

**Revised Minutes**

**COMMITTEE:** Faculty Welfare Committee

**MEETING DATE:** April 10, 2014 @ 3:00-5:15 pm

**PERSON PRESIDING:** Linda Crane-Mitchell

**REGULAR MEMBERS IN ATTENDANCE:** Jason Brinkley, Linda Crane-Mitchell, Susan Pearce, Melissa Nasea (secretary), Rachel Roper

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Lisa Sutton, Susan Simpson, Karen Mulcahy (secretary), John Given, LaKesha Alston, Ali Al-sharadqah

**OTHERS IN ATTENDANCE:** Christine Avenarius (Anthropology; Child Care Survey), Lori Lee, Melissa Bard (Associate Vice Chancellor for Human Resources; EPA Personnel Policies Committee)

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**ACTIONS OF MEETING**

Agenda Item:

Approval of the March 20, 2014 minutes

Action Taken: Motion to approve by M. Nasea, 2<sup>nd</sup> by S. Simpson. Approved. **{NOTE: See also the amendment of the March 20 minutes near the end of the minutes}**

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Agenda Item:

Safety (Emergency Procedures) Susan Simpson

- Comments regarding the addition of sexual assault information (Rachel Roper)

Discussion: Flyer comments for the addition of sexual assault forwarded to Tom Pohlman

Action Taken: To be placed on next year's agenda.

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Agenda Item:

Intermittent leave policy (FSIL) amendments Melissa Nasea

- Review of March 20, 2014 action by EPA Personnel Policies Committee

Discussion: Melissa has attended two meetings of EPA PPC.

Proposed changes –

- Related Policies: Link to federal FMLA; Additional References: Link to ECU Human Resource Benefits; Contact Information: Updated
- 3.4.1 Leave may be taken intermittently or on a reduced leave schedule if the qualifying event has created a documented need as allowable under the Family and Medical Leave Act that may be best accommodated through an intermittent or reduced leave schedule.
- 3.4.3 Reduced leave is a reduced schedule (e.g. shifting from full to part time) where the documented need as allowable under Family and Medical Leave Act is best addressed by partial return to work.

Lori Lee clarified procedures for assignments to the Faculty Welfare committee.

Action Taken: Motion to accept the document as amended by Jason Brinkley, 2<sup>nd</sup> by Rachel Roper. Approved.

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Agenda Item:

Child Care Survey report                      Christine Avenarius & Linda Crane Mitchell

- Sample size, outcomes
- FWC Subcommittee Report

Discussion: Review of preliminary report of needs assessment survey presented by Christine Avenarius. Memo to Faculty Welfare Committee from the Child Care Subcommittee presented by Linda Crane Mitchell. Linda Crane-Mitchell recommended the development of a university wide child care committee to develop more detailed needs assessment and design a child care center(s) with programs and funding. Rachel Roper expressed strong desire to have the report presented to the Faculty Senate. Additional concerns: ECU service mission; issue for recruitment and retention of employees and students; involve Faculty Senate, Staff Senate, Student Government Association, and Graduate Student Association; survey multiple groups as sample size is limited to 5000.

Action Taken: To be placed on next year's agenda with the goal of a report to the Faculty Senate in fall 2014.

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Agenda Item:

Annual Report Office for Equity and Diversity      LaKesha Alston

Discussion: L. Alston shared verbally the report presented to the March 18 Faculty Senate. See minutes below for the March Faculty Senate.

