FACULTY WELFARE COMMITTEE

MEETING DATE: 11/11/99

PERSON(S) PRESIDING: Beth Winstead, Chairperson of the Faculty Welfare Committee

ACTIONS OF MEETING

Description of action: Approval of Minutes of October 14, 1999 Meeting. The minutes of the October 14, 1999 Faculty Welfare Committee were approved (with the correction of two misspellings of Michael Felts' last name).

Description of action: Report on Day Care Issue. M. Felts reported on his inquiry to Robert Thompson regarding campus day care being addressed by the next 5 Year Plan. M. Felts distributed a copy of R. Thompson's reply to his inquiry. R. Thompson reported that the task had been assigned to Richard Brown who will charged with forming a committee to study the feasibility of a campus day care center. R. Brown has not yet had an opportunity to begin work on forming the committee. R. Thompson will make R. Brown aware of the Faculty Welfare Committee's interest in this issue.

Completion Date/Follow-Up Required: Committee needs to touch base with Richard Brown in the middle of the Spring 2000 semester to check on the status of his committee.

Description of action: Follow-Up on Need to Assist Faculty as Result of Hurricane Floyd Damage. S. Mixon reported that one tenure-track faculty member was impacted by the flooding. He is still waiting to hear from Health Sciences.

Completion Date/Follow-Up Required: May need to bring this to the attention of Richard Ringeisen's office. At issue will be the extent and duration of the loss.

Description of action: Unit Informal Leave Policies Survey. M. Felts presented a proposed survey instrument on informal leave policies. It was agreed that the survey questions should revised and the survey sent to department chairs and unit heads via e-mail.

Assigned Additional Duties To: M. Felts

Completion Date/Follow-Up Required: Revise the survey questions based upon feedback from committee at this meeting. The revised survey will then be distributed to committee members prior to the next meeting for comments and approval. The survey will then be e-mailed to department chairs and unit heads. If completed, survey results will be presented...
to the committee at the December 9th meeting.

Description of action: Faculty Disability Issues. The goal of the committee was to verify that procedures exist and insure that they are publicized to all faculty. B. Winstead circulated a copy of a letter from Chancellor Richard Eakin dated June 8, 1999 that outlines procedures to file grievances under the Americans with Disabilities Act. The second part of the committee's goal was to publicize the procedures to all faculty. Since Chancellor Eakin's letter went out in the summer, newly hired faculty may not have received a copy. The committee discussed having the letter resent, placed on the EEO office's web site, or incorporated into the faculty manual.

Assigned Additional Duties To: B. Winstead

Completion Date/Follow-Up Required: Check with EEO office regarding having their web pages contain a link to this material.

Description of action: Document "Requesting a Leave of Absence". Committee was forwarded a document "Requesting a Leave of Absence" by Brenda Killingsworth, Chair of the Faculty Senate. It would appear that this document is not a part of the Faculty Manual. It was agreed to table the document and take no action until the committee is informed of the purpose and history of the document.

Assigned Additional Duties To: B. Winstead

Completion Date/Follow-Up Required: Contact Brenda Killingsworth before December 9th meeting for explanation and background on this document.

Description of action: Harassment Policies and Procedures and E-Mail Access for Retired Faculty. The committee agreed to postpone discussion of these issues until the December meeting.

Description of action: Adjournment. Faculty Welfare Committee adjourned at 4:05pm.

NEXT MEETING DATE: December 9, 1999 at 3:30pm