
University Policy Committee Meeting 23.0

December 8, 2015 @ 2:00 p.m.

Browning Building Conference Room

**Minutes**

Attendees: Mitch Robinson, Sherryl Byrd, Rex Gandy, Tim Winters, Rylan Kean, Will Roberts, and McCartney Andrews (minutes)

Absent: Derek van der Merwe

23.1 – Approval of minutes from the October 13, 2015 meeting 21.0

Winters made a motion to approve the university policy committee minutes 21.0 from the October 13, 2015 meeting; Kean seconded the motion.

Committee approved the minutes by a unanimous vote.

23.2 – Approval of minutes from the November 10, 2015 email vote 22.0

Kean made a motion to approve the university policy committee minutes 22.0 from the November 10, 2014 email vote; Roberts seconded the motion.

Committee approved the minutes by a unanimous vote.

Old Business/Second Reading:**23.3 – Non-Faculty Promotions 5:066**

Roberts made a motion to approve the policy on second reading and move to president for her approval, Kean seconded the motion. Robinson opened up the policy for discussion.

Discussion:

Committee discussed the difference between a promotion and reclassification. Gandy asked for clarification regarding whether a promotion can occur outside of the department the employee is currently in.

Committee Vote:

Committee approved the policy to be sent to the president by a unanimous vote.

23.4 – Rollerblading/Skateboarding 4:013

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

Discussion:

None

Committee Vote:

Committee approved the policy to be sent to the president by a unanimous vote.

Old Business/Rescinded – Second Reading:

23.5 – Bulletin Boards 99:003

Gandy motioned to approve the policy on second reading and move to president for her approval to rescind policy, Kean seconded the motion. Robinson opened up the policy for discussion.

Discussion:

None

Committee Vote:

Committee approved this policy to be sent to president by a unanimous vote.

Old Business – APSU Policies that mirror TBR Policies:

23.6 – Sick Leave 5:045 – mirror TBR Policy 5:01:01:07: Sick Leave

Gandy motioned to approve the policy to link to TBR policy and be sent to the president for her approval, Roberts seconded the motion. Robinson opened up the policy for discussion.

Discussion:

Winters discussed the stipulation in the TBR policy that allows the state to give a bonus by returning unused sick leave to employees if they opt into the state retirement system as opposed to not giving it back to those who choose the TIAA/CREF option. Andrews will check with Stephanie Reever to see if this stipulation is a part of a law and bring it back to the committee in January.

Committee Vote:

Committee approved this policy to be sent to the president by a unanimous vote.

New Business/ First Reading:

23.7 – Access to and Security of Facilities 4:007

Winters motioned to approve the policy on first reading, Roberts seconded the motion. Robinson opened up the policy for discussion.

Discussion:

Kean brought up a question regarding the fee for replacing lost and stolen keys. Andrews will ask Tom Hutchins the amount and add into the policy.

Committee Vote:

Committee approved this policy by unanimous vote.

23.8 – Cash Handling 4:012

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

Discussion:

Kean asked if the policy applied to foundation funds. If the policy doesn't apply to foundations, then a statement needs to be added to the policy. Also, a question was raised about depositing cash if the event is on the weekend. On page 4 under "Standard Cash Controls, number 5", it may need to say next business day.

Committee Vote:

Committee approved this policy by unanimous vote.

23.9 – Austin Peay State University World Wide Web Policy 1:020 (previously 99:025)

Kean motioned to table this policy until Bill Persinger can attend meeting, Roberts seconded the motion. Robinson opened up the policy for discussion.

Discussion:

The committee felt the policy was more of a procedure than a policy. Gandy asked for the policy to be tabled until Bill can attend the meeting to discuss the policy.

Committee Vote:

Committee approved this policy to be tabled by unanimous vote.

23.10 – Administrative Organization of the University 1:001

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

Discussion:

None

Committee Vote:

Committee approved this policy for first reading by unanimous vote.

New Business/Rescinded-First Reading

23.11 – Adoptive Parents Leave 5:037

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

Discussion:

None

Committee Vote:

Committee approved this policy by unanimous vote.

23.12 – Grievance Procedure for Persons with Complaints Related to Americans with Disabilities Act 5:057

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

Discussion:

None

Committee Vote:

Committee approved this policy by unanimous vote.

23.13 – Dunn Center Operations 3:004

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

Discussion:

None

Committee Vote:

Committee approved this policy by unanimous vote.

Meeting adjourned at 2:53 p.m.