

Diné College Board of Regents Work Session Meeting Minutes

Diné College Board of Regents Work Session Meeting		Date: Thursday, February 2, 2018
Present:	Greg Bigman, Theresa Hatathlie (arrived 8:20 am), Anderson Hoskie (arrived at 9:00 am), Felisha Adams, Nelson S. BeGaye, Johnson Dennison. (Quorum is not required for work session.) <u>5</u> Regents in attendance.	Location: Flagstaff, AZ Diné D Conference Room Twin Arrow Resort & Casino Time: 8:00 a.m.
Absent:	Dr. Tommy Lewis Jr.	

Agenda		
February 2, 2018 minutes approved on August 10, 2018. Motion by Regent Dennison, Second by Regent Toadecheenie. Vote: 6-0-0.		
I. Call to Order: Regent Bigman called meeting to order 8:07 a.m.		
II. Roll Call: Regent Dennison		
III. Invocation: Regent BeGaye provided invocation		
IV. Approval of Agenda Regent Bigman explained that the agenda development considered the alignment of core values with mission & philosophy, Sa’ah Naaghái Bik’eh Hózhóón (SNBH). Motion to approve agenda Regent Hatathlie, second by Regent BeGaye. There was no discussion for this item. Vote: 5-0-0. [Regent Hatathlie arrived at 8:20 am. / Regent Hoskie arrived at 9:00 am.]	Follow-Up Action:	Responsible POC:
V. Approved Items: 1. Core values and principles <ol style="list-style-type: none"> a. Overview from policies- included within group discussions. b. Discussion of meaning and clarification of intent- included within group discussions. <p>Group discussion of SNBH with its meaning for the college mission and values. SNBH can be viewed as male and female. SNBH refers to natural laws and embraces imperfection. The college’s foundation is SNBH. Principle of thinking, planning, living and reflection. SNBH is connected into a belief system.</p>		

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Regent Hoskie reflects of the origin of the college and SNBH teachings begin within the family. Regent Hoskie supports individual variances as it applies and the interpretation based on the individual. Regent Hatathlie notes the history of the college and integration of Diné Bizaad into English translations. Regent Hatathlie shared her teachings explained the *complete* understanding is understood in the elder stages of life. Regent Dennison the college regards the planting of a corn with symbolism of an idea for success of Diné or sustainment of life. The corn grows in a season, symbolic of life and the seed is continuous or symbolic of “philosophy at the college.”

Regent Bigman explained the exercise was to assist in identify the core values and integrating with policies. The policies being reflective and incorporation of Diné values. Director of Human Resources states more commonly known is the protection & harmony and it can be applied to the application of philosophy.

- The policies provide guidance for employees on productive harmonious behavior within the organization. They dual purpose can include a protection of employees as well.
- ♦ Providing on boarding orientation for new and current employees.

Legal perspective of values and guidance. The mission and core values were provided to HLC when Diné College was accredited. Approval from HLC would be required and part of the review would be are the changes consistent with the mission.

10-minute recess at 10:30 a.m. Resumed at 10:42 a.m.

2. Personal Policies and Procedure Manual

a. Legal Feedback

- The scope of legal review includes intellectual property rights, Dispute resolutions (disciplinary actions and grievances), and recommended the next phases of review.
- A recommendation for the implementation of K'é into

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policies & dispute resolution.

- A handout was provided with redline edits including recommended changes provided to Board of Regents and administration.

- ♦ Review of copyright feedback from legal. Questions of use and ownership. Also rights and ownership to patent.
- ♦ Recommendation of disciplinary principles incorporate K'é measures throughout pre-disciplinary stage, disciplinary actions, and performance improvement sections of employment.
- ♦ According to NPEA, employees may be terminated only for "just cause." "Substantial misconduct" may be interpreted as cumulative effect of repeat violations.
- ♦ Recommendation for repeated violations warning. Verbiage "violations need not be identical in order to warrant progressively more severe disciplinary action.
- ♦ Recommendation in redefining "Gross misconduct."
- ♦ Simplification of Grievance Procedures recommended.

Lunch recess at 11:38 a.m. Resumes 12:58 p.m.

b. Concerns from management

The shared concerns from management regarding personnel policies to establish priorities and needed amendments.

Director of Human Resource reports implementation of below process to the orientation:

- Adding of values within 3P manual as a means to introduce to new employees.
- Explanation of the role of management, College President, roles of ASDC, Faculty Association, Staff Association within the organization.
- A guide of process and procedures of the External Affairs department.

