

## Institutional Policy Committee Meeting Minutes

The Institutional Policy Committee (“Committee”) met on Thursday, May 7, 2009, at 12:30 p.m. in Room 224 of the Health Sciences Center. The meeting was called to order by Millie Tibbits, at 12:35 p.m.

Committee members present:

Stephen Crynes	Chris Snow	Delores Jackson
Fabiola Spens	Lisa Vaughan	Ike Sloas
Nancy Gerrity	Millie Tibbits	Nora Pugh Seemster
John Boyd	Pat Stowe	Brandi Henson

Millie presented a new policy entitled Space Allocation brought forth by Dr. Jerry Steward. It was pointed out that the numbering in the policy needed to be corrected. The Committee discussed the meaning of 3.0 Space Allocation. The term “as appropriate” didn’t appear to add meaning to the sentence. Several suggestions were made to revise the wording. The Committee’s recommendation was that the policy be sent back to Dr. Steward with a suggestion that 3.0 be reviewed for a possible wording change before taking it for approval by the President’s Cabinet.

Brandi Henson presented Procedure No. 3012, Refund of Tuition and Fees. Brandi stated this procedure would replace No. 5054 which had not been updated since 1998. Procedure 5054 would be deleted and replaced with this one. She said many of the requirements within the procedure came from the State Regents or Title IV. Some of the changes to the procedure were made to clean up the wording so that it matched handbooks and online information provided for students so that all language on refund of tuition and fees would be consistent. The procedure now reads the way things are actually done and includes new information on the OCCC debit cards. Recommendations were made to change the language in 5.4 and 6.4 to remove the “a”, making “student” plural and change the word “they” to “the student.” It was also recommended that when the procedure goes to President’s Cabinet for approval they also approve the deletion of No. 5054.

The policies on Sick Leave and Personal Leave were discussed next. Millie stated the wording added was to make the policy consistent with the recently instituted benefit of allowing employees to convert up to three days of unbanked personal leave to sick leave annually. Ike Sloas gave a little background on the subject stating it was something that had been discussed in the Benefits Committee in May and June of 2008. Nancy questioned whether the change to the policy had ever been approved by President’s Cabinet prior to the policy going into effect. No one present at the meeting knew or could remember if the policy had been approved by President’s Cabinet. Nancy suggested that Lisa find out if there was anything in President’s Cabinet around that time with respect to approval of the change. It was also suggested that 7.2 in Personal Leave and 3.4.2 in Sick Leave be rearranged so that the phrase after the comma move

to the beginning of the sentence so that it would read," The conversion request must be submitted to Human Resources during the annual benefits open enrollment period.

Lisa Vaughan updated the committee on the status of the Tobacco Free Policy. The Faculty Association and The Leadership Council voted at their respective April meetings supporting the idea of a tobacco free campus. Lisa also told the committee that UCO and Cameron University would be going tobacco free July 1, 2010. Nancy mentioned that Dr. Sechrist had addressed this issue in a recent email to the faculty association in which he stated the matter would be addressed next year. She did not know if next year meant next school year or next fiscal year. Nancy thought it would be a good idea to go ahead and present the policy to President's Cabinet so they could start discussion of it at an upcoming PC Meeting. Lisa asked Millie if she had gotten her request to send her a copy of the policy as it was presented to Gary Lombard. Since the policy arose from Ike Sloas it was decided that Millie would send a copy to him too and he would have it presented to President's Cabinet through his V.P. Millie said she would send a copy of the policy as it was presented to Gary Lombard to Lisa and Ike.

Millie asked that we meet again next week, May 14, 2009 at 12:30 PM to discuss any revisions to these policies as well as three other policies that she had but did not bring today. Depending on how things move along next week she said it would probably be the last meeting until after summer break. Millie mentioned that last summer, it was necessary to call one meeting. The Committee's faculty representatives were contacted by telephone and/or email and had the opportunity to attend or contact Millie with their comments and/or suggestions about the policy being reviewed. Millie mentioned that if necessary, that is how we would handle any such requests this summer.

Millie adjourned the meeting at 1:25 PM.