**Planning and Finance Committee Meeting Minutes**

**Wednesday, October 20th, 2021**

**6:00 P.M.**

**Minutes**

* **Meeting called to order: 6:00**
* **Role**
	+ Present: Becky Beucher, Scott Seeman, Angela Bonnell, Martha Horst, Rick Valentin, Laura Vogel, Sarah DeNeve, Hannah Hogue, Grant Chassy, Hannah Rademaker, Amelia Noel-Elkins, Stuart Palmer, Amanda Hendrix, Wendy Bates, Dan Elkins, David Marx
	+ Absent: Livi Sweich
	+ Guest: AVP Janice Bonneville, Mikayla Blum
* Update issues pending: 1.7.10 assigned to s2
* Suggested changes sub1 3.1.29 right of access to personnel files, recommended no significant changes as different from ASPT language files, recommended to be submitted to Executive Committee
* 3.7.1 Grad Assist appointment from Sub1, changes: language, removal about hourly wage statement, add info about resource to be included at the bottom, recommended changes from HR and Grad students, recommended to be submitted to Executive Committee
	+ Question from Sen Horst: would the committee consider these to be editorial and placed on the consent agenda?
	+ Committee agrees to submit to the consent agenda
* Consideration Remove item 5 on admin costs. Asking for Executive Committee to remove this from our IP list
	+ Approved from committee
* Adjourned to sub-committee work at 6:13
* Sub 1
	+ Joined by Associate Vice President Janice Bonneville
	+ Completed review of policy 3.1.11 (leave of absence)
	+ AVP Bonneville will make small edits to the policy and will then be subsequently forwarded to full committee for consideration
* Sub 2
	+ 3.1.13a: recommended to be deleted. Forward to full committee discussion next meeting.
	+ 3.1.13: received input. Suggested to not include “child” in the title and to leave all the benefits listed on the policy for ease of those reviewing the policy. Correct hyperlink has been provided. Opening definition has been edited, included correct grammar, updated term for human resources, and removed Health Insurance Premium Reimbursement Program information (outdated). Recommended that policy number be added next to FMLA (3.1.12), and Bereavement (3.1.11). Wellness Program be updated to Wellness Participation (3.1.36) as per the policy name. Recommended to be moved to full P&F committee.
	+ 3.4.7 -waiting on changes from Janice.
	+ 4.1.16 Non-Traditional Constituents: recommending original 4.1.16 be deleted and replaced with 9.9.xx which will split up the different types of constituents. New proposed policy will have their titles be defined and will be assigned a sponsored ULID.
		- Debate over the use of policy vs procedure in the titles
		- Amelia Noel-Elkins will consult with Charles Edamala (CIO) about these title changes to see if we need to edit them
	+ New policy 7.1.10 on Fundraising, documents were not submitted to committee and will therefore be discussed during next meeting
	+ S2 Committee adjourned at 6:38

Respectfully Submitted