

**Date: July 21, 2016**

**Time: 10:00 a.m.**

**Location: NCK100 Conference Room & MeetMe #8801**

1. Announcements

Ms. Bristle announced that the Policy and Procedure Committee has been merged with the Risk Management Committee for FY17. The agenda will differentiate between the two topics.

The deadline for submitting items for review by this committee was one week. Members are expected to review the materials prior to the meeting to expedite the agenda.

Items submitted to this committee will be expected to follow the "100% Rule". Submitters should be prepared to discuss in detail the process by which a recommendation was formulated and submitted (which committees/departments have reviewed, what resources were used, etc.) Submitted items that are not 100% complete will be returned to the originators and not placed on the agenda.

Risk, Policy and Procedure will meet once a month. MCC's communication structure for FY17 has been scheduled to allow recommendations to flow upward through the process in a timely manner.

Ms. Curley reviewed how to access the committee OneNote. The Communication OneNote has been implemented to better document and disseminate MCC's decision making process.

2. Important Dates

- Monday July 25, 2016: President's Council, NCK
- Monday August 1, 2016: Return to 5-day work week
- Monday August 8, 2016: Faculty Return
- Friday August 12, 2016: Governing Board Meeting, NMC
- Monday August 22, 2016: First Day of Fall Classes
- Monday September 5, 2016: College Closed, Labor Day
- Tuesday September 6, 2016: College Closed, All-Staff Day
- Friday September 16, 2016: Governing Board Meeting, NCK
- Friday September 16, 2016: Ribbon Cutting/Open House, NCK

### 3. Strategic Plan Updates

Ms. Bristle stated that there will be strategic plan initiatives on upcoming agendas.

### 4. Risk Items (if applicable)

The After Action Report of the full functional drill last April included the recommendation to perform a vulnerability analysis on the site of the exercise. The members of the Bullhead City Crisis management team are exploring the use of a worksheet to assess risks pertaining to safety and crisis management that address the specific situation. However, it may be that an instrument may at some point be recommended for use at other locations. If you would like to participate in the early stages of exploration to develop an instrument and process to analyze facilities from a campus safety/crisis management perspective, please contact Shawn Bristle, Campus Dean, Bullhead City Campus. Brian Zoll stated that he would recommend that the campuses other than Bullhead coordinate similar events. Carolyn Hamblin responded on behalf of the campus deans, stating that similar events have been scheduled on a rotating basis amongst the campuses.

### 5. Items for Attention

#### a. Communication Structure (Stithem)(REC\_FY17\_Communication\_Structure)

Discussion: There were several concerns expressed about what parts of the document were meant to be included in the Policy and Procedure Manual (PPM). Further discussion revealed that the most recent version of the committee list had not been included. Also, the recommendation form example included was not the current/correct, as the process now utilizes a form via PandaDocs.

**Action: TABLED to be returned to originator for revision.**

Responsible Personnel: Diana Stithem (revisions)

#### b. ADA (Bristle)(REC\_ADA)

Discussion: Ms. Bristle reported that the disability services procedures in the PPM had not been updated in a significant amount of time. The revisions submitted reflect the current agreed upon process. However, Ms. Bristle admitted the revisions were not 100% complete/correct, so she asked for the item to be tabled.

**Action: Tabled and returned to originator for revisions**

Responsible Personnel: Office of Compliance (Abigal Jaimes-Gomez)

- c. FORM – Note Taking Services (Bristle)(FORM\_ADA)

Discussion: Ms. Bristle presented revisions to an existing form.

**Action: Implement**

Responsible Personnel: Office of Compliance (Abigal Jaimes-Gomez)

- d. FORM(S) - Consortium Agreement(s) (Matie)(FORM\_FinAid\_Consortium-Agreement)

Discussion: There were several concerns expressed about the "student responsibilities" section of the form including:

Items are institutional responsibilities, not student responsibilities

Too long, too extensive

Not student friendly

Too confusing

Not in a logical order

Other issues included:

Potential for misunderstanding (1/3 rule, transfer back)

Form is routed through too many parties (workflow)

Should reside with Financial Aid, not Student Services

Trying to accomplish too many things with one form.

Does not apply to 90/30 students

Use of "consortium" not aligned with the Department of Education/HLC definition

(two members indicated that the word was used within the Financial Aid community differently than academia in general)

Misspelled words throughout the document

**Action: TABLED and returned to originator for revision**

Responsible Personnel: Kim Matie

- e. Resident Faculty Mileage (Marbury)(REC\_Resident Faculty Mileage)

Discussion: As Ms. Marbury was excused, a generalized conversation occurred. The committee felt it could not take action without Ms. Marbury providing additional perspective. Also, the proposed procedure was not vetted outside of the Business Office and Human Resources.

**Action: Tabled and returned to be vetted by Finance and Audit Advisory Council before being resubmitted**

Responsible Personnel: Sonni Marbury

## 6. Adjournment

Without further business, the meeting was adjourned at 11:00 a.m.