

Managers Advisory Council
November 11, 2004

Present: Janet Boeckman, Mark Collins, Dale Doty, Carol Easley, Pete Grant, Doug Hanuscin, Brooke Henwood, Alice Hutzal-Bateson, Mark Monnes, Sue Paynter, Ginger Rocks, Dean Schaad, Bruce Sliney,

Absent: Scott Bendle, Dave Cardwell, Kim German, Brad McCormack, Lori McKee, Beth Price, J R Rathjens, Troy Shutler, Doris Smith

1. The minutes of the October 14th meeting were approved.
2. Dean Schaad led a discussion regarding the Manager's Safety Training workshop that will be held during our May In Service Day. He asked for suggestions from managers on what types and levels of safety training should be offered. M. Collins asked if there are state minimum training requirements for employees and what are the expected employee responsibilities when a student becomes ill or injured. There is a need to identify these standards to determine what training will be provided. D. Schaad indicated that he will investigate other organizations that offer safety training.
3. Election of new officers was the next topic of discussion. It was decided that the current officers will maintain their positions through June 2005. A nomination committee will be formed in May to develop a list of candidates for elections. New officers will begin their positions in July 2005. In addition, B. Henwood volunteered to act as interim Co-Chair after the retirement of S. Paynter.
4. The Council reviewed several policy revisions and faculty/staff caucus proposals. The following is summary of the Council's responses.

Teaching Opportunities for Staff Employees (Draft)

Since this was approved by the President's Cabinet on 1/21/03, we would like to see the original policy to compare with the draft that was presented to us for review.

Compensation for Employees for Weather Related Closing of Campus (Draft)

We have appointed a sub-committee (D. Schaad, G. Rocks, A. Hutzal-Bateson) to gather additional information on this topic.

Resignation Policy (Draft)

We are in agreement with the policy draft.

Reduction in Workforce (Draft)

We are in agreement with this policy draft,

CP-2004-011 (Increase of Tuition Remission for Adjunct Faculty)

It was decided that we need more information before we can give feedback. What is being proposed? We did not understand how this proposal would improve adjunct qualifications. What has been the usage of this benefit? Is this credit or non-credit?

CP-2004-014 (Cancellation of Night Courses on In-service Days)

It was decided that our response is consistent with the Academic Council. Working with their dean, full-time faculty would have an option to plan alternative activities for evening classes. This option would not be available for faculty whose evening classes are overload; only those whose evening classes are part of their full-time load. This is something that the In-Service Planning Committee could address.

CP-2004-015 (Universal Procedure for Class Cancellations)

It was decided that our response is consistent with the Academic Council. Administrative assistants will contact affected students as time allows. Faculty members will also be encouraged to contact their students. If possible and in a timely manner, put cancelled classes on the web site (responsibility for this would need to be determined). Faculty can email students through class rosters. Administrative assistants will notify the switchboard operator of any cancelled classes.

CP-2004-016 (Standard Procedure for Closing the College)

The procedure that is in place is satisfactory. We do not see a need to change the current procedure.

5. The draft communication process with the Board of Trustees was discussed and approved by the council.
6. C. Easley distributed information about the AQIP examiner which will be used as part of a survey process.
7. C. Easley shared a list of 4 suggestions of dates for the 2005-06 In Service Days. After discussion, suggestion #4 met with the most agreement. The dates associated with the suggestion are as follows:

Thurs. Sept. 15
 Friday, Sept. 16
 Friday, Nov 11 – Staff Only
 Monday, Feb. 20 – Everyone

Recommendation: All offices closed and all classes cancelled on Nov 11 and Feb 20.

8. Attendance at upcoming Board of Trustees meetings was determined (see below)

December 1, 2004 – P. Grant & D. Doty
 January 26, 2005 – D. Doty & G. Rocks
 February 23, 2005 – G. Rocks & A. Hutzal-Bateson
 March 23, 2005 - A. Hutzal-Bateson & B. Sliney
 April 27, 2005 - B. Sliney & P. Grant
 May 25, 2005 – P. Grant & D. Doty
 June 22, 2005 – D. Doty & C. Easley
 August 24, 2005 – C. Easley & P. Grant
 September 28, 2005 – P. Grant & D. Hanuscin
 October 26, 2005 – D. Hanuscin & B. Henwood
 December 7, 2005 – B. Henwood & J. Boeckman

9. Future meeting dates are as follows:

December 9, 2004 at 3:00 pm in Room 92A F
January 13, 2005 at 3:00 pm in Room 92A F

February 10, 2005 at 3:00 pm in Room 92A F

March 10, 2005 at 3:00 pm in Room 92A F

April 14, 2005 at 3:00 pm

May 12, 2005 at 3:00 pm

June 9, 2005 at 3:00 pm