
University Policy Committee Meeting 34.0

November 8, 2016 @ 2:00 p.m.

Browning Building Conference Room



Minutes

Attendees: Mitch Robinson, Sherryl Byrd, Rex Gandy, Tucker Brown, Ryan Millard, Ryan Honea, and McCartney Andrews (minutes)

Absent: Derek van der Merwe

34.1 – Approval of minutes from the October 11, 2016 meeting 33.0

Brown made a motion to approve the university policy committee minutes 33.0 from the October 11, 2016 meeting; Honea seconded the motion.

Old Business – Second Reading (Tabled):

34.2 – Travel Policy 4:016

No vote was made.

Discussion:

A discussion was had regarding affiliate and non-affiliate for the new section added on page 23. It is a possibility that it is referring to alumni and their spouses taking trips. On page 4, item 3, there was a question regarding what is considered continuous travel. It will be asked for this section to be clarified by adding examples or clarifying what “more than 10 hours of continuous travel” means. On page 5, section A, 2, wording is problematic and will be change from “president or his/her designee shall have authority to approve travel” to “appropriate authority”. This change will be made throughout the policy. There was a question on page 8, section C, item 3, regarding trip insurance being reimbursable. The question is more along the lines is travel insurance reimbursed for trips. There was a question about adding Uber and Lift to page 11 but don’t want to add terms that may change; however, these services can be used and will be reimbursed. AirBNB question on page 13 for lodging. This service can also be used and reimbursed but don’t want to add that language.

The 30 day claim rule isn’t a part of the policy but there is a rule that if you claim is not filed in 30 days may not be paid. Should this be included in the policy? On page 20, the wording is

redundant regarding recruiting. A question was asked if we should separate athletic travel from other group travel. A question was asked regarding page 22, section 6a about documentation being maintained. If this isn't from state law or mandate, it will be deleted. Regarding gratuities, page 23, section 9a, what is considered reasonable. It will be left as is due to changing of percentages. When new General Counsel/Attorney is hired, page 23, section C,4, will need to be looked addressed, specifically waivers and releases.

Committee vote:

No vote was taken. Changes will be made to policy and brought back to committee.

Old Business – Second Reading:

34.3 – Alternate Work Arrangements 5:017

Gandy made a motion to approve the policy for second reading and send to the President for approval. Millard seconded the motion. Robinson opened the policy up for discussion.

Discussion:

None

Committee vote:

Committee approved policy for second reading and to send to President White for approval.

34.4 – Outside Employment and Extra Compensation 5:026

Gandy made a motion to approve the policy for second reading and send to the President for approval. Honea seconded the motion. Robinson opened the policy up for discussion.

Discussion:

A change was noted on page 3 under Provisions, number 3, section a, that added "(6 work load credits)" after "two-credit courses per semester".

Committee vote:

Committee approved policy for second reading with changes noted above and to send to President White for approval.

34.5 – Employment of Law Enforcement and Security Personnel 5:035

Brown made a motion to approve the policy for second reading and send to the President for approval. Gandy seconded the motion. Robinson opened the policy up for discussion.

Discussion:

None

Committee vote:

Committee approved policy for second reading and to send to President White for approval.

34.6 – Firearms and Other Weapons 1:027

Gandy made a motion to approve the policy for second reading and send to the President for approval. Honea seconded the motion. Robinson opened the policy up for discussion.

Discussion:

None

Committee vote:

Committee approved policy for second reading and to send to President White for approval.

New Business – First Reading:

34.7 – Purchasing 4:015

Policy is tabled until all references to TBR are eliminated.

Due to time constraints, the other policies will be deferred till the next meeting.

34.8 – Educational Expenses for APSU Employees 5:001

34.9 – Use of Copyrighted Materials 1:011 (previously 99:001)

34.10 – Adoption of Textbooks and Ancillary Course Materials 2:017

34.11 – Diversity 5:064

34.12 – Internal Audit Policy 4:001

34.13 – Preventing and Reporting Fraud, Waste, or Abuse 4:003

Meeting adjourned at 3:00 p.m.