
University Policy Committee Meeting

April 11, 2017 @ 2:00 p.m.

Browning Conference Room



Minutes

Attendees: Mitch Robinson, Sherryl Byrd, Rex Gandy, Derek van der Merwe, Tucker Brown, Ryan Millard, Ryan Honea, Fonda Fields, and McCartney Andrews (minutes)

1. Approval of minutes from the March 28, 2017 meeting

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

Old Business – Second Reading - Tabled:

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

Gandy made a motion to approve the policy for second reading with changes detailed in discussion section. Van der Merwe seconded the motion.

Discussion:

All CUPA references need to be deleted from the policy. Page 2 under the “Exempt/Non-Exempt Status” section, Robinson requested that “It is the intent of the University to conform” be deleted and replaced with “The University shall conform...” In the same section, second paragraph, clerical should be deleted and added to sentence “are covered by the Act.”

In “Procedure for Reclassification” section “i.e. comparator reassignments” should be deleted. In the same section, Gandy asked “salary increases” to be changed to “salary changes” for consistency. There was a question of who are senior administrators? A hyperlink will be added to the word “senior administrators” that details who the individuals are.

On page 4, number 4, Robinson asked for the following sentence to read as “Final funding for reclassification will be coordinated with the Budget Office” instead of “If reclassification is recommended, final funding will be coordinated with the Budget Office so that funds can be reallocated.”

On page 5, the second paragraph, the word “upgraded” was requested to be “changed”. In the last sentence of the second paragraph, “will not be” was deleted and replaced with “can only be”. The last paragraph of the last sentence on page 6 was changed to “The employee’s salary shall normally be adjusted downward to the position median.” The rest of the sentence will be deleted.

Committee Vote:

Committee approved the policy for second reading with the changes noted above and to be sent to the President.

Information Only – Revised

3. Extra compensation and compensation for services rendered during summer session, intersession, and outside active contracts 2:048

Van der Merwe made a motion to approve the policy for second reading with changes noted below. Brown seconded the motion.

Discussion:

Title is very long but explains two scenarios. The policy statement doesn’t detail the reason for the policy and is long. It was requested to be changed to “It is the policy of Austin Peay State University to fairly compensate employees.” Also, all references to CUPA need to be deleted. Add an asterisk to staff and footnote it to say when providing teaching, research, or service.

Committee Vote:

Committee approved the policy for second reading and to be sent to the President.

Meeting adjourned at 2:30 p.m.