
MEETING MINUTES – JAN. 22, 2024

In Attendance: Rick Bullis, Hallie Madole, Juana Reynoza-Gomez, Geoffrey Hawkins, Cheryl Jones, Gwendolyn Clancy, Nicole Scollard, Kim Studebaker, Karin Hilgersom, Jeffrey Alexander, Estela Levario Gutierrez, Gretchen Sawyer, Melissa Deadmond, Julie Ellsworth, Anne Flesher, YeVonne Allen, Yuli Chavez-Camarena, John Hughes, Melissa Olsen, Melissa Goldstein, Brianne Lee, Ron Marston, Kimberly Harrell, Cynthia Pierrott, Staci Miller, Natalie Russell, Amy Williams, Crista Jorgensen, Mark Maynard, Steve Bale, Jim New

Free Speech Policies & Public Safety Planning/NSHE Committee – Dr. Karin Hilgersom

Dr. Hilgersom raised her concern for the anti-DEI movement currently taking place around the country. She brought attention to NY Times article *'America Is Under Attack': Inside the Anti-D.E.I. Crusade*. She reestablished that DEI is very important to TMCC and Diversity is a value in our strategic plan. She challenged the group to come up with things that we can do at the college to strengthen our stance on DEI and to bring them as agenda topics to Planning Council. The USC Rossier School of Education training was brought up and will be investigated further by Professional Development.

Public Safety Planning- Each institution will be responsible for their own safety planning; however, Mike Peyerl is serving on the NSHE task force for the Public Safety and Planning Committee, with the hope to have local effort and NSHE effort align. Ideas are encouraged around this topic and thank you to everyone who attended the Town Hall on this topic.

Thank you again to Rachel Hatch from Institute for the Future. There will be 20-minute trainings at the next three Planning Council m

- x Remote work is a management option and not an employee entitlement or right. An agency may terminate a remote employee if the employee is unable to perform the essential functions of the job.

3. Not conduct in-person business visits or meetings with professional colleagues, customers, or the public at any approved alternative work location. However, this policy does not prohibit employees from conducting business at other appropriate locations that would normally occur even without a remote work agreement.

4. Maintain a substance-

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- x Any on-the-job injury claims incurred while in remote work status may require an investigation depending on the circumstances. Employee reporting requirements, timeframes, documentation, and drug testing are still applicable for any worker compensation claims.
- x Per the Occupational Safety and Health Administration (OSHA), the State is not responsible for the safety conditions within a remote work location. However, a safety/ergonomic evaluation can be arranged by the employing agency if necessary and requested.

Equipment and Materials:

Employees may not use any computer equipment not covered under an acceptable use policy.

1. Issued equipment may be used only for authorized State purposes by authorized employees.
2. Employees are responsible for protecting State-owned or issued equipment from theft, damage and unauthorized use.
3. Issued equipment used in the normal course of employment will be maintained, serviced and repaired by the State.
4. The State will stipulate who is responsible for transporting and installing equipment, and for returning it to the central workplace for repairs or service.

Costs Associated with Working from Home:

- x The State will not assume responsibility for operating costs, secure internet connectivity, home maintenance or other costs incurred by employees working remotely. The internet connection must have sufficient speed and capacity to accommodate work related tasks.
- x Mileage reimbursement will NOT be provided for travel between the remote work location and the assigned work office for remote workers. Mileage reimbursement may be granted for travel between the remote work location and the location of a meeting, etc., that is not being held at the primary duty location, in accordance with State and Federal regulations. This is inclusive of requirements in the State Administrative Manual, particularly that reimbursed mileage must be reduced by the roundtrip mileage between the remote workplace and the assigned work office.

Security of State Information:

- x Employees must safeguard the State's information used or accessed while working remotely. Employees must agree to follow all applicable security procedures in order to ensure confidentiality and security of data while working remotely. Work performed while working remotely is considered official State business; therefore, the State may establish specific working conditions that apply to employees working remotely.

Policy Exceptions:

- x On occasion there are special circumstances that may permit an exception to this policy. Exceptions, while not common, require the approval of the agency Director.