



**Armstrong Atlantic State University
Faculty Meeting
Minutes of February 13, 2006**

- I. **Call to Order.** The meeting was called to order at 12:15 p.m. in University Hall 156 on Monday, February 13, 2006 by Interim Vice President Ed Wheeler. There were 145 out of 281 faculty members in attendance, with 6 excused absences. The list is on file in the Vice President's Office with the official minutes.

- II. **Approval of Minutes** – The minutes of January 23, 2006 were approved as presented.

- III. **Old Business**
 - A. **Proposed Bylaws Revision, University Curriculum Committee.** The proposed Bylaws revision was put forward for a second reading. It was moved, seconded, and approved to accept the proposed revision (see Attachment 1).

 - B. **Proposed Bylaws Revision, Executive Committee.** The proposed Bylaws revision was put forward for a second reading. It was moved, seconded, and approved to accept the proposed revision (see Attachment 2).

- IV. **New Business**
 - A. **Introduction of New Faculty.** Dr. Ed Wheeler introduced Dr. Jane Wong, Interim Dean of Arts and Sciences; and Dr. Keith Douglass, Interim Head of Psychology. Dr. Jane McHaney introduced Dr. Michael Mahan, who is new in the College of Education this semester.

 - B. **Elections, Executive Committee and University Curriculum Committee 2006-2008.** Ballots were distributed and collected (see Attachments 3 and 4). Members of the Executive Committee will count the ballots and the Faculty will be informed of the outcome at a later date.

 - C. **Sick Leave Pool**

Rebecca Carroll

Rebecca Carroll, Director of Human Resources, made a presentation on the new Sick Leave Pool Policy, a voluntary benefit to establish a sick leave pool for

benefits-eligible AASU employees who experience catastrophic illness. Open enrollment will take place February 15 through March 3 (see Attachment 5).

D. Changes in CIS

John McGuthry

John McGuthry, Director of CIS and Chief Information Officer, made a presentation outlining the organizational changes in CIS over the last year. No services have been eliminated. Rather, the units have been consolidated and restructured in order to be more efficient. All services that were previously available are still available, but the Help Desk is now the first point of contact for all technology needs. A walk-in desk has also been added.

E. Reports of the Standing Committees to the Faculty

1. Executive Committee

Helen Taggart

The Executive Committee is in the process of appointing a nine-member development team to work on the creation of a senate-like form of governance for AASU faculty. The team will be asked to give monthly updates to the Executive Committee, with a goal date of April 2007 for the team's final recommendation.

2. Writing

Andi Beth Mincer

The deadline for submissions for the Writing Showcase is this Friday. Submissions must be initiated by a faculty member and then completed by the student. For more information on the process, please check the Writing Center web page.

3. Research & Scholarship

Cameron Coates

The student scholarship symposium will be held April 4-7 in the atrium in University Hall. There will be monetary prizes for the top 5 undergraduate and the top three graduate projects. Proposals are due electronically by March 10, they may be submitted at <http://computing.armstrong.edu/sss/>. All departments are encouraged to submit entries. Additional details are being emailed today and are also available at that website above.

4. University Curriculum Committee. The committee has not met since the last faculty meeting. The next meeting is February 15.

5. Academic Appeals

Sharyn Gibson

No report.

6. Admissions & Academic Standing W.C. Zipperer
No Report

7. **Faculty Activities** Patrick Brennan/Suzanne Edenfield

The spring bocce tournament has started. There are twelve teams. There are still some open spots on the teams; please contact Patrick Brennan for more information.

The Spring Garden Tour will be held on April 12, starting at 12:30 in the Quadrangle.

8. **Faculty Development** Nancy Remler

The deadline to submit proposals for the new Service & Leadership Grants is Monday, February 27. If you have questions, please call Dr. Nordquist at 5991.

The extended deadline to submit proposals for the Teach and Learning Symposium is 5:00 p.m. this Friday (February 17). Again, any questions should be directed to Dr. Nordquist at 5991.

Reservations are filling up quickly for Pang-Chieh Hsu's Art Studio Trek on February 24. The last day to reserve a place is next Monday (February 20). Cost is \$20 per person. Faculty and staff, as well as their spouses and partners, are invited. To reserve a place, call Peggy Williams at 5991.

In a couple of weeks, information about two field trips in April will be distributed.

9. Faculty Evaluation Lynn Stover

No report.

