
University Policy Committee Meeting

December 8, 2020 @ 2:00 p.m.

Zoom Meeting



Minutes

Attendees: Mitch Robinson, Maria Cronley, Ron Bailey, Eric Norman, Corey Harkey, Megan Mitchell, Christine Mathenge, Carl Gerhold, Anthony Roark, Fonda Fields, David Sanchez, and Hannah Allen (minutes)

Absent: Kito Aruh

1. Approval of minutes from the November 13, 2020 meeting

Bailey motioned to approve the University policy minutes from the November 13 meeting; Harkey seconded the motion. The committee approved the minutes.

Old Business – Second Reading

2. 4:038 Environmental, Health and Safety Policy

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. 4:039 Password Management

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. 4:040 Personally Identifiable Information

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.

5. 4:041 Safeguarding Nonpublic Financial Information

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.

New Business – First Reading

6. 5:019 Employment Classification

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

Discussion:

Harkey commented on the definition of “volunteers” and the necessity of the definition in this policy. Fields confirmed that there is a separate form for volunteers to fill out. Roark said “volunteers” is not defined in other policies. A discussion followed on areas where volunteers exist and are needed. A discussion followed on exempt and nonexempt graduate assistants and employees. The committee then discussed breaks in service for a temporary employee. Harkey will check State law to ensure the policy is in compliance.

Committee Vote:

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

7. 5:022 Return to Work

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

Discussion:

Information has been added regarding modified/transitional assignment. Roark stated the procedures removed from this policy will be moved to the workers compensation page. These will be published before the second reading. Norman asked about the 90-calendar-day metric. Fields will check on the use of the metric and the standard timeframe for the modified/transitional duty assignment end date.

Committee Vote:

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

8. 5:023 Unemployment Compensation

Bailey motioned to approve the policy for rescission. Norman seconded the motion.

Discussion:

The University is required to follow the law for unemployment compensation, so a policy is not necessary. It is a policy that originated from TBR.

Committee Vote:

The committee approved the policy for rescission.

9. 5:024 Workplace Violence Prevention

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

seconded the motion.

Discussion:

Harkey discussed her edits for clarity. Robinson discussed combining this policy with the firearms policy. Roark said it seems to be best practice to have them separated. Harkey discussed changes to State law regarding firearms.

Committee Vote:

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

10. 5:027 Staff Salary Increases for Degree Attainment

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

Discussion:

A discussion followed on adding an end date for degree completion and continuous enrollment. Cronley confirmed that this policy does not preclude requiring a higher degree as a condition of employment.

Committee Vote:

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

Bailey motioned to adjourn. Norman seconded the motion.

The meeting adjourned at 2:48 P.M.