
University Policy Committee Meeting

August 1, 2023 @ 3:30 p.m.

Browning Conference Room



Minutes

Attendees: Dannelle Whiteside, Maria Cronley, Leonard Clemons, Gerald Harrison, Shahrooz Roohparvar, Lynn Fisher, Mickey Wadia, Sherry Lawdermilt, JaCenda Robinson, Bill Persinger, and April Williams (Minutes)

Absent: Somaditya Banerjee, Kris Phillips, SGA President

Meeting called to order: 3:30 pm

Approval of minutes from the June 6th meeting:

1. Roohparvar moved to approve the minutes from the June 6th meeting. Cronley seconded the motion. The motion passed unanimously.

Old Business – Second Reading:

1. 1:025 Policy on Academic Tenure (revised)

Roohparvar moved to approve Policy 1:025 for the second reading and to move it to the President for approval. Clemons seconded the motion.

Discussion: Cronley provided an overview of revisions to Policy 1:025 that clarify the first retention, tenure, and promotion evaluation process for all tenure-track faculty.

Vote: The motion to approve Policy 1:025 for the second reading and to move it to the President for approval passed unanimously.

2. 4:015 Travel (revised)

Cronley moved to approve Policy 4:015 the second reading to move it to the President for approval. Roohparvar seconded the motion.

Discussion: Roohparvar provided an overview of revisions to Policy 4:015 that clarify procedures for travel requiring overnight stays. Additional revisions clarify that corporate card holders are no longer eligible for travel advances. Non-corporate cardholders are eligible for travel advances limited to per diem.

Vote: The motion to approve Policy 4:015 for the second reading and to move it to the President for approval passed unanimously.

New Business – First Reading:

3. 4:029 Acceptable Use of Information Technology Resources (revised)

Cronley moved to approve Policy 4:029 for the first reading and to move it to the second reading. Roohparvar seconded the motion.

Discussion: Lawdermilt discussed revisions to the policy that restricts bulk forwarding of employee university emails to non-university email accounts for security reasons. The committee discussed additional changes to clarify this applies specifically to automatic forwarding of university emails.

Vote: The motion to approve Policy 4:029 for the first reading and to move it to the second reading passed unanimously.

4. 4:042 Information Security and Data Classification Policy (revised)

Shahrooz moved to approve Policy 4:042 for the first reading and to the second reading. Cronley seconded the motion.

Discussion: Lawdermilt provided an overview of revisions to Policy 4:042 that clarify the enterprise information system section of the policy.

Vote: The motion to approve Policy 4:042 for the first reading and to move it to the second reading passed unanimously.

5. 5:020 Leave Policies (revised)

Cronley moved to approve Policy 5:020 for the first reading and to move it to the second reading. Roohparvar seconded the motion.

Discussion: Robison discussed revisions to Policy 5:020 that align with changes made by the State to include children in its sick leave donation as of July 1, 2023. Additional changes to the policy would extend sick leave donations to immediate family members per the university's definition in Section IV of the policy.

Vote: The motion to approve Policy 5:020 for the first reading and to move it to the second reading passed unanimously.

Adjourn: 4:00 pm