Minutes of Meeting
Staff Senate
May 9, 2012

The Staff Senate met Wednesday, May 9, 2012 at 10:00 a.m. in Room 189 in the Dillard College of Business Administration Building. Members in attendance were Matthew Park, Frances Miller, Juan Ibarra, Dirk Welch, Jolene Welch, Patricia Lowry, Ernest Cooper, Lori Case, Devah Scholl, Jeana Brunson and Peggy Brennan. Jolene Welch, Chair, presided.

The meeting was called to order at 10:00 a.m. by Jolene Welch.

Approval of Minutes:
The minutes of the April 8, 2012 meeting were presented. Dirk Welch motioned to approve the minutes, Lori Case seconded; the minutes were approved (closed).

2. Correspondence:
The following suggestions/requests/inquiries were received or remain open by Staff Senate:

a) Recommendation: Wellness Center Membership for Non-Spouse Family Member:
Matthew Park informed the staff senate the verbiage to add the proposed membership for a non-spouse family member has been sent to Dr. Keith Lamb, Vice President for Student Affairs and Enrollment Management. The revision will be taken to the next Student Affairs and Enrollment Management Council for review and approval (open).

b) Suggestion: 10-Hour Workdays (Web Suggestion Box): An anonymous suggestion regarding the 10-Hour workday was received in the Staff Senate Web Suggestion Box. It was noted by Ms. Jolene Welch that the 10-Hour workday was addressed in the October and November 2012 Staff Senate Minutes. The anonymous suggestion will be forwarded to Ms. Dianne Weakley, Director of Human Resources (closed).

3. Staff Senate Committee Reports:
Staff Senate Executive Committee: Met on Tuesday, May 1 to set agenda for Staff Senate meeting on May 9, 2012.

Communications Committee: No Report.

Membership Committee: Matthew Park reported that the nomination process for Staff Senate for 2012-2013 resulted in the following results for each of the EEO classes:

<table>
<thead>
<tr>
<th>Class</th>
<th>Seats Available</th>
<th>Number of Nominees</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEO 1</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>EEO 3</td>
<td>3</td>
<td>23</td>
</tr>
<tr>
<td>EEO 4</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>EEO 5</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>EEO 7</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
The actual voting for the election of Staff Senate 2012-2013 members is taking place this week and he asked that everyone encourage other staff members in their area to vote. Francis Miller, suggested the use of paper ballots be considered in future elections for those who do not have access to computers or would simply prefer to use a paper ballot. After further discussion, the consensus of the members of the Staff Senate was that the use of paper ballots would be taken into consideration for future elections to encourage participation in the voting process. This will be forwarded for consideration for future elections to the 2012-2013 Staff Senate Membership Committee.

**By-Laws Committee:** Dirk Welch presented a proposal to revise 2.393 Staff Senate, Staff Senate Purpose and Constitution, Article II (see attachment 1) as follows.

## 2.393 Staff Senate

**STAFF SENATE PURPOSE AND CONSTITUTION**

### Article II

**A. Membership Representation**

The number of senate seats shall be allocated proportionally according to the number of budgeted positions within each EEO job classification category on record with and based on the most current information as provided by the Director of Human Resources.

1. **EEO Job Classification Categories:**
   a. Officials and Administrators (Excluding president, vice presidents, provost, and associate vice presidents)
   b. Administrative Support
   c. Non-faculty Professional
   d. Skilled Craft Workers
   e. Service and Maintenance
   f. Technicians and Paraprofessionals

2. **Allocation Chart**

<table>
<thead>
<tr>
<th>Number of Staff Employed Within EEO Classification</th>
<th>Budgeted Positions</th>
<th>Number of Staff Senate Representatives</th>
</tr>
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<tbody>
<tr>
<td>29 or less</td>
<td></td>
<td>1</td>
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<tr>
<td>30-59</td>
<td></td>
<td>2</td>
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<tr>
<td>60-89</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>90-119</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>120 +</td>
<td></td>
<td>5</td>
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</tbody>
</table>

A motion was made by Devah Scholl to accept the proposed revision of 2.393 Staff Senate, Staff Senate Purpose and Constitution, Article II. Matthew Park seconded the motion, and the proposal was approved by a unanimous vote. The proposal will be forwarded to the Office of the President for review/approval at the next Administrative Council (closed).

