

Institutional Policy Committee Meeting Minutes

The Institutional Policy Committee (“Committee”) met on Thursday, August 28, 2008, at 12:30 p.m. in CU2. The meeting was called to order by Chair, Millie Tibbits, at 12:30 p.m.

Committee members present:

Nora-Pugh Seemster	Nancy Gerrity
Delores Jackson	Ike Sloas
Lisa Vaughan	Millie Tibbits
Cynthia Gary	Mary McCoy
Chris Snow	Barbara Gowdy
Stephen Crynes	Karen Schmidt
Dave Charlson	Sue Hinton
Carolyn Rouillard	Pat Stowe

The members present discussed the draft revision to No. 2001 entitled Employment Categories. Discussion was held on how the maximum number of 750 hours was chosen. Additional discussion was held on the definition of regular employees. Nancy Gerrity explained the definition in the current policy was too arbitrary for purposes of OCCC’s 403(b) plan. She stated the 403(b) plan must list exclusively who is full time and who is part time in order for the IRS to be able to look at the plan and compare it to payroll and verify OCCC was in compliance. Discussion was also held on paragraph 3.2 with respect to overtime and clarification was made that any non-exempt employee working more than 40 hours in one week must be paid overtime. No changes were made to the policy and it was accepted by the committee.

The second draft revision entitled, Oklahoma City Community College Sponsored Off-Campus Activities, brought before the Committee by Lisa Vaughan was discussed. Discussion was held on adding TRIO and Career Transitions to the list of programs under paragraph 3.2. After some discussion was held the Committee decided to change the first sentence of paragraph 3.2 to read as follows, “an activity or event taking place off campus sponsored and organized by an approved OCCC program including but not limited to, instructional programs, the Office of Student Life, TRIO, Career Transitions, or a registered student organization for the benefit of students.” Ike Sloas requested that crimes, arrests and referrals be added to any sentence in paragraph 6.0 where the terms accidents and injuries occurred. In addition, the words “Safety and” need to be added to the name of the department. The Committee accepted the recommendations.

The third draft revision entitled, Lost and Found, brought before the Committee by Ike Sloas was discussed at length. Concerns were raised as to OCCC donating property that may hold personal identification and the liability OCCC might have as a result. Ike will check with IITS to see if it is feasible for that department to remove any personal identification on abandoned personal property prior to OCCC donating or disposal of the property. Discussion was also held on what exactly paragraph 1.2 was trying to communicate to the reader. After much discussion it was

decided that Ike would split this paragraph into two separate paragraphs; the first paragraph dealing with property to be turned over by court order and the second dealing with OCCC destroying contraband confiscated by the Department of Safety and Security and held for or used in a disciplinary action on campus. Other changes suggested making the name of the Department of Safety and Security and the title of the Director uniform throughout the policy. Additionally it was recommended to change the first sentence of paragraph 1.1 to “Property will be released to the person whose name is on the property or upon proper identification of the property.”

The fourth draft revision entitled, Notice to Leave, brought before the Committee by Ike Sloas was discussed. Questions were asked as to the definition of “reasonable” and why terms such as “today’s date” and “you” were used in the last paragraph. Nancy Gerrity explained the paragraph could not be changed as the language was approved by the Board of Regents of Oklahoma City Community College. It was recommended that an introductory sentence be added to that paragraph and put the Board of Regents language in quotations.

The fifth draft policy entitled, Policy on Criminal Activity Off Campus, brought before the Committee by Ike Sloas was discussed. It was recommended that OCCC be spelled out in its entirety at the beginning of the policy for uniformity with other policies and the language taken from the Student Handbook be put in quotations.

The sixty draft policy entitled, Policy for Reporting the Annual Disclosure of Crime Statistics, brought before the Committee by Ike Sloas was discussed. It was recommended the Department of Safety and Security be referred to by that title throughout the entire policy. Discussion was held at length as to how prospective students and employees could be notified of the availability of the report as is required by the regulation. The Committee recommended adding that language to paragraph 3.0 and departments will discuss how each will comply with the policy. Some suggestions made were to add the notice availability language to the website under the Prospective Students link, enclose the language in all packets sent to prospective students and add the language to PeopleAdmin as individuals apply for jobs.

Lisa Vaughan will make the recommended changes to the policies and return the revised policies to Millie Tibbits for distribution to the Committee members. Millie Tibbits scheduled the next meeting for Thursday, September 11, 2008 at 12:30 p.m. with the location to be determined. The meeting was adjourned at 2:00 p.m.