

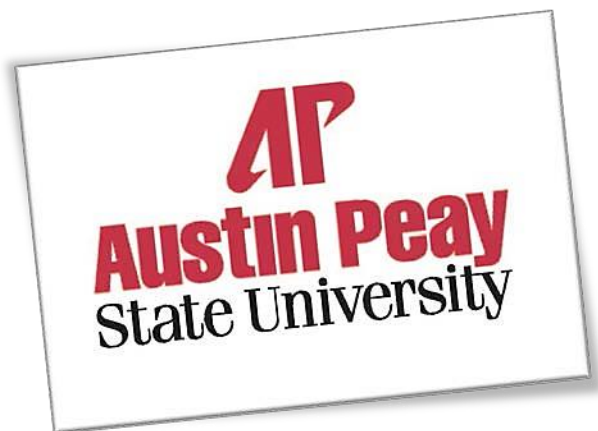
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## University Policy Committee Meeting

November 1, 2022 @ 3:30 p.m.

Browning Conference Room

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### Minutes

**Attendees:** Dannelle Whiteside, Maria Cronley, Gerald Harrison, Greg Singleton, Kris Phillips, Perry Scanlan, Hannah Allen, JaCenda Robinson, LaNeeça Williams, Sondra Hamilton, and April Williams (Minutes)

**Absent:** Shahrooz Roohparvar, SGA President

1. Meeting called to order at 3:32 p.m.
2. Approval of minutes from the October 4<sup>th</sup> meeting

Singleton moved to approve the minutes from the October 4<sup>th</sup> meeting. Scanlan seconded the motion. The committee approved the minutes.

#### Old Business – Second Reading:

3. 4:026 Cash and Gift Card Payments (revised)

Harrison moved to approve the policy for the second reading and to move it to the President for approval. Cronley seconded the motion.

Discussion:

The committee discussed feedback from the public comment period regarding reducing the threshold for receiving a check or direct deposit instead of a gift card for payment. The committee determined that the change was unnecessary since the paperwork required for both payment methods is the same.

Committee Vote:

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

## **New Business – First Reading:**

### **4. 5:020 Leave Policies (revised)**

Cronley moved to approved the policy for the first reading and to be moved to the second reading. Scanlan seconded the motion.

Discussion:

Robinson discussed revisions to the policy to clarify the use of annual leave and revisions that removed the two (2) day limit for sick leave after bereavement leave has been used for immediate family and expanded the use of sick leave in the death of non-immediate relatives. The committee made additional revisions to clarify that employees may not use annual leave during the last ten working days of the employee's resignation notice period unless with supervisor approval. This policy revision does not apply to retirement.

Committee Vote:

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

### **5. Meeting adjourned at 3:56 p.m.**