
University Policy Committee Meeting

May 10, 2022 @ 2:00 p.m.

Browning Conference Room



Minutes

Attendees: Mitch Robinson, Maria Cronley, Gregory Singleton, Dannelle Whiteside, Gerald Harrison, Jerica Swiger, Perry Scanlan, JaCenda Robinson (guest) and Lee Miller (minutes)

Absent: Kris Phillips, SGA President

1. Approval of minutes from the April 12, 2022, meeting

Cronley motioned to approve the University policy minutes from the April 12 meeting; Swiger seconded the motion. The committee approved the minutes.

Old Business – Second Reading

2. 5:036 Non-Faculty Promotions (revised)

Swiger motioned to approve the policy for second reading and to move it to the President for his approval. Cronley 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. 5:020 Leave Policies (revised)

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

Discussion:

None.

Committee Vote:

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

4. 5:011 General Personnel Policy (revised)

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

Discussion:

J. Robinson stated a new policy will be created that will cover the section on immigration that was formerly a part of Policy 5:011.

Committee Vote:

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

5. 5:029 Discipline Procedures for Staff Employees (revised)

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

Discussion:

None.

Committee Vote:

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

6. 4:015 Travel (revision)

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

Discussion:

None.

Committee Vote:

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

7. 1:001 Conflict of Interest (Revised)

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

Discussion:

None.

Committee Vote:

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

8. 1:024 Board of Trustees Delegation of Authority (revised)

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

Discussion:

It was explained that the first reading for this policy was done through an email vote between the April and May meetings of the University Policy Committee.

Committee Vote:

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

New Business – First Reading

9. 5:032 HR Emergency Procedures (revised)

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

Discussion:

At the recommendation of M. Robinson, the title was adjusted to “Personnel Emergency Procedures” so as to make it clearer that this policy is not solely for the Human Resources department. Whiteside also noted this policy is important so employees know how they will be paid during emergency situations.

Committee Vote:

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

10. 5:017 Charitable Organization Campaigns and Contributions (revised)

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

Discussion:

There was a question raised on whether this policy should fall under a different policy division, but it was determined that it would be best having it remain with the Personnel Policies.

Committee Vote:

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

11. 5:015 Hours Worked and Additional Pay (revised)

Singleton motioned to table the policy for first reading. Cronley seconded the motion.

Discussion:

This policy revision was originally brought before the Policy Committee during the March 8, 2022, meeting at which time it was tabled to allow additional time to be sure we were approaching the section titled "Inclement Weather & Emergency Closing Time Reporting Procedures" properly. The policy was again tabled for additional consideration from the Senior Leadership Team.

Committee Vote:

The committee approved tabling the policy revision.

The meeting adjourned at 2:30 P.M.