
University Policy Committee Meeting

July 17, 2020 @ 9:00 a.m.

Microsoft Teams Meeting



Minutes

Attendees: Mitch Robinson, Maria Cronley, Eric Norman, Ron Bailey, Megan Mitchell, Kito Aruh, Fonda Fields, Bill Persinger, Benjie Harmon, Anthony Roark, Sheraine Gilliam-Holmes, Gerald Harrison, and Hannah Allen (minutes)

Absent: Dannelle Whiteside, Christine Mathenge

1. Approval of minutes from the June 9, 2020 meeting

Bailey motioned to approve the University policy minutes from the June 9 meeting; Norman seconded the motion. The committee approved the minutes.

Old Business – Second Reading

2. 8:002 Athletic Recruiting

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

Discussion:

The policy was tabled last meeting because there was not an Athletic representative. The athletic philosophy was removed because it is not necessary for a policy, and there is an athletic committee that handles recruiting. Robinson made an editorial suggestion for page 4.

Committee Vote:

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

3. 4:011 Cash Handling

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 discussed potential grammatical errors in the policy. A discussion followed on the list available in the Bursar's office of people who handle University cash. Harmon stated that trainings are held for the cash handling report and procedure. Robinson recommended having another training after changes are approved by the President. The updated attachment to the policy was provided for reference.

Committee Vote:

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

4. 5:037 Longevity Pay

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

Discussion:

Robinson discussed the history of longevity in the state of Tennessee. The committee agreed that the mention of the Tennessee General Assembly in policy statement was no longer necessary and needed to be removed.

Committee Vote:

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

5. 5:038 Personnel Records

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

Discussion:

None.

Committee Vote:

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

6. 7:002 Media (With Regard to Campus Emergencies and Crisis Situations)

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

Discussion:

Norman discussed a mechanical error and Persinger discussed the policy title change. The revisions focus on all media inquiries instead of just those regarding crisis situations.

Committee Vote:

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

7. 1:025 Policy on Academic Tenure

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

Discussion:

Robinson stated that this policy will need approval from the Board of Trustees. Bailey commented on the appeals process and asked if the process was clear in the policy. Robinson discussed the difference in the appeals process for promotion and termination. The committee agreed the process was clear.

Committee Vote:

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

New Business – First Reading

8. 4:023 Procurement Card

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

Discussion:

Harmon state that the procurement card process is still the same in regards to approvals, and he discussed the recommended changes. A discussion followed on the definition of “P-card.” Robinson suggested spelling out “procurement card” policy’s purpose.

Committee Vote:

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

9. 4:024 Property Acquisition and Disposal of Real Property

Bailey motioned to approve the policy for rescission and provide the related procedures on the appropriate webpage. Norman seconded the motion.

Discussion:

Robinson stated that the policy is actually state procedures that should be available on the University's website instead of in a separate policy.

Committee Vote:

The committee approved the policy for rescission.

10. 4:025 Uniform Disposition of Unclaimed Property

Bailey motioned to rescind the policy. Norman seconded the motion.

Discussion:

Robinson said that this policy should be handled in the same way as 4:024. The policy outlines required state procedures, so it should be added to the website and not included in a policy.

Committee Vote:

The committee approved the policy for rescission.

11. 4:026 Cash and Gift Card Payments

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

Discussion:

Harmon stated that gift cards are normally used as incentives for student participation in various campus activities. Harmon discussed the revisions that allow for better control of gift card purchases and gift card uses. Robinson recommended that new training be provided if policy is approved by the President.

Committee Vote:

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

12. 4:033 Auxiliary Enterprises

Norman motioned to rescind the policy. Bailey seconded the motion.

Discussion:

Robinson recommended to rescind the policy.

Committee Vote:

The committee approved the policy for rescission.

The meeting adjourned at 9:55 A.M.