Pre-Reads: Policy 100.0, 600.13, 600.14 and Forklift Policy
Minutes approved from 7/8/2020. Replace Ann Willcockson with Deb Micu in two sentences.

Task Update:
- Kim Feig liked the idea of contacting Ariel Donahue (MSU D & I Officer) to invite her to speak to the Cabinet on Diversity and to integrate D & I in all campus work and activities. Kim would like to see the Cabinet to survey campus first.
- Wellness dollars will go towards the hygiene shelf and Deb Micu will take ownership the food and hygiene pantry. Deb Micu/Wellness is moving to the Disability Services office. The two-door option allows for confidentiality.
- ASHC voted to donate $800 to the start-up of the hygiene pantry. $500 of the $800 will go to shelving for both campuses, and the balance, ($300) to match Wellness dollars to purchase initial stock. They also will pledge $150 per month for four months to keep hygiene pantry stocked. Deb will manage and order.
- Brock Tessman approved PureView COVID testing in August. The testing is a service, not HC requirement. The event is exclusive to HC. Schedule the testing at both campuses on August 11. Results in 7 to 10 days. PureView requests an estimate of how many will participate. Locate the drive-up testing at the Donaldson back parking lot and APC parking lot.

POLICY REVIEW:

**Policy 100.1 (Policy on Policy) This policy is up for review in 2021.**

- Policy vs. Procedures (pg. 3) paragraph.
  - **Determination:** Clarify the wording to differentiate between a policy and a procedure. A policy change is required to go out to campus. A departmental procedural change is internal and up to the department.
- Step 6: Preparation and Posting of Second Draft to the campus on the website.
  - **Determination:** Continue to post to website informing campus via email with a link to the policy draft.
• Step 7: Final Posting of New or Amended Policy to the campus on the website. IT can easily upload the policies for review.
• Step 8: The presiding Dean/CEO has the authority to sign policies.
• Task: Valerie will rewrite Policy vs. Procedures paragraph.

**Policy 600.13 (Appliances)**

- Heaters are not in the procedures, but in the Responsibilities section. Extension cords are throughout the campus. It is at the discretion of the Dean to approve or remove electrical equipment and appliances.
- Space Heaters are also addressed in the Space Temperature Policy 600.14. A space heater is allowed if the constant temperature of an office is below threshold.
- Cost and safety were the original intent of the policy.
- **Task:** Sandy B. will ask John to review policy from the perspective of our building and comment on safety, circuits, and cost to run extra appliances and heaters.
- **Task:** Tammy Burke will look at OSHA guidelines and report.

**Policy 600.14 (Temperature)**

- **Task:** Sandy B. will ask John to review the policy and make recommendations. Example: The faculty area temperature is lowered on the weekend. The large space does not heat up until mid-week. Is this procedure cost effective? Is it better to keep the temperature constant?
- Is it a policy or a procedure? The intent was to control who had space heaters.

**HC Industrial Truck Safety (Forklift) Policy (Valerie Curtin)**

- An official maintenance policy and procedure, not an institutional policy.
- Students and faculty are required to complete the forklift training before they can use the equipment.
- Maintenance will conduct training and update the listing. A copy of the certificate will be sent to HR.
- **Determination:** The forklift procedure needs an institutional policy stating that anyone who operates the forklift must have completed the certification. Maintenance will conduct the certification and maintain an updated list of who has completed the course. HR will keep a copy of the certification in the employee file. Students are not allowed to use the lift. Facilities uses the “cherry-picker” to change lights.
- **Task:** Sandy will talk to John about how to incorporate the other equipment on campus, for example, the lift, into a campus wide policy to include requirements for certification and list of equipment.

**Title IX Update**

MUS is working on a MUS-wide Title IX policy along with the availability of investigators from UM and a hearing officer from UM or MUS/OCHE office.

**IDD Discussion:**

- IDD is four days in August. Tuesday, August 11 to Friday, August 14.
- Guided Pathways is Friday, August 14. Forty-seven will attend. Two hour virtual training from 1 p.m. to 3 p.m.
• E-Learning is conducting a new faculty orientation planned on Tuesday, Wednesday, and Thursday. Valerie Curtin will talk to Amy to ensure Starfish, HEERF Grants and Professional Judgement funding is included in the orientation.

• New student orientation is 2 hours per day on Tuesday and Wednesday.

• Nursing faculty will be on a retreat one during IDD.

• Faculty need a three-hour block for a Faculty Senate meeting. Philip S. requests Wednesday afternoon.

• Task: Sandy would like to open with the movie by Ari Laskin. The movie follows five HC students and reminds HC of the purpose of working here.

• Compliance training: Clery and Title IX training is required, but not during IDD days.

• Priority: Create a video about communication about COVID related illnesses and situations and confidentiality.

• Priority: Provide a training for each department meeting about HR leave requests and entertainment forms and track participation. Mary Twardos or Paige.

• Task: Sarah will send an update to directors to see if they have any topic to add to ID Days.

• Sandy will conduct some open sessions for Q & A on COVID plan, organizational changes and other topics.

• Task: Donna and Mike will create a HC Campus Team to create community. Create a campus-wide read-only channel, plus different director/divisions channels to provide updates through read-only channels.

• Ask Quality of Work Life to monitor the Breakroom channel.

• Task: Donna will talk to Mary Ann about the channel ownership and will talk to Deb Micu about a Wellness channel. Post guidelines and etiquette.

Return to Campus Date

• Return to campus by August 1, 2020 with face covering and social distancing guidelines.

• If you have a medical reason, work through HR for ADA situations.

• Some employees will share staggered schedules due to lack of space to meet requirements.

• As school districts make decisions, HC and MUS will make recommendations. For parents with younger children, childcare facilities are currently open and available.

• There is not an accommodation if an employee has a high-risk person in their house.

• How many students will opt out of college due to childcare and home schooling.

• Task: Sandy will speak with Mary Ann George about the labor union side of the decision and send out a note to Joint Directors about bringing employees back and in the MMM.