10. Faculty Welfare Rod McAdams

No report

11. **Financial Aid & Scholarship** Greg Anderson

The breakdown of scholarships for the 2006-2007 school year was determined as follows:

8 @ \$1500 for Dollars for Scholars (Recruiting)

\$1,000 each

21-Incoming Freshmen
 8-Returning Freshmen
 13-Returning Sophomores
 10-Returning Juniors
 8-Returning Seniors
 10-Non-traditional Students
 4- Graduate Students

These amounts represent a decrease of \$5,000 over last year's available monies.

12. Grievance Joseph Crosby

No report

13. **Honors Advisory** Jonathan Roberts

The Honors program is currently accepting applications for the presidential Scholarship. Presidential Scholarship applications are due March 31st. The committee will meet after that date to review the applications.

Effective Summer 2006 Jonathan Roberts will take on the directorship of the Honors Program. Dr. Remler will continue as co-director and be available in the Honors office until graduation. During the transition, questions specifically regarding items for Summer 2006 and the 2006-2007 academic year should be addressed to Dr. Roberts.

14. International Programs & Activities Jim Anderson

No report

15. **Library** Joyce Bergin

On Feb. 9 the Library Committee met to review its procedures for selecting the Lane Library/Brockmeier Faculty Award winner. Nominations are being accepted now. The deadline for submitting nominations is 5 p.m. on March 1. Nominations should be sent to Dr. Joyce Bergin as soon as possible.

16. Student Conduct Kathryn Craven

No report.

17. Student Recruitment, Advisement, & Retention

Pete Mellen

There will be a nuts-and-bolts workshop on advisement at noon on February 22 in Solms 110. All are invited.

V. Other Business. There was no other business.

VI. Announcements

A. Faculty Lecture Series

Dr. Olavi Arens will be presenting "The Jews of Estonia: Reflections on 20th Century History," as part of the Robert Ingram Strozier Faculty Lecture Series on February 17. The lecture will begin at 12:15 in 156 University Hall.

B. Administrative Appraisals

Phyllis Panhorst

Copies of the administrative appraisals are now on reserve in Lane Library, and are on file in the President's Office and the Office of Academic Affairs. The number of participants was comparable to last year, and the number of written comments doubled those of last year.

Also, the Faculty Handbook has been reformatted and is now available on the VPAA's website as a PDF document.

C. The College of Health Professions is pleased to announce that Dr. Steven Brower, Associate Director of the Curtis and Elizabeth Anderson Cancer Institute at Memorial Health University Medical Center and one of the GA Cancer Coalition's Distinguished Cancer Clinicians and Scientist, will present a lecture: "Understanding Who is at Risk for Cancer" at noon on Monday, March 27th in Solms 110. Faculty, staff and students are invited.

D. The AASU Masquers present *Talley's Folly* on February 16-19 and February 23-25. Performances are at 7:30 p.m. (3 p.m. only on February 19) in AASU Jenkins Theater.

E. The Annual AASU Music Ensembles Showcase Concert will be held at 7:30 p.m. in the AASU Fine Arts Auditorium.

The annual United States Congressional High School Juried Art Exhibition for the Georgia 1st and 12th Districts, *An Artistic Discover*, is ongoing in the AASU Fine Arts Gallery.

The AASU Student Juried Art Exhibition will be in the AASU Fine Arts Gallery February 27 to March 16.

- F.** Hurricane Katrina Relief: There will be a speaker on Wednesday at noon in Solms 100 who will give the current state of things in the areas affected by Hurricane Katrina. T-shirts will be on sale at the event, and will also be available later in the bookstore. A trip is being planned over spring break to go to Pearlville, Mississippi and work with Habitat for Humanity in building or restoring a house. More information will be available at the event on Wednesday, or you can contact Alice Adams.

- G.** The Gender and Women's Studies Program is hosting its fourth annual conference, "Realizing Women's Leadership: The Art of the Possible," March 2-4. Information has been distributed by email, or you can contact Teresa Winterhalter for details.

