

**COMMITTEE NAME: FACULTY AFFAIRS POLICY COMMITTEE**

**MEETING DATE & TIME: JANUARY 10, 2020, 2 PM**

**MEETING LOCATION: ENNIS HALL RM. 105**

**ATTENDANCE:**

<b>MEMBERS</b>	<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>
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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	R	Nancy Davis Bray
P	David Weese	P	Robert Blumenthal
-	Hedwig Fraunhofer (Resigned 12/2019, sabbatical)	P	Jamie Downing

<b>GUESTS</b>	
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<i>Italicized text denotes information from a previous meeting.</i>	
HR representatives Carol award and Amber Collins were invited to speak about the Prohibitions and Penalties/Progressive Discipline Guide	

<b>AGENDA TOPIC</b> (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.)	<b>DISCUSSIONS &amp; CONCLUSIONS</b>	<b>ACTION OR RECOMMENDATIONS</b>	<b>FOLLOW-UP</b> {including dates/responsible person, status (pending, ongoing, completed)}
<b>I. Call to order</b>	The chair called the meeting to order at 2:01 pm.		
<b>II. Approval of Agenda</b>	Chris Clark moved to approve the agenda. Linda Bradley seconded it.	The agenda was approved.	

<b>III. Approval of Minutes</b>	-	-	
<b>IV. Old Business/Review of Actions/Recommendations</b>	-	-	
<b>V. New Business</b> Actions/Recommendations  The committee addressed the Prohibitions and Penalties Progressive Discipline Guide. Carole Ward and Amber Collins represented HR.	<p>HR representatives Carol Ward and Amber Collins were invited to speak about the Prohibitions and Penalties/Progressive Discipline Guide. Ms. Ward started this information is shared with new hires during orientation. She said there is probably more HR can do during the annual compliance training to help employees know that the policy in question is in effect.</p> <p>Ms. Ward mentioned the existence of both USG and University policies pertaining to employees. She said that this document does not replace existing university policies. We adhere to both university and USG policies. She acknowledged that the Prohibitions and Penalty Guide contains some policies (such as uniforms) that do not apply to faculty.</p> <p>Mr. Forrest asked who the policy was designed for. Ms. Ward said it was designed for both faculty and staff. She mentioned that issues such as academic freedom are separate from this document. She said that regarding rules applying to faculty, HR follows both system and departmental policies. Mr. Forrest suggested that this point be noted in the guide and corresponding documentation that faculty signs.</p> <p>It was noted that carrying firearms by faculty was prohibited by BOR policies despite the campus carry law. Dr. Blumenthal noted that he believed this was not the case and referred all to the guidance document from the chancellor regarding the implementation of the campus carry law and noted that HR's document is not consistent with the chancellor's guidance.</p> <p>Mr. Forrest asked if faculty will have a role in the next review of the document. Ms. Ward said she thinks so,</p>	<p>During the next revision of this policy, more than one faculty member should be involved as members of the revision committee, including at least one member of FAPC.</p> <p>The committees recommends to ECUS and the Faculty Senate that a conversation take place about whether an ombuds position might be beneficial to the University.</p> <p>HR pledged to revise the current document by adding a statement clarifying to whom the Prohibitions and Penalties guide applies. For example on Page 1 "This guide applies to staff and faculty as appropriate to the role, employment status, and particular situation."</p>	

	<p>though the policy is not scheduled to be revised at the present time. She said further discussions of the guide's content take place between HR and legal counsel as appropriate based on need. Ms. Ward noted it was last revised in 2017.</p> <p>In a discussion of which policies govern faculty management, she said that Section 800 of USG policies applies to all employees while 8.3 applies directly to faculty. Referring to an example of one policy in the guide and its vagueness, Dr. Blumenthal asked about the provision banning gambling, Ms. Ward noted that that policy applies to behavior of employees on-campus and not in their personal lives.</p> <p>Mr. Forrest noted that suspension was listed within the policy as ranging from 1-5 days, while he knew of cases of investigations into faculty that were longer than that in length.. Ms.Ward stated that the 1-5 days suspension policy represents punitive action and is unrelated to administrative leave. In response to Ms. Ward's question of future faculty representation on any review of the guide, the committee suggested multiple faculty members, with at least one faculty member coming from FAPC, be invited to participate.</p> <p>Mr. Forrest inquired about whether the presence of an ombudsperson has received any consideration by HR to supply a non-biased investigator. He asked whether there should be an ombudsperson here at GC.</p> <p>Dr. Clark noted that several years ago an ombudsperson was appointed to help investigate issues within the College of Business. Ms. Ward mentioned that years ago there was a discussion at the university level regarding whether an ombudsperson was necessary. She stated her belief that HR has no trouble with being impartial regarding personnel matters. Dr. Weese mentioned that GA Tech, West GA, and North GA have established offices of ombuds.</p>		

<b>VI. Next Meeting</b>	February 7, 2020 at 2 p.m. in Ennis 105 (tentative)		
<b>VII. Adjournment</b>	The meeting was adjourned at 2:48 p.m.		

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

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:** \_\_\_\_\_  
 Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**



\_\_\_\_\_  
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