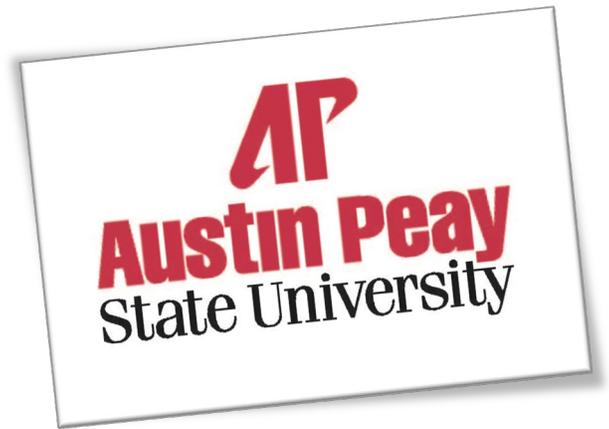

University Policy Committee Meeting 21.0

October 13, 2015 @ 2:00 p.m.

Browning Building Conference Room



Minutes

Attendees: Mitch Robinson, Lynne Yarborough (for Sherryl Byrd), Rex Gandy, Bill Persinger (for Derek van der Merwe), Tim Winters, Rylan Kean, and McCartney Andrews (minutes)

Absent: Sherryl Byrd, Derek van der Merwe, and Will Roberts

20.1 – Approval of minutes from the September 8, 2015 meeting 20.0

R. Gandy made a motion to approve the university policy committee minutes 20.0 from the September 8, 2015 meeting; R. Kean seconded the motion.

Committee approved the minutes by a unanimous vote.

Old Business/Second Reading:

21.2 – Policy Administration 0:001 (Rescinding Policies 0:001, 0:002, and 0:003)

R. Gandy made a motion to approve the policy on second reading and move to president for her approval, L. Yarborough seconded the motion. Robinson opened up the policy for discussion.

Discussion:

Due to the moving of miscellaneous policies to the governance, organization, and general policies, Robinson asked that the numbering system for miscellaneous policies be removed. R. Gandy approved this change and R. Kean seconded.

Committee Vote:

Committee approved the policy to be sent to the president after the proposed change has been made by a unanimous vote.

New Business/First Reading:

21.3 – Publication Printing 1:013 (previously 99:017)

R. Gandy motioned to approve the policy on first reading, R. Kean seconded the motion. Robinson opened up the policy for discussion.

Discussion:

Persinger has emailed TBR due to TCA 12-7-106 being repealed to see how this will affect their policy. It was decided to delete TCA 12-7-106 in our policy and for the policy to only include TCA 12-7-107-108 in the policy statement.

Committee Vote:

Committee approved this policy by a unanimous vote.

21.4 – Environmental, Health and Safety Policy 1:014 (previously 99:021)

R. Gandy motioned to approve the policy on first reading, R. Kean seconded the motion. Robinson opened up the policy for discussion.

Discussion:

The committee would like for the last sentence of the policy to be broken up into two sentences where one sentence pertains to employees and the other pertains to students.

Committee Vote:

Committee approved this policy by unanimous vote.

21.5 – Electronic Signature Policy 1:019

R. Kean motioned to approve the policy on first reading, L. Yarborough seconded the motion. Robinson opened up the policy for discussion.

Discussion:

None

Committee Vote:

Committee approved this policy by unanimous vote.

21.6 – Non-Faculty Promotions 5:066

R. Kean motioned to approve the policy on first reading, B. Persinger seconded the motion. Robinson opened up the policy for discussion.

Discussion:

The changes in the policy where to change the titles to office names. Also, the promotions definition was updated to reflect TBR's definition.

Committee Vote:

Committee approved this policy by unanimous vote.

New Business/Rescinded-First Reading

21.7 – TOSHA Handbook 4:005

B. Persinger motioned to approve the policy on first reading, R. Kean seconded the motion. Robinson opened up the policy for discussion.

Discussion:

None

Committee Vote:

Committee approved this policy by unanimous vote.

21.8 – Compliance with Copyright Law for Printed Matter and Computer Software 99:001

B. Persinger motioned to approve the policy on first reading, R. Kean seconded the motion. Robinson opened up the policy for discussion.

Discussion:

None

Committee Vote:

Committee approved this policy by unanimous vote.

21.9 – Bulletin Boards 99:003

B. Persinger motioned to approve the policy on first reading, R. Kean seconded the motion. Robinson opened up the policy for discussion.

Discussion:

None

Committee Vote:

Committee approved this policy by unanimous vote.

21.10 – Electronic Message Board 99:028

B. Persinger motioned to approve the policy on first reading, R. Kean seconded the motion. Robinson opened up the policy for discussion.

Discussion:

Jake Lowary, Bill Persinger, and Ryan Ivey will continue to operate the electronic message boards but most information is shared between the three. There will be guidelines posted on each person's website.

Committee Vote:

Committee approved this policy by unanimous vote.

21.11 – Training Room 99:011

B. Persinger motioned to approve the policy on first reading, R. Kean seconded the motion. Robinson opened up the policy for discussion.

Discussion:

None

Committee Vote:

Committee approved this policy by unanimous vote.

21.12 – Archives 99:002

B. Persinger motioned to approve the policy on first reading, R. Kean seconded the motion. Robinson opened up the policy for discussion.

Discussion:

R. Gandy told the committee that there are TBR policies for us to follow and this policy is no longer needed.

Committee Vote:

Committee approved this policy by unanimous vote.

21.13 – Library Inventory 99:023

B. Persinger motioned to approve the policy on first reading, R. Kean seconded the motion. Robinson opened up the policy for discussion.

Discussion:

R. Gandy told the committee that there are TBR policies for us to follow and this policy is no longer needed.

Committee Vote:

Committee approved this policy by unanimous vote.

New Business:

21.14 – Procedural Section-Minor Editorial Changes

Robinson discussed with the committee about making minor editorial changes to a procedure section, such as position title and office name changes to a policy, to where these changes would not have to be sent through the committee for approval. This does not apply if there have been procedural changes.

R. Gandy made a motion to approve minor editorial changes do not have to come through the University Policy Committee for approval, R. Kean seconded the motion.

Committee Vote:

Committee approved this change by a unanimous vote.

Meeting adjourned at 2:22 p.m.