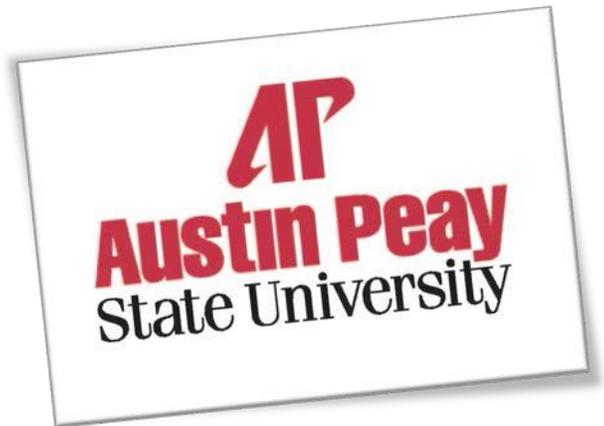

University Policy Committee Meeting

August 14, 2018 @ 2:00 p.m.

Student Affairs Conference Room



Minutes

Attendees: Mitch Robinson, Greg Singleton, Dannelle Whiteside, Mickey Wadia, Louise Mitchell, Angie Judish, Jackie Struckmeyer, Stephanie Taylor, Tom Hutchins, Sheila Bryant, Chad Brooks, and Hannah Allen (minutes)

Absent: Rex Gandy, Ronald Bailey

1. Approval of minutes from the Jun 12, 2018 meeting

Mitchell made a motion to approve the university policy minutes from the June meeting; Wadia seconded the motion. The committee approved the minutes.

Old Business – Second Reading:

2. Information Security and Data Classification Policy 4:042 (New Policy)

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

Discussion:

Wadia shared a new comment from a faculty member regarding the policy. The comment expressed concerns with faculty members having difficulty following the policy while completing work off campus. Taylor explained that people using university data need to understand exactly what it is. A discussion followed about university data and personal machines. Wadia presented concern with nuances of the policy that might be unclear to faculty. Taylor mentioned that university has file shares so that nothing needs to be stored on personal devices. Robinson discussed the comment from the website concerning difficulties for adjuncts. The discussion moved to a need to further educate faculty and staff about the policy, the restrictions it addresses, and cyber security awareness. Once the policy is in place, Taylor plans to begin promoting and educating faculty on the policy. It needs to be in place in order for the university to be protected.

Committee Vote:

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

3. Records Retention and Disposal of Records 4:017

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

Discussion:

The policy eliminates a lot of detail of the statewide and university RDA's to which APSU adheres. Singleton asked about student records retention. Whiteside said the retention schedules were created by the state, so if the policy doesn't have one then whomever is in charge of the policy has to ask for one. Singleton said there used to be a retention policy that was 4 years for formal student records and 1 year for informal, but they no longer have it. Robinson speculated the records probably need to be kept for 5 years. Hutchins said TBR policy has an extra category for statewide retention of student records. Whiteside will check to see if there is anything from the state about student records retention.

Committee Vote:

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

4. Business Meals and Recognition Events 4:010

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

Discussion:

Struckmeyer presented the changes made to the policy for discussion. The changes involve prohibiting the use of departmental funds for concert events, recognition or retirement events, and gifts for event honorees. The changes also eliminated the requirement to use APSU dining services for these events. Payment procedures still require using payment authorization forms. Wadia pointed out that on page 1 the policy slips into second person with the words "please note that" and suggested omitting these words. The policy was voted on to be approved as written, with the small change in "please note that."

Committee Vote:

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

5. Educational Expenses for APSU Employees 5:001

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

Discussion:

Judish presented the changes made to the policy, which consisted of clarifying the definition of “term” for the tuition fee waiver benefit and the tuition reimbursement program. With both programs, one can sign up for 8 terms per year. Robinson clarified that each program allows 4 terms. The discussion moves to the confusion created in the admissions office by overlapping terms. Judish explained that the policy had no major change and was reviewed by the Bursar’s Office (Student Account Services).

Committee Vote:

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

6. Paid Parental Leave 5:034

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

Discussion:

Dannelle presented the changes for discussion. State law requires approval from the Tennessee Department of Human Resources before the policy can go into effect. This department reviewed the policy and made some corrections to what is required by Tennessee law and other small comments. Robinson asked if the policy needed an eligibility date. The discussion moved to the need for the date in respect to when the policy will go into effect. Brooks mentioned the number of births expected before the designated date in the policy. Wadia discussed the present desire of faculty and staff who would take advantage of the policy as soon as possible. Because of the summer publicity, many people think this policy is a done deal. Chad asked if the date should be changed once the state approves the policy. Whiteside pointed out that the policy only includes new parents. Wadia suggested to take out the bold-face of the date. Robinson suggested to take out the date altogether and make it effective as soon as the state approves the policy. Communication needs to go out as soon as the state approves the policy. The committee voted to keep the changes made by the state and to delete the eligibility date completely.

Committee Vote:

The committee approved the policy for second reading and to be sent to the President and the Tennessee Department of Human Resources for approval.

New Business – First Reading

7. Access to and Security of Facilities 4:007

Brooks motioned to approve the policy for first reading and to be moved to second reading. Whiteside seconded the motion.

Discussion:

Hutchins presented an update to the policy on page 4, Section 5-d, which designates decision-making authority in the event that a building master key is lost. Robinson said to omit CFO and replace it with associate VP of finance. Whiteside brought up the law change for lock boxes in residence halls. Hutchins said that change should be updated in a different policy or perhaps have its own policy written up. Whiteside will look further into the law and follow up with Hutchins.

Committee Vote:

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

8. Discrimination and Harassment Based on Protected Categories other than Sex – Complaint and Investigation Procedure 6:004

Singleton motioned to approve the policy for first reading and to be moved to second reading. Brooks seconded the motion.

Discussion:

Bryant presented the changes for discussion. The committee saw the policy last year, but a sentence on page 8, section C-1 was added. The sentence calls for an investigator to report an investigation to the Commission within 10 days of a complaint being filed under Title VI.

Committee Vote:

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

New Business:

9. Editorial changes for Office of the Bursar (Bursar’s Office) and/or Advancement, Communication, and Strategic Initiatives

Discussion:

Robinson wants Hannah to make editorial changes to change Office of the Bursar/Bursar’s Office to Student Account Services and Advancement, Communication, and Strategic Initiatives to External Affairs without the committee having to review each change. Robinson will get approval from the president before making the changes. The committee agreed to the editorial changes.

The meeting adjourned at 3:03 PM.