**Scholarship Committee:** No Report.

**Long Range Review and Planning Committee:** Devah Scholl thanked Matthew Park for the first submission to the Make A Difference website. Patricia Lowry asked the members of the Staff
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Senate if they would like to be included in the email announcing when a submission is made to the “Make A Difference” website. It was the general consensus of the members that they would like to be notified in order they could also send an acknowledgement of congratulations to the person. Devah Scholl reported the next brown bag event is scheduled for Friday, May 11 and it is “Bring your own camera”. Ben Jacobi from Metro Photo will be the presenter. Ms. Scholl requested the members of the Staff Senate to spread the word.

4. Councils/Board of Regent Appointed Reports:

Board of Regents: No report.

Academic Council: Matthew Park reported that the Academic Council met on April 18 and the following was discussed:

✓ Catalog Changes
✓ Revision of the Core Curriculum Effective Fall 2014

A copy of the Academic Council minutes is available by contacting Peggy Brennan at Ext. 6217 or peggy.brennan@mwsu.edu.

Student Affairs and Enrollment Management Council: No Report.

Administrative Council: Jolene Welch reported the Administrative Council met on April 16, 2012 the following was discussed:

✓ Policy Manual Revisions
✓ Holiday Schedule
✓ New Student Organization

A copy of the current and past Administrative Council minutes is available at http://welcome.mwsu.edu/president/administrative-council/minutes.asp?LL=82.

Faculty Senate: Juan Ibarra reported he had not attend the Faculty Senate meeting on May 3, 2012, due to the meeting was going to be dedicated to electing officers for 2012-2013. A copy of the current and past Faculty Senate minutes is available at http://faculty.mwsu.edu/senate/minutes.asp?LL=1602.

5. New Business:
   a) Jolene Welch was requested by Dianne Weakley, Director of Human resources to distribute to the Staff Senate a Policy Manual revision of 3.224 Human Resources, ABSENTEEISM (see attachment 2) for their review. Ms. Weakley asked that anyone having any questions/suggestions regarding the revised policy to please contact her at dianne.weakley@mwsu.edu or Extension 4221 (closed).
b) Juan Ibarra made a proposal for Staff Senate to participate in the Summer Sizzler. Devah Scholl made a motion to accept the proposal. Ernest Cooper seconded the motion, and it was approved by unanimous vote. It was suggested that we serve donuts starting at 8:00 a.m. There was further discussion on beverages to serve with the donuts, date and venue. Peggy Brennan and Jolene Welch will look at the dates available, possible locations and obtain pricing on donuts and beverages and will bring the information to the Staff Senate meeting in June (open).

6. **Open Forum**: None

7. **Adjournment**: The meeting was adjourned at 10:40 a.m. The next meeting is scheduled for Wednesday, June 13, 2012.

Respectfully submitted,

/SIGNED/

Peggy Brennan
Staff Senate Secretary/Treasurer
Current Wording

A. Membership Representation
The number of senate seats shall be allocated proportionally within each EEO job classification category based on the most current information as provided by the Director of Human Resources.

1. EEO Job Classification Categories:
   a. Officials and Administrators (Excluding president, vice presidents, provost, and associate vice presidents)
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Proposed Wording

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3.224 Human Resources
ATTENDANCE - STAFF ABSENTEEISM & TARDINESS
Date Adopted/Most Recent Revision: 08/04/2006

Employees of the university who are absent from duty for all or part of a working day without notification or explanation shall be subject to disciplinary action. The day or part thereof shall be charged against accumulated vacation leave with approval of the senior administrator after satisfactory explanation.

A. Policy
The University expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. Employees should regard coming to work on time, working their shift as scheduled, and leaving at the scheduled time as essential functions of their jobs. Employees are expected to adhere to their specified work schedule and be at their workstation and ready to begin work at the start of their shift. Leave is a benefit available for employees to attend to personal needs. However, abuse of leave, or failure to report to work as scheduled, or a pattern of unscheduled and/or excessive absences or tardiness will not be tolerated.

