College Affairs Committee

COCC

Presentation/Proposal Form

Emeritus Status Selection: Policy and Procedure Updates

Name: Christa Gunnell   **Date:** January 13, 2020

Department: Human Resources

Contact Information: email: cgunnell@cocc.edu Ph: ext 7217

- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A.*
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

See attached revision recommendations to GPM (G-32-19.1-4 and HR-13-0) and Emeritus Nomination Form.

2. TYPE OF PRESENTATION/PROPOSAL

☐ Information Item (requires approval of CA Chair)

☑ Action Item

    ☐ Information and committee feedback

    ☑ Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)

    ☐ Procedure—*new* (Attach proposed procedure separately.)

        ☐ Identify suggested location in *General Procedures Manual*: _____

☒ Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)

☐ Policy—*new* (Attach proposed policy separately.)

    ☐ Identify suggested location in *General Policy Manual*:_____

☐ Other:_____

3. BUDGET IMPACT

No change or impact to budget

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

Instructional impact will be educating the campus community that all benefit eligible employee classifications will be eligible for Emeritus status. Additionally, communicate to staff that a new form has been created to assist with annual nomination and verification process.

5. OPERATIONAL IMPACT

No impact

6. STUDENT IMPACT

No impact

7. ANTICIPATED IMPLEMENTATION TIMELINE

Request to approve immediately, for verification and processing 2020-21 retiree nominations.

8. MOTION TO BE RECOMMENDED

1. Approve addition of the Confidential staff classification, to be granted Emeritus status.
2. Approve revisions to GPM Policy section 32-19.2.1 Criteria for Eligibility
3. Approve revisions to GPM Procedure section HR-13.1-13.3 Granting Emeritus
4. Approve new Emeritus Nomination Form