
University Policy Committee Meeting

October 10, 2017 @ 2:00 p.m.

Browning Conference Room



Minutes

Attendees: Mitch Robinson, Sherryl Byrd, Derek van der Merwe, Barry Jones, Stephen Dominy, Frank Burns, and McCartney Andrews (minutes)

Guest: Costin Shamble

Absent: Rex Gandy

1. Approval of minutes from the September 12, 2017 meeting

Dominy made a motion to approve the university policy committee minutes from the September 12, 2017 meeting; Byrd seconded the motion. The committee approved the minutes.

Old Business – First Reading – Tabled:

2. Delegation of Authority for Approval and Execution of Contracts and Agreements 4:002

Dominy made a motion to approve the policy for first reading and to be moved to second reading. Van der Merwe seconded the motion. Robinson opened the policy up for discussion.

Discussion:

The policy statement and purpose have been updated. Also, TBR references have been removed. It has been changed for the employment contracts and moving expense agreements are signed by HR except in Athletics and Academic Affairs. Byrd would like to see contracts in her area that are less than \$50,000. Question about sponsorship agreements being signed by Athletic Director.

Committee Vote:

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

3. Contracts 4:013

Dominy made a motion to approve the policy for first reading and to be moved to second reading. Van der Merwe seconded the motion. Robinson opened the policy up for discussion.

Discussion:

The procedural items have been removed from the policy. Under the General Contract Policy section, item B. 1. the “which may be in electronic format” needs to be changed to “which will be in electronic format”.

Committee Vote:

The committee approved the policy for first reading with the change noted above and to be moved to second reading.

Old Business – Second reading:

4. Purchasing 4:014

Byrd made a motion to approve the policy for second reading and to be sent to the President for approval. Dominy seconded the motion. Robinson opened the policy up for discussion.

Discussion:

Under the General Procurement Policy section, item B. 1. the “which may be in electronic format” needs to be changed to “which will be in electronic format”.

Committee Vote:

The committee approved the policy for second reading and to be sent to the President for approval with the change noted above.

5. Educational Expenses for APSU Employees 5:001

Jones made a motion to approve the policy for second reading and to be sent to the President for approval. Van der Merwe seconded the motion. Byrd opened the policy up for discussion.

Discussion:

None

Committee Vote:

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

approval.

6. Moving Allowance 5:009

Van der Merwe made a motion to approve the policy for second reading and to be sent to the President for approval. Dominy seconded the motion. Byrd opened the policy up for discussion.

Jones made a motion to table the policy to get a clean copy. Van der Merwe seconded the motion.

Discussion:

University needs to be spelled correctly. Financial responsibility not explained in the policy but it can come out of the operating budget. Under Arranging for Moving and Payment section C. has been amended to read, "The employee must submit moving expense receipts to the University if being reimbursed, but is advised to keep them for personal tax return purposes if allowance is paid directly to employee." Section D in this section has been deleted

Committee Vote:

The committee approved the policy to be tabled.

7. Educational Assistance for Others Note Employed by the University 5:044

Dominy made a motion to approve the policy for second reading and to be sent to the President for approval. Jones seconded the motion. Byrd opened the policy up for discussion.

Discussion:

Question about deletions and if the rule would be linked.

Committee Vote:

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

New Business – First Reading:

8. Appeals and Appearances Before the Board 1:010

Jones made a motion to table the policy. Dominy seconded the motion. Byrd opened the policy up for discussion.

Discussion:

The policy will need to go to Faculty Senate to be reviewed as well.

Committee Vote:

The committee approved the policy to be tabled.

9. Reports of Expenditures by the President 4:016

Dominy made a motion to approve the policy for first reading and to be moved to second reading. Jones seconded the motion. Byrd opened the policy up for discussion.

Discussion:

Two minor changes were made to the policy.

Committee Vote:

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

10. Smoking and Clean Air 5:002

Dominy made a motion to table the policy. Van der Merwe seconded the motion. Robinson opened the policy up for discussion.

Discussion:

There is legislation to change the language of the smoking clean air policy. Costin Shamble was present to answer questions regarding the policy. The Board of Trustees would make the policy and therefore, the policy may need to change to governance. The proposed policy would eliminate the policy and the zones for where smoking is allowed. The policy does not merit Board oversight and that was our original intention. The policy could be reworded if need to include the legislation. Costin will check with Dannelle to see if the policy needs to be a governance policy.

Committee Vote:

The committee approved the policy to be tabled.

11. Educational Assistance for Spouse and Dependents of APSU Employees 5:005

Dominy made a motion to approve the policy for first reading and to be moved to second reading. Van der Merwe seconded the motion. Byrd opened the policy up for discussion.

Discussion:

None

Committee Vote:

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

12. Reclassification of Non-Faculty Personnel/New Position Requests 5:026

Van der Merwe made a motion to table. Jones seconded the motion. Byrd opened the policy up for discussion.

Discussion:

Need HR to be present to discuss the changes. Issues with the wording and addition to policy.

Committee Vote:

The committee approved the policy to be tabled.

The meeting adjourned at 3:04 p.m.