

Agenda
FHC Meeting
W Oct 9, 2019; 3-3:50 pm
Wingo 214

- 1) Introduction of new committee members
- 2) Introductory remarks by the Chair Rahul Mehta and Provost Patricia Poulter.
- 3) Approval of minutes from Sept 11, 2019
- 4) Discussion at the Faculty Senate meeting on Sept 28, 2019: “University Committee on Committees: Faculty Senate approved a process by which new committees can be created and approved. The Faculty Handbook committee will be looking at adding a process into Handbook as well.” (FS President Candice D. Barnes)
- 5) Sick leave policy (Provost Patricia S. Poulter)

Handbook committee needs to decide if any addition need to be made in the handbook: Either Add in Chapter Six III. A or in Chapter Five Section VII

Provost Poulter wrote: “I believe we need to update the language surrounding the Faculty Sick Leave (Board of Trustees Policy 529) policy. Below is the current language, which eludes from the standard situation of a faculty member out sick and their class being covered by a colleague to (essentially) catastrophic leave. “

Faculty Handbook, Section VII: “A collegial approach is followed in the case of illness of a nine month faculty member. When illness occurs, faculty members are expected to notify the department chair so that appropriate arrangements may be made for class meetings and any other obligations for which the faculty member may have made a commitment. As needed, colleagues are asked to assume class responsibilities. Sick leave will be limited to six consecutive months leave with pay. Leave without pay may be granted at the discretion of the university president upon recommendation of the provost.”

“Here is a link to the actual form and process put in place this past year, which meets HIPAA regulations, federal reporting regulations (for FMLA) and documents the process. There have been no changes to the actual policy, but there was no true process in place prior to this. <https://uca.edu/hr/files/2019/06/Facultysickleaveform.pdf> “

- 7) Please check on this against the wordings in the Handbook to see if changes are needed.

Heather Romine wrote: “I was looking in the faculty handbook for BearCard information to see if it needed to be updated. Please see below for my suggestions on the changes for the

"Identification Cards" and "Dining Service" sections. The first and last statement are important for faculty to know. Please let me know if you have any questions. “

Identification Cards

The BearCard is UCA’s official photo identification card for employees and students. You must be in possession of a current BearCard at all times while on the University campus. The BearCard is the property of UCA and must be returned upon request. The only identifying number on the BearCard is your UCA ID number. The first BearCard is issued free of charge upon authorization by the Office of Human Resources. A photo ID (i.e. driver’s license or passport) is required for your first BearCard. It is helpful if you have your UCA ID number with you (it is 9 digits and begins with a B or zero). A replacement BearCard is \$15. BearCards provide employees with swipe access to locked areas on campus (i.e. buildings and classrooms). Therefore, the BearCard must be kept secure at all times. Lost BearCards should be reported immediately to the employee’s supervisor and the BearCard office. You can deactivate/reactive your BearCard online. Employees may gain free admission to many campus events with their BearCard and possibly immediate family members. The BearCard is used to check-in at the HPER and to check-out items at the Torreyson Library. Show your BearCard to receive discounts from participating local merchants. For more information and our disclosure statement, go to uca.edu/bearcard.

BearBucks is a declining balance program. BearBucks and Dining Dollars are similar but not the same thing. For BearBucks, the user deposits funds at any amount at any time to their BearCard before use. It is available to employees and students. BearBucks will not expire as long as the employee/student is affiliated with UCA. There are no fees for using BearBucks. Wellness Bucks are BearBucks that are deposited by Human Resources for your participation in the wellness program. UCA food service locations (Christian Cafeteria, Student Center Food Court, Starbucks, etc.) are tax free with BearBucks. BearBucks can also be used at the campus bookstore, Student Health Center, several snack and drink vending machines on campus, campus copy/print locations and off campus locations (i.e. gas stations, restaurants, fast food). BearBucks can be deposited several ways. There are several ways to check your balance and review your history. For more information and our disclosure statement, go to uca.edu/bearcard.

Dining Services

Employees may set up their BearCard to purchase meals in the Christian Cafeteria and/or the Student Center through the BearCard office and the UCA food service vendor. Arrangements may also be made with the food service office for catering group meals on or off campus.

8) The meeting to end by 3:50 pm.