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## **University Policy Committee Meeting**

**June 12, 2018 @ 2:00 p.m.**

**Student Affairs Conference Room**

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### **Minutes**

**Attendees:** Mitch Robinson, Sherryl Byrd, Derek van der Merwe, Rex Gandy, Louise Mitchell, Stephen Dominy, Marsha Lyle-Gonga, Dannelle Whiteside, Sheila Bryant, Kyla House, Stephanie Taylor, Jackie Struckmeyer, and McCartney Andrews (minutes)

**Absent:** Courtney Covington, Greg Singleton and Mickey Wadia

#### **1. Approval of minutes from the May 8, 2018 meeting**

Dominy made a motion to approve the university policy committee minutes from the May meeting; van der Merwe seconded the motion. The committee approved the minutes.

#### **Old Business – Second Reading:**

#### **2. Animals on Campus 3:007**

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

#### **Discussion:**

Robinson discussed the comments about animals on campus. Whiteside addressed the questions that were received via the comment form on the website. We cannot require anything for service animals and can only ask two questions. There will need to be training on the policy. A general discussion was held about the amount of animals on campus and possibly why there are so many animals on campus compared to other universities in the state. It is the handler's responsibility to control the animal at all times based on the regulations. A discussion was held about the recourse if a student lies about the animal being a service dog. A discussion was held about emotional support animals on campus and housing. No registration requirement for animals. The comments received will need to be addressed in the training.

Committee Vote:

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

### **3. Anti – Bullying Policy 5:028**

Van der Merwe motioned to table the policy. Gandy seconded the motion.

Discussion:

Robinson discussed the comments that were received about the policy. A discussion was held about bullying and harassment and the differences between the two. An article was in the Leaf Chronicle about a bullying policy going to the justice department in another institution. This policy from the other institution needs to be reviewed. The bullying investigator is identified in the policy. There is a lot of concern about the policy being in the Human Resource Office. The process and the procedures are not clearly defined according to the comments received. The policy is a framework and there needs to be other conversations held. The policy doesn't need to be scrapped.

Committee Vote:

The committee approved the policy to be tabled for further review with one apposed.

### **4. Outside Employment and Extra Compensation 5:014**

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

Discussion:

None

Committee Vote:

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

### **5. Paid Parental Leave 5:034**

Van der Merwe motioned to approve the policy for second reading and to be moved to the President for her approval. Dominy seconded the motion.

Discussion:

Follow up questions addressed regarding surrogates not being included in the policy. Memphis viewed the policy more as bonding time compared to medical recovery. Surrogates are excluded from the paid parental leave but can utilize FMLA. The limit of 3 times for paid parental leave was due to cost at Memphis. Memphis did have additional dollars set aside for the cost. Discussion about whether there

needs to be a limit to the amount of times the policy may be used. Memphis may have had to get state approval for the policy. A new law was passed about notifying an employer by the end of the fifth month of pregnancy about taking leave. This will need to be fixed in the policy. The payback information was discussed and Memphis did this for cost. Memphis did make exceptions to the policy and is a popular policy for them. Exceptions will be looked at on a case by case basis for APSU. Paid parental leave would fall within the FMLA leave and the State's leave.

Dominy made a motion to strike the three time limit usage of the policy. No second was made. Motion died.

Discussion about payback period for paid parental leave.

Committee Vote:

The committee approved the policy for second reading and to be sent to the President for approval with changes noted.

## **6. Delegation of Authority for Approval and Execution of Contracts and Agreements 4:002**

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

Discussion:

None

Committee Vote:

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

## **New Business – First Reading**

## **7. Information Security and Data Classification Policy 4:042**

Gandy motioned to approve the policy for first reading and to be moved to second reading. Van der Merwe seconded the motion.

Discussion:

Taylor discussed the reasons for the policy. It maps out the different data classifications within the policy. Policy has been vetted by the Data Governance Steering Committee. A discussion about whether this policy could be combined with others. Dominy asked about adding the policy links in the definition section that applies. Robinson asked about training on the policy.

Committee Vote:

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

#### **8. Records Retention and Disposal of Records 4:017**

Van der Merwe motioned to approve the policy for first reading and to be moved to second reading. Dominy seconded the motion.

Discussion:

None

Committee Vote:

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

#### **9. Support Staff Grievance 5:033**

Van der Merwe motioned to table the policy for further review. Dominy seconded the motion.

Discussion:

Van der Merwe asked if this policy was a standalone. The processes are being updated in the policy. The policy title needs to be changed and needs to include all staff. Currently we do not have a policy for professional or administrative staff. There is a policy for grievances, policy 1:017. Both policies will need to be reviewed and possibly revised.

Committee Vote:

The committee approved the policy to be tabled.

#### **10. Business Meals and Recognition Events 4:010**

Dominy motioned to approve the policy for first reading and to be moved to second reading. Gandy seconded the motion.

Discussion:

Struckmeyer discussed the two changes to the policy. Donation portions of a ticket may not be covered by the university budget. It should be treated as a business meal if the event is for business. A discussion was held about events that are covered in the change. Personal guests of the employee have to have a role in order for university funds to be used. Strike “unless necessary...” First sentence needs to say “shall not” instead of “should not” and the same for the third sentence.

Recognition gifts or plaques limits were discussed. Discussion about cost for recognition events. The policy needs to be per honoree instead of per event. The annual retiree dinner is not a part of the policy. Discussion about an event for students and student workers.

Committee Vote:

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

**11. Educational Expenses for APSU Employees 5:001**

Gandy motioned to approve the policy for first reading and to be moved to second reading. Dominy seconded the motion.

Discussion:

Defining a term in the policy due to people overlapping of the educational expenses. Policy limits four reimbursements per year. Discussion about if the start and end date. You can't take an entire fall class and an 8 week term class based on the policy. Clarification needs to be added to the policy.

Committee Vote:

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

The meeting adjourned at 3:37 p.m.