

COMMITTEE NAME: FACULTY AFFAIRS POLICY COMMITTEE

MEETING DATE & TIME: MARCH 6, 2020, 2 PM

MEETING LOCATION: ENNIS HALL RM. 105

ATTENDANCE:

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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P	Matt Forrest	P	Stephanie McClure
P	Justin Adeyemi	P	Katie Stumpf
P	Christopher Clark	P	Glynnis Haley
R	Jiaqin Yang	P	Rob Sumowski
P	Linda Bradley	A	Nancy Davis Bray
P	David Weese	P	Robert Blumenthal
P	Mariana Stoyanova (replacing Hedwig Fraunhofer)	R	Jamie Downing

GUESTS	
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	<i>Italicized text denotes information from a previous meeting.</i>		
	Qiana Wilson was invited to speak about the Prohibitions and Penalties/Progressive Discipline Guide		

AGENDA TOPIC (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.)	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to order	The chair called the meeting to order at 2:02 pm.		
II. Approval of Agenda	Justin moved to approve the agenda. Chris seconded it.	The agenda was approved.	

<p>III. Approval of Minutes</p>	<p>-</p>	<p>-</p>	
<p>IV. Old Business/Review of Actions/Recommendations</p> <p>The committee addressed the Prohibitions and Penalties Progressive Discipline Guide.</p>	<p>At this meeting, FAPC continued ongoing discussions about the Prohibitions and Penalties/Progressive Discipline Guide.</p> <p>University Counsel Qiana Wilson visited to answer questions on the handout we reviewed previously along with questions on USG vs. GCSU policy https://www.usg.edu/policymanual/section8/</p> <p>Questions sent to legal affairs by Matt Forrest prior to the meeting:</p> <p>1 - Does USG policy under section 8.3 override our own policy <i>or work with</i> GCSU policy in the current document (https://www.usg.edu/policymanual/section8/)? (The document suggests it supports the GCSU policy in section 8.3.9.1. under grounds for removal, but we wish to inquire whether it applies to HR's current policy for disciplinary action of faculty and staff?)</p> <p>2- Should there be a separate document specifically for faculty rather than having a combined document for all current campus employees?</p> <p>***</p> <p>Ms. Wilson said progressive discipline is used because they feel like an employee should never be surprised when the conversation turns to termination. The idea is to have a stepwise policy and a vertical warning prior to the next steps ranging from verbal warning and up through termination. The first question they ask is whether the employee is even aware of any rules violated. She said this is a stepwise thing including steps such as a letter of direction, first offense, second offense, etc. prior to termination.</p> <p>Discipline and removal is USG Policy 8.3.9, and is used in conjunction with local policy. Some offenses will lead immediately to termination and others will begin with some disciplinary action, but the desire is to give the employee an opportunity to seek a mutual settlement on separation prior to dismissal. Only</p>	<p>The document will be reviewed every two years by a review committee under the compliance officer and the committee will include faculty member representation.</p>	

	<p>when a settlement cannot be reached will an offense result in the convening of a faculty panel to address employee behavior.</p> <p>Matt asked why there are not separate policy manuals dealing with staff and faculty. Ms. Wilson then asked if there were some specific issues within the manual that would justify having two completely different manuals. She said there may sometimes be a need for HR and legal services to sit down and re-examine the document.</p> <p>Ms. Wilson noted that this document will be placed on a regular two-year review cycle and the next revisiting of it will include faculty representation. She further noted that certain prohibitions will considered as they come up.</p> <p>Robert Blumenthal mentioned that the policy seems to be confusing regarding firearms in cars in the parking lot. She noted that she will review the document to make sure that it is not inconsistent with existing laws.</p> <p>Extensive discussion took place among the committee about various issues. Ms. Wilson noted that those overseeing the document try to exercise common sense when dealing with individual situations.</p> <p>Chris asked who wrote the document originally. Ms. Wilson stated she believed the document came from HR and Legal Services and that the document predated her arrival.</p>		
<p>V. New Business Actions/Recommendations</p>	<p>Matt provided a document that has been forwarded to our committee from RPIPC about <u>Limited Term Lecture Pay</u>, which FAPC plans to talk about during our meeting in April. Matt Forrest initially shared their document via email on March 2, 2020 so that members would have time to review it.</p> <p>Chris Ferland will join us at our April meeting.</p>		

VI. Next Meeting	April 10, 2020 at 2 pm in Ennis 105 (tentative)		
VII. Adjournment	After Dr. Clark moved, seconded, thirded, and fourthed his own motion, the meeting was adjourned at 2:45 pm.		

Distribution (as determined in committee operating procedure – one possibility given):

First: To Committee Membership for Review

Second: Posted to the Minutes Website

Respectfully submitted, Rob Sumowski, Secretary

Approved by: _____
 Committee Chairperson (Including this Approval by chair at committee discretion)

Guidance

COMMITTEE NAME: FACULTY AFFAIRS POLICY COMMITTEE

COMMITTEE OFFICERS: MATT FORREST, LINDA BRADLEY, ROB SUMOWSKI

ACADEMIC YEAR: 2019-2020

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

“P” denotes Present, “A” denotes Absent, “R” denotes Regrets

Meeting Dates	8/13	9/6	10/4 No meeting	11/1 No meeting	1/10	2/7 No meeting	3/6		
Matt Forrest, Senator - Chair	P	P			P		P		
Linda Bradley, Senator - Vice Chair	P	P			P		P		
Rob Sumowski, Volunteer - Secretary	P	P			P		P		
Jiaqin Yang, Senator	P	P			R		R		
Justin Adeyemi, Senator		P			P		P		
Hedwig Fraunhofer, Senator	P	P			Resigned (sabbatical)	-	-		
Glynnis Haley, Senator	P	P			P		P		
Stephanie McClure, Senator	P	P			R		P		
Katie Stumpf, Senator		P			P		P		
Nancy Davis Bray, Volunteer		R			R		A		
Jamie Downing, Volunteer	P	P			P		R		
David Weese, Volunteer		P			P		P		
Chris Clark, the Provost's Representative	P	P			P		P		
Robert Blumenthal, the President's Representative	P	R			P		P		
Hauke Busch	P	Joined another committee	-	-	-	-	-		
Mariana Stoyanova							P		

CHAIRPERSON SIGNATURE
(Including this Approval by chair at committee discretion)

DATE _____ -

Document submitted to and reviewed in committee meeting:

- Prohibitions and Penalties: Progressive Discipline Guide
Office of Human Resources
Wooten-Garner House
Campus Box 028
478-445-5596