
University Policy Committee Meeting

December 14, 2021 @ 2:00 p.m.

Browning Conference Room



Minutes

Attendees: Maria Cronley, Eric Norman, Dannelle Whiteside, Kris Phillips, Jerica Swiger, Jane Semler, Benjie Harmon, Michael Kasitz, JaCenda Robinson, Gerald Harrison, Jordan Harmon, Sara Robson, Scott Shumate, Gina Garber, and Hannah Allen (minutes)

Absent: Mitch Robinson, and SGA President

1. Approval of minutes from the November 9, 2021 meeting

Whiteside motioned to approve the University policy minutes from the November 9th meeting; Phillips seconded the motion. The committee approved the minutes.

Old Business – Second Reading

2. 4:004 Debt Management

Norman motioned to approve the policy for second reading and to be sent to the President for his approval. Semler seconded the motion.

Discussion:

Harmon discussed the clarification of references to the Board and University.

Committee Vote:

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

3. 4:035 Fixed Assets and Sensitive Minor Equipment

Semler motioned to approve the policy for second reading and to be sent to the President for his

approval. Swiger seconded the motion.

Discussion:

Harmon discussed the insertion of a parenthetical phrase.

Committee Vote:

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

4. 5:003 Firearms and Other Weapons

Semler motioned to approve the policy for second reading and to be sent to the President for his approval. Phillips seconded the motion.

Discussion:

Kasitz stated that the law regarding firearms and other weapons for higher education has not changed.

Committee Vote:

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

5. 5:013 Performance Evaluations for Staff Employees

Whiteside motioned to approve the policy for second reading and to be sent to the President for his approval. Phillips seconded the motion.

Discussion:

A discussion followed on regular part-time status. J. Robinson stated that all regular employees undergo the evaluation process.

Committee Vote:

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

6. 8:003 Athletic Ticket Policy and Ticket Office Procedures

Norman motioned to approve the policy for second reading and to be sent to the President for his approval. Swiger seconded the motion.

Discussion:

Harrison discussed the ticket price for APSU retirees as the ticketing system switches to a third-party vendor.

Committee Vote:

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

New Business – First Reading

7. 1:013 Student Code of Conduct

Whiteside motioned to approve the policy for rescission and to be sent to second reading. Semler seconded the motion.

Discussion:

The State rule that this policy mirrors is located on the policy website.

Committee Vote:

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

8. 4:017 Records Retention and Disposal of Records

Norman motioned to approve the policy for first reading and to be sent to second reading. Semler seconded the motion.

Discussion:

Garber discussed the change in responsible office to the Library for records retention and the changes made to the policy as a result of the move. Semler asked about implications to the Faculty Handbook, and Cronley suggested including a reference to this policy in the handbook in place of specific provisions. A discussion followed on the responsible official and state requirements.

Committee Vote:

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

9. 5:008 Employment of Minors

Norman motioned to approve the policy for first reading and to be sent to second reading. Swiger seconded the motion.

Discussion:

Norman stated that lifeguards do not fall under this policy.

Committee Vote:

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

10. 5:016 Certified Administrative Professional Examination

Norman motioned to approve the policy for rescission and to be sent to second reading. Swiger seconded the motion.

Discussion:

The committee discussed how the policy follows state law and that the information in the policy can be placed on the Human Resources website instead.

Committee Vote:

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

11. 5:025 Financial Exigency

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

Discussion:

The committee approved to table the policy until it could be discussed with the President.

Committee Vote:

The committee approved to table the policy.

12. 5:028 Healthy Workplace Policy

Norman motioned to approve the policy for first reading and to be sent to second reading. Semler seconded the motion.

Discussion:

The committee discussed the removal of the University Ombudsperson section in the policy and the establishment of the Office of Equity, Access and Inclusion since this policy's conception. The committee discussed the definition of abusive conduct.

Committee Vote:

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

13. 5:035 Nepotism

Whiteside motioned to approve the policy for first reading and to be sent to second reading. Norman seconded the motion.

Discussion:

The committee discussed disclosure of familial relationships to Human Resources.

Committee Vote:

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

14. 7:008 Foundations

Norman motioned to approve the policy for first reading and to be sent to second reading. Swiger seconded the motion.

Discussion:

None.

Committee Vote:

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

The meeting adjourned at 2:44 P.M.