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**University Policy Committee Meeting**

**April 20, 2020 @ 11:00 a.m.**

**Microsoft Teams Meeting**

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## **Minutes**

**Attendees:** Mitch Robinson, Rex Gandy, Dannelle Whiteside, Eric Norman, Ron Bailey, Rod Mills, Lorneth Peters, Sydney Hawkins, Fonda Fields, Michael Kasitz, and Hannah Allen (minutes)

**Absent:**

**1. Approval of minutes from the March 23, 2020 meeting**

Bailey motioned to approve the University policy minutes from the March 23 meeting; Norman seconded the motion. The committee approved the minutes.

**Old Business – Second Reading**

**2. 5:006 Fringe Benefits Provided to Employees and Taxability**

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

**Discussion:**

Norman asked about clustering topics in order to eliminate duplication. Robinson clarified that the information is provided for two different sections, i.e. non-taxable and taxable, in relation to IRS requirements. The committee discussed the formatting of the policy. A discussion followed on providing meals for an employee's spouse or dependent. Mills asked about business use versus personal use. Robinson reiterated that the policy is similar to other public institutions in TN.

**Committee Vote:**

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

### **3. 4:012 Rollerblading/Skateboarding**

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

Discussion:

Bailey asked about insurance coverage for an incident involving rollerblades and skateboards. A discussion followed on motorized devices like scooters and hover boards.

Committee Vote:

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

### **4. 4:020 Institutional Financial Performance Review**

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

Discussion:

Mills asked about the specific changes. Robinson stated that the changes include minor editorial recommendations by the chief financial officer.

Committee Vote:

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

### **New Business – First Reading**

### **5. 5:004 Employee Attendance during Inclement Weather/Natural Disasters**

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

Discussion:

See 5:031.

Committee Vote:

The committee approved the policy for rescission.

### **6. 5:030 Holidays**

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

Discussion:

See 5:031

Committee Vote:

The committee approved the policy for rescission.

## **7. 5:031 Days of Administrative Closing**

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

Discussion:

Fields discussed deleting policies 5:004 and 5:030 because the information has been combined with 5:031. Bailey asked about the listed designated holidays. Whiteside suggested taking out the specific number of administrative days for closing. Fonda asked about needing state approval for administrative closing. Whiteside confirmed that state approval is not necessary since the University's separation from TBR. The committee discussed and approved changing "Spring Break Friday" to "Spring Holiday (Friday)."

Committee Vote:

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

## **8. 5:015 Compensatory/Overtime**

Whiteside motioned to approve the policy for first reading and to be sent to second reading. Peters seconded the motion.

Discussion:

Norman suggested changing all instances of "automobile" to "vehicle" The committee agreed. A discussion on travel followed.

Committee Vote:

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

## **9. 5:008 Employment of Minors**

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

Discussion:

Norman stated that minors working as lifeguards may be around potentially hazardous chemicals used for cleaning. Mills stated that some potentially hazardous materials are stored at the farm, though students do not have access to them. Gilliam-Holmes said that the policy was inherited from TBR, and she recommended tabling the policy until further information can be obtained.

Committee Vote:

The committee approved to table the policy.

#### **10. 5:013 Performance Evaluations for Administrative/Professional and Classified Employees**

Whiteside motioned to approve the policy for first reading and to be sent to second reading. Peters seconded the motion.

Discussion:

Gilliam-Holmes said the policy language was condensed and updated to be in line with the current performance evaluation process. Robinson clarified that the policy is only for staff employees, not faculty. Robinson suggested taking the policy to Staff Senate for review.

Committee Vote:

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

#### **11. 5:026 Reclassification of Non-Faculty Personnel/New Position Requests**

Norman motioned to approve the policy for first reading and to be sent to second reading. Bailey seconded the motion. Norman made a motion to cancel the action and table the policy. Bailey seconded the motion.

Discussion:

The policy has been updated for consistency and to update the Office of Equity, Access and Inclusion title. Robinson asked if simple title changes with no changes to compensation fall under this policy. Gilliam-Holmes confirmed that they do and stated that the language for title changes can be added. Robinson stated that the policy statement seemed more like the purpose and that the purpose seemed more like the policy statement, and he recommended switching them. The committee agreed to table the policy.

Committee Vote:

The committee approved to table the policy.

## **12. 5:036 Non-Faculty Promotions**

Norman motioned to table the policy for further review. Bailey seconded the motion.

Discussion:

Robinson asked about the number of times the request is viewed by the Senior Administrator. Gilliam-Holmes stated that the Senior Administrator should ideally be included in the process from the beginning. Robinson recommended combining this policy with 5:026. Robinson suggested tabling the policy. Gilliam-Holmes stated that Human Resources will further review 5:036 and 5:026 and considering merging the two.

Committee Vote:

The committee approved to table the policy.

The meeting adjourned at 12:15 P.M.