
University Policy Committee Meeting

April 9, 2019 @ 2:00 p.m.

Browning Conference Room



Minutes

Attendees: Mitch Robinson, Rex Gandy, Ronald Bailey, Eric Norman, Dannelle Whiteside, Mickey Wadia, Jane Semler, Sheraine Gilliam-Holmes, Fonda Fields, Jackie Struckmeyer, and Hannah Allen (minutes)

Absent: Ashlee Spearman and Courtney Covington (both sent votes via email)

1. Approval of minutes from the March 12, 2019, meeting

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

Old Business – Second Reading

2. Healthy Workplace Policy 5:028

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

Discussion:

The committee discussed submitted comments regarding the policy, specifically on the name of the policy, which comes directly from the state bill. Norman and Robinson made minor editorial suggestions that were accepted by the committee.

Committee Vote:

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

New Business – First Reading

3. Smoking and Clean Air 5:002

Bailey motioned to table the policy to update to a more concise format. Norman seconded the motion.

Discussion:

The committee discussed the prohibitions for smoking in personal vehicles. Norman suggested taking out nicotine and tobacco specifics to include non-nicotine vapes, etc., so as to encompass all smoke and vapors. The committee discussed the current campus smoking map and the necessary updates for the map. Norman made some editorial suggestions. The committee suggested to table the policy in order to revise it for a more concise format and updated map.

Committee Vote:

The committee tabled the policy for further review by university personnel.

4. Business Meals and Recognition Events 4:010

Whiteside motioned to table the policy to clarify use of university and foundation funds. Bailey seconded the motion.

Discussion:

Struckmeyer discussed the change to allow the culinary department to use alcohol for teaching purposes and some recognition events. A discussion followed on the use of alcohol at sporting events. Wadia suggested organizing a paragraph for clarity. The committee discussed the importance of the wording "occasional gatherings" and deemed it unnecessary. Bailey brought up a discussion about the prohibition of using departmental funds for a donation component of a university or foundation event, such as the candlelight ball. Bailey will work with Struckmeyer and Benjie Harmon to gain a better understanding of how to improve the policy. The committee decided that the whole policy should be reviewed again to clarify the use of university and foundation funds.

Committee Vote:

The committee tabled the policy for further review by university personnel.

5. Cash and Gift Card Payments 4:026

Gandy motioned to table the policy to clarify definitions and authority. Bailey seconded the motion.

Discussion:

Struckmeyer discussed the revisions made to the policy to correct some confusing grammar and wording. The changes were made to clarify the type of approval needed for a department to buy gift cards and to clarify the reporting of cash or gift card payments to payroll and IRS. The committee then discussed the ethics of giving out gift cards opposed to extra compensation and whether the policy

applies to student workers also, and Struckmeyer confirmed that student workers are considered employees to which the policy applies. The committee agreed that the policy should clearly state that the policy also applies to student workers. The committee agreed that the policy needed further review for clarification of definitions and authority.

Committee Vote:

The committee tabled the policy for further review by university personnel.

The meeting adjourned at 3:08 P.M.