The University of Oklahoma  
Personnel Policies Committee  
March 26, 2007  
MINUTES


MEMBERS ABSENT: Melissa Adamson, Melanie Cartwright, Randy Clark, Jeremy Coale, Tracy Curtis, Susan Lauterbach, Nancy Leonard, Tiffany Speaks.

Cathy Trujillo called the meeting to order at 3:03 p.m.

Minutes of the February 26, 2007 meeting were presented for approval. The following corrections were requested: 5th line in the ESL Issue: 1) exiting should be existing and change whole all by itself to stand alone. Linda Chesnutt moved to approve the minutes as corrected, Vickie Shoecraft seconded the motion. The motion was approved.

The PPC has 17 voting members and six (6) members present at a meeting make a quorum. Today, we have a quorum with 9 voting members present.

Staff Senate Report: No report from Staff Senate.

OLD BUSINESS:

ESL Issue
Linda Smith, Chair of the ESL sub-committee, informed the PPC that their committee received an e-mail from Robert Murphy, member of the Staff Senate. It was a four (4) page e-mail outlining what the staff Senate is looking for. He would like to see the ESL Policy for Family Members be approved. Linda is getting together questions for Nick Kelly and he has also expressed that he will help in any way he can to get the information the committee needs. Linda also informed the PPC that 9-month faculty members of instructor and above get 12 days of ESL per year. We need to get the word out on this issue to faculty members and get their support. The PPC members present agreed that the sub-committee needs to take their time to work through all of the issues and make sure it is in final form prior to resubmitting the ESL Recommendation to the Staff Senate. Barbara Perry was asked for guidance and responded that she did not think that the administration would approve the ESL Policy for Family Members if it allows 12 weeks leave time. It needs to be less.

Staff Promotion Issue
Susan Lauterbach, Chair of the Staff Promotion sub-committee, was not able to attend today’s meeting. Erin Ford, sub-committee member, informed members of the PPC that the sub-committee was not able to meet – they will meet before our next meeting.

NEW BUSINESS:
Margaret Vennochi informed the members that Melanie Cartwright has resigned from the PPC due to today being her last day at the University of Oklahoma. That brings our membership down to 16. 16 divided by 1/3 is approximately 5.28. We have 9 members here and normally do have a quorum of 6 at our meetings. The PPC agreed there was no need to recruit another member for the remainder of the year.

Cathy Trujillo brought before the members the issue of the PPC Absentee Policy. Did we want to enforce this policy? What have Chairs done in the past? Barbara Perry mentioned that the Chair has usually not enforced the policy during the year, however, non-active members are usually not reappointed the following year. The members were in consensus to not reappoint non-active members for the next academic year.

No new business.

There were no other issues brought before the PPC. The next meeting will be on April 30, 2007. The location will be announced at a later date.

Linda Smith moved to adjourn the meeting, and Vickie Shoecraft seconded the motion. The meeting was adjourned at 3:21 p.m.

Minutes submitted by Margaret Vennochi.