MINUTES
Personnel Policies and Procedures Committee
12.20.19

MEMBERS PRESENT: C. Stodd, T. Hunter, B. Peters, T. Hilston, R. Snell

MEMBERS ABSENT: None

OTHERS PRESENT: B. Lanser, M. Magler, T. Fritter, R. Jeris, J. Gilford

At 2PM, Chair Peters called the meeting to order and instructed the Secretary to record all of those present.

Chair Peters paused to accept public comments. The Secretary provided a comment from a communication sent by Ms. Susan Forrester who expressed her hope that the TTC Project would specifically address retention of employees over 50 years of age. Mr. Terry Fritter noted that he had attended a meeting of the 2nd and 3rd Shift Issues Committee and conveyed that concerns were expressed that the proposed Return to Work Policy is viewed as punitive. Mr. Fritter also stated that it was this week in 1968 that author John Steinbeck died.

Chair Peters directed the attention of the Committee to the draft Minutes. Ms. Stodd moved, seconded by Ms. Hunter, to approve the Minutes. All in Favor. MOTION CARRIED.

Chair Peters recognized Ms. Jamie Gilford for the purpose of providing the Committee with a briefing on the Emotional Support Animal Policy. Ms. Gilford noted that the policy has now been expanded whereas it previously applied only to Housing.

Question was raised in regard to employees who may suffer from allergies. Reply came that accommodations can be made by limiting the animal to certain areas or providing the affected employee with an air purifier.

Question was raised if there is a growing use of such animals on campus. Reply came that more animals are being seen on campus but it is hard to estimate how many have been brought in due to the policy. It was also noted that ESA is not restrictive to one type of animal but few types beyond dogs are seen.

Question was raised if there is a size limit regarding the dogs. Reply came that restrictions cannot be applied to size and breed but animals outside the ESA or Service policy must be approved by the Chancellor.

Question was raised regarding notification of the workplace. Reply came that it cannot be shared what a persons disability might be, but if a person brings an animal to the workplace without a reason, a supervisor should be notified.

Question was raised as to how care and feeding of the dog is handled. Reply came that employees should use their regular break periods in this regard.

Chair Peters opened discussion on the proposed Return to Work policy.
Discussion was heard in regard to the possibility of making computer classes available to those who may be from Blue Collar positions, but assigned to Office tasks.

Question was raised if participation in the program would be mandatory or voluntary. Reply came that for those who have applied for Workers Compensation they could be negatively impacted if they did not anticipate.

Ms. Barbara Lanser informed the Committee that as the draft of the Policy is being prepared, the concerns expressed will be reviewed and considered.

General agreement is heard that the Committee would like to review the draft of the Policy when it is available.

At 2:40PM, Ms. Hunter moved, seconded by Ms. Stodd, to adjourn the meeting. All in Favor. MOTION CARRIED.

Minutes prepared and submitted by: J. Lease / Secretary