Faculty Personnel Committee  
Meeting Minutes • March 4, 2014

Members present: Janice Bogstad, Jeff Erger, Tom Hilton, Tom Lockhart, Otrude Moyo, Geoff Peterson, Sherrie Serros, Mike Wick

1. The meeting convened at 2:04 p.m. in Davies 211 by Chair Peterson
2. The minutes of the November 18, 2013 and February 2, 2014 meetings were approved as distributed.
3. The committee discussed the FASRP language concerning sick leave and collegial coverage. It was moved and seconded to make the following deletions to Part II, Section D.5.b.2)c(1)(b):
   (b) Procedures and Responsibilities
   Absence reports shall indicate the name of the reporting employee, the date(s) and reason(s) for absence, the classes or other teaching duties missed, and, in the case of collegial coverage, the name(s) of the person(s) who assumed responsibility for the classes.
   Absence reports shall be signed by the reporting employee and routed via the Department Chair and the appropriate Dean to the Human Resources Office. Department Chairs are responsible for the reporting of absences from their departments. The Department Chair shall review each absence report and shall indicate on each report the number of days used as sick leave, leave without pay, or leave with pay.
   The Dean shall review each report forwarded by Department Chairs. Either the Department Chair or the Dean may change the type of leave claimed or may change collegial coverage to sick leave if in his or her opinion the guidelines for defining types of absence have not been followed. If such change is made, the individual responsible for the change must notify the affected employee through the usual administrative channels.
   The motion passed, unopposed.
4. The committee discussed DPC voting, in particular, the phrase “a simple majority of the voting members.” This may be interpreted as members voting on a particular day, or eligible voting members. Peterson will draft a motion for the next meeting. An additional change that needs to be made concerns the recording on the official personnel form: “votes abstaining” needs to be changes to “members present”.
5. The meeting adjourned at 2:40 p.m.

Respectfully submitted,
Sherrie Serros