B. Notification
In the event of an unanticipated absence, including sickness or tardiness, employees must call and speak to their direct supervisor or other designated individual. If the employee cannot reach the supervisor or his/her designate, a message may be left by voice-mail or email. The employee must call as soon as possible, but no later than thirty (30) minutes after the start of the scheduled workday. Unless an emergency situation dictates otherwise, messages may not be left by third parties (i.e. friends, relatives, etc.). The reporting of such information must include the reason for the absence, expected duration of the absence, and any other information that would have an impact on the employee’s workplace. For absences lasting more than one day, the employee must follow the notification procedures each day he/she is absent, except where advance notice of the duration of the absence has been provided.

C. Excused Absences
An employee’s absence will be considered excused if allowed under Policy 3.217, Employee Leave Policies, and if the employee provides proper and timely notification deemed satisfactory to the supervisor. Excused absences include paid leave for vacation, sick leave, and other leave types dictated by state or federal law, including but not limited to, unpaid leave under FMLA and USERRA. Timely notification means calling in at the start of the workday or providing advance notice for absences which can be anticipated. Supervisors have the discretion to require advance written requests for use of vacation leave with approval based upon department priorities. The University will make every effort to accommodate leave requests that are submitted appropriately and in a timely manner.

D. Unexcused Absences
An employee’s absence will be deemed unexcused when an employee fails to call in, gives a late notice, or fails to give an advance notice or seek approval for an absence which could be anticipated. Use of sick leave occurring in patterns (same day of week, same time of year, adjacent to a weekend, holiday, vacation or other leave, etc.) may be indicative of an attendance problem; and in cases of excessive abuse, the absences will be treated as unexcused. Employees are not permitted to make up time during the workday or alter their work schedule when they are late to work unless it has been approved verbally or in writing by their supervisor in advance. Employees are not permitted to work through their lunch period or breaks to make up unexcused time.

E. Excessive Absenteeism
Excessive absenteeism is defined as two instances of unexcused absence in a calendar month. Such excessive absenteeism is subject to corrective discipline. Six instances of unexcused absenteeism within a consecutive twelve month period are considered grounds for termination.
F. **Tardiness**
Employees who are chronically unable or unwilling to report to work on time present a hardship to other employees and those we serve. Unexcused tardiness is defined as being absent from duty without cause for more than five minutes and includes:

1. reporting to work late at the beginning of the work shift,
2. leaving early or returning late from a work break or lunch period,
3. leaving the work area without a legitimate reason, or
4. leaving work early at the end of the workday without permission.

Employees who receive counseling for tardiness are expected to improve and sustain their improved attendance/punctuality. Unexcused tardiness occurring four times during a calendar month will result in corrective disciplinary action. Any twelve instances of unexcused tardiness within a consecutive twelve month period are considered grounds for termination.

G. **Leave-Without-Pay**
Leave-without-pay (LWOP) or docked pay will result when an employee who is absent from duty has exhausted all of his/her available accrued leave balances. LWOP status without legitimate justification is discouraged. Justification would include LWOP status following exhaustion of available leave due to a documented serious medical condition or family emergency, including unpaid leave allowed under the Family Medical Leave Act, the Parental Leave Act, and other extended unpaid Leaves of Absence granted under MSU Policy 3.217. Unauthorized LWOP or docked pay status will result in situations when no paid leave is available and the employee is absent or tardy without adequate justification. Unauthorized LWOP or docked pay status on three occasions within a consecutive twelve month period is considered excessive and is grounds for termination.

H. **Disciplinary Action**
When instances of unexcused absences, tardiness, or unauthorized LWOP/docked pay occur, one or more of the following disciplinary actions will be imposed:

1. documented verbal counseling,
2. written disciplinary warning,
3. suspension without pay, and
4. termination after multiple offenses.

I. **Job Abandonment**
In the event an employee is absent for three consecutive scheduled workdays without notice or approval, the absence is considered job abandonment. The employee will be considered to have voluntarily terminated his/her employment with the University.

**Related Policies:**
3.216, Staff-Termination/Discharge
3.217, Employee Leave Policies
3.228, Staff Employee Disciplinary Procedures
TX Government Code 661