voting status simply because they are also appointed to serve as a Forum Liaison.

- Discussion: We have more language than needed in V.G.. For a document that's serving as our bylaws, being as specific about how things are to be done just doesn't work that well. It would be helpful if the final paragraph were the same length as the two before it. I think I would like to suggest amendments to that final paragraph to make it a little bit more general and to allow the forum greater flexibility.
- **Motion by Phil Otterness**, with a second from Jeff Keith: I move to amend the section called V.G. from the way that it reads to: The Forum shall appoint members as liaisons to the college policy committees. Liaisons will be responsible for regularly reporting back to forum members on the business of these committees.
  - Vote on amendment: Yes: 7; No: 1; Abstention: 2
- Vote on entire motion: Yes: 10; No: 0; Abstentions: 0

3. Meeting adjourned to the next Forum meeting on February 13, 2013.

Motion to adjourn to Feb 13, 2013 by Jeff Keith, second by Evan Wantland