

Presidents Council Meeting

February 29, 2024

3pm

Present

Acting President-Ted Hamilton

Vice President of General Administration- Cheryl WWS

Vice President of Academic Affairs- Cheryl Medearis

Scribe: Krista

Absent

CFO- Carol Gregg

Dean of Academics- Dan Seibel

Meeting begins at 3:01pm

1. **Wocekiye:** Cheryl
2. **Woksape:** Cheryl
3. **Review of Agenda:** Ted

➤ **Outcomes:**

- Review of Policies
- Contracts
- Other

Check- In:

1. Review of Policies and Contracts

- **5.2.1 Employment Contracts:** Employment Contracts- Current proposal, single contract when a person is employed, will be signed off by the president or his or her designee shall be placed within the personal file. Offer contract and sign them. A completed

contract shall be evidence that a person has been selected for employment with Sinte Gleska University. The contract shall be signed by the employee and the President, or his or her designee and other administrative persons and shall be placed within the personnel file.

- **Added in:** Contracts will be continued after annual evaluations are filed in the HR office. All evaluations will be completed by April 15. Contracts may be terminated or changed by personnel action. The exception is faculty contracts, which will be awarded annually on or before April 30. ~~Adjunct faculty contracts will originate from the VP of Academic Affairs office.~~
- **6.2.3 Annual Leave:** All regular full-time staff employees are entitled to annual leave with pay. The purpose of each leave is to enable each employee to
- **Added in... (Send back)** Salaried employees are required to utilize annual/ sick leave when requesting a personal or sick day. Work hours for salaried employees cannot be claimed on timesheet if absent from work area more than 4 hours with the exception of travel/ training status.
- Carryover of 40 hours of annual leave each year is allowed. The cutoff date for annual leave rollover will be October 1. Sick leave hours are not limited to and may be fully carried over.
- Annual leave use is to be arranged as far in advance as possible and approved by the employee's supervisor. Supervisors should make every effort to ensure that employees have ample opportunity to use accumulated leave, and that they have a reasonable opportunity to use it when they desire.
- Annual leave is paid at a maximum of 160 hours to the employee at the current salary level upon termination or resignation. There is no reimbursement for accumulated sick leave. If a holiday occurs during an employee's annual leave, it is not counted as leave.
- Everyone agrees to the 6.2.3 Policies.
- **Employee Loan Program:** If they receive a loan from SGU will their paperwork be stopped from the Tribal Loans Programs?
- **Donation sections:** What is the current state? (Send back)
- Take sections "Carryover" to the board.

Announcements

- Next meeting Monday, 1pm
- Present 2024 budget and go over 2025 budget.
- HLC Annual Report, V.P.'s needs to assist where needed.

Meeting ends at 3:45pm