VII. Adjournment. The meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Phyllis L. Panhorst
Coordinator of Faculty Information

ARTICLE VII, SECTION B.4. University Curriculum CommitteeParagraph 3

The University Curriculum Committee shall consist of the dean of faculty as chair and twelve other members of the Faculty. At the beginning of the first meeting of the academic year, the committee shall elect a vice chair by private ballot. At the discretion of the chair, reports of the committee may be made by the vice chair at faculty meetings. No more than one member from any one department/program may serve at one time on the committee. There shall be four faculty members ~~selected~~ **elected** from the College of Arts and Sciences (including the library), two members elected from the College of Education, two members elected from the College of Health Professions, one member elected from the School of Computing and three members elected from the Faculty at-large with no more than two members elected from any one college/school. Faculty terms shall be two years; no more than two successive terms shall be served by any person.

Paragraph 5

The ~~selection~~ **election** of members of the committee, whose terms will begin the following academic year, shall begin with the February faculty meeting and shall be continued, if necessary, from a ballot prepared by the dean of faculty. The balloting shall take place in accordance with the following procedure

Rationale:

“Elected” and “election” offer more precision and consistency than “selected” and “selection.”

ARTICLE VII, SECTION B.1. Executive CommitteeSECTION B.1.a. Membership

(1) The Executive Committee of the Faculty shall consist of the dean of faculty as chair and twelve other members of the faculty. The Faculty shall elect six members each year for two-year terms, each term lasting from June 1, following the election, to May 31, two years hence. No more than one member from any department or program ~~and no fewer than two members from each of the following: the College of Health Professions, the College of Arts and Sciences (including the library), and the College of Education. No fewer than one from the School of Computing may serve at one time on the Committee.~~ **may serve at one time on the committee. There shall be four faculty members elected from the College of Arts and Sciences (including the library), two members elected from the College of Education, two members elected from the College of Health Professions, one member elected from the School of Computing and three members elected from the Faculty at-large with no more than two members elected from any one college/school.** Members of the Faculty are not eligible to serve during their first year of faculty membership. Committee members are not eligible to succeed themselves within one year after a term of service. **The word “program” refers to stand-alone academic programs comprised of faculty not housed in any other academic department.**

~~(2) The selection of members of the committee whose terms will begin the following academic year, shall begin with the February faculty meeting and shall be continue at subsequent faculty meetings, if necessary, from a ballot prepared by the dean of faculty.~~

~~(3) (2) Prior to the February faculty meeting, each academic unit (academic departments or programs within a school, or the library) shall elect one faculty nominee from outside its unit and, if the unit is not represented on the committee, one faculty nominee within its unit. No later than January 31, Department Heads and Program Directors must forward these nominations to the Office of the Vice President and Dean of Faculty. The names of these nominees will be presented to the faculty at least five calendar days before the February Faculty Meeting. (Revised 03/04) the dean of faculty shall solicit one nomination from each department/program which is not represented on the committee for the following academic year. All eligible departments/programs shall elect their nominee.~~

(3) The election of members of the committee, whose terms will begin the following academic year, shall begin with the February faculty meeting and shall be continued, if necessary, from a ballot prepared by the dean of faculty. The balloting shall take place in accordance with the following procedure:

a. Each faculty member shall cast no more than the same number of votes as there are vacancies on the committee in the first and subsequent ballots.

b. The candidates who receive a majority of votes cast in the election shall be elected to the committee provided their membership is in accordance with the provisions of the above paragraph. Election shall first be to the program representation seats, then to the at-large seats, in order of the number of votes received provided the number is at least a majority of the votes cast.

c. In case of run-offs, the number of candidates shall be reduced to no more than twice the number of remaining vacancies. Candidates receiving the lowest number of votes shall be dropped from the subsequent ballot.

d. A special election shall be held to fill any vacancy of an unexpired term of the Executive Committee. The Faculty shall vote from a ballot containing nominations sensitive to the vacancy being filled; to wit: a nominee from each arts and sciences program/department not currently represented on the committee for an arts and sciences vacancy; a nominee from each teacher education program/department not currently represented on the committee for a teacher education vacancy; a nominee from each health professions program/department not currently represented on the committee for a health professions vacancy; a nominee from each School of Computing department/program not currently represented on the committee for a School of Computing vacancy; and a nominee from all departments/programs not currently represented on the committee for an at-large vacancy. The dean of faculty shall solicit nominations and prepare the ballot. Procedures of voting outlined above shall be followed.

