
University Policy Committee Meeting

September 11, 2018 @ 2:00 p.m.

Iris Room



Minutes

Attendees: Mitch Robinson, Rex Gandy, Ronald Bailey, Greg Singleton, Mickey Wadia, Louise Mitchell, Dannelle Whiteside, Courtney Covington, Tom Hutchins, Sheila Bryant, Rose Austin, Stephanie Taylor, Beverly Boggs, Sheraine Gilliam-Holmes, and Hannah Allen (minutes)

Absent:

1. Approval of minutes from the August 14, 2018, meeting

Gandy made a motion to approve the university policy minutes from the June meeting; Mitchell seconded the motion. The committee approved the minutes.

Old Business – Second Reading:

2. Access to and Security of Facilities 4:007

Whiteside motioned to table the policy. Singleton seconded the motion.

Discussion:

This update involves designating the decision-making authority in the event that a building master key is lost, as well as the installation of emergency key boxes in all student housing. Hutchins explains that the wording for the lock boxes is exactly as the state legislation requested. Wadia pointed out some editorial changes and the area regarding student building monitors where the wording was unclear and pointed out the importance of editing this language before the policy is approved. A discussion then followed regarding the conditions under which public safety will open a room for faculty/staff. The wording of this section of the policy needs more clarity. The policy needs revision for clarity before moving to second reading.

Committee Vote:

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

3. Discrimination and Harassment Based on Protected Categories other than Sex - Complaint and Investigation Procedure 6:004

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

Discussion:

The policy is under revision to include an addition that within 10 days APSU has to notify the Tennessee Human Rights Commission that a complaint has been received. This addition is required by the state.

Committee Vote:

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

4. Sexual Violence and Stalking 6:001

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

Discussion:

This policy was reviewed last academic year and was taken to Legal regarding the appeal portion of the policy. Additionally, changes have been made to comply with state legislature. Gandy discussed recent changes in federal law that have not been included in the current policy revisions. Whiteside clarified the need to make the changes that the legislature requires, keeping in mind the policy may need additional revision to include recent federal changes. Robinson recommended to approve the current changes in order to comply with the state, with the understanding that the policy will be reviewed for compliance with any other changes required by law.

Committee Vote:

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

New Business – First Reading

5. Accounts Receivable Collections 4:009

Mitchell motioned to approve the policy for first reading and to be moved to second reading. Wadia seconded the motion.

Discussion:

The only change for this policy is required by the state and has already been put into action at APSU. The revision states that students can register for classes if they owe the university \$100 or less. This revision follows state statute.

Committee Vote:

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

6. Acceptable Use of Information Technology Resources 4:029

Mitchell motioned to approve the policy for first reading and to be moved to second reading. Singleton seconded the motion.

Discussion:

A discussion occurred regarding format changes then moved to the content revisions. The policy needed a section to prohibit employees from sharing their passwords for university accounts. Taylor explained that a shared or group account is an account assigned to departments where multiple people might have access. Whiteside suggested an editorial change for sentence clarity.

Committee Vote:

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

7. Fees, Charges, Refund and Fee Adjustments 1:021

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

Discussion:

The policy has been revised to follow state statute regarding procedures for active duty military personnel. A discussion followed on specific edits for grammar, mechanics, and coherence. Robinson asked if the section stating that fees established for non-credit courses and activities will cover the total costs incurred in providing instruction plus a minimum of 25% of the annual instructional salary costs is still required for APSU and if/how APSU monitors these fees. It's possible this section is no longer required since the separation from TBR, but this potential change can be reviewed at a later meeting.

Committee Vote:

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

8. Moving Allowance 5:009

Whiteside motioned to table the policy. Gandy seconded the motion.

Discussion:

Robinson suggested that this policy might need to be moved from HR to the business office. Wadia asked what would happen if the moving distance was under 50 miles. Singleton said the IRS will not allow a tax deduction for less than 50 miles. Robinson discussed that the reimbursement option in no longer exists, but the IRS law needs to be checked before approving the policy. Gandy stated that the payment should only gross of taxes. Robinson said the section would say that for moving and payment, the moving allowance will be paid to the employee as taxable income and then add to the policy that the moving expense allowance will be gross of all tax liabilities. By specifying the gross of taxes, this particular section can be further shortened for conciseness. Gandy suggested to require a written estimate of expenses before having a written agreement. Gilliam-Holmes said that the moving allowance is very gray and at the manager's discretion. Robinson suggested the university do a little more research and see what other institutions are doing regarding moving.

Committee Vote:

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

9. Leave Policy 5:020

Mitchell motioned to approve the policy for first reading and to be moved to second reading. Whiteside seconded the motion.

Discussion:

The policy has been updated in accordance with state law, which now requires employees who want to use parental leave to notify the employer by the end of the fifth month of pregnancy.

Committee Vote:

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

10. Support Staff Grievance 5:033

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

Discussion:

Wadia questioned the definition of support staff in this policy. Bryant explained that the definition is specific for this policy. Student workers and Graduate Assistants are not considered support staff. It's easier to articulate what is not considered support staff than what is considered support staff. Robinson confirmed that the definition will not be changed.

Committee Vote:

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

The meeting adjourned at 2:51 P.M.