



memorandum

January 23, 2018

To: Chancellor's Advisory Council

Subject: Follow up on the Four Policies at the Chancellor's Advisory Council Meeting on
January 16, 2018

Before addressing the four policies, I would like to express my sincerest apologies for the lateness of the Chancellor's Advisory Council (CAC) meeting on January 16, 2018. I am really encouraged that people seem more engaged in the CAC meetings and that there is lively discussion on topics of interest. However, we will do a better job of managing the meeting to respect your valuable time.

To ensure that we end the CAC meetings on time, we will better organize the agenda, keep to the timeline noted in the agenda, and ask that presenters respect allocations of time as well. If we see that we are overtime at the half-way point, we will make the appropriate adjustments and/or table non-time-sensitive items, as appropriate.

Here are the next steps for the four policies:

- A. Animals on Campus Policy – The Animals on Campus policy was approved with amendments by a vote of 24 for, 1 against and 5 abstentions. The revised policy is an attachment to this memo. Under section V. Procedures, the text “comfort (therapy) animals” was added. Under section VI. Responsibilities E., the following text was added, “If there are questions or concerns in situations related to animals on campus, please contact the Vice Chancellor for Student Affairs for students and the Human Resources Office (HR) for employees.”
- B. Governance Policy – The revised document that was emailed to you on January 16th is an attachment to this memo. The text referring to compensation for the Authorized Governance Organizations was removed for further discussion. The vote for approval will be taken at the next CAC meeting on February 6, 2018.
- C. Vacancy Policy - The revised document that was emailed to you on January 16th is an attachment to this memo. Changes to the document are highlighted in yellow. Under Section IV. Procedures, A. Procedure to Rehire, the word “faculty” was added to the sentence, “If a faculty vacancy occurs in a department or unit, a justification shall be made to determine whether filling the position is still necessary in that same discipline or functional area.” This is to distinguish the procedure from APT and Civil Service employees.

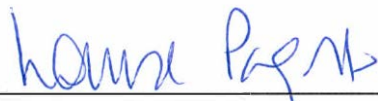
In addition, the following text was changed from “If a position is approved for rehiring, the recruitment must be completed by established timelines: within six months of the position’s approval for recruitment,” to “Positions that have not been filled within six (6) months of expiration will revert to the Chancellor’s Office.”

The vote for approval will be taken at the next CAC meeting on February 6, 2018.

- D. Facilities Use Policy – Although this policy has been discussed several times since May 2017, it is understood that there are concerns with regards to campus hours and facility use during off hours. As presently drafted, the policy calls for instituting campus hours for safety purposes. The proposed draft states that campus hours will be as follows:
- i. Monday through Friday (not including days in which the campus observes a holiday): 0600 to 2200 (6:00 AM to 10:00 PM)
 - ii. Saturday: 0600 to 1700 (6:00 AM to 5:00 PM)
 - iii. Sunday: Closed
 - iv. Holidays: Closed

At issue is campus closure hours, particularly as it relates to lab hours for certain programs. The administration remains open for further discussion regarding closed hours. Administrators will be meeting with their respective programs to discuss the issues regarding campus hours, lab hours and lab operations over the next couple of months.

Until a final decision on campus hours can be reached and for purposes of tracking lab utilization, the Vice Chancellor for Administrative Services requires those who have labs open on Sundays to institute sign in sheet procedures and submit the completed sign-in sheets to their Department Chairs and Deans. The sign-in sheet template is attached.



Louise Pagotto
Interim Chancellor

Attachments:

- Animals on Campus Policy
- Governance Policy
- Vacancy Policy
- Facilities Use Policy
- Lab sign-in sheet