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**University Policy Committee Meeting**

**July 12, 2022 @ 2:00 p.m.**

**Browning Conference Room**

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**Minutes**

**Attendees:** Dannelle Whiteside (Chair), Maria Cronley, Greg Singleton, Kris Phillips, Perry Scanlan, Hannah Allen, JaCenda Robinson (Guest), Carol Clark (Guest), and April Williams (Minutes)

**Absent:** Gerald Harrison, SGA President

- 1. Meeting called to order at 2:00 p.m.**
- 2. Approval of minutes from the June 14th meeting**

Cronley moved to approve the minutes from the June 14th meeting. Phillips seconded the motion. Allen moved to amend the motion by changing Page 3 under 5:015 Hours Worked and Additional Pay from “Singleton motioned to table the policy for first reading. Cronley seconded the motion.” to “Allen motioned to approve the policy for first reading and to move it to second reading. Scanlan seconded the motion.”

Scanlan seconded the motion to approve the minutes as amended. The committee approved the minutes from the June 14 meeting as amended.

**Old Business – Second Reading:**

- 3. 5:017 Charitable Organization Campaigns and Contributions (revised)**

Singleton moved to approve the policy for the second reading and to move it to the President for approval. Allen seconded the motion.

Discussion:

Clark discussed the origin of the policy. The committee made revisions to clarify the policy’s intent for external charitable organizations. J. Robinson raised a question previously posed by M. Robinson on whether this policy should fall under a different division of Policies. The committee determined it should remain with Personnel Policies.

Committee Vote:

The committee approved the policy for second reading and to move to the President for approval.

**4. 5:011 Position Management & Recruitment (revised)**

Allen moved to approve the policy for the second reading and to move it to the President for approval with a revision to the maximum reimbursement amount for immigration expenses from \$4,500 to \$5,500. Cronley seconded the motion.

Discussion:

J. Robinson commented that the committee approved changing the maximum reimbursement for immigration expenses from \$4,500 to \$5,500 during the June 14 meeting.

Committee Vote:

The committee approved the policy for second reading and to move to the President for approval with the revision.

**5. 5:042 Retirement (revised)**

Singleton moved to approve the policy for the second reading and to move it to the President for approval. Phillips seconded the motion.

Discussion:

J. Robinson noted the policy revision encourages employees preparing to retire to give at least a 30-day notice before separation from the University.

Committee Vote:

The committee approved the policy for second reading and to move to the President for approval.

**6. 5:015 Hours Worked and Additional Pay (revised)**

Cronley moved to approve the policy for the second reading and to move it to the President for approval. Scanlan seconded the motion.

Discussion:

J. Robinson commented that employees called in to respond to inclement weather when the University is closed are paid 2.5 times their hourly rate. Robinson noted the revisions clarify the difference between overtime straight time and overtime premium rate.

Committee Vote:

The committee approved the policy for second reading and to move to the President for approval.

**New Business – First Reading:**

None.

**7. Meeting adjourned at 2:42 p.m.**