

**Personnel Committee Meeting**  
**December, 5 2014, 2014 1:00 pm – 3:00 pm**  
**Colorado Springs conference room, 1800 Grant St, Denver**

**Meeting Minutes**

**Attending:** Dorothy Garrison-Wade, Gail Katz, Isabella Muturi Sauve, Jeff Zax, Stuart Schneck, Larry Cunningham

**On the phone:** Rob MacLaren, Lucy Dwight, Elaine Cheesman, and Eddie Portillos

**Introductions**

The Committee vice chair welcomed new member Jeff Zax who proceeded to introduce himself.

**Approval of minutes**

Minutes of the November 21, 2014 meeting approved as presented.

**Policy 11E: Leave Policies for Officers, Exempt Professionals and Faculty**

The committee discussed the bereavement policy for Officers, exempt professionals, and faculty on twelve-month appointments at length and compared CU's benefit to that of 9 peer institutions. They noted that CU was the only institution that distinguished between 9 and 12 month faculty and that the benefit is not extended to clinical faculty. Members stated that they hoped that the administration would extend bereavement leave to 9 month faculty who are considered full time employees with appointments of 50% or more.

The following motion was developed at the end of the discussion:

"The personnel committee reviewed Board of regents Policy 11E: Leave Policies for Officers, Exempt Professionals, and Faculty. Under section 3, Other Leaves, the policy applies only to "faculty on twelve month appointments." Based on research with comparable institutions, the committee recommends amending the following sections to include faculty on appointments of at least nine months:

- a. Court and Jury Leave.
- b. Bereavement Leave.
- c. Leave for Job-Related Illnesses and Injuries.
- d. Leave Without Pay.
- e. Military Leave.

- f. Parental Leave.
- g. Administrative Leave.
- h. Leave Sharing”.

The motion passed unanimously and will be presented to the Faculty Council. The committee noted that it will also review other types of leave to determine if differences exist between regular and other faculty as well as how leave decisions are made, including how work is completed in the absence of a faculty member.

Following this discussion, VP Jill Pollock attended the meeting and indicated that the Regent policy could be clarified and be more explicit regarding bereavement leave for 9 month faculty. She added that she will bring suggestions on what the language could look like during the January 15, 2015 meeting.

The committee agreed to table the motion.

### **Faculty Council Update**

Vice chair Gail Katz gave a report of the December 4, 2014 Faculty Council meeting. Her update included the new VP of Employee and Information Systems, climate survey report and the January 16 committee meeting. Members went on to discuss how faculty can report grievances. It was noted that Denver faculty are given instructions on how to file grievances however it was unclear whether this information is included in their employee handbooks. Member Dorothy Garrison noted that she will continue to review and update the committee.

### **Discussion on Health Benefits**

Gail reported that the Office of Employee Services will attend the January 2015 meeting to discuss health benefits and asked that members be ready to discuss questions or concerns during that meeting.

### **January 2015 Meeting**

Members also agreed to extend the January 16, 2015 meeting from 1:00 pm – 5:00 pm. The committee will meet to review procedures for reporting harassment on each campus and committee members were tasked with researching the reporting mechanisms on their campuses and reporting back during this meeting.

### **Adjournment**

There being no other business, the meeting was adjourned. The next meeting will be held in the Denver Conference room on January 15, 2015 from 1:00 pm – 5:00 pm.



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