

Standing Committee Annual Report

Name of Committee or Council:

University Policy Committee

Chair

Mitch Robinson

Meeting Dates in Current Year:

See Below

Major Actions or Accomplishments:

University Policy Committee Membership for 2019-20:

Mr. Mitch Robinson, Chair, Vice President for Finance and Administration

Dr. Rex Gandy, Provost and Vice President for Academic Affairs

Dr. Eric Norman, Vice President for Student Affairs

General Ronald Bailey, Vice President for External Affairs

Ms. Dannelle Whiteside, Vice President for Legal Affairs

Dr. Rod Mills, Faculty Senate President (Dr. Christine Mathenge as of May 2020)

Dr. Lorneth Peters, Staff Senate President

Sydney Hawkins, Student Government President (Kito Aruh as of May 2020)

Meeting Dates for Fiscal Year 2018-19

July 9, 2019

August 13, 2019

September 10, 2019

November 12, 2019

December 10, 2019

January 14, 2020

February 11, 2020

March 23, 2020

April 20, 2020

May 12, 2020

June 9, 2020

Policy Revisions Submitted and Approved for FY 2019-20 – Approval Letters Attached

Austin Peay State University

Finance and Administration



TO: Alisa White
President

FROM: Mitch Robinson, Chair
Vice President for Finance and Administration

SUBJECT: Policy Committee Recommendations

DATE: July 10, 2019

The Policy Committee has reviewed and deliberated upon the existing or proposed policies listed below. The committee's recommendations for your consideration are provided and copies are attached (with mark-up version where applicable).

Policy No.	Policy Title	Purpose of Recommended Action	Committee Recommendation	Substantive Dissent Expressed By	Approved
4:002	Delegation of Authority for Approval and Execution of Contracts and Agreements	The policy has been updated to add more parameters to the Provost section and to add a section for College Deans.	Approve		 Alisa White
5:002	Smoking and Clean Air	The policy has been updated to include vaping and other non-tobacco usage.	Approve		 Alisa White


Should you decide to accept the committee's recommendation to approve a new or revised policy, please sign and date the respective policy in the "Approved" column of the table. If you decide to modify the committee's recommendation regarding a particular policy, please feel free to indicate the changes required on the copy provided and return to my office, whereupon we will provide a conforming original for your execution.

Please indicate your decision to accept the committee's recommendation to rescind a particular policy by writing "Rescinded" along with your signature and the date of your decision on the copy provided and returning to my office for follow-up. Finally, please feel free to provide any questions, comments or instructions you care to submit to the committee to my office for distribution to the committee members.

AP Austin Peay State University

Finance and Administration


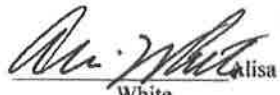

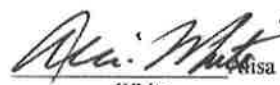
TO: Alisa White
President

FROM: Mitch Robinson, Chair 
Vice President for Finance and Administration

SUBJECT: Policy Committee Recommendations

DATE: November 22, 2019

The proposed policy changes listed below have gone through the proper channels of the academic policy flow chart and have been approved by the Provost. The recommendations for your consideration are provided and copies of the policies are attached (with mark-up version where applicable).

Policy No.	Policy Title	Purpose of Recommended Action	Committee Recommendation	Substantive Dissent Expressed By	Approved
2:032	Permanent or Semi-Permanent Off-Campus Instructional Facilities	The policy is being deleted because it has been combined with policy 2:031.	Delete		 Alisa White
2:031	Inter-Institutional Relationships & Off-Campus Offerings	This policy has been combined with 2:032 into one policy to be titled Permanent, Semi-Permanent, Inter-Institutional and Off-Campus Instructional Facilities	Approve		 Alisa White
2:064	Credit Hours	The policy has been updated to comply with the U.S. Department of Education regulations and SACSCOC accreditation standards and policies.	Approve		 Alisa White
2:032	Program Accreditation	This policy is new. It has been created to adhere to required accreditation standards and to accurately represent itself to all accrediting agencies recognized by the U.S. Department of Education	Approve		 Alisa White

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Please indicate your decision to accept the recommendation to rescind a particular policy by writing "Rescinded" along with your signature and the date of your decision on the copy provided and returning to my office for follow-up. Finally, please feel free to provide any questions, comments or instructions you may have to my office for distribution to proper channels.

AP Austin Peay State University

Finance and Administration


TO: Alisa White
President

FROM: Mitch Robinson, Chair *Mitch Robinson*
Vice President for Finance and Administration

SUBJECT: Policy Committee Recommendations

DATE: September 10, 2019

The Policy Committee has reviewed and deliberated upon the existing or proposed policies listed below. The committee's recommendations for your consideration are provided and copies are attached (with mark-up version where applicable).

