

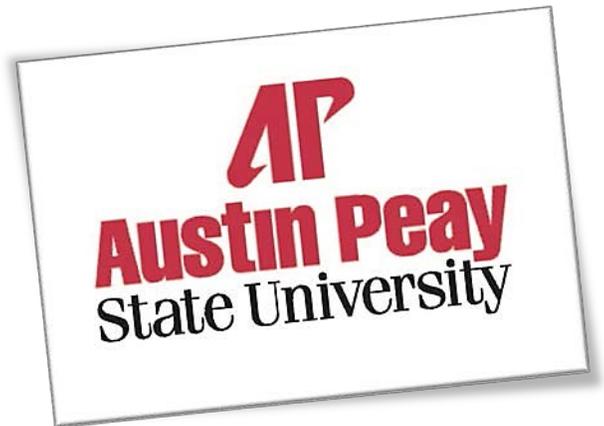
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**University Policy Committee Meeting**

**January 14, 2020 @ 2:00 p.m.**

**Browning Conference Room**

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**Minutes**

**Attendees:** Mitch Robinson, Rex Gandy, Dannelle Whiteside, Ronald Bailey, Eric Norman, Rod Mills, Lorneth Peters, Andrew Luna, Blayne Clements, Sheraine Gilliam-Holmes, and Hannah Allen (minutes)

**Absent:** Sydney Hawkins

**1. Approval of minutes from the December 10, 2019, meeting**

Bailey motioned to approve the University policy minutes from the December 10 meeting; Mills seconded the motion. The committee approved the minutes.

**Old Business – Second Reading**

**2. Survey Administration Policy**

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

Discussion:

Norman discussed defining survey and focus groups that occur sometimes weekly. Luna confirmed that the definition and these groups are included in the policy and are subject to committee approval as the policy is currently worded. Luna explained that the policy keeps students from being bombarded with surveys, and it maintains the quality of any survey administered to the campus, including faculty, staff, and students. Whiteside discussed the need to have a central compositor for collecting data. Whiteside stated that more specific survey types can be fleshed out more in the procedures that will be posted online. The policy, procedures, and compositor will be managed by institutional effectiveness and assessment office in conjunction with the decision support and institutional research office. Norman expressed concerns with vague language and issues with surveys and focus groups administered through student affairs. Luna recommended implementing the policy and tweaking it as needed.

Committee Vote:

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

### **New Business – First Reading**

#### **3. 1:016 Preventing and Reporting Fraud, Waste, or Abuse**

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

Discussion:

Clements discussed the background of the policy and explained that the changes aren't significant. Norman suggested to change all instances of "institution" to "University" and adding "and/or" in the title. Mills made editorial suggestions. Norman began a discussion about reporting issues to the president.

Committee Vote:

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

#### **4. 5:006 Benefit in the Event of an Employee Death**

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

Discussion:

Gilliam-Holmes discussed Human Resource's objective to identify policies that are actually procedures and do not need to be policies. This information can be moved to the website. She recommended to rescind the policy and add the information to the benefits page on the HR website.

Committee Vote:

The committee voted to rescind the policy and to send the President for her approval.

#### **5. 5:007 Deferred Compensation Plans**

Whiteside motioned to rescind the policy. Bailey seconded the motion.

Discussion:

None.

Committee Vote:

The committee voted to rescind the policy and to send the President for her approval.

**6. 5:009 Moving Allowance**

A motion was not necessary.

Discussion:

Gilliam-Holmes stated that there are no recommended changes.

Committee Vote:

The policy will be sent to the President for her approval.

**7. 5:010 Alternate Work Arrangement**

Gandy motioned to approve the policy with the changes noted for first reading and to be moved to second reading. Whiteside seconded the motion.

Discussion:

Gilliam-Holmes discussed the changes, which included taking information out of the policy and adding it to the website. The policy has been condensed mostly, and a statement has been added to review alternate work agreements every six months. Peters asked about the approval process and if there is an appeals process. Gilliam-Holmes stated that there is not an appeals process because Human Resources is already involved in the approval process. Robinson discussed the formatting for policies in general and suggested keeping this policy in line with that formatting. Robinson made some editorial suggestions and suggested changing “divisional executive authority” to “senior administrator” to keep the language consistent throughout the policy. Peters discussed an employee’s options if a supervisor denies the request. Gilliam-Holmes said HR would contact the senior authority if they did not review the request. Mills made some editorial suggestions. Robinson discussed removing the section on uses for appropriated funds. Whiteside stated that part about cell phones and cell phone allowances needs to stay in the policy.

Committee Vote:

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

**8. 5:018 Employment of Law Enforcement and Security Personnel**

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

Discussion:

Gilliam-Holmes stated that they received input from Michael Kasitz, Associate Vice President for Public Safety when making revisions to this policy. The committee discussed defining “law enforcement agency.”

Committee Vote:

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

The meeting adjourned at 2:57 P.M.