

Oregon Tech President's Council  
DRAFT Minutes – March 14, 2019

**Roll Call:** See attached

**Call to Order:**

Chair Kuleck called the meeting to order at 2:05 p.m.

**Opening Comments by Dr. Kuleck:**

Dr. Kuleck asked Sandra Fox to conduct the meeting, that he may participate more directly in the discussion.

**Approval of January 10, 2019 Minutes:**

Motion made to approve minutes from January 10, 2019. Seconded. **Minutes approved with a correction to the Roll Call to reflect Johnathan Nguyen was present at the January 10, 2019 meeting.**

**Dave Groff** addressed the inquiry made at the previous President's Council meeting of January 10, 2019, regarding distribution and/or posting of the Minutes and clarified that the Minutes are posted on the President's Council website.

**Old Business:**

**1) Discussion of spreadsheet regarding overall review of existing policies and integration of adopted OARs – Presented by General Counsel and Sandra Fox**

**Counsel Groff** directed the Council's attention to the spreadsheet distributed to the members with the Agenda and reminded the body that at the last meeting there was conversation around providing some framework and perhaps some level of triage to identify the policies in order of urgency. Perhaps a color coding system or numerical system in order of urgency.

**Gary Kuleck** suggested each Council member go through the spreadsheet and validate ownership of the policies. Dr. Kuleck also questioned whether additional support for this process of updating the policies is being considered.

**Counsel Groff** stated that he had not yet heard a proposal for additional support for this process. Counsel Groff suggested, in the absence of dedicated full-time staff, those in the trenches most familiar with the policy and responsible for enforcing it are in the best position to know whether they are following it, or if there are aspects no longer applicable and can be removed. Counsel Groff stated that if it is determined language needs to be added to prohibit

something, he could then assist with the phrasing.

**Sandra Fox** advised that she spoke with Eastern Oregon University's Board Secretary/Legal Counsel who indicated it took them approximately 3 ½ years to complete their policy revision process. This was made possible because their President made it a number one priority. They recommend the process Counsel Groff is suggesting.

**Counsel Groff** suggested that since the policies are public record, a "one stop" policies webpage, not password protected, with perhaps a word searchable feature would make sense.

**Sandi Hanan** pointed out the inconsistent naming conventions for the policies, and suggested the policies be placed on the main webpage or TechWeb.

**Counsel Groff** recommended having one numbering convention and one naming convention that are consistent university wide, as well as cross-referencing with former OARs. The logic for this is because of the body of case law out there, wherein a judge has made a decision based on an OAR, and not on our numbering.

**Tanya Coty** added that for infractions that might have taken place in the past, but not reported until much later, we are required to follow the guidelines that were in place at the time of the infraction.

**Tom Keyser** clarified that the committee members are to go through the spreadsheet and verify if the policies assigned are appropriate.

**Counsel Groff** confirmed that this is the first step, and reminded the body not to make changes to the spreadsheet. Instead send any changes to Counsel's Office and we will add them to the master spreadsheet to be discussed at the May meeting. Alternatively, print out a hard copy with your changes edited in red and hand us a copy. In addition, please look at the policies that have not been assigned and suggest an assignment.

**Sandra Fox** summarized, everyone should have their changes to the policy spreadsheet completed by the next President's Council meeting on May 23, 2019.

#### **New Business:**

##### **1) OIT XX-XXX Sexual and Gender -Based Discrimination Policy – Responsible Office: Diversity and Inclusion**

**Tanya Coty** stated this proposed policy is a bit more robust and includes a few more definitions than the current Sexual Harassment Policy. It is tailored to current federal law, which is subject to change in the near future. Nonetheless, it is important to get something a bit more robust put into place quickly. Tanya has also created a document outlining the process around these types of investigations or reports. Once Counsel Groff has had a chance to review the process, Tanya will be able to send that out also. The process will aid