
University Policy Committee Meeting

March 8, 2022 @ 2:00 p.m.

Browning Conference Room



Minutes

Attendees: Mitch Robinson, Maria Cronley, Eric Norman, Kris Phillips, Dannelle Whiteside, Jerica Swiger, JaCenda Robinson (guest) and Lee Miller (minutes)

Absent: Gerald Harrison, Jane Semler, Kito Aruh

1. Approval of minutes from the February 8, 2022, meeting

Norman motioned to approve the University policy minutes from the February 8 meeting; Swiger seconded the motion. The committee approved the minutes.

Old Business – Second Reading

2. 5:031 Holidays and Days of Administrative Closing (revised)

Whiteside motioned to approve the policy for second reading and to move it to the President for his approval. Norman seconded the motion.

Discussion:

None.

Committee Vote:

The committee approved the policy for second reading and to move to the President for his approval.

3. 5:032 HR Emergency Procedures (revised)

M. Robinson motioned to table the policy. Cronley seconded the motion.

Discussion:

The committee discussed the questions that were submitted during the public comment period for this policy revision, and determined it would be best to be sure these questions are addressed prior to moving forward with approving the revisions.

Committee Vote:

The committee approved tabling the policy revision.

4. 5:044 Educational Assistance for Others Not Employed by the University (revised)

Norman motioned to approve the policy for second reading and to move it to the President for his approval. Cronley seconded the motion.

Discussion:

Minor changes were made to the section "Taxation of Educational Assistance Programs" on page one.

Committee Vote:

The committee approved the policy for second reading and to move to the President for his approval.

5. 5:005 Educational Assistance for Spouses and Dependents of APSU Employees (revised)

Norman motioned to approve the policy for second reading and to move it to the President for his approval. Cronley seconded the motion.

Discussion:

Minor changes were made in order for the Policy Statement to better reflect our standard Policy Statement format.

Committee Vote:

The committee approved the policy for second reading and to move to the President for his approval.

New Business – First Reading

6. 3:001 Student Rights and Freedoms (revision)

Whiteside motioned to approve the policy for second reading and to move it to the President for his approval. Norman seconded the motion.

Discussion:

None

Committee Vote:

The committee approved the policy for first reading and to move it to second reading.

7. 5:015 Hours Worked and Additional Pay (revised)

Whiteside motioned to table the policy revision. Phillips seconded the motion.

Discussion:

Questions were raised dealing with the meaning of the verbiage found in the section of "Inclement Weather & Emergency Closing Time Reporting Procedures," and the committee has requested that Human Resources provide more details in this regard at the next meeting.

Committee Vote:

The committee approved tabling the policy revision.

8. 5:020 Leave Policies (revised)

Cronley motioned to approve the policy for first reading and to move it to second reading. Whiteside seconded the motion.

Discussion:

The committee discussed and approved adding one additional line to item G under "Leave Provisions" to clarify in the event of a miscarriage or still birth, parental leave may be extended to the employee "addition to bereavement leave." Another minor change was also made during the meeting to remove the phrase "at the home institution" under item B in the section "Criteria for Donating Leave."

Committee Vote:

The committee approved the policy for first reading and to move it to second reading.

9. 5:036 Non-Faculty Promotions

Norman motioned to approve the policy for first reading and to move it to second reading. Swiger seconded the motion.

Discussion:

A discussion took place concerning the definitions of promotions, transfers, and demotions. It was also noted this revision now incorporates the materials that had been put forth in Policy 5:026

Committee Vote:

The committee approved the policy for first reading and to move it to second reading

10. 5:026 Reclassification of Non-Faculty Personnel/New Position Requests (rescind)

M. Robinson motioned to rescind the policy for first reading and to move it to second reading. Whiteside seconded the motion.

Discussion:

Since this policy has now been combined with Policy 5:036, there is no longer for this stand-alone policy.

Committee Vote:

The committee approved the policy to be rescinded for first reading and to move it to second reading

The meeting adjourned at 2:44 P.M.