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**University Policy Committee Meeting**

**January 9, 2018 @ 2:00 p.m.**

**Browning Conference Room**

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**Minutes**

**Attendees:** Sherryl Byrd, Derek van der Merwe, Stephen Dominy, Gina Garber, Frank Burns, and McCartney Andrews

**Absent:** Mitch Robinson, Rex Gandy, Sheila Bryant, and Mikey Wadia

**1. Approval of minutes from the November 2017 meetings**

Van der Merwe made a motion to approve the university policy committee minutes from the November meetings; Dominy seconded the motion. The committee approved the minutes.

**Old Business – Second Reading:**

**2. Discrimination and Harassment Based on Protected Categories other than Sex – Complaint and Investigation Procedure 6:004**

Van der Merwe motioned to table the policy until all members of the committee are present. Dominy seconded the motion.

Discussion:

None

Committee Vote:

The committee approved the policy to be tabled.

**Old Business – First Reading – Tabled:**

**3. Misconduct, Discrimination, and Harassment Based on Sex (Including Pregnancy, Sexual Orientation, and Gender Identity/Expression) 6:001**

Van der Merwe motioned to table the policy until all members of the committee are present. Dominy seconded the motion.

Discussion:

None

Committee Vote:

The committee approved the policy to be tabled.

**New Business – First Reading:**

**4. Internal Auditing 1:015**

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

Discussion:

The main changes are title changes. On page 5 under B, add Board of Trustees Audit Committee instead of Audit Committee.

Committee Vote:

The committee approved the policy for first reading.

**5. Preventing and Reporting Fraud, Waste, or Abuse 1:016**

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

Discussion:

The main changes are title changes.

Committee Vote:

The committee approved the policy for first reading.

**6. Records Retention and Disposal of Records 4:017**

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

Discussion:

The policy is similar to TBR policy. The committee asked for the policy to be sent to appropriate areas and Legal Affairs to review. Discussion about how we can hold people to the policy when we don't have a document imaging system. The policy may need to include how the records retention process will be done and who the records officer is.

Committee Vote:

The committee approved the policy to be tabled.

The meeting was adjourned at 2:16 p.m.

**The below policies were sent for an email vote on January 30, 2018.**

**1. Internal Auditing 1:015**

Approved = 6

Declined = 0

Further Discussion = 0

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

**2. Preventing and Reporting Fraud, Waste, or Abuse 1:016**

Approved = 6

Declined = 0

Further Discussion = 0

Two changes were requested to the policy. Under "Reporting and Resolution Process", Section C.3 the title should be **Vice President for Finance and Administration** and Section C.4 should be **Public Safety**.

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