
University Policy Committee Meeting

September 8, 2020 @ 2:00 p.m.

Zoom Meeting



Minutes

Attendees: Mitch Robinson, Maria Cronley, Eric Norman, Ron Bailey, Corey Harkey, Megan Mitchell, Christine Mathenge, Fonda Fields, Andy Kean, David Sanchez, Benjie Harmon, Sonja Stewart, Lynne Crosby, Jasmine O'Brien, and Hannah Allen (minutes)

Absent: Kito Aruh

1. Approval of minutes from the August 11, 2020 meeting

Bailey motioned to approve the University policy minutes from the August 11 meeting; Norman seconded the motion. The committee approved the minutes.

Old Business – Second Reading

2. 3:002 Student Non-Academic Grievance Committee Guidelines

Norman motioned to approve the policy for second reading and to be moved to the President for her approval. Bailey seconded the motion.

Discussion:

None.

Committee Vote:

The committee approved the policy for second reading and to be moved to the President for her approval.

3. 3:003 Student Organizations

Norman motioned to table the policy. Bailey seconded the motion.

Discussion:

The committee discussed the format of the policy statement and the purpose and the need to be consistent across all policies.

Committee Vote:

The committee approved to table the policy.

4. 3:004 Student Residence Regulations and Agreements

Norman motioned to approve the policy for second reading and to be moved to the President for her approval. Bailey seconded the motion.

Discussion:

Robinson asked if policy is necessary because it simply references a website. Norman said yes because it directs students to a document different from the Student Code of Conduct. Harkey clarified that the website referenced in the policy includes specific residence regulations and asked about student awareness of additional requirements in housing. Robinson suggested modifying the policy statement format to be consistent with other policies. The committee discussed the necessary change and made edits to the statement in the meeting.

Committee Vote:

The committee approved the policy for second reading and to be moved to the President for her approval.

5. 5:020 Leave Policies

Robinson motioned to make further changes to the policy before moving to the president. Mathenge seconded the motion.

Discussion:

Norman asked about gross misconduct and annual leave payout. Fields said the section is State policy. Corey discussed definitions and advised to make sure that all definitions are included in at least one HR policy. Robinson pointed out additional changes under the Coverage for Essential Duties paragraph in the Paid Parental Leave section. Fields explained that the last minute addition is to make the policy open enough to pay the anticipated replacement costs to a department any time during the leave period. Mathenge commented on the flexibility of when a department can receive the replacement costs for an employee on parental leave. Robinson advised adding additional flexibility in this section and conducting the second reading vote via email.

Committee Vote:

The committee approved to make further changes to the policy before moving it to the president for review.

New Business – First Reading

6. 3:005 Student Academic Misconduct

Norman motioned to approve the policy for first reading and to be sent to second reading. Bailey seconded the motion.

Discussion:

Harkey said the policy should be in line with revised student conduct rule that is awaiting approval from the State level. Norman discussed language in the policy regarding assigned grades. Cronley advised not to change the language. Harkey discussed sections that have to be consistent with language in the rule change that may occur. The policy will have to be updated to be in compliance with the rule if/when approved. The committee discussed the policy title and moving academic misconduct and classroom misconduct into separate sections. Harkey commented on temporary removal not resulting in further disciplinary action. Robinson suggested updating the policy statement format.

Committee Vote:

The committee approved the policy for first reading and to be moved to second reading.

7. 3:006 Drug-Free Workplace/Campus

Norman motioned to approve the policy for first reading and to be sent to second reading. Bailey seconded the motion.

Discussion:

Harkey commented on not limiting disciplinary sanctions and making separate sections for employees and students.

Committee Vote:

The committee approved the policy for first reading and to be moved to second reading.

8. 4:001 Non-Student Minors

Bailey motioned to approve the policy for first reading and to be sent to second reading. Norman seconded the motion.

Discussion:

Harkey asked about three-year background checks. Kean said three and five year checks are common, and the policy writers decided to use the lesser option. Harkey explained editorial changes.

Committee Vote:

The committee approved the policy for first reading and to be moved to second reading.

9. 4:018 Acceptance of Electronic

Norman motioned to approve the policy for first reading and to be sent to second reading. Bailey seconded the motion.

Discussion:

Robinson suggested switching the policy statement and the purpose statement.

Committee Vote:

The committee approved the policy for first reading and to be moved to second reading.

10. 4:027 Lease Procedures and Guidelines

Norman motioned to approve the policy for rescission. Mathenge seconded the motion.

Discussion:

Harmon stated that the document is procedural and follows state law and/or other authoritative sources.

Committee Vote:

The committee approved the policy for rescission.

11. 4:028 Allocation of Maintenance Fees for University Athletics

Bailey motioned to approve the policy for rescission. Norman seconded the motion.

Discussion:

Robinson recommended to rescind the policy on the grounds that the budget process is already outlined in policy 1:022 Budget Principles and Controls. Harkey asked if the other budget policy references Athletic maintenance fees. Robinson said it does not specifically address Athletics but rather the process for all maintenance fees, which Athletics follows, is outlined in 1:022.

Committee Vote:

The committee approved the policy for rescission.

New Business – Other

12. Change 2:005 to a 1:XXX policy

Cronley motioned to approve changing policy 2:005 to a 1:XXX policy. Bailey seconded the motion.

Discussion:

Crosby stated the request to have the Board of Trustees approve graduation requirements, including 2:005. The request is to renumber the policy and move it to the Governance group of policies that require Board approval.

Committee Vote:

The committee approved to change policy 2:005 to a 1:XXX policy and to send the change to the President for her approval.

13. Editorial change to sentence structure in policy 4:026

Cronley motioned to approve the editorial change to the policy. Norman seconded the motion.

Committee Vote:

The committee approved the editorial change to the policy.

14. PolicyTech Software

Robinson motioned to approve acquisition of the PolicyTech software. Bailey seconded the motion.

Discussion:

Robinson discussed the price and the benefits, including savings in time and effort, of the PolicyTech software from Navex Global. He stated that the Senior Leadership Team recommended getting endorsement from the UPC before moving forward with acquisition and implementation of the software. Norman asked about editing access and ADA compliance.

Committee Vote:

The committee approved the acquisition of the PolicyTech software.

The meeting adjourned at 3:10 P.M.