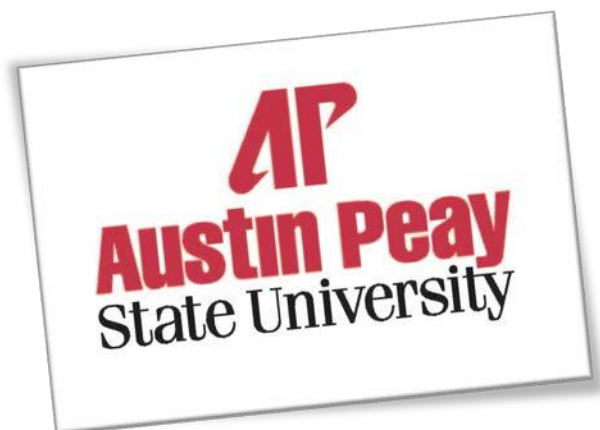

University Policy Committee Meeting

May 8, 2018 @ 2:00 p.m.

Student Affairs Conference Room



Minutes

Attendees: Mitch Robinson, Sherryl Byrd, Rex Gandy, Greg Singleton, Mickey Wadia, Stephen Dominy, Dannelle Whiteside, Sheila Bryant, Kyla House, and McCartney Andrews (minutes)

Absent: Derek van der Merwe and Courtney Covington

1. Approval of minutes from the April 20, 2018 meeting

Dominy made a motion to approve the university policy committee minutes from the April meeting; Wadia seconded the motion. The committee approved the minutes.

New Business – First Reading:

2. Animals on Campus 3:007

Gandy motioned to approve the policy for first reading and to be moved to second reading. Dominy seconded the motion.

Discussion:

Recommendations from Faculty Senate Red committee – good start but missing inclusion of “owner’s responsibility of waste”. Need guidance on what constitutes disruptive behavior and grounds for removal, such as waste. The policy does not allow comfort animals in the classrooms. Even if the animal is a dog, you can only ask two questions to the student.

Questions reference dogs and needs to be changed to “service animal.” Discussion about disturbance of removing an animal from the classroom. Service animal is classified as a dog or a miniature horse.

Committee Vote:

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

noted.

3. Anti – Bullying Policy 5:028

Dominy motioned to approve the policy for first reading and to be moved to second reading. Wadia seconded the motion.

Discussion:

Would it be possible for the policy to be combined into the Workplace Violence policy? Associating it within a violence policy could water down the violence policy and these are two different policies. Reword policy statement to: “It is the policy of Austin Peay State University that employees have a right to work in an environment free from bullying, harassment, and intimidation.”

On the last page, need to add progressive discipline to the staff section as well.

There is normally a sentence about reporting party cannot be sanctioned against by the supervisor. Similar sentence in other policies. A sentence needs to be added to this policy.

Oral reprimand and oral warning need to be the same. Change both to oral reprimand.

If an employee has a complaint or concern, then they would go to two different people based on what policy says. Normally complaints go to HR first and then if it is a protected class, it will go to Sheila’s office. On page 2, there is contradictory language. HR needs to be the primary point of contact and then EEOA would be involved if protected class. On page 2, in overview, delete EEOA. Delete EEOA throughout the whole policy with a note of allegations of protected classes need to go to EEOA to investigate. This sentence can be placed in “procedures for filing complaint” about who to file to.

On page 6, paragraph that reads, “Sanction...” add director to “dean, chair...” sentence.

On page 2, under definitions, remove 1 and 2 bullets. On page 3, need to add a policy application section starting at the paragraph “This policy...”

A Dean did have several issues with the policy due to it being overly prescriptive.

Committee Vote:

The committee approved the policy for first reading and to be moved to second reading with changes noted above.

4. Outside Employment and Extra Compensation 5:014

Dominy motioned to approve the policy for first reading and to be moved to second reading. Wadia seconded the motion.

Discussion:

One change to the policy would be an annual submission for outside employment. The process will need to be electronic.

On page 3, pay rate is normally procedural. After the first sentence in the rates section, “The division of Academic Affairs shall annually set the rates pertinent to the policy.” The rest of the rates section could be deleted. It needs to be deleted or reworded. Exceptions will stay in the policy and B will be deleted. Gandy will send forward language for the policy.

Policy statement may need to be reworded.

Committee Vote:

The committee approved the policy for first reading and to be moved to second reading with changes noted above.

5. Paid Parental Leave 5:034

Dominy motioned to approve the policy for first reading and to be moved to second reading. Gandy seconded the motion.

Discussion:

Policy statement needs to be reworded.

For the policy, need to lowercase “paid parental leave.”

On page 3, under eligibility, bullet 5 needs to say the “birth or adoption of the child”.

Discussion about a surrogate mother not being eligible for paid parental leave. This is Memphis’s policy and they don’t allow surrogacy. Kyla House will follow up on surrogacy for policy. The policy does put a cap on how many times it can be used.

Add (FMLA) to the definition for Family Medical Leave Act.

Discussed payback provision of the policy. Kyla House will follow up with Memphis about the payback provision of the policy.

Committee Vote:

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

Old Business – Second Reading

6. Disposal of Surplus Personal Property 4:019

Gandy motioned to approve the policy for second reading and to be sent to the President for approval. Dominy seconded the motion.

Discussion:

None

Committee Vote:

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

7. Operation of State-Owned and Rental Automobiles 4:022

Gandy motioned to approve the policy for second reading and to be sent to the President for approval. Dominy seconded the motion.

Discussion:

None

Committee Vote:

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

8. Naming Rooms and Areas and Building Plaques 7:009

Gandy motioned to approve the policy for first reading and to be moved to second reading. Dominy seconded the motion.

Discussion:

Discussion about title of policy and what constitutes a building plaque.

Gandy motioned to change his first motion and table the policy. Wadia seconded the motion.

Committee Vote:

The committee approved the policy to be tabled.

The meeting adjourned at 3:10 p.m.

Email Vote – May 10th to 14th

New Business – First Reading

1. Delegation of Authority for Approval and Execution of Contracts and Agreements 4:002

Approve = 5

Decline = 0

Further Discussion = 0