

Staff Senate University Affairs Committee (UAC) Meeting Minutes
November 8, 2022, 10:00 am

In Attendance: Jennifer Arnold, Stephanie Davison, Cody Wood, Jerry Knight, Jeni Maple, Shawn Ridenour, Ami Towne [not in attendance: Darla Ellett]

Minutes from October 18, 2022 approved. Motion by Ami Towne and second by Jerry Knight. Minutes approved by unanimous vote.

Old Business:

No old business

New Business:

1. Resolution request about the Telework Policy to submit to Executive Committee to present to the President.
 - a. for information and clarity on how this policy will be implemented and used
 - b. system in place for faculty and staff to assist in policy changes moving forward
 - c. is the policy now for telework request be to direct supervisor then to Vice President and President (not HR)
 - d. telework vs. remote work – what are the differences and does the telework policy include access to remote work options?
 - i. If hired in a remote position, no requests needed for this policy
 - ii. If hired for on-campus, a request would need to be made
 - e. SOLD workshop to provide training and address questions
 - i. submit questions beforehand
 - f. Telework Policy was posted on the HR website in July
 - g. Official communication needs to be sent to all involved when changes or new policies are made
2. Resolution development
 - a. Policy needs to be reviewed and an opportunity for comments by a committee
 - b. One-time situation approved for a unique situation that are not routine
 - i. Immediate supervisor needs to be given authority to make the judgement on these cases
 - ii. Policy should provide guidance for when those decisions could be made
 - iii. Supervisors would need to be able to demonstrate an approval of the request
 - c. Policy needs to be utilized without disparity and guidance should be consistently applied across campus
 - i. What is appropriate or necessary to communicate this approval
 - ii. Approval must be given prior to the one-day telework occurs
 - d. NOTE: Often personal/sick/annual leave has been used but work continues to be completed by the employee during that leave
 - e. Vote on resolution draft – Jennifer Arnold made a motion to approve the draft and Ami Towne seconded. All attending committee members approve

- f. Jeni Maple will take the Resolution to Executive Committee and notify us what they decide to do with it

Voting Items:

Vote on resolution draft – Jennifer Arnold made a motion to approve the draft and Ami Towne seconded. All attending committee members approve

Announcements:

Jennifer Arnold transferred the Staff Survey results to excel and is willing to share that file with anyone on the committee. She will share with UAC members.

Cody Wood made a motion to adjourn, Jeni Maple seconded. All were in favor.

Next Regular Meeting will be December 20, 2022, 10:00 am.