

Institutional Policy Committee Meeting Minutes

The Institutional Policy Committee met on Thursday, May 8, 2008, at 12:30 p.m. in 2N3. The meeting called to order by Chair, Millie Tibbits at 12:30 p.m.

Committee members present:

Nora-Pugh Seemster	Brandi Johnson
Delores Jackson	Ike Sloas
Lisa Vaughan	Millie Tibbits
Amy Wilson for Dave Charleson	Cynthia Gary
Lee Ann Townsend for Mary McCoy	Chris Snow
Stephen Crynes	Karen Schmidt

The members present discussed the draft policy entitled, Timely Warnings, brought before the committee by Ike Sloas, Director of Safety and Security. Ike informed the committee that the policy was in response to requirements under the Crime Awareness and Campus Security Act of 1990, AKA, The Jeanne Clery Act. Several questions were asked with respect to the definition of what constituted a “crime” and “timely warning.” Ike noted that the definition of crime was listed in section 2.0 of the draft policy and that the federal statute did not specifically address how long a timely warning is meant to be. It was also suggested that links to the newspaper and Safety and Security’s home webpage be added to the policy to make it easier for the readers of the policy to locate those sites. Another suggestion was to add the applicable law citation at the end of the policy.

The second draft policy entitled, Building Access Policy, also brought before the committee by Mr. Sloas was discussed. The committee suggested adding another paragraph numbered 2.5 to address the issue of what should occur in the event contractors did not get pre-approval to enter a building during extended closures. It was also suggested to add paragraph 2.6 to discuss what steps appropriate administration should take to notify Safety and Security that a contractor would be on campus during an extended closure. The John Massey Center was added as one of the examples in 3.0 as a facility that may have individual hours and the word “problems” was deleted from the second sentence in paragraph 4.0.

Millie explained that once the changes were made to the drafts she would send each committee member a copy electronically and requested members contact her with their approval/disapproval of changes made. At that time Millie will forward the suggestions to the person that brought the policy to the committee, noting that it may or may not be a committee member that presented the policy to the committee. It would then be up to that person to take the policy to their respective President Cabinet member for final approval and to be put on the agenda for the President’s Cabinet to approve.

Millie asked all members to take a look at policies and procedures within their departments that may need updating, revising, or deletion and bring those to the attention of supervisors. She also stated committee members could bring suggestions to her and she would contact the appropriate administrator.

The next committee meeting will be Thursday, May 22; at 12:30 p.m. Millie will email the committee members with the exact location. In the event there are no policies to be reviewed the meeting will be canceled and Millie will notify committee members if that is the case.

Meeting adjourned at 1:20 p.m.