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## **University Policy Committee Meeting**

**March 14, 2017 @ 2:00 p.m.**

**Browning Conference Room**

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### **Minutes**

**Attendees:** Mitch Robinson, Sherryl Byrd, Rex Gandy, Derek van der Merwe, Tucker Brown, and McCartney Andrews (minutes)

**Absent:** Ryan Millard and Ryan Honea

#### **1. Approval of minutes from the February 28, 2017 meeting**

Gandy made a motion to approve the university policy committee minutes from the February 28, 2017 meeting; Brown seconded the motion. The committee approved the minutes.

#### **Information Only – New Policies (Previously TBR Policies):**

#### **2. Definition of Faculty 2:045**

#### **Information Only – Revised Policies:**

- 3. Continuing Education Units 2:003**
- 4. Non-Credit Activities 2:004**
- 5. Faculty Post-Retirement 2:008**
- 6. Faculty Retention of Unreturned Student Work 2:012**
- 7. Development and Operation of Off-Campus International Education Programs 2:017**
- 8. Minors on Campus 2:039**
- 9. Allocation and Recruitment of Faculty 2:042**
- 10. Extra Compensation and Compensation for Services Rendered During Summer Session, Intersession, and Outside Active Contracts 2:048**
- 11. English Proficiency 2:050**
- 12. Academic Freedom and Responsibility 2:052**
- 13. Sponsored Research Incentive Program 2:059**
- 14. Indirect Cost and Salary Recovery 2:060**

Above items were information only and no vote was made. Policies, except for item 10, will be sent to President White for approval. Item 10 will be sent to Dr. Gandy to review and make editorial changes to.

**Old Business – Second Reading - Tabled:**

- 15. APSU Sustainable Campus Fee 4:036**
- 16. Days of Administrative Closing 5:031**
- 17. Undergraduate Admissions Policy 2:038**

Brown made a motion to approve the policy for second reading and send to the President for approval. Gandy seconded the motion. Robinson opened up the policies for discussion.

Discussion:

Item 16 – Days of Administrative Closing – will be approved but committee would like to revisit the policy in the future after finding out the 13 days is not state mandated.

Committee Vote:

Committee approved the policies for second reading and to be sent to President White for approval.

**Old Business – Second Reading (New Policies – Previously TBR Policies):**

- 18. Student Rights and Freedoms 3:001**
- 19. Foundations 7:008**
- 20. Password Management 4:039**
- 21. Personally Identifiable Information (PII) 4:040**
- 22. Safeguarding Nonpublic Financial Information 4:041**
- 23. Educational Assistance for Spouses and Dependents of APSU Employees 5:005**
- 24. Family, Medical, and Servicemember Leave 5:021**
- 25. Return to Work 5:022**
- 26. Unemployment Compensation 5:023**
- 27. Workplace Violence Prevention 5:024**
- 28. Compensation 1:023**
- 29. Employment of Graduate Assistants 2:054**
- 30. Retirement Plans 5:039**
- 31. Retirement 5:042**
- 32. Code of Conduct 5:043**
- 33. Limited English Proficiency 6:002**

Byrd made a motion to approve the policies (items 18-33, except 29) for second reading and send to the President for approval. Van der Merwe seconded the motion. Robinson opened up the policies for discussion.

Discussion:

Item 18– Student Rights and Freedoms 3:001- will have a few editorial changes that Dr. Byrd will send. Item 29-Employment of Graduate Assistants 2:054 – there needs to be a definition of GAA’s added since GTA and GRA are defined. Policy will be tabled and Dr. Gandy will review. Item 32 – Code of Conduct 5:043- title needs to be Employee Code of Conduct 5:043.

Committee Vote:

Committee approved the policies with the noted changes for second reading, except item 29, and to be sent to President White for approval.

**Old Business – Second Reading - Revised:**

- 34. Austin Peay State University World Wide Web Policy 7:003**
- 35. Student Non-Academic Grievance Committee Guidelines 3:002**
- 36. Student Organizations 3:003**
- 37. Student Residence Regulations and Agreements 3:004**
- 38. Foundation and University Private Scholarship Management Policy 7:006**
- 39. Student Academic Misconduct 3:005**
- 40. Solicitation and Acceptance of Funds or Gifts 7:007**
- 41. Electronic Signature Policy 4:018**
- 42. Connecting Network Extension Devices and Server Services to the Campus and Residence Networks 4:030**
- 43. Identity Theft Prevention 4:031**
- 44. Naming Rooms and Building Plaques 7:009**
- 45. Equal Employment Opportunity and Affirmative Action 6:003**
- 46. Discrimination and Harassment-Complaint and Investigation 6:004**
- 47. Reclassification of Non-Faculty Personnel/New Position Requests 5:026**
- 48. Staff Salary Increases for Degree Attainment 5:027**
- 49. Drug-Free Workplace/Campus 3:006**
- 50. Non-Faculty Promotions 5:036**
- 51. Sexual Violence and Stalking 6:001**

Gandy made a motion to approve the policies (items 34-51) for second reading and send to the President for approval. Brown seconded the motion. Robinson opened up the policies for discussion.

Discussion:

Item 36 – Student Organizations 3:003- has a few minor editorial changes that need to be made. Item 49 – Drug-Free Workplace/Campus 3:006-requested that it be a joint policy between VPSA and VPFA. Item 47 – Reclassification of Non-Faculty Personnel/New Position Requests 5:026- there was confusion/edits need to be made to page 5 regarding periodic review and internal transfers. There seems to be some contradicting occurring. The policy was requested to be tabled until section is updated and revised.

Committee Vote:

Committee approved the policies for second reading with the editorial changes, except item 47, and to be sent to President White for approval.

**New Business – First Reading - Revised:**

**52. Publications and Promotional Materials 7:001**

Gandy made a motion to approve the policy for first reading. Brown seconded the motion. Robinson opened up the policies for discussion.

Discussion:

Byrd asked a questions about having to use printing services even if there quote is higher than an outside agency. Additionally, item number 4 on page 5 needs to be deleted due to the repetitiveness.

Committee Vote:

Committee approved the policies for first reading.

**New Business – First Reading – New Policy (Previously TBR):**

**53. Branding Policy 7:010**

**54. Board of Trustees Delegation of Authority 1:024**

Gandy made a motion to approve the policies for first reading. Byrd seconded the motion. Robinson opened up the policies for discussion.

Discussion:

Item 54 – Board of Trustees Delegation of Authority 1:024- needs to be sent to President White for approval by tomorrow. The committee was asked to wave the second reading and send straight to the President. Van der Merwe made a motion to wave second reading and policy be sent to President for approval. Gandy seconded the motion.

Committee Vote:

Committee approved the policy for first reading.

Committee approved the Board of Trustees Delegation of Authority policy for first reading and for second reading to be waved and sent to President to approve.

Meeting adjourned at 2:48 pm