G.      LaKesha Alston, Associate Provost for Equity and Diversity

Ms. Alston provided a [statistical report on diversity](#) among faculty and administration as requested in [Faculty Senate resolution #13-35](#) and stated that caution should be exercised when examining the statistical report on diversity. Ms. Alton stated "the presented faculty [data](#) (by race and ethnicity) are based on fall census files for the years 2011-2013 ([report notes](#)). The reported Integrated Postsecondary Education Data System (IPEDS) Race/Ethnicity category of an individual faculty member may have changed from one year to the next. A faculty member may have moved from the *Race and Ethnicity Unknown* category to another, and in a given year, a change in the number of faculty in an IPEDS Race/Ethnicity category may reflect those that were from the *Race and Ethnicity Unknown* the previous year. The report does not further separate the total number into any sub-categories based on the prior year. A faculty member may have moved from the IPEDS Race/Ethnicity category of *Nonresident Alien* to another IPEDS category from one year to the next based on a change in immigration/visa or citizenship status. In a given year, a change in the number of an IPEDS Race/Ethnicity category may reflect those that were from the *Nonresident Alien* the previous year, and the report does not separate the total number into groups to indicate the prior category. The tenure of a faculty member may change from one year to the next and the report does not disaggregate the total number in a tenure category based on the prior years' tenure category."

Ms. Alston shared initiatives designed to improve faculty representation and trends in employment and promotion rates in terms of recruitment and outreach and retention and climate enhancement provided or supported by the Office for Equity and Diversity (OED). Ms. Alston also shared future plans in these areas.

She also spoke to this Committee about educating search committees about diversifying their pools, the Visiting Scholars program, improving the institutional climate, and conflict resolution.

Action Taken: Information only no action needed.

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Agenda Item: Consulting Report (gender across ECU faculty units) Jason Brinkley

Discussion:

Action Taken: To be placed on next year's agenda.

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Agenda Item: Drug Abuse Policy Review

Discussion: (4-11-2013) The committee members had several questions/concerns about the document, including:

- students who are cited/arrested/charged with drug related offenses while OFF CAMPUS can be subject to further penalties/punishments by ECU
- the document does not state whether employees who are cited/arrested/charged with drug related offenses will be given due process before being fired
- the document does not state whether or not these penalties will occur only based on CONVICTIONS or whether charges are enough to threaten an employee's job or a student's enrollment
- there are also some concerns about confidentiality

Discussion: Attorney should be present for the review of this policy.

Among the questions for the attorneys [including the questions/concerns from the 4-11-2013 meeting]:

- Are student employees covered and defined?
- 2.1 Is abuse of prescription drugs covered? And, if not, should it be?
- 4.6 There appear to be no consequences if the employee does not notify the university
- 6.1 What about distribution of the policy to "non-new" employees?
- 6.2 What about distribution of the policy to students not residing in university housing?
- Do students and employees have to sign it to acknowledge receipt? Should they?

Action Taken: To be placed on next year's agenda; attorney must be present at the meeting.

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Agenda Item:

Reconsideration of the approval of the March 20, 2014 minutes {**NOTE:** See also the initial approval of the March 20 minutes at the beginning of the meeting}

Discussion: There is a typographic error in the discussion of the Sexual Harassment policy in the March 20 minutes. "2.7.3.2.c" should be "2.8.3.2.c"

Action Taken: Motion to approve the minutes as amended by M. Nasea, 2<sup>nd</sup> by S. Simpson. Approved.

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Agenda Item:

Sexual Harassment policy going before Faculty Senate on April 15

Discussion: R. Roper noted that A. Alston sent an e-mail about the "Equal Employment Opportunity Institute Level I" and the requirement for mandatory training for diversity and equity on July 1, 2013. J. Given found the requirement at "126-16.1. Equal employment opportunity training"

[http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter\\_126/Article\\_6.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_126/Article_6.html)

Action Taken: Motion to amend the Sexual Harassment policy by adding “Supervisors and managers will have mandatory training in sexual harassment, sexual misconduct and discrimination upon appointment and annually thereafter.” to the end of section 1.1 was made by S. Pearce and 2<sup>nd</sup> by R. Roper. Approved

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**NEXT MEETING:** Fall semester 2014

**ITEMS TO BE DISCUSSED:** Safety (Emergency Procedures); Child care; Consulting Report (gender across ECU faculty units); Drug Abuse Policy review