
University Policy Committee Meeting

January 12, 2021 @ 2:00 p.m.

Zoom Meeting



Minutes

Attendees: Mitch Robinson, Maria Cronley, Ron Bailey, Eric Norman, Corey Harkey, Christine Mathenge, Anthony Roark, Fonda Fields, Sonja Stewart, Sondra Hamilton, Benjie Harmon
(minutes)

Absent: Megan Mitchell, Kito Aruh

1. Approval of minutes from the December 8, 2020 meeting

Bailey motioned to approve the University policy minutes from the December 8 meeting; Norman seconded the motion. The committee approved the minutes.

Old Business – Second Reading

2. 5:019 Employment Classification

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

Discussion:

None.

Committee Vote:

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

3. 5:022 Return to Work

Bailey motioned to approve the policy for second reading and to be moved to the President for her

approval. Norman seconded the motion.

Discussion:

None.

Committee Vote:

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

4. 5:024 Workplace Violence Prevention

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

Discussion:

Norman discussed adding a vehicle to what property is allowed to be inspected based on suspicion of a weapon in the Prohibited Activities section. Harkey said under state law, people are allowed to have weapons in their vehicle. The committee discussed search of property under suspicion and approved the addition.

Committee Vote:

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

5. 5:027 Staff Salary Increases for Degree Attainment

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

Discussion:

A discussion followed on comments submitted from faculty and staff regarding the revision to limit the incentive. The committee discussed the tuition reimbursement program.

Committee Vote:

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

New Business – First Reading

6. 5:032 HR Emergency Procedures

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

Discussion:

Roark discussed compensatory/overtime. Robinson asked if the policy included non-exempt employees. A discussion followed regarding holiday and hazard pay and best practices among other TN universities.

Committee Vote:

The committee approved to table the policy.

7. 5:039 Retirement Plans

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

Discussion:

Robinson asked if most of this policy should instead be located on the website, and then have the policy be comprised of what is provided by the institution for retirement. Roark confirmed that the procedures are state regulated and not necessary for a policy, but many people look at the policy for information, and it acts as a good reference point for employees.

Committee Vote:

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

8. 5:040 Classification of Benefits for Fees and Tuition

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

Discussion:

Roark said “full-time” was removed because the policy applies to all employees. A discussion followed on the definition of “regular employees” and “grant-funded positions.” Harkey said the policy needs to be in line with the University rule regarding classifying students as in-state or out-of-state.

Committee Vote:

The committee approved to table the policy.

9. 1:022 Budget Principles and Control

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

seconded the motion.

Discussion:

Stewart discussed the changes to the policy and the addition of information regarding University reserves. The addition requires that a plan is developed for expenditures resulting from emergency situations. A discussion followed on Renewal and Replacement funds and operating costs. Cronley asked for clarification regarding adding to reserves "if financially feasible."

Committee Vote:

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

10. 5:015 Hours Worked and Additional Pay

Cronley motioned to table the policy. Harkey seconded the motion.

Discussion:

Cronley commented on remote work, the addition to the Inclement Weather Time Reporting Procedures, and premium pay. As it reads, the section does not include remote work, but the wording needs clarity.

Committee Vote:

The committee approved to table the policy.

Bailey motioned to adjourn. Norman seconded the motion.

The meeting adjourned at 3:19 P.M.