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**University Policy Committee Meeting**

**October 19, 2021 @ 3:30 p.m.**

**Browning Conference Room**

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## **Minutes**

**Attendees:** Mitch Robinson, Maria Cronley, Eric Norman, Corey Harkey, Jerica Swiger, Jane Semler, Bill Persinger, and Hannah Allen (minutes)

**Absent:** Kris Phillips, and SGA President

### **1. Approval of minutes from the September 14, 2021 meeting**

Cronley motioned to approve the University policy minutes from the September 14<sup>th</sup> meeting; Norman seconded the motion. The committee approved the minutes.

### **Old Business – Second Reading**

### **2. 1:010 Appeals and Appearances Before the Board**

Harkey motioned to approve the policy for second reading and to be sent to the President for his approval. Cronley seconded the motion.

Discussion:

Norman asked about filed lawsuits before appeal actions have been completed. Harkey stated that it is the policy that appeals are dismissed if lawsuits are filed before the appeal has been heard.

Committee Vote:

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

### **3. 2:062 Survey Administration**

Norman motioned to approve the policy for second reading and to be moved to Academic Affairs to

initiate the academic policy process with the committee's endorsement. Swiger seconded the motion.

Discussion:

Semler stated that the additions will clear up much confusion across campus.

Committee Vote:

The committee approved the policy for second reading and to be moved to Academic Affairs to initiate the academic policy process with the committee's endorsement.

#### **4. 1:019 Policy on Access to and Use of Campus Property and Facilities**

Norman motioned to rescind the policy and to send it to the President for his approval. Semler seconded the motion.

Discussion:

None.

Committee Vote:

The committee approved to rescind the policy and to move it to the President for his approval.

#### **5. 4:003 Access to and Use of Campus Property and Facilities by Affiliated Individuals/Entities**

Norman motioned to approve the policy for second reading and to be sent to the President for his approval. Swiger seconded the motion.

Discussion:

The policy outlines internal processes that are not included in the State rule Use of University Property.

Committee Vote:

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

#### **6. 4:016 Report of Expenditures by the President**

Cronley motioned to approve the policy for second reading and to be sent to the President for his approval. Swiger seconded the motion.

Discussion:

The committee discussed the section quoted directly from TCA 49-14-104.

Committee Vote:

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

### **New Business – First Reading**

#### **7. 4:013 Contracts**

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

Discussion:

None.

Committee Vote:

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

#### **8. 4:014 Purchasing**

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

Discussion:

Robinson suggested adding a link to the Procurement Manual mentioned in the policy.

Committee Vote:

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

#### **9. 5:013 Performance Evaluations for Staff Employees**

Robinson motioned to table the policy. Cronley seconded the motion.

Discussion:

The committee discussed evaluation processes for part-time and temporary employees. Robinson discussed the process change for performance evaluations after probationary periods and noted that this change is not reflective in the policy and needs to be included before the policy is approved.

Committee Vote:

The committee approved to table the policy.

**10. 7:012 Social Media Policy**

Cronley motioned to approve the policy for first reading and to be sent to second reading. Semler seconded the motion.

Discussion:

The committee discussed the changes to the policy based on faculty feedback. Semler pointed out that there may still be questions regarding the definition of an APSU social media site and how organization sites that may be administered by students are monitored. Norman discussed how student organizations are attached to the University.

Committee Vote:

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

**11. 1:012 Inspecting and Copying Public Records and Related Charges for Producing Copies of Public Records**

Harkey motioned to add policy 1:012 Inspecting and Copying Public Records and Related Charges for Producing Copies of Public Records to the New Business section of the current agenda. Norman seconded the motion.

The committee approved to add policy 1:012 Inspecting and Copying Public Records and Related Charges for Producing Copies of Public Records to the New Business section of the current agenda.

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

Discussion

The committee reviewed this policy for in July and August and tabled it until the new State rule was in effect as this policy mirrors the rule. Harkey stated that because there is now a State rule, effective October 19, 2021, the policy is no longer necessary, and it would be better to rescind the policy so that it is not in conflict with the rule. The rule will be place on the Policy website.

Committee Vote:

The committee approved to rescind the policy and to move it to second reading.

**Information Item**

**12. 4:015 Travel**

Discussion:

The committee discussed a minor editorial change to the policy on page 15.

Committee Vote:

The committee approved the minor editorial change to the policy.

The meeting adjourned at 4:23 P.M.