
University Policy Committee Meeting

November 7, 2023 @ 3:30 p.m.

Browning Conference Room



Minutes

Attendees: Dannelle Whiteside, Maria Cronley, Leonard Clemons, Gerald Harrison, Shahrooz Roohparvar, Somaditya Banerjee, Kris Phillips, Gena Shire-Sgarlata, Campbell Moore (SGA President), Bill Persinger, and April Williams (Minutes)

Absent: None

Meeting called to order: 3:34 p.m.

Approval of minutes from the October 3rd meeting:

1. Roohparvar moved to approve the minutes from the October 3rd meeting. Cronley seconded the motion. The motion passed unanimously.

Old Business:

2. 4:007 Access to and Security of Facilities (revised)

Roohparvar moved to approve Policy 4:007 the second reading and to move it to the President for approval. Cronley seconded the motion.

Discussion: Roohparvar provided an overview of the revisions to clarify procedures for issuing keys, building, and room access. The committee discussed feedback received on the approving officials and key control sections.

Vote: The motion to approve Policy 4:007 the second reading and to move it to the President for approval passed unanimously.

3. 4:009 Accounts Receivable Collections (revised)

Roohparvar moved to approve Policy 4:009 for the first reading without the proposed changes to the allowable threshold for enrollment and to move it to the second reading. Cronley seconded the motion.

Discussion: Policy 4:009 was tabled for the first reading during the October 3rd meeting to

gather data on the number of students potentially impacted by the current and proposed debt thresholds and the potential impact on student veterans. The committee decided to table changes to the allowable threshold for enrollment and revisit this discussion later.

Vote: The motion to approve Policy 4:009 for the first reading without the proposed changes to the allowable threshold for enrollment and to move it to the second reading passed unanimously.

4. 4:010 Business Meals and Recognition Events (revised)

Phillips moved to approve Policy 4:010 for the second reading and to move it to the President for approval. Cronley seconded the motion.

Discussion: None.

Vote: The motion to approve Policy 4:010 the second reading and to move it to the President for approval passed unanimously.

New Business:

5. 4:002 Delegation of Authority for Approval of Contracts and Agreements (revised)

Cronley moved to approve Policy 4:002 for the first reading and to move it to the second reading. Roohparvar seconded the motion.

Discussion: Roohparvar discussed revisions to the policy that aligned the policy with current practices and added Legal Affairs as the responsible official of Contract Services.

Vote: The motion to approve Policy 4:002 for the first reading and to move it to the second reading passed unanimously.

6. 4:013 Contracts (revised)

Roohparvar moved to approve Policy 4:013 for the first reading and to move it the second reading. Cronley seconded the motion.

Discussion: Roohparvar discussed revisions that added Legal Affairs as the responsible official of Contract Services.

Vote: The motion to approve Policy 4:013 for the first reading and to move it to the second reading passed unanimously.

7. 4:015 Travel (revised)

Roohparvar moved to approve Policy 4:015 for the first reading and to move it the second reading. Cronley seconded the motion.

Discussion: This policy underwent review in August 2023. Additional revisions include allowing for emergency or impromptu situations that may arise unexpectedly, clarifying the per diem process, and adding a section to address potential conflicts of interest involving sponsored travel.

Vote: The motion to approve Policy 4:015 for the first reading and to move it to the second reading passed unanimously.

8. 4:019 Disposal of Surplus Personal Property (revised)

Cronley moved to approve Policy 4:019 for the first reading and to move it the second reading. Roohparvar seconded the motion.

Discussion: This policy underwent consideration as part of the mandatory 5-year review process. Roohparvar provided an overview of revisions that align with current practices and State terminology. Questions raised by the committee include the process for determining worthless personal property and the proposed terminology in the revisions.

Vote: The motion to approve Policy 4:019 for the first reading and to move it to the second reading passed unanimously.

9. 7:004 Alcoholic Beverages Advertising (revised)

Roohparvar moved to approve Policy 7:004 with revisions for the first reading and to move it the second reading. Cronley seconded the motion.

Discussion: Persinger provided an overview of revisions to Policy 7:004 that align with current practices with the new digital sign on College Street. Revisions allow for advertising of alcoholic beverages to include locations outside of athletic buildings. The committee suggested additional revisions that clarify that the Vice President for Legal Affairs or their designee, through consultation with the vice president within the division of oversight, department head, or facility supervisor, would determine the placement of alcoholic beverage advertisements in locations outside athletic facilities.

Vote: The motion to approve Policy 4:019 for the first reading with revisions and to move it to the second reading passed unanimously.

Adjourn: 4:08 p.m.