**Academic Senate**

**University Policy Committee Meeting**

**Wednesday, October 11, 2023**

**6:00 P.M.**

**4 EAST LOUNGE, BONE STUDENT CENTER**

***Call to Order***

Committee Chair Kate Sheridan called the meeting to order at 6:00 pm.

***Roll Call***

**Present:** Michael Barrowclough, CAST Faculty; Tyler Bever, Student Senator; Angela Bonnell, MIL Faculty; Janice Bonneville, Provost Designee; Lauren Bounds, Student Senator; Quanisha Kumi-Darfour, CS Council Senator; Dean Andy Morgan, VP Student Affairs Designee; John McHale, CAS Faculty; Braxton Myers, Student Senator; Eric Peterson, CAS Faculty; Kate Sheridan, CAS Faculty & UPC Chair

**Not Present:** Ryan Russell, Student Senator

***Public Comment:*** None

***Approval of the UPC minutes of September 27, 2023***

Motion by Senator Myers, seconded by Senator McHale, to approve the minutes. The motion was unanimously approved.

***Current Business***

1. ***Discussion Policy 3.1.52 Personal Plus Time***

The Committee discussed this new University policy drafted by Human Resources in response to the new State of Illinois law, Paid Leave for All Workers Act [Public Act 102-1143].

Committee Chair Sheridan stated the policy will be brought forward as an information item at the October 25, 2023 Academic Senate meeting and as an action item at the November 8, 2023 meeting.

Bonneville, in her role as the Associate VP for Human Resources, provided feedback and answered questions about Policy 3.1.52.

Question: When will the law become effective? It will be effective January 1, 2024.

Question: Could we cite “Public Act 102-1143” at the beginning of the policy? Yes, that can be included and we can add a link to the law as well.

“In accordance with Illinois law, [Public Act 102-1143](https://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=102-1143), effective January 1, 2024, the University is establishing the Personal Plus time benefit.”

Question: Are people familiar with the term “use or lose” in reference to benefits usage? Yes, generally.

Question: What is the timing for notifying others in the University community about this new policy? Bonneville will be attending the Deans and Directors meetings, the Administrative / Professional Council, and Civil Service Council in the coming weeks to share information about the policy.

Question: Is iPeople being adapted to reflect the new option? Yes, Bonneville has been working with Technology Solutions for the needed changes.

Question: Could we remove this sentence, “If the need for use of Personal Plus time is foreseeable, the employee must provide their supervisor with at least seven calendar days’ notice before the Personal Plus time is to begin?” The Committee discussed and suggested replacing the word “must” with “should.” Also, suggested the underline formatting be removed in both instances.

“If the need for use of Personal Plus time is foreseeable, the employee ~~must~~ should provide their supervisor with at least seven calendar days’ notice before the Personal Plus time is to begin. If the need for use of Personal Plus time is not foreseeable, the employee ~~must~~ must provide notice to their supervisor as soon as is practicable through the ordinary department call-in or notice procedures, with the employee clearly indicating their intention to use Personal Plus time to cover the employee’s absence.”

Motion by Senator McHale, seconded by Senator Myers, to approve the amendments. The motion was unanimously approved.

Sheridan stated she has been directed by the Executive Committee to format policies to reflect standard policy formatting.

Motion by Senator Myers, seconded by Senator McHale, to approve Policy 3.1.52 Personal Plus Time. The motion was unanimously approved.

***2. Discussion of Executive Committee feedback regarding 1.15 Whistleblower Policy***

Committee Chair Sheridan shared she met with Academic Senate Chair Horst who provided feedback and recommendations from the Executive Committee’s discussion for Policy 1.15. Committee Chair Sheridan will compile that information and send to UPC members for review and discussion at our next meeting.

***Adjournment***

Motion by Senator McHale, seconded by Senator Myers to adjourn. The motion was unanimously approved.

Meeting adjourned at 6:30 pm.

Respectfully submitted by

Senator Angela Bonnell