

## AVC BOARD MEETING

DECEMBER 5, 2012

ATTENDING: Al Stoverink, Carole Arrington, Catrinia Clark, Don Neldon, Dwain Roberts, Paul Cox, Bruce Spencer, Jace McDaniel, Joshua Towery, Jon Carvell, Julie Jones, Lisa Lamberth, Barry James

1. Survey
  - Philip Moffitt and Kathy Hicks left about the same time so we elected not to do surveys for 2012,
  - Surveys have had a few changes made to them
  - Ultimate question is “Would you recommend our services to your family/friends”
  - Survey is lengthy which may be a reason why we haven’t gotten good responses
  - Thinking about contacting the Marketing Department in COB to see if maybe they will take on the survey as a class project or maybe internship
  - January send out copy of survey/draft of simplified version
2. Comp-time (Roll-over to next meeting)
3. University Counsel determined we have been unknowingly paying for medical insurance when employees are on LWOP.
  - Non-FMLA -- approved medical LWOP (no provision in university handbook or policies)
  - Have to revise attendance policy
  - Never reviewed by Legal Counsel
  - If you can’t work due to medical reasons and don’t have leave time
    - a. Disciplinary action will be taken
    - b. Or you go LWOP
  - Must submit in writing
  - Supervisor must approve
  - Then it must be submitted to HR

**\*\* Next meeting January 16<sup>th</sup>\*\***