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**University Policy Committee Meeting 33.0**

**October 11, 2016 @ 2:00 p.m.**

**Browning Conference Room**

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**Minutes**

**Attendees:** Mitch Robinson, Sherryl Byrd, Derek van der Merwe, Rex Gandy, Ryan Honea and McCartney Andrews (minutes)

**Absent:** Tucker Brown and Ryan Millard

**33.1 – Approval of minutes from the September 13, 2016 meeting 32.0**

Honea made a motion to approve the university policy committee minutes 32.0 from the September 13, 2016 meeting; Gandy seconded the motion.

Committee approved the minutes by a unanimous vote.

**Old Business - Second Reading (Tabled):**

**33.2 – Travel Policy 4:016**

Honea made a motion to table the policy in order for initiating authority to review the policy comments. Gandy seconded the motion.

Discussion:

None

Committee Vote:

Committee approved this policy to be tabled until next meeting.

**Old Business – Second Reading:**

### **33.3 – Media (With Regard to Campus Emergencies and Crisis Situations) 1:015 (previously 99:027)**

Byrd motioned to approve the policy on second reading and to send to the president with changes noted in discussion. Gandy seconded the motion. Robinson opened the policy up for discussion.

Discussion:

Byrd ask it if Public Relations must be contacted when dealing with the media instead of should, as stated on page three. It will be changed to must and executive director for public relations and marketing will be added to the last paragraph on page three.

Committee Vote:

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

### **Old Business - Second Reading (New Policies):**

**33.4 – Conflict of Interest 1:002**

**33.5 – Code of Ethics for Members of APSU Board of Trustees 1:003**

**33.6 – Duties of the President 1:004**

**33.7 – Selection and Retention of the President 1:005**

**33.8 – Leave Policies 5:038**

Gandy made a motion to approve all policies listed above for second reading and to be sent to President White. Honea seconded the motion. Robinson opened the policies up for discussion.

Discussion:

The Code of Ethics, Duties of the President, and Selection and Retention of the President will be sent to the Board for approval when they convene.

Committee vote:

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

### **Old Business – Second Reading (Rescind):**

**33.9 – Student Athlete Drug Education Policy 3:023**

**33.10 – Career Services 3:020**

**33.11 – Annual Leave 5:038**

**33.12 – Civil Leave 5:039**

**33.13 – Leave of Absence 5:040**

**33.14 – Leave Transfer between State University and Community College System and State Agency 5:042**

**33.15 – Parental Leave 5:043**

**33.16 – Military Leave 5:044**

**33.17 – Sick Leave 5:045**

**33.18 – Bereavement Leave 5:049**

**33.19 – Conflict of Interest 5:056**

**33.20 – Voting Leave 5:058**

Gandy made a motion to approve all of the policies for second reading and to be sent to President White. Byrd seconded the motion. Robinson opened the policies up for discussion.

Discussion:

None

Committee vote:

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

**New Business – First Reading:**

**33.21 – Alternate Work Arrangements 5:017**

Byrd made a motion to approve the policy for first reading with changes noted below. Gandy seconded the motion. Robinson opened the policies up for discussion.

Discussion:

The employee definition will read “a person employed by the University.” Under the procedures section of procedures, section A, business justification will be taken out and replaced with justification.

Committee vote:

Committee approved policy for first reading with changes noted above.

**33.22 – Outside Employment and Extra Compensation 5:026**

Van der Merwe made a motion to approve the policy for first reading with changes noted below. Honea seconded the motion. Robinson opened the policies up for discussion.

Discussion:

Under the policy statement, assigned teaching load will be changed to assigned duties. A question was asked about nonexempt staff teaching and those under the threshold for FLSA. Mike Hamlet will be asked about the Introduction, section B 1. A reference to the Outside Employment form will be added to Provisions, section B. For the rates section, master instructor will be added with full professor, senior instructor added to associate professor, instructor added to assistant professor, and last line for instructor will be deleted. Also under rates, section B 1 will be deleted.

Committee vote:

Committee approved policy for first reading with changes noted above.

### **33.23 – Employment of Law Enforcement and Security Personnel 5:035**

Byrd made a motion to approve the policy for first reading with changes noted below. Honea seconded the motion. Gandy opened the policy up for discussion.

Discussion:

The initiating authority will change to Public Safety to be consistent.

Committee vote:

Committee approved policy for first reading with changes noted above.

### **33.24 – Firearms and Other Weapons 1:027**

Byrd made a motion to approve the policy for first reading. Honea seconded the motion. Gandy opened the policy up for discussion.

Discussion:

None

Committee vote:

Committee approved policy for first reading.

Meeting adjourned at 2:25 p.m.