~~(4) At the February meeting, the Faculty shall vote by written secret ballot, with each balloter voting for a number of nominees no greater than the number of seats to be filled. Ballots violating this condition will be invalidated.~~

~~(5) The Executive Committee shall tally the votes immediately after the Faculty meeting and shall report the total number of both valid and invalid votes. Any nominees who receive a simple majority of valid votes shall be declared elected provided the election does not violate the provisions for college/school membership outlined in paragraph (1) above. In the event of such a violation, the number of seats equal to the number of colleges/schools not yet represented on the committee shall be filled later by a runoff election. The remaining seat or seats shall be filled immediately by those nominees receiving a simple majority of valid votes, whose majorities are greatest in number of votes cast. If the number elected is fewer than the number of seats to be filled, the Executive Committee shall submit to the Faculty at its next meeting a list of runoff nominees according to the following conditions:-~~

~~(a) The number of such nominees shall be double the number of yet unfilled seats in the election.~~

~~(b) If any college/school of the university will have only the minimum number of representatives on the new Executive Committee among those elected to these yet~~

~~unfilled seats, then at least two of the runoff nominees for each position must come from that college/school.~~

~~(c) Subject to condition (b), each runoff nominee must have received more votes in the initial election than any candidates in that election who are not included in the runoff. Interpretations of this process shall be decided by majority vote of the Executive Committee members present and voting at this meeting.~~

~~(6) e.~~ The entire annual nomination and election process should be completed prior to April 30 following the February meeting of the Faculty at which it begins. Under unusual circumstances, the vice president and dean of faculty may call for a May meeting to complete the election process.

~~(7) A special nomination and election shall be held to fill any vacancy of an unexpired term on the Executive Committee. The Executive Committee shall solicit eligible nominations consistent with paragraphs (1), (3) and (9).~~

~~(8) The Faculty shall then elect by majority of those present and voting, the replacement, who shall be seated immediately.~~

~~(9) f.~~ Elections to unexpired terms shall not be held simultaneously with regular elections of Executive Committee members. Elections for vacancies may be held sequentially at the same meeting in an order determined by the dean of faculty. Any vacancy that occurs prior to the regular annual election shall be filled before that election; any vacancy that occurs during that election period shall be filled after it is completed.
(4/02)

Rationale:

The voting procedure for Executive Committee is unnecessarily complex in its present form. Apportionment of representatives does not match current faculty percentages. It also has some very specific wording that restricts the voting to paper ballots to be distributed only at faculty meetings.

The proposed language mirrors exactly the language currently used for election of the University Curriculum Committee, the only other Standing Committee of the Faculty chosen by election. The apportionment is more equitable, the procedure is less complex, and the language on voting procedure is flexible enough to introduce other means of balloting, such as electronic balloting, without having to change bylaws language again in future.

Summary of changes and rationale by item:

(1) The Executive Committee of the Faculty shall consist of the dean of faculty as chair and twelve other members of the faculty. The Faculty shall elect six members each year for two-year terms, each term lasting from June 1, following the election, to May 31, two years hence. No more than one member from any department or program ~~and no fewer than two members from each of the following: the College of Health Professions, the College of Arts and Sciences (including the library), and the College of Education. No fewer than one from the School of Computing may serve at one time on the Committee.~~ **may serve at one time on the committee. There shall be four faculty members elected from the College of Arts and Sciences (including the library), two members elected from the College of Education, two members elected from the College of Health Professions, one member elected from the School of Computing and three members elected from the Faculty at-large with no more than two members elected from any one college/school.** Members of the Faculty are not eligible to serve during their first year of faculty membership. Committee members are not eligible to succeed themselves within one year after a term of service.

Reapportionment of college/school representation to mirror that of University Curriculum Committee. Currently faculty percentages are as follows:

Arts and Sciences + Lane Library – 56%
Education – 16%
Health Professions – 21%
Computing – 7%

When considering a 12-person committee, these percentages translate to:

Arts and Sciences + Lane Library – 6.5
Education – 2
Health Professions – 2.5
Computing – 1

Moving to the UCC model of 4, 2, 2, and 1, with 3 at-large representatives is more equitable than the current EC model of 2, 2, 2, and 1, with 5 unassigned representatives. It also simplifies the election process by designating representatives as either college/school reps or at-large reps.

~~(2) The selection of members of the committee whose terms will begin the following academic year, shall begin with the February faculty meeting and shall be continue at subsequent faculty meetings, if necessary, from a ballot prepared by the dean of faculty.~~

This language is not being eliminated, but instead is being incorporated into a different portion of this section.

