

## Institutional Policy Committee Meeting Minutes

The Institutional Policy Committee (“Committee”) met on Thursday, January 22, 2009, at 12:30 p.m. in Library Room 403. The meeting was called to order by Millie Tibbits, at 12:30 p.m.

Committee members present:

Delores Jackson	Lisa Vaughan
Nora Pugh Seemster	Barbara Gowdy
Chris Snow	Ike Sloas
Stephen Crynes	Fabiola Spens
Karen Schmidt	Mary McCoy
Cynthia Gary	Nancy Gerrity

Millie discussed the changes made to the Family Medical Leave Act with respect to the military provision and explained the changes to OCCC’s policy 2210 was in connection with the new law that went into effect Jan. 16, 2009. Millie stated it was a regulatory change so that’s why the policy didn’t go through the IPC prior to approval. Only one typographical error was noted that needed to be changed; otherwise the committee had no other recommendations.

The second policy was a proposed leave without pay policy being proposed by HR to avoid the confusion supervisors experience with respect to approving or denying leave without pay. It was recommended that the name of HR 2210 mentioned in the draft policy be changed to accurately reflect the name of the recently revised policy. It was also recommended that 3.5 be moved under 4.0 or after 2.4. Much discussion was held regarding the approval process of additional leave without pay. Some members felt the process would take too long in situations that were emergencies and the employee was unable to make the request in writing. It was also mentioned that perhaps there be a form under employee forms that employees filled out when requesting additional leave without pay so there would be uniformity in the written requests made to HR. Questions were asked about an appeal process and if there would be a timetable imposed on the committee to approve or reject a request for additional time off without pay. Other suggestions made included changing the name of the proposed policy to Approved Leave Without Pay. It was noted there was no equivalent to 2.3 under paragraph 3.0 and perhaps something should be added to that paragraph. Other recommendations included adding Purpose and Scope paragraphs setting forth the purpose of the policy. It was also recommended that we change the policy reference from calendar year to fiscal year. A question was raised as to whether policy applied to all employees, including part time regular and temporary employees and if employees would continue to accumulate leave while on leave without pay. Nancy Gerrity clarified that while on leave without pay, leave does not normally accumulate. Nancy Millie stated that the proposed policy will be revised to incorporate recommended changes. The revision will address questions and suggestions discussed in the meeting and the committee will review the second draft at the next meeting.

The meeting was adjourned at 1:40 PM.