
University Policy Committee Meeting

June 14, 2022 @ 2:00 p.m.

Iris Room



Minutes

Attendees: Mitch Robinson, Maria Cronley, Gerald Harrison, Jerica Swiger, Perry Scanlan, Corey Harkey (on behalf of Dannelle Whiteside), JaCenda Robinson (guest) and Lee Miller (minutes)

Absent: Kris Phillips, Dannelle Whiteside, Gregory Singleton, SGA President

1. Approval of minutes from the May 10, 2022, meeting

Cronley motioned to approve the University policy minutes from the May 10 meeting; Allen seconded the motion. The committee approved the minutes.

Old Business – Second Reading

2. 5:032 HR Emergency Procedures (revised)

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

Discussion:

M. Robinson raised a question concerning employees who are out of the office on Annual Leave still being required to use their leave hours even in the event the university is closed due to weather, etc. J. Robinson explained that being paid for regular hours during closures only effects those who are “scheduled to work” and therefore excludes those who are already on Annual Leave, or other type of leave. M. Robinson expressed that he was opposed to that portion of the policy.

Committee Vote:

With M. Robinson casting the one opposing vote, the majority of the committee approved the policy for second reading and to move to the President for his approval.

3. 5:017 Charitable Organization Campaigns and Contributions (revised)

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

Discussion:

M. Robinson commented that the Policy Statement and the Purpose should be reversed. It was also mentioned that the Policy number should be changed since it does not fall under the jurisdiction of Human Resources. There were also questions concerning which charitable organization(s) qualified for a campaign. Due to the number of questions surrounding the policy, it was decided it would be better to have Carol Clark, who crafted the revisions, at the next meeting to help answer questions.

Committee Vote:

The motion was amended to table the second reading of the policy until the July 12, 2022, meeting.

New Business – First Reading

4. 5:011 Position Management & Recruitment (revised)

Allen motioned to approve the policy for first reading and to move it to second reading. Scanlan seconded the motion.

Discussion:

J. Robinson explained this policy was recently revised and approved, but after conversations with the Legal department, it was decided that this policy did need to include a section on Immigration Expenses, which was the only addition to this new revision. Harrison asked why there is limit on the amount of money a department could spend on immigration expenses, which J. Robinson explained that a cap is necessary to keep it an equitable process across all campus departments.

Committee Vote:

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

5. 5:042 Retirement (revised)

Scanlan motioned to approve the policy for first reading and to move it to second reading. Allen seconded the motion.

Discussion:

J. Robinson noted the policy revision encourages those who are preparing to retire to give at least a 30-day notice to allow their department to prepare for their departure.

Committee Vote:

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

6. 5:015 Hours Worked and Additional Pay (revised)

Allen motioned to approve the policy for first reading and to move it to second reading. Scanlan 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 after the May 10, 2022, for additional consideration from the Senior Leadership Team.

J. Robinson noted that the major revisions to this policy included clarifying the difference between Overtime Straight Time vs. Overtime Premium Rate. It has also been confirmed that employees who are called in to responded to inclement weather when the University is not open are paid 2.5 times their hourly rate.

Committee Vote:

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

The meeting adjourned at 2:37 P.M.