Policy No.	Policy Title	Purpose of Recommended Action	Committee Recommendation	Substantive Dissent Expressed By	Approved
7:011	Use of Unmanned Aircraft Systems (UAS)	The policy is new and restricts the use of unmanned aircraft systems (UAS), more specifically drones, on campus.	Approve		 Alisa White

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Please indicate your decision to accept the committee's recommendation to rescind a particular policy by writing "Rescinded" along with your signature and the date of your decision on the copy provided and returning to my office for follow-up. Finally, please feel free to provide any questions, comments or instructions you care to submit to the committee to my office for distribution to the committee members.

AP Austin Peay State University

Finance and Administration



TO: Alisa White
President

FROM: Mitch Robinson, Chair 
Vice President for Finance and Administration

SUBJECT: Policy Committee Recommendations

DATE: December 10, 2019

The Policy Committee has reviewed and deliberated upon the existing or proposed policies listed below. The committee's recommendations for your consideration are provided and copies are attached (with mark-up version where applicable).

Policy No.	Policy Title	Purpose of Recommended Action	Committee Recommendation	Substantive Dissent Expressed By	Approved
3:007	Animals on Campus	The policy has been updated to be in compliance with state legislature.	Approve		 Alisa White
7:001	Publications and Promotional Materials	The policy has been updated to be in compliance with SACSCOC accreditation standards.	Approve		 Alisa White


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AP Austin Peay State University

Finance and Administration



TO: Alisa White
President

FROM: Mitch Robinson, Chair 
Vice President for Finance and Administration

SUBJECT: Policy Committee Recommendations

DATE: December 11, 2019

The proposed policy changes listed below have gone through the proper channels of the academic policy flow chart and have been approved by the Provost. The recommendations for your consideration are provided and copies of the policies are attached (with mark-up version where applicable).

Policy No.	Policy Title	Purpose of Recommended Action	Committee Recommendation	Substantive Dissent Expressed By	Approved
2:041	University Excused Absences for Students	The policy has been updated to include dual-enrolled high school students.	Approve		 Alisa White
2:051	Faculty Appointments	The policy has been updated to include the specific levels of temporary faculty appointment.	Approve		 Alisa White

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AP Austin Peay State University

Finance and Administration

TO: Alisa White
President

FROM: Mitch Robinson, Chair *Mitch Robinson*
Vice President for Finance and Administration

SUBJECT: Policy Committee Recommendations

DATE: January 16, 2020

The Policy Committee has reviewed and deliberated upon the existing or proposed policies listed below. The committee's recommendations for your consideration are provided and copies are attached (with mark-up version where applicable).

Policy No.	Policy Title	Purpose of Recommended Action	Committee Recommendation	Substantive Dissent Expressed By	Approved
2:062	Survey Administration	This new policy establishes protocols for the administration of surveys within the APSU community.	Approve		<i>Alisa White</i> Alisa White
2:065	Academic Approval and Signatory Authority for Academic Agreements	This new policy follows SACSCOC standards when establishing agreements between other institutions and organizations.	Approve		<i>Alisa White</i> Alisa White

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Please indicate your decision to accept the committee's recommendation to rescind a particular policy by writing "Rescinded" along with your signature and the date of your decision on the copy provided and returning to my office for follow-up. Finally, please feel free to provide any questions, comments or instructions you care to submit to the committee to my office for distribution to the committee members.

AP Austin Peay State University

Finance and Administration

TO: Alisa White
President

FROM: Mitch Robinson, Chair *Mitch Robinson*
Vice President for Finance and Administration

SUBJECT: Policy Committee Recommendations

DATE: February 12, 2020

The Policy Committee has reviewed and deliberated upon the existing or proposed policies listed below. The committee's recommendations for your consideration are provided and copies are attached (with mark-up version where applicable).

Policy No.	Policy Title	Purpose of Recommended Action	Committee Recommendation	Substantive Dissent Expressed By	Approved
5:006	Benefit in the Event of an Employee Death	The policy is not necessary as the information belongs on the Human Resources website.	Rescind		<i>Alisa White</i> Alisa White
5:007	Deferred Compensation Plans	The policy is not necessary as the information belongs on the Human Resources website.	Rescind		<i>Alisa White</i> Alisa White
5:009	Moving Allowance	There are no recommended changes to the policy.	Approve		<i>Alisa White</i> Alisa White
1:016	Preventing and Reporting Fraud, Waste, and Abuse	The language in the policy has been updated to reflect the current preventing and reporting process for fraud, waste, and/or abuse.	Approve		<i>Alisa White</i> Alisa White
5:010	Alternate Work Arrangements	The language and procedures has been updated in the policy.	Approve		<i>Alisa White</i> Alisa White
5:018	Employment of Law Enforcement and Security Personnel	The language in the policy has been updated along with the authority granted to campus police officers.	Approve		<i>Alisa White</i> Alisa White


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Please indicate your decision to accept the committee's recommendation to rescind a particular policy by writing "Rescinded" along with your signature and the date of your decision on the copy provided and returning to my office for follow-up. Finally, please feel free to provide any questions, comments or instructions you care to submit to the committee to my office for distribution to the committee members.

