

Oregon Tech President's Council
Minutes – January 10, 2019

Roll Call: See attached

Call to Order:

Chair Kuleck called the meeting to order at 2:04 p.m.

Approval of December 4, 2018 Minutes:

Motion made to approve minutes from December 4, 2018. Seconded. **Minutes approved with no changes.**

Opening Comments by Dr. Kuleck:

No opening comments by Dr. Kuleck

Old Business: No Old Business

New Business:

1) Discussion regarding policy revision and process – Presented by General Counsel David Groff and Sandra Fox

Discussion held:

Counsel Dave Groff raised the need to revisit and update old policies in some sort of structured way with this Council, and come up with a process for doing that. Policies are located in several different places on OIT's website, and can be very challenging to locate. Many policies fall into special subject areas, and Counsel Groff suggested that this Council attempt to figure out who may "own" a particular policy. The applicable department is better equipped to make a determination regarding the policy's relevance and/or any changes that may be required. OIT has adopted some former Oregon Administrative Rules (OARs), which now govern our behavior, but are numbered differently than OIT's policies. There is some value to the OAR numbering system from the perspective of being able to monitor decisions/changes. Counsel Groff suggested that as a starting point, this Council go through the index of policies in an attempt to identify which department might own a particular policy and then move forward with revisions as deemed necessary. In addition, if we want to change our policies, we do not want to change them to be inconsistent with statute. Suggested that we look at our policies side-by-side with statute, to confirm we are in compliance. Counsel Groff has also learned, according to other universities who have embarked on this update process that it could take 7 to 9 years.

Terri Torres questioned (for clarification), whether or not the Board “owned” the policies.

Sandra Fox clarified that the policies are Presidential level.

Counsel Groff stated that he has received the suggestion that another approach may be to fix them as they come up.

Erin Foley commented that this is the current method, and that method doesn’t seem to work.

Sandra Fox stated that there is some overlap with some of OIT’s existing policies and OARs, and this needs to be worked out as well.

Gary Kuleck expressed concern about the policies on the academic side and timing due to the collective bargaining piece, but indicated that this Council could work on the non-academic policies. Perhaps a subcommittee that could explore a given number of policies at a time, and bring them back to the Council for discussion, approval, etc. In addition, it is burdensome to ask those without administrative support to spend time on these elements.

Dan Peterson suggested that perhaps prioritizing the policies based on importance.

Sandra Fox recommended an Excel spreadsheet of existing policies be assembled, and an attempt to identify who might be responsible for a particular policy, as well as identify the corresponding statute (i.e. OAR, ORS, etc.).

Sandi Hanan commented that there might be some OARs that OIT doesn’t have policies on and vice versa. This Council could list them within the spreadsheet, and perhaps they could then be identified.

Counsel Groff commented that through this process this Council might also discover that a statute may have been rescinded and a policy is obsolete.

Tom Keyser suggested listing the policies 1 through 5 in order of priority, with a column next to it identified as “location,” indicating where a policy would perhaps be assigned.

Counsel Groff also suggested that the Internal Management Directives (IMDs), OARs and ORSs be identified on the spreadsheet.

Sandra Fox suggested that through this process, some of the IMDs, OARs and ORSs may be identified as internal procedures and not necessarily policy.

Sandi Hanan commented that OIT has many policies that are more process or procedural. Policies should not go into the steps to accomplish the tasks; the policies are the rules behind the tasks.

Gary Kuleck clarified the action item resulting from today's discussion:

A spreadsheet will be prepared and distributed to this Council, listing the current policies, related OARs, ORSs, IMDs, and recommendations regarding which department/division may be responsible for the policy, with a goal of incorporating relevant statutes/directives into one cohesive policy. Dr. Kuleck also inquired about an expected timeframe for distribution of the spreadsheet, and urged it be distributed prior to the March 14, 2019 President's Council meeting.

Other Business:

Terri Torres followed up regarding her request made at the December 4, 2018 President's Council meeting (on behalf of the Faculty Senate), that this Council's Minutes be posted, and a Skype link be provided.

Dave Groff suggested that perhaps the matter be brought to the President.

Gary Kuleck stated that he would reach out to the President and discuss this matter with him as Chair.

No other business brought forward.

Adjournment: 3:37 pm

Future meeting schedule:

- a. ~~Thursday, October 11, 2018 – 2pm~~
- b. ~~Tuesday, December 4, 2018 – 2pm (special meeting)~~
- c. ~~Thursday, January 10, 2019 – 2pm~~
- d. Thursday, March 14, 2019 – 2pm
- e. Thursday, May 16, 2019 – 2pm
- f. Thursday, June 13, 2019 – 2pm

President's Council Meetings are recorded for record keeping purposes.

Oregon Tech President's Council Roll Call

MEMBER/NAME	YES	NO
CHAIR: GARY KULECK, Provost & VP Academic Affairs	X	
TOM KEYSER, Dean, College of Engineering, Technology, and Management	X	
DAN PETERSON, Interim Associate Dean, College of Health, Arts & Science	X	
BRIAN FOX, VP Finance & Administration		X
ERIN FOLEY, VP Student Affairs & Dean of Students	X	
ERIKA VETH, Associate VP Strategic Enrollment Management; Dean Online Learning	X	
ABDY AFJEH, Associate Provost Research & Academic Affairs	X	
DI SAUNDERS, Associate VP Communication & Public Affairs	X	
TRACY RICKETTS, Associate VP Development & Alumni Relations	X	
JIM JONES, Associate VP - Chief Information Officer, Information Technology Services		X
SANDRA FOX, Board Secretary Board of Trustees (<i>Ex Officio</i>)	X	
ADRIA PASCHAL, Senior Executive Assistant (<i>Ex Officio</i>)		X
TBD, Associate VP Human Resources		X
TERRI TORRES, President – Faculty Senate	X	
JUNMIN YEE, President – ASOIT Klamath Falls	X	
JOHNATHAN NGUYEN, President – ASOIT Wilsonville	X	
SANDI HANAN, Chair, Administrative Council	X	
BRITTANY MILES, Asst. VP Government Relations		X
DAVID GROFF, Secretary – President's Council (<i>Ex Officio</i>)	X	
<u>OTHERS PRESENT:</u>		
PAM GROVE, Legal Assistant to David Groff, Secretary-President's Council	X	