~~(3) (2) Prior to the February faculty meeting, each academic unit (academic departments or programs within a school, or the library) shall elect one faculty nominee from outside its unit and, if the unit is not represented on the committee, one faculty nominee within its~~

~~unit. No later than January 31, Department Heads and Program Directors must forward these nominations to the Office of the Vice President and Dean of Faculty. The names of these nominees will be presented to the faculty at least five calendar days before the February Faculty Meeting. (Revised 03/04)~~ **the dean of faculty shall solicit one nomination from each department/program which is not represented on the committee for the following academic year. All eligible departments/programs shall elect their nominee.**

The election of nominees from outside the departments is being eliminated to make a more compact initial ballot and hopefully eliminate the need for excessive runoff ballots. This procedure mirrors that used for University Curriculum Committee.

(3) The election of members of the committee, whose terms will begin the following academic year, shall begin with the February faculty meeting and shall be continued, if necessary, from a ballot prepared by the dean of faculty. The balloting shall take place in accordance with the following procedure:

a. Each faculty member shall cast no more than the same number of votes as there are vacancies on the committee in the first and subsequent ballots.

b. The candidates who receive a majority of votes cast in the election shall be elected to the committee provided their membership is in accordance with the provisions of the above paragraph. Election shall first be to the program representation seats, then to the at-large seats, in order of the number of votes received provided the number is at least a majority of the votes cast.

c. In case of run-offs, the number of candidates shall be reduced to no more than twice the number of remaining vacancies. Candidates receiving the lowest number of votes shall be dropped from the subsequent ballot.

d. A special election shall be held to fill any vacancy of an unexpired term of the Executive Committee. The Faculty shall vote from a ballot containing nominations sensitive to the vacancy being filled; to wit: a nominee from each arts and sciences program/department not currently represented on the committee for an arts and sciences vacancy; a nominee from each teacher education program/department not currently represented on the committee for a teacher education vacancy; a nominee from each health professions program/department not currently represented on the committee for a health professions vacancy; a nominee from each School of Computing department/program not currently represented on the committee for a School of Computing vacancy; and a nominee from all departments/programs not currently represented on the committee for an at-large vacancy. The dean of faculty shall solicit nominations and prepare the ballot. Procedures of voting outlined above shall be followed.

Incorporates language from item (2), and replaces procedural items 4, 5, 7, and 8 with procedures mirroring those used for University Curriculum Committee.

Bylaws, Article VII, Section B.1.a. Membership

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Seats Open: One from the College of Education, Five unassigned.

PLEASE MARK SIX CHOICES

- | | | |
|--------------------------|---------------------|---|
| <input type="checkbox"/> | Leon Jaynes | Chemistry and Physics (A&S) |
| <input type="checkbox"/> | Richard Wallace | Chemistry and Physics (A&S) |
| <input type="checkbox"/> | Ned Rinalducci | Criminal Justice, Social & Political Sci. (A&S) |
| <input type="checkbox"/> | Michael Toma | Economics (A&S) |
| <input type="checkbox"/> | Michael Hall | History (A&S) |
| <input type="checkbox"/> | Caroline Hopkinson | Lane Library (A&S) |
| <input type="checkbox"/> | Erik Nordenhaug | Languages, Literature and Philosophy (A&S) |
| <input type="checkbox"/> | Teresa Winterhalter | Languages, Literature and Philosophy (A&S) |
| <input type="checkbox"/> | Tim McMillan | Mathematics (A&S) |
| <input type="checkbox"/> | Hong Zhang | Computer Science (SOC) |
| <input type="checkbox"/> | Kam Lau | Information Technology (SOC) |
| <input type="checkbox"/> | Wendy Marshall | Early Childhood Education (COE) |
| <input type="checkbox"/> | Greg Wimer | Health and Physical Education (COE) |
| <input type="checkbox"/> | Holly Thornton | Middle and Secondary Education (COE) |
| <input type="checkbox"/> | Alice Adams | Health Sciences (COHP) |
| <input type="checkbox"/> | Joseph Crosby | Health Sciences (COHP) |
| <input type="checkbox"/> | Hassan Aziz | Medical Technology (COHP) |
| <input type="checkbox"/> | Anita Nivens | Nursing (COHP) |
| <input type="checkbox"/> | Lee Braswell | Radiologic Sciences (COHP) |
| <input type="checkbox"/> | Rhonda Bevis | Respiratory Therapy (COHP) |

Bylaws, Article VII, Section B.4. University Curriculum Committee

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There are no at-large seats being vacated this year. Therefore, elections are specific to the college/school seats being vacated. Please cast a total of SIX (6) votes as specified below.