AP Austin Peay State University

Finance and Administration


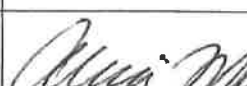


TO: Alisa White
President

FROM: Mitch Robinson, Chair 
Vice President for Finance and Administration

SUBJECT: Policy Committee Recommendations

DATE: March 24, 2020

The Policy Committee has reviewed and deliberated upon the existing or proposed policies listed below. The committee's recommendations for your consideration are provided and copies are attached (with mark-up version where applicable).

Policy No.	Policy Title	Purpose of Recommended Action	Committee Recommendation	Substantive Dissent Expressed By	Approved
2:048	Extra Compensation and Compensation for Services Rendered During Summer Session, Intersession, and Outside Active Contracts	The policy has been revised to include a section specifically for adjunct pay.	Approve		 Alisa White <i>with deletion of C4, under General Provision</i>
2:049	Chairs, Directors, and Coordinators	The language in the policy has been revised to be clearer.	Approve		 Alisa White
4:034	Expenditures on University-owned President Residency	The language in the policy has been updated to be more clear and concise.	Approve		 Alisa White
4:006	Emergency Management Plan	The policy is not necessary as it does not outline an actual plan.	Rescind		 Alisa White


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AP Austin Peay State University

Finance and Administration





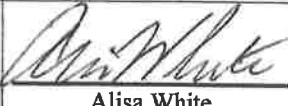
TO: Alisa White
President

FROM: Mitch Robinson, Chair 
Vice President for Finance and Administration

SUBJECT: Policy Committee Recommendations

DATE: April 20, 2020

The Policy Committee has reviewed and deliberated upon the existing or proposed policies listed below. The committee's recommendations for your consideration are provided and copies are attached (with mark-up version where applicable).

Policy No.	Policy Title	Purpose of Recommended Action	Committee Recommendation	Substantive Dissent Expressed By	Approved
5:006	Fringe Benefits Provided to Employees and Taxability	This new policy ensures compliance with tax laws related to fringe benefits provided to University employees.	Approve		 Alisa White
4:012	Rollerblading/ Skateboarding	This policy underwent mandatory review. There were no recommended changes.	Approve		 Alisa White
4:020	Institutional Financial Performance Review	The language in the policy has been updated to be more clear and consistent with APSU standards.	 Approve <i>We discussed the changes on 4/20</i>		 Alisa White
4:021	Tennessee State School Bond Appropriation Program	The policy is irrelevant for APSU since the separation from TBR.	Rescind		 Alisa White

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AP Austin Peay State University

Finance and Administration

TO: Alisa White
President

FROM: Mitch Robinson, Chair *Mitch Robinson*
Vice President for Finance and Administration


SUBJECT: Policy Committee Recommendations

DATE: May 13, 2020

The Policy Committee has reviewed and deliberated upon the existing or proposed policies listed below. The committee's recommendations for your consideration are provided and copies are attached (with mark-up version where applicable).

Policy No.	Policy Title	Purpose of Recommended Action	Committee Recommendation	Substantive Dissent Expressed By	Approved
5:031	Holidays and Days of Administrative Closing	This policy has been revised to include policy for holidays.	Approve		<i>Alisa White</i> Alisa White
5:015	Hours Worked and Additional Pay	The language in the policy has been revised to be more coherent and to include holiday pay information.	Approve		<i>Alisa White</i> Alisa White
5:013	Performance Evaluation of Staff Employees	The policy has been updated to include current practices.	Approve		<i>Alisa White</i> Alisa White
5:004	Employee Attendance During Inclement Weather/Natural Disasters	The policy has been combined with 5:031.	Rescind		<i>Alisa White</i> Alisa White
5:030	Holidays	The policy has been combined with 5:031.	Rescind		<i>Alisa White</i> Alisa White
2:010	Undergraduate and Graduate Academic Retention	The policy has been updated to include more specific procedures for the Fresh Start program.	Approve		<i>Alisa White</i> Alisa White
2:011	Constitution and Graduate Admissions Policy	The Membership section of the policy has been updated.	Approve		<i>Alisa White</i> Alisa White

University Admissions Committee

2:038	Undergraduate and Graduate Admissions Policy	The Graduate Admission Requirements section has been updated to be more coherent.	Approve		 <hr/> Alisa White
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AP Austin Peay State University

Finance and Administration


TO: Alisa White
President

FROM: Mitch Robinson, Chair 
Vice President for Finance and Administration

SUBJECT: Policy Committee Recommendations

DATE: June 10, 2020

The Policy Committee has reviewed and deliberated upon the existing or proposed policies listed below. The committee's recommendations for your consideration are provided and copies are attached (with mark-up version where applicable).

Policy No.	Policy Title	Purpose of Recommended Action	Committee Recommendation	Substantive Dissent Expressed By	Approved
5:029	Discipline Procedures for Staff Employees	The policy has been updated for clarity and to include current best practices for disciplinary procedures.	Approve		 Alisa White

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