
University Policy Committee Meeting

January 24, 2017 @ 2:00 p.m.

Iris Room



Minutes

Attendees: Sherryl Byrd, Rex Gandy, Tucker Brown, Ryan Millard, Ryan Honea, and McCartney Andrews (minutes)

Absent: Mitch Robinson and Derek van der Merwe

1. Approval of minutes from the January 10, 2017 meeting

Brown made a motion to approve the university policy committee minutes from the January 10, 2017 meeting; Millard seconded the motion. The committee approved the minutes.

Old Business – Second Reading – Tabled:

2. Policy Administration 0:001

Brown made a motion to un-table the policy and consider it for second reading with agenda items 3-11. Honea seconded the motion.

Old Business – Second Reading (New Policies – Previous TBR Policies):

- 3. Debt Management 4:004**
- 4. Institutional Financial Performance Review 4:022**
- 5. Tennessee State School Bond Appropriation Intercept Program 4:023**
- 6. Benefit in the Event of an Employee Death 5:010**
- 7. Deferred Compensation Plans 5:011**
- 8. Employment of Minors 5:013**
- 9. Moving Allowance 5:014**
- 10. Longevity Pay 5:069**
- 11. Personnel Records 5:070**

Honea made a motion to approve the policies (items 2-11) for second reading and send to the President for

approval. Brown seconded the motion. Gandy opened up the policies for discussion.

Discussion:

None

Committee Vote:

Committee approved the policies for second reading and to be sent to President White for approval.

Old Business – Second Reading:

- 12. Firearms and Other Weapons 1:027**
- 13. Policy on Access to and Use of Campus Property and Facilities 3:001**
- 14. Emergency Management Plan 4:006**
- 15. Access to and Security of Facilities 4:007**
- 16. Acceptable Use of Information Technology Resources 4:032**
- 17. Employee Attendance during Inclement Weather/Natural Disasters 5:004**
- 18. Performance Evaluations for Administrative/Professional and Classified Employees 5:024**
- 19. Grievance and Complaint Procedures for Employees 5:027**
- 20. Compensatory/Overtime 5:031**
- 21. Certified Administrative Professional Examination 5:032**
- 22. Financial Exigency 5:046**
- 23. Staff Salary Increases for Degree Attainment 5:048**
- 24. Discipline Procedures for Non-Faculty Employees 5:053**
- 25. Holidays 5:054**
- 26. Support Staff Grievance 5:059**
- 27. Nepotism 5:065**

Brown made a motion to approve the policies (items 12-27, except 19 and 23) for second reading and send to the President for approval. Millard seconded the motion. Gandy opened up the policies for discussion.

Discussion:

Brown discussed that Faculty Senate is reviewing Grievance and Complain Procedures for Employees 5:027 at the next Senate meeting. Brown made a motion to table policy until February meeting, Honea seconded the motion. Byrd would like to review the Staff Salary Increases for Degree Attainment policy and motioned to table the policy until February meeting, Brown seconded the motion.

Committee Vote:

Committee approved the policies for second reading and to be sent to President White for approval.

Old Business – Second Reading (No Changes):

- 28. Smoking and Clean Air 1:017**
- 29. General Athletic Policy 1:018**
- 30. Business Meals and Recognition Events 4:010**
- 31. Rollerblading/Skateboarding 4:013**

Brown made a motion to approve the policies (items 28-31) for second reading and send to the President for approval. Millard seconded the motion. Gandy opened up the policies for discussion.

Discussion:

None

Committee Vote:

Committee approved the policies for second reading and to be sent to President White for approval.

New Business – First Reading (New Policies - Previous TBR Policies):

- 32. Bylaws of the Board 1:006**
- 33. Records Retention and Disposal of Records 1:016**
- 34. Uniform Procedures for Cases Subject to the Uniform Administrative Procedures Act 1:031**
- 35. Litigation Hold Notice 1:032**
- 36. Policy Regarding Legislative Proposals 1:033**
- 37. Appeals and Appearances Before the Board 1:034**
- 38. Student and Faculty Participation in Development of Campus Policies and Programs 1:035**
- 39. Accounts Receivable Collections 4:009**
- 40. Contracts 4:014**
- 41. Reports of Expenditures by the President 4:017**
- 42. Procurement Card 4:026**
- 43. Property Acquisition and Disposal of Real Property 4:027**
- 44. Uniform Disposition of Unclaimed Property 4:028**
- 45. Cash and Gift Card Payments 4:029**
- 46. Auxiliary Enterprises – Classification and Operation 4:036**
- 47. Charges for Producing Copies of Public Records 4:037**

Brown made a motion to approve the policies (items 32-47) for first reading. Millard seconded the motion. Gandy opened up the policy for discussion.

Discussion:

None

Committee Vote:

Committee approved the list of policies for first reading.

New Business – First Reading

- 48. Delegation of Authority for Approval and Execution of Contracts and Agreements 1:010**
- 49. Deposit and Investment of Funds 4:008**
- 50. Fees, Charges, Refund and Fee Adjustments 4:011**
- 51. Cash Handling 4:012**
- 52. Purchasing 4:015**
- 53. Travel Policy 4:016**
- 54. Disposal of Surplus Personal Property 4:020**
- 55. Operation of State-Owned and Rental Automobiles 4:025**
- 56. Charitable Organization Campaigns and Contributions 5:034**
- 57. Leave Policies 5:038**
- 58. Budget Principles and Control 4:021**

Brown made a motion to approve the policies (items 48-58) for first reading. Millard seconded the motion. Gandy opened up the policy for discussion.

Discussion:

Travel policy has minor changes, such as addition of travel cards section and has been reviewed by the General Counsel.

Committee Vote:

Committee approved the list of policies for first reading.

New Business – First Reading (No Changes):

- 59. Retiree Benefits 5:023**

Brown made a motion to approve the list policy for first reading. Millard seconded the motion. Gandy opened up the policy for discussion.

Discussion:

None

Committee Vote:

Committee approved the list of policies for first reading.

New Business – First Reading – Rescind:

60. Memberships and Subscriptions 1:021

61. Inspecting and Copying Public Records 5:050

Honea made a motion to approve the policies (items 60-61) for first reading. Brown seconded the motion. Gandy opened up the policy for discussion.

Discussion:

None

Committee Vote:

Committee approved the list of policies for first reading.

Meeting adjourned at 2:12 p.m.