

**Faculty/Staff Welfare Committee
Meeting Minutes
October 7, 2008**

Members Present: Dr. Birdie Bailey, Dr. Kimberly Greenway, Ms. Kari-Kay Harp, Dr. Rick Lester, Dr. Janice Myhan, Mr. Brad Peeden, Dr. Richard Statom, Ms. Amy Thompson, Mr. Mike Thompson and Ms. Catherine White.

Dr. Greenway called the meeting to order at 3:05 p.m.

Dr. Lester motioned for approval of the Agenda. Dr. Bailey seconded the motion and it passed unanimously. The minutes of the September 2, 2008, were approved by acclamation.

Under New Business, the committee discussed whether there was still a need for the Staff Handbook Ad Hoc Committee to meet on a regular basis. Dr. Greenway updated the committee on the Ad Hoc committee's work over the summer and entertained questions regarding the committee's current status. She reported that Ad Hoc Committee recommendations through Section 3 have been approved. Section 4 changes will be brought forth in the November Faculty-Staff Welfare Meeting. Dr. Bailey motioned to keep the Ad Hoc Committee in place to meet on a semester or annual basis, left to the Chair's discretion. The motion was seconded and approved by unanimous vote. Dr. Greenway will continue to serve as the Ad Hoc Committee Chair.

The maximum allergy benefits concern discussed in the September meeting was brought forth in New Business. Discussion ensued as to whether another benefits survey similar to the one done last year should be distributed. Dr. Lester suggested that some benefits questions could also be added to the Faculty Attitude Survey. After much discussion regarding the survey procedure last year and the high response rate obtained, Dr. Lester motioned that the Faculty Staff Welfare Committee do an annual benefits survey to be distributed via email to all University personnel during the months of November and/or December, with statistical results made available in January of the following year. Dr. Bailey seconded the motion and it passed unanimously. Catherine White and Kimberly Greenway will work on this year's survey and bring a draft to the November meeting.

The third item of New Business addressed whether the University should provide Hepatitis B shots at no charge for faculty and/or staff members who are at risk of blood contact. This item was originally brought forth concerning Biology Lab instructors. However, it was noted by several committee members that other areas of the university might also pose risk of blood contact and that criteria defining "at risk" should be identified. Thus, committee members decided that more information is needed before the item can be appropriately addressed. Specifically, request were made as to what other areas of the University might be affected and what other universities do in regard to the matter. Committee members agreed to speak to various constituent groups, including but not limited to, Athletics, Maintenance, and Student Affairs to obtain the information. Dr. Statom agreed to speak with the Biology Department as to its specific risks and concerns. The item will be addressed under Old Business in the November meeting.

Dr. Lester inquired as to whom the final authority is to interpret policies in the Faculty Handbook. After much discussion, it was suggested that the Vice President for Academic Affairs was likely the person in final authority, but that the Academic Affairs committee of the Faculty Senate might also be asked for input.

There was no other business, and the meeting adjourned at approximately 4:10 p.m. The Minutes were kept by Amy Swinford and Dr. Greenway.