
University Policy Committee Meeting

December 12, 2023 @ 3:30 p.m.

Browning Conference Room



Minutes

Attendees: Dannelle Whiteside, Maria Cronley, Leonard Clemons, Shahrooz Roohparvar, Kris Phillips, Ozzie di Paolo Harrison, Christopher Jones, Bill Persinger, Pat Walton, and April Williams (Minutes)

Absent: Gerald Harrison, Somaditya Banerjee, Gena Shire-Sgarlata, Campbell Moore (SGA President)

Meeting called to order: 3:30 p.m.

Approval of minutes from the November 7th meeting:

1. Phillips moved to approve the minutes from the November 7th meeting. Cronley seconded the motion. The motion passed unanimously.

Old Business:

1. 4:002 Delegation of Authority for Approval of Contracts and Agreements (revised)

Roohparvar moved to approve Policy 4:002 for the second reading without additional edits. Cronley seconded the motion.

Discussion: The committee discussed additional proposed edits to the Execution/Signature Authority section of the policy.

Vote: The motion to approve Policy 4:002 for the second reading without additional edits and to move it to the President for approval passed unanimously.

2. 4:009 Accounts Receivable Collections (revised)

Cronley moved to approve Policy 4:009 for the second reading and to move it to the President for approval. Phillips seconded the motion.

Discussion: None.

Vote: The motion to approve Policy 4:009 for the second reading and to move it to the President for approval passed unanimously.

3. 4:013 Contracts (revised)

Cronley moved to approve Policy 4:013 for the second reading and to move it to the President for approval. Phillips seconded the motion.

Discussion: None.

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

4. 4:015 Travel (revised)

Di Paolo Harrison moved to approve Policy 4:015 for the second reading and to move it to the President for approval. Phillips seconded the motion.

Discussion: None.

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

5. 4:019 Disposal of Surplus Personal Property (revised)

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

Discussion: Roohparvar explained that the proposed terminology in the policy aligns with state law.

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

6. 7:004 Alcoholic Beverage Advertising (revised)

Cronley moved to approve Policy 7:004 for the second reading with friendly amendments and to move it to the President for approval. Phillips seconded the motion.

Discussion: The committee made additional revisions to provide consistency in language throughout the policy.

Vote: The motion to approve Policy 7:004 for the second reading with friendly amendments and to move it to the President for approval passed unanimously.

New Business:

7. 4:014 Purchasing (revised)*

Roohparvar moved to approve Policy 4:014 for the first reading and to move it the second reading. Cronley seconded the motion.

Discussion: Walton discussed revisions to the policy that updated weblinks and removed Contract Services since the administration of contracts falls under Legal Affairs.

Vote: The motion to approve Policy 4:014 for the first reading and to move it to the second reading passed unanimously.

* The Committee held an electronic vote for the second reading of Policy 4:014 on January 9, 2024. Whiteside moved to approve the attached policy on final reading. The motion to approve Policy 4:014 for the second reading and to move it to the President for approval passed unanimously.

8. 4:023 Procurement Card (revised)

Roohparvar moved to table Policy 4:023 for the first reading. Phillips seconded the motion.

Discussion: Walton provided an overview of revisions that updated weblinks and removed Contract Services. The committee discussed tabling this policy due to an upcoming implementation of a new system that will require additional revisions to this policy.

Vote: The motion to table Policy 4:023 for the first reading passed unanimously.

Adjourn: 3:54 p.m.