ARTS AND SCIENCES SEATS — Please mark TWO (2) choices

- R. David Brown Art, Music & Theatre
- Brett Larson Biology
- Andrew Weinbach Economics
- Jim Todesca History
- Richard Horah Lane Library
- Stephen Taylor Psychology

SCHOOL OF COMPUTING SEAT — Please mark ONE (1) choice

- Paulius Micekevicius Computer Science
- Cameron Coates Engineering Studies
- Frank Katz Information Technology

COLLEGE OF EDUCATION SEAT — Please mark ONE (1) choice

- Lynn Roberts Health and Physical Education
- Joyce Bergin Special and Adult Education

COLLEGE OF HEALTH PROFESSIONS SEAT — Please mark TWO (2) choices

- Michelle Butina Medical Technology
- Helen Taggart Nursing
- Ross Bowers Respiratory Therapy

Armstrong Atlantic State University Sick Leave Pool for Faculty and Staff

Purpose

To establish a policy for a voluntary sick leave pool for full-time and part-time benefits-eligible AASU employees.

Objective

To allow AASU employees to contribute their unused sick leave to a pool, and, upon depletion of their own sick AND annual leave, draw leave credits from the pool.

Duration

The sick leave pool established by this procedure shall automatically continue at the end of each fiscal year.

Definitions

Physician – a physician licensed by his/her respective state.

Catastrophic personal injury or illness – a severe condition or combination of conditions affecting the mental or physical health of an employee and has had a major impact on life functions.

Procedure

The President shall appoint two AASU faculty members and two staff members who have elected to participate in the pool to serve as the pool's committee. Each member will be appointed to serve alternating two-year terms. A fifth member shall be appointed each year by and from the membership of the Staff Advisory Council to serve for one year. Each term will commence on July 1st and end on June 30th.

If a member of the pool committee becomes ineligible or unable to continue as a member of the committee, the President shall appoint a replacement to fill the unexpired term of a presidential appointee. The Staff Advisory Council shall appoint a replacement to fill the unexpired term of a Staff Advisory Council appointee.

The University's Director of Human Resources shall serve as pool administrator and shall:

- Be responsible for maintenance of accurate and complete records relative to all functions of the pool;
- Ensure that the establishment of internal procedures is in accordance with University System of Georgia policies and
- Have the authority to implement the decisions of the Sick Leave Pool Committee.

The duties of the Sick Leave Pool Committee and the administrator shall be as described in the appropriate statutes and rules.

Policy Provisions

The provisions of this policy do not extend to conditions affecting anyone other than the pool member.

Membership

The sick leave pool policy applies to all full-time and part-time benefits-eligible AASU employees, who

are employed continuously for at least one year with the University. An exception to the one-year requirement can be made if an employee has transferred from another position within the University System of Georgia with the requisite number of sick leave hours for joining the pool.

Participation in the pool is voluntary.

Full-time benefits-eligible employees must have accumulated at least 64 hours of unused sick leave at the time of enrollment. Part-time benefits-eligible employees must have accumulated at least 32 hours of sick leave at the time of enrollment.

Upon enrollment, full-time members shall contribute 16 hours of sick leave; part-time members shall contribute 8 hours of sick leave.

Enrollment

An employee who meets the above requirements and wishes to be a member of the sick leave pool shall submit an AASU Sick Leave Pool Open Enrollment Application to the administrator of the pool during the open enrollment period or upon employment with AASU if the exception stated under the "Membership" section has been met.

Enrollment in the sick leave pool shall only be allowed during the open enrollment periods conducted during the months of October and November of each year or at other times established by the sick leave pool committee.

No employee shall be denied membership in the sick leave pool if the membership criteria are met.

A participating employee shall not be allowed to donate to the pool any unused or unpaid sick leave from the employee's personal account at the time of separation from AASU, including retirement.

Should membership drop below 50 employees, the pool shall become inactive. At such time as the pool becomes inactive, the remaining leave shall be divided among the remaining members with part-time employees receiving one-half the amount of full-time employees. If at least 50 employees enroll during the following open enrollment period, the pool shall be reactivated.