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- Lines of authority and employees responsibilities.
- Addressing job vacancy announcements, internal transfer to internal applying, and alignment of Navajo Nation Veterans Preference Act.

c. Proposed NEPA amendment

Discussed the possibility of amendments, such as:

- a. Allowing OHA to hear cases instead of OHA like executive and legislative branch by adopting grievance procedures from the Navajo Nation personal policies.
- b. Use of a judicial officer is hear grievances
- c. Other hybrid models"

d. Grievance Models

The recommendation of the adoption of the Navajo Nation's Grievance procedures. Thus, making the Dine College grievance policy identical.

The Director of Human Resources recommends a grievance process to look at the option of using a grievance committee.

- ✚ Regent Bigman recommends the committee to be a standing committee with rotating members. He further recommends offering training to the members.
- ✚ Regent BeGaye suggests having a 3rd party that is impartial to take notes and is present during proceedings. This person should also serve in a supervisor capacity.

e. Changes and priorities

A copy of Navajo Nations Grievance policy handout has been provided to the Board of Regents and administrators.

Recess at 2:10 p.m. Resumed from recess at 2:23 p.m.

3. Landscape of college policies

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| <p>a. Overview from management</p> <p>i. Types of policies, last updated, and status</p> <p>The vice presidents provided an overview of the policies within their department.</p> <ul style="list-style-type: none">♦ Provost:<ul style="list-style-type: none">○ Higher Learning Commission (HLC) guidelines○ Faculty handbook○ Distance Education manual○ Academic Program Review handbook○ Dual Credit guidebook○ Distance Education manual○ Academic Catalog.
♦ Student Affairs:<ul style="list-style-type: none">○ Student Code of Conduct (Approved Aug '08)<ul style="list-style-type: none">▪ Code revisions needed to ensure fairness▪ Revision to include applicable laws i.e. Cleary Act.▪ Revision to include College Philosophy○ Residential Life Handbook (Approved Aug '15)<ul style="list-style-type: none">▪ Extended Stay Policy▪ Missing Student Notification requirements▪ Fire Safety Procedures○ Financial Aid & Scholarship Policy<ul style="list-style-type: none">▪ Initial board and college administration approval needed.○ Academic Advisement Handbook (Approved Aug '15)<ul style="list-style-type: none">▪ Embed faculty as primary advisor, academic advisors as general, and disability coordinator as specialist advisor.▪ Student/ Advisor advising relationship parameter included. | | |
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Of the seven policies, three are work in progress with four under review.

♦ **External Affairs:**

- Departments: IGO, Communications, Alumni Relations Specialist, and Museum with each working with external entities.
- IGO Policy (revised 2015, next revision 2020)
- Time and Effort Policy
- Institutional Review Board (IRB)
- Indirect Costs
- Scientific Misconduct (last revised 2001)
- Archive policy (draft only)
- Bylaws for Advisory Committee (draft only)
- Museum Operation (draft only)
- Communications/ Publications (draft only)
- Social Media Policy
- Alumni Policy
- Radio Station (policy needed) Institutional

♦ **Finance & Administration**

- IT Policy
- Finance Policy and Procedures

ii. Issue

- 3P Manual alignment of faculty credentials with HLC.
- Leadership council referenced however no longer in place.
- Possibility of state requirements impacting policy: licensure of faculty.

iii. Reporting guidance

- Online attendance tracking and inclusion in academic catalog. How institutions enforce their attendance policy. Are students receiving enough contact time?
- 2-year academic catalog: End dates are important with

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<p style="text-align: center;">Student Success headcounts and Institutional Reporting and new programs are updates that need updating.</p> <p>Recess at 4:12 p.m. Resume at 4:23 p.m. (1:49 on recorder)</p> <p>b. Priorities for amendment for 2018</p> <ul style="list-style-type: none"> • The completion of legal reviews in progress so the final edits on submitted policies to counsel then presented to the Board of Regents for approval. • On boarding for new employees. 		
<p>VI. Executive Session:</p> <ol style="list-style-type: none"> 1. Legal Report concerning legal services to Diné College 2. Board assessment feedback <p>Regent BeGaye motion to enter executive session at 4:24 p.m. Second by Regent Adams.</p> <p>Regent BeGaye motion to exit executive session at 6:20 p.m. Second by Regent Adams. Vote 6-0-0.</p>		
<p>VII. Next Meeting:</p> <p>Board of Regents Work Session Friday, February 3, 2018, 9:00 a.m. Proposed Location: Flagstaff, AZ</p>		
<p>VIII. Adjournment:</p> <p>Motion to adjourn by Regent Hoskie, Second by Regent BeGaye. There was no discussion. Vote: 6-0-0. Meeting adjourned at 6:20</p>		
<p><i>Respectfully submitted by: Michelle Cury, Diné College Board of Regents Executive Assistant</i></p>		