

University Advisory Council

May 26, 2016

Attendees: Greg Kegel, Brian Simonson, Bill Rugg, Becky Toth, Cindy Small, Jim Potter, Vicki Gist, Cristina Estrada-Underwood, Ligia Arango, Bob Anderson, Holly Haas, Steven Don, Emily Richmond, Debra Bradley, Jennifer Anderson, Lourdes Caven, Paul Techo, Carol Reifschneider, Chris Wendland, Rachel Dean

Chancellor Kegel thanked everyone for all their hard work over the last several weeks prepping for the Board of Regents meeting. Comments from our guests were highly complementary to the grounds – never looked better than it does now. Takes a great deal of planning and physical work to make this event happen. The experience was good, we accomplished our goal of providing a positive experience.

Chancellor also recognized all the work that went into Commencement making sure everything was ready to go, from getting the gym ready to Catering. Couldn't have done better!

Update on Diesel Technology Center: architects are at 65% of the plan. Budget is getting more accurate and is allowing for more site work than originally thought we would be able to do. Working on landscaping, complimentary concrete work, enhanced parking, etc. Expecting to break ground in late August, which means next academic year is going to be stressful. Auto is moving to Havre Muffler building for the next 1-2 years, which needs to be made ready prior to fall semester, and students may not be happy with the temporary arrangement. But overall, this is going to be good for Northern.

Charge group initiatives moving forward, meeting regularly with the Chancellor to move forward.

Policy review

904.1 No significant changes

905.1 Changing word "generally" to "normally" and deleting last line

1001.6 Updating definition, clarifying what can be claimed and what is taxable, eliminating infrequent use section

1001.9 Added language to distinguish a qualified animal, updated titles and dates

1004.1 Clarification on procedures, timelines for bulk mail,

1004.3 Updates from SAD committee. This policy is not a response plan, streamlined to cover just the basics.

Bob: Anything on an evacuation map?

Brian: getting advice from HPD not to post the map, determining how best to move forward

Bob: Anything in policy that informs people that pertinent information will be communicated information to employees about how to exit and where to congregate?

Brian: Should be communication about how to exit, unsure about whether to include where to congregate. This policy covers the information necessary

Holly: will there be periodic fire drills?

Brian: they are conducted in the residence halls, that satisfies the policy.

Greg: information on how to exit should be disseminated for each building, but no drills are necessary except for the students.

1004.4 Standard policy across Montana

Bob: Something in the policy that refers back to security?

Brian: Basically just entails law enforcement being on campus, just stands alone as official personnel are exempt.

1006 Updated by Business Office personnel. Went from 3 categories of travel to 2 – departmental budgets or professional development committee.

Holly: Grants fall under operational?

Brian: We don't want to specify, grants have their own specifications. Grant travel is covered under applicability, policy refers only to state funds.

1006.1 Revision of responsible party

Bob: is point #2 necessary?

Brian: ensures Northern is still able to implement procedures not necessarily covered specifically by the policy (gas cards, etc)

1021 Change responsible party to University Relations; change gym to one listing with Athletic Director; change SUB to Dean of Students

Holly: need to add language regarding the required posters hung by HR?

Jim Potter: language already in the policy "All material must conform to all applicable local, state and federal laws."

Greg: That statement is sufficient.

Steven Don moved, Holly Haas second to approve all changes. All in favor.

Brian

- Big changes coming due to changes in federal overtime rules. Kathy Jaynes is planning to retire so these changes may be difficult to implement.
- Have patience with those in the SUB as they are lacking a Dean of Students.
- Summer work – SUB is getting a big boiler and ventilation system job done, and dishwasher. Morgan bathrooms getting redone. Bookstore getting French doors in place of rolldown. Little River Institute doing some renovations on top floor of SUB.

- Next active shooter training happening week of June 13th and hoping to do another in August, depending on schedules. Would like to eventually move to 3 a year and schedule during University Days.

Cristina – June 27-30 hosting a Spanish camp for children. Diversity committee planning a donut fundraiser.