Pool Depletion

A balance of less than 120 hours in the pool will constitute depletion.

Full-time participants shall contribute 8 hours of unused sick leave each time the pool is depleted; part-time participants shall contribute 4 hours of sick leave each time the pool is depleted.

Upon depletion, the pool members will be notified at least five (5) business days in advance that 8 hours of sick leave credit for full time employees and 4 hours for part-time employees will be deducted from their personal sick leave account.

Eligibility

Only participating employees who require hospitalization or extended medical care as the result of any catastrophic personal injury or illness which exhausts all of their accrued personal sick, annual, and compensatory leave credits and which results in serious or major medical or health problems, may request to utilize leave credits from the pool. The provisions of this policy do not extend to conditions affecting anyone other than the pool member.

Utilization

All applications to use sick leave pool credits shall be made in writing by, or for, the employee to the sick leave pool administrator, and shall be accompanied by a completed Physician Certification Form that documents the illness or injury.

Applications will be reviewed in the order they are received, and a response will be mailed to the applicant's address on file in the Office of Human Resources within ten (10) business days from the date of application.

A majority vote of the sick leave pool committee shall be required for determination of the number of hours to be granted to the requesting employee and so delivers the decision(s) to the administrator.

Sick leave from the pool shall be used only for the employee's personal illness or injury.

A participating employee who withdraws sick leave hours from the pool shall not be required to replace those hours.

The number of hours a member can withdraw from the pool will be determined by the employee's highest personal sick leave balance during the twelve (12) month period immediately preceding his/her request.

For an employee who has not been a member for twelve (12) continuous months, the highest accrual since joining the pool will determine potential usage.

During a twelve (12) month period, beginning with the date the pool is first used, an employee will be eligible to use one day from the pool for each day of personal sick leave accrued, as outlined above, up to a maximum of 480 hours.

An employee who has less than 120 hours accrued shall be able to use a maximum of 120 hours from the pool.

An employee utilizing the sick leave pool will continue to accrue leave; once accrued, personal sick, annual and compensatory leave must be exhausted before using any additional days from the sick leave pool.

An employee using leave credits from the pool is obligated to report any changes in health status to the Director of Human Resources. For example, an employee who is awarded sick leave from the pool and does not need to use all of the allotment shall return the unused portion to the pool.

The estate of an employee, who is awarded sick leave credits and dies before exhausting the allotment, shall not be entitled to any compensation for unused leave credits from the pool. Upon the death of an employee, the pool administrator shall return any unused leave credits from the pool back to the pool.

Termination of Membership

An employee may withdraw from the pool at any time by sending a written request for withdrawal to the Director of Human Resources. Any leave contributed to the pool prior to withdrawal shall be forfeited.

When a participating employee withdraws the maximum number of hours for which he/she is eligible, his/her membership in the pool will automatically terminate. The maximum withdrawal amount during a calendar year is 480 hours. To re-enroll, the employee will be subject to the initial enrollment requirements for membership.

When a sick leave pool member is eligible for workers' compensation benefits, he/she shall not be granted sick leave pool credits.

Alleged abuse of sick leave pool credits shall be investigated by the administrator and, if warranted, the participating employee shall repay all sick leave drawn from the pool and may have his/her membership in the pool terminated by a majority vote of the committee. In addition, the employee may be subject to disciplinary action in accordance with the University's disciplinary procedures.

Confidentiality

Any medical information forwarded to the pool administrator and committee shall remain confidential. Applicants acknowledge the right of the pool administrator to review the medical documentation. Applicant names will be removed from applications prior to review by the committee, so the applicant will be anonymous to the committee.

Administration of Policy

The Office of Human Resources shall be responsible for:

- Interpreting policy and recommending changes to policy;
- Obtaining approval for sick leave pool procedures;
- Designing and implementing a records maintenance system;
- Maintaining sick leave pool records;
- Ensuring that contributions and withdrawals are conducted according to policy;
- Communicating sick leave pool program policies and operating procedures to employees;
- Interpreting procedures and rules;
- Ensuring that a decision in response to an application is mailed within ten (10) business days from the date of application.
- Approving withdrawals from the sick leave pool and
- Ensuring that all employees eligible for participation in the sick leave pool program are treated equitably according to established procedures.

If you have any questions, please contact Rebecca N. Carroll, Director of Human Resources, 912.927.5267.