

# University Council Executive Committee

## MINUTES

FEBRUARY 19, 2019 2:35 – 3:28 PM LEIGH HALL 413

<b>MEETING CALLED BY</b>	Phil Allen, chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Phil Allen, chair
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p><b>Attendees:</b> Phil Allen, Jeanette Carson, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier, Linda Saliga, Harvey Sterns</p> <p><b>Absent with notice:</b> Tonia Ferrell</p> <p><b>Absent without notice:</b> Taylor Bennington, Hailey Cargill</p> <p><b>Other Attendees:</b> Sarah Kelly, John Reilly</p>
Agenda topics:	
2:35 – 2:40	CALL TO ORDER PHIL ALLEN
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>The chair asked for additions or correction to the January 22 Executive Committee minutes. There being none, the minutes was approved as distributed by unanimous consent.</li> </ol>
2:40 – 3:00	TOPIC SUBMISSIONS PHIL ALLEN
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Achievement Awards motion response was received from President Green <ul style="list-style-type: none"> <li>The recommendation will be implemented this Spring 2019 semester</li> </ul> </li> <li>Nursing Mother’s Location response was received from the Talent Development and HR committee <ul style="list-style-type: none"> <li>There are currently three locations located in the Law School, Student Health Services and the Nutrition Center.</li> <li>The Benefits Office is able to work with faculty and staff on an individual basis</li> <li>The locations should be communicated to students</li> <li>There needs to be a location in central campus <ul style="list-style-type: none"> <li>It was suggested that Zook Hall may have some space available</li> <li>It was suggested that the Polsky Building may need a space</li> <li>Steve Myers was asked at the Feb. 12 UC meeting to provide a progress update by the end of the year</li> </ul> </li> </ul> <p>UCEC will ask USG and GSG to help with communication to students.</p> </li> </ol>

	<p>3. Wellness Incentive Program responses were received from the Recreation and Wellness committee and the Talent Development and HR committee</p> <ul style="list-style-type: none"> <li>• The cost of a program is cost prohibitive</li> <li>• The two committees are committed to updating the Wellness Resources website on a regular basis</li> </ul> <p>4. Workplace Bullying and Harassment Policy response was received from the Talent Development and HR committee</p> <ul style="list-style-type: none"> <li>• The committee supports the creation of guidelines, policies, or statements on this topic; these should be drafted by Human Resources</li> </ul> <p>UCEC will refer this topic to Sarah Kelly, Associate Vice President of Human Resources/CHRO</p> <p>5. There was a discussion about mental health screening for students. A suggestion was made to have an online screening tool that would direct students to the Counseling and Testing Center. UCEC will ask the Counseling and Testing Center for recommendations.</p> <p>6. There was a discussion about the need to have acceptable accommodations for students with disabilities in place one week before classes begin.</p>
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3:00 – 3:20	UNFINISHED BUSINESS	PHIL ALLEN
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<b>DISCUSSION</b>	<p>In February 2018, UC passed a motion from the Talent Development and HR committee regarding a proposed Leave Bank Policy. President Wilson referred the proposed policy to Rex Ramsier so he may lead the review of the proposal with the Office of Talent Development and Human Resources.</p> <p>Sarah Kelly and John Reilly discussed the revisions that were made to the proposed policy to make the document consistent with University Rule and the law, such as FMLA. The document is consistent with the original intent of the proposal.</p> <p>The following were discussed:</p> <ul style="list-style-type: none"> <li>• The leave bank will use sick leave donations because that is consistent with the original proposal</li> <li>• An injury must be non-work related for employees because work-related injuries are covered by Workers’ Compensation</li> <li>• An injury does not have to be non-work related when caring for an immediate family member</li> <li>• Donations must be made in 8 hour increments with a maximum of 40 donated hours per year</li> <li>• Once a recipient’s own paid leave is exhausted, they may request up to 240 hours within a rolling 12-month period</li> <li>• The Leave Committee was removed from the proposal for privacy purposes; the Leave Bank responsibility is within the scope of Human Resources job function</li> <li>• Employees covered by a collective bargaining agreement are not included, unless specifically stated in their agreement</li> <li>• It will be important to ensure that everyone is using EMP Center to log their sick and vacation time</li> <li>• The annual enrollment period for the Leave Bank will be consistent with the benefits open enrollment period after initial implementation</li> <li>• The UC and Board of Trustees will receive an aggregated report on utilization annually in August</li> </ul>
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	<p>John Reilly and Sarah Kelly will make revisions to the proposed policy based on the UCEC feedback. The UCEC will bring the proposed policy to the March 12 UC meeting for possible endorsement. If passed, the policy will go to the Board of Trustees for possible endorsement. The proposed effective date is July 1.</p>	
3:20 – 3:28	NEW BUSINESS	PHIL ALLEN
Discussion	<ol style="list-style-type: none"> <li>1. The March 12 UC agenda was approved by unanimous consent with the following revision: <ul style="list-style-type: none"> <li>• Due to a schedule conflict, the Recreation and Wellness committee will present their in-depth report at the May 7 UC meeting</li> </ul> </li> <li>2. The UCEC meetings will move to the fourth Tuesday of the month beginning in May.</li> <li>3. The meeting was adjourned at 3:28 p.m. by unanimous consent.</li> </ol>	