COMMITTEE: Faculty Welfare Committee

MEETING DATE: 11.10.11@3:00 p.m.

PERSON PRESIDING: Ken Ferguson

REGULAR MEMBERS IN ATTENDANCE: Erick Green, Ken Ferguson, Eric Horsman, Rachel Roper, Louis Warren

REGULAR MEMBERS ABSENT: Amanda Klein, Christine Avenarius

EX-OFFICIO MEMBERS IN ATTENDANCE: Deedee Glascoff, Pat Long

OTHERS IN ATTENDANCE: Marianna Walker, Lori Lee, John Toler

With a quorum present, the minutes from the meeting of 10.13.11 were approved by a voice vote.

Agenda Item: The committee discussed the issue of faculty participation and leadership in improving safety on the campus, as requested by Tom Pohlman with Environmental Health and Safety at the previous meeting on 10.13.11. It was suggested that official statement of the requirements for faculty participation should be more appropriate for inclusion in the Policy Manual rather than the Faculty Manual. Mr. Pohlman’s list of the campus emergencies to be addressed was read.

Erick Green (Art & Design) recommended that in addition to sending monthly e-mail reminders to faculty, there should also be regular faculty safety seminars which the faculty would be encouraged to attend. Louis Warren (Education) recommended that a Web site with the relevant information for faculty be made continuously available and that faculty be encouraged to become familiar with this site. Erick Green volunteered to produce visual presentations or skits to be made available on-line, which would help make it clear how students and faculty are to respond to emergency situations. This site, with skits, if made available, might help to reduce institutional risk or liability in the case of emergency incidents. Erick Green offered to draw up a budget to estimate the cost of producing skits. John Toler stated his belief that the university would make some funds available for Erick Green to produce the safety skits, given the extreme importance of campus safety and the expense that could be saved in the long run if risks are reduced by having students and faculty trained to respond in the best manner. John Toler stated that the highest priority in campus preparation for emergencies should be given to medical emergencies, sexual assaults, and fires.

Action Taken: The committee lends moral support to and offers its services to attempts by Tom Pohlman and other safety officers to improve the ability of faculty to respond in an appropriate manner to campus emergencies. Erick Green volunteered to produce and record skits to dramatize the correct response to emergencies, if funding is available.

Assigned Additional Duties to: no one

Agenda Item: At the request of Deedee Glascoff (Rep. of Chair of the Faculty), the committee discussed an issue in regard to faculty travel reimbursement. Ralph Scott (Joyner Library) reports that the 30 days allowed to complete a request for travel reimbursement is not long enough for those who do not have on-line banking and must wait for the monthly credit card statement to prove their travel expenditures. Scott requests that the amount of time allowed for completing travel reimbursement forms be extended to 60 days or at least 45 days. Erick Green recommended that the committee request that the time limit be extended to 60 days. Pat Long (Rep. for VC of Research and Graduate
Studies) stated that other problems also exist in regard to faculty reimbursement for travel, including complaints that travel payments are often delayed, even when the request and appropriate forms have been completed by the deadlines. John Toler recommended that we invite Anne Jenkins, Associate VC for Financial Services, to our meeting on 12.15.11 to discuss this issue.

**Action Taken:** Anne Jenkins will be invited to attend the next meeting of the Faculty Welfare Committee to discuss travel issues and to convey our belief that the time limit for completing faculty requests for travel reimbursement be extended.

**Assigned Additional Duties to:** no one

A motion to adjourn the meeting was seconded and passed unanimously.