
University Policy Committee Meeting

June 9, 2020 @ 2:00 p.m.

Microsoft Teams Meeting



Minutes

Attendees: Mitch Robinson, Dannelle Whiteside, Eric Norman, Ron Bailey, Karen Meisch, Lorneth Peters, Christine Mathenge, Kito Aruh, Fonda Fields, Bill Persinger, Benjie Harmon, and Hannah Allen (minutes)

Absent: None.

1. Approval of minutes from the May 12, 2020 meeting

Bailey motioned to approve the University policy minutes from the May 12 meeting; Norman seconded the motion. The committee approved the minutes.

Old Business – Second Reading

2. 5:029 Discipline Procedures for Non-Faculty Employees

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

Discussion:

Bailey asked about the inclusion of firearms, and Fonda said that addition refers to the policy on firearms. A discussion followed on word choice, and the committee agreed to change “similarly grave reason” under section I.E. to “similar exigent reasons.”

Committee Vote:

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

3. 5:035 Nepotism

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

Discussion:

The committee discussed a public comment on work flow for an administrator's family member. Robinson suggested to table the policy until the commenter could be contacted to elaborate on the definition of "workflow." Bailey made a comment on reducing wordiness in the policy. Peters asked about the definition of "relative." The definition is quoted directly from T.C.A. § 8-31-102 but needs to be verified.

Committee Vote:

The committee approved to table the policy.

4. 8:002 Athletic Recruiting

Bailey motioned to table the policy. Peters seconded the motion.

Discussion:

The committee discussed a public comment that expressed concerns for removing the University philosophy from the policy and eliminating policy 8:001. Robinson stated that philosophies are not typical found in policies. Whiteside stated that it is not necessary to have in the policy but should at least be on the Athletics website. The committee discussed tabling the policy so that an Athletics rep could attend the next meeting.

Committee Vote:

The committee approved to table the policy.

New Business – First Reading

5. 4:011 Cash Handling

Bailey motioned to approve the policy for first reading and to be sent to second reading. Peters seconded the motion.

Discussion:

Robinson stated that the policy statement and purpose should be revised to be consistent with the policy format. Harmon discussed petty cash and that cash assets are not used in this manner. Bailey asked if ticket sales are considered petty cash. Harmon said ticket sale are consider change fund. Norman made an editorial suggestion for the policy attachment.

Committee Vote:

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

6. 5:011 General Personnel Policy

The department requested to defer review of the policy to a future date. The committee agreed. A vote was not necessary.

7. 5:037 Longevity Pay

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

Discussion:

Fields explained that the policy has been revised to eliminate unnecessary wordiness and information that does not directly pertain to the policy. Instead, Human Resources will provide an FAQ on the department's website.

Committee Vote:

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

8. 5:038 Personnel Records

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

Discussion:

The changes to the policy are in compliance with information provided by state department benefits. Bailey noted that the use of "assure" should actually be "ensure."

Committee Vote:

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

9. 7:002 Media (With Regard to Campus Emergencies and Crisis Situations)

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

Discussion:

Persinger stated that the policy was originally worded to only address emergency situations, so the policy has been revised to include more general circumstances for employees talking to press.

Robinson stated that the policy statement and purpose should be revised to be consistent with the policy format. Meisch suggested changing the wording that people have to contact the Public Relations and Marketing (PR&M) department. Persinger mentioned the first amendment and stated that the policy can require people to notify PR&M if contacted by the press.

Committee Vote:

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

10. 1:025 Policy on Academic Tenure

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

Discussion:

Some instances of “President” in the policy have been changed to “Provost” to be consistent with current practices. The policy will have to be approved by the Board of Trustees.

Committee Vote:

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

The meeting adjourned at 3:00 P.M.