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**University Policy Committee Meeting**

**February 11, 2020 @ 2:00 p.m.**

**Browning Conference Room**

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## **Minutes**

**Attendees:** Mitch Robinson, Dannelle Whiteside, Eric Norman, Rod Mills, Lorneth Peters, Sydney Hawkins, Blayne Clements, Fonda Fields, Michael Kasitz, and Hannah Allen (minutes)

**Absent:** Rex Gandy, Ronald Bailey

### **1. Approval of minutes from the January 14, 2020, meeting**

Norman motioned to approve the University policy minutes from the January 14 meeting; Whiteside seconded the motion. The committee approved the minutes.

### **Old Business – Second Reading**

### **2. 1:016 Preventing and Reporting Fraud, Waste, or Abuse**

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

Discussion:

Peters asked about adding definition for ethical work environment. Whiteside stated that the phrase is defined within the policy.

Committee Vote:

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

### **3. 5:010 Alternate Work Arrangement**

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

approval. Mills seconded the motion.

Discussion:

Norman discussed the section regarding cell phone reimbursement. A discussion followed on whether APSU provides actual cell phones or just allowances. Robinson mentioned practices at other universities. A cell phone paid for by an allowance becomes University property. Norman suggested changing the wording to be more general and “provide allowances” instead of limiting the provision to cell phones. Mills suggested changing it to “provide allowances to employees to conduct business.” Peters asked about the appeals process. The process already includes all supervisors in the approving chain. Whiteside explained that grievance issues are not necessary to include because alternate work arrangements are not a right. Robinson made some editorial suggestions. Fields discussed issues with monitoring work time for people who work from home. Robinson asked if faculty have a similar policy but they do not.

Committee Vote:

The committee approved the policy for second reading with the changes discussed in the meeting and to be moved to the President for her approval.

**4. 5:018 Employment of Law Enforcement and Security Personnel**

Peters motioned to approve the policy for second reading and to be moved to the President for her approval. Mills 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.

**New Business – First Reading**

**5. 4:004 Debt Management**

Whiteside motioned to approve the policy for first reading and to be sent to second reading. Norman seconded the motion. Whiteside rescinded original motion. Norman made a motion to table the policy. Peters seconded the motion.

Discussion:

Robinson discussed the changes in the policy that include information for security bonds and the title of accounting principles generally accepted in the U.S. The policy is in compliance with the Tennessee Bond Authority. Mills made some editorial suggestions. Whiteside asked about the additional clause in open meetings. Robinson stated that the addition mirrors the Bond Authority policy. A discussion followed on the reference to “the Board” in the policy and to which board authority it refers. The reference needs to be clearer throughout the policy.

Committee Vote:

The committee approved to table the policy.

#### **6. 4:006 Emergency Management Plan**

Whiteside made a motion to rescind policy. Norman seconded the motion.

Discussion:

The committee agreed that the policy is not necessary.

Committee Vote:

The committee approved to rescind the policy and to send it to the President for her approval.

#### **7. 4:034 Expenditure on University-owned President Residency**

Whiteside motioned to approve the policy for first reading and to be sent to second reading. Peters seconded the motion.

Discussion:

Mills stated that the policy should not refer to “residencies” but to one “residence” consistently throughout the policy. The committee agreed that all instances should be changed to “residence.”

Committee Vote:

The committee approved the policy for first reading with the discussed edits and to be sent to second reading.

#### **8. 8:001 General Athletic Policy**

Peters motioned to table the policy. Hawkins seconded the motion.

Discussion:

Robinson suggested to keep the format consistent with the general policy format that includes a policy statement and purpose. Robinson then asked about having a reference to state and federal laws. He

proposed to table the policy until he could have further discussion with Gerald Harrison about the policy. The committee discussed the reference to the University Standing Athletic Committee and whether the policy is required by law.

Committee Vote:

The committee approved to table the policy.

**9. 8:002 Athletic Recruiting – Official and Unofficial Visits**

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

Discussion:

Robinson stated that he had several questions about the policy. He discussed areas that need more attention and proposed to discuss the policy further with Gerald Harrison. Peters asked about the 30-mile radius in the policy that does not include Nashville. Whiteside stated that it could be an NCAA requirement.

Committee Vote:

The committee approved to table the policy.

**10. 8:003 Athletic Ticket Policy and Ticket Office Procedures**

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

Discussion:

Robinson stated that much of the policy needs to be further addressed, especially considering that many procedures mentioned in the policy are no longer used.

Committee Vote:

The committee approved to table the policy.

The meeting adjourned at 2:50 P.M.