

Institutional Policy Committee Meeting Minutes

The Institutional Policy Committee met on Thursday, April 17, 2008, at 12:30 p.m. in CU3. The meeting called to order by Chair, Millie Tibbits at 12:30 p.m.

Committee members present:

Nora-Pugh Seemster
Delores Jackson
Mary Candler
Cecilia Pittman

John Boyd
Alexis Carter-Black
Nina Smith for David Charlson
Barbara Gowdy

Millie Tibbits reported that the recommendation that the Naming of Facilities Policy be consistent in the use of the terms “faculty, staff, and administration” throughout the policy was accepted.

The committee reviewed the recommended changes to the Environmental Health and Safety Program. Lisa Vaughan will be notified to move forward in the approval process.

The members present discussed whether they wanted to review policies that have already been reviewed by our committee to see if and how they incorporated our recommendations. The consensus of the members present was that if the Chair of the Institutional Policy Committee reviewed the changes and considered them to be consistent with the Committee’s recommendation, it will not be necessary to bring the policy back to the committee. However, if it does not reflect the change or if changes create other questions about the policy, the Chair will email the policy to the members and it will be discussed at the next meeting.

The members present talked about other policies that could or should be reviewed. I have listed a summary of the discussion:

- In relation to the Resolution of Employee Grievances policy, a question was asked about providing a link to the grievance form in the policy. That form is available through a link to HR forms. After the meeting, the link was checked and it was working properly.
- It was suggested that a “facility usage” policy related to scheduling of rooms would be very helpful. This discussion highlighted other policies that are incorrect or outdated. An example mentioned was a policy that states that Student Services schedules the student union and that is not correct.

The next committee meeting will be Thursday, May 1, at 12:30 p.m.

Meeting adjourned.