

## Institutional Policy Committee Meeting Minutes

The Institutional Policy Committee (“Committee”) met on Thursday, February 5, 2009, at 12:30 p.m. in JMC 209. The meeting was called to order by Millie Tibbits, at 12:35 p.m.

Committee members present:

Delores Jackson  
Nora Pugh Seemster  
Chris Snow  
Fabiola Spens  
Millie Tibbits

Lisa Vaughan  
Barbara Gowdy  
Stephen Crynes  
Karen Schmidt  
Jim Riha

Millie discussed the changes made to the proposed leave without pay policy. Millie explained that the policy now included a purpose and scope as well as a name change. It was recommended that the terms Unpaid Leave and time off be changed to Leave without Pay for consistency purposes. Millie mentioned that we may need to add long term disability under 2.0 Scope but she wanted to discuss it further with the general counsel. The term emergency was changed to exceptional circumstance to reflect what was stated in the purpose. Discussion was held and it was decided to remove all wording after “considered” in paragraph 3.5. The name of paragraph 4.0 was changed to Request for Additional Leave without Pay. Under the paragraph setting forth the requirement for a written request an additional sentence was added making it okay for a verbal request to be made if an exceptional circumstance existed that did not allow for written notice. Under the paragraph forming the Review Committee it was suggested the term “designee” be added in case one of the members was unavailable to meet. The term Academic was removed and Director was added since all deans are not necessarily in the academic division. In the time critical sentence was changed to read “If the decision is time critical all reasonable efforts will be made to contact the employee. The word additional was added to paragraph 4.6 after the word granted. Paragraph 5.0 was changed to reflect the wording in 3.5. Chris Snow suggested an additional document be created called Request for Additional Leave without Pay to be used when employee was requesting more than the 3 day leave.

Millie stated the changes would be made and the committee would meet again in two weeks. A question was raised with respect to the draft No Smoking policy. Lisa stated she needed to add some additional language to the draft policy with respect to the appeal process of a citation and would get the revision to Millie to send out to the committee prior to the next meeting.

The meeting was adjourned at 2:10 PM.