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## **University Policy Committee Meeting**

**July 9, 2019 @ 2:00 p.m.**

**Browning Conference Room**

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### **Minutes**

**Attendees:** Mitch Robinson, Ronald Bailey, Eric Norman, Dannelle Whiteside, Rex Gandy, Rod Mills, Lorneth Peters, Fonda Fields, Benjie Harmon, and Hannah Allen (minutes)

**Absent:** SGA President

#### **1. Approval of minutes from the June 11, 2019, meeting**

Bailey motioned to approve the university policy minutes from the June 11 meeting; Peters seconded the motion. The committee approved the minutes.

#### **Old Business – Second Reading**

#### **2. Smoking and Clean Air 5:002**

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

Discussion:

The committee discussed the designated areas for smoking, vaping, and tobacco use as indicated by the map attachment and decided against making the 317 College Street parking lot a designated area. The committee also discussed the policy's 30-foot building perimeter prohibition indicated in the map attachment. Tobacco use should be included in the headings on the map to be consistent with the policy. Bailey then made an editorial suggestion.

Committee Vote:

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

### **3. Delegation of Authority for Approval and Execution of Contracts and Agreements 4:002**

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

#### **Discussion:**

The committee discussed the question of why the vice presidents for external affairs and student affairs are not included in this policy. Though they may sign the initial requisitions, they do not ultimately sign contracts through DocuSign. The committee then discussed the difference between employee contracts and student contracts, specifically the fact that HR initiates DocuSign contracts for employee signatures. The committee also discussed why the Director of Procurement and Contract Services signs clinical affiliate agreements instead of someone in Academic Affairs. Robinson then brought forward a public comment on the policy requesting the addition of assigning authority over non-disclosure agreements (NDAs). Harmon stated that the NDAs should be closer to the people using the products and, consequently, may not belong in this policy, since NDAs typically are included in contracts as common business practice. Harmon suggested instead to monitor the process and to make people aware of information that shouldn't be spread. The committee agreed not to add NDAs to the policy in favor of Harmon's suggestion.

#### **Committee Vote:**

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

The meeting adjourned at 2:45 P.M.