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**University Policy Committee Meeting**

**February 14, 2017 @ 2:00 p.m.**

**Browning Conference Room**

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**Minutes**

**Attendees:** Mitch Robinson, Sherryl Byrd, Rex Gandy, Ryan Millard, and McCartney Andrews  
(minutes)

**Absent:** Ryan Honea, Tucker Brown, and Derek van der Merwe

**1. Approval of minutes from the January 24, 2017 meeting**

Gandy made a motion to approve the university policy committee minutes from the January 24, 2017 meeting; Millard seconded the motion. The committee approved the minutes.

**Information Only – New Policies (Previous TBR Policies):**

- 2. Articulation with Proprietary College 2:024**
- 3. Posthumous Degree 2:025**
- 4. Awarding of Credits Earned Through Extra-Institutional Learning to the University 2:026**
- 5. Reverse Transfer: Policies, Procedures, and Guidelines 2:027**
- 6. Limitations on Enrollments 2:028**
- 7. Awarding Honorary Degrees 2:029**
- 8. Academic Calendar and Student Registration 2:030**
- 9. Articulation among Community Colleges and APSU 2:031**
- 10. Components of Articulation Agreements 2:032**
- 11. Learning Support 2:033**
- 12. Inter-Institutional Relationships and Off-Campus Offerings 2:034**
- 13. Permanent or Semi-Permanent Off-Campus Instructional Facilities 2:035**

Byrd made a motion to approve the policies (items 2-13) for second reading and send to the President for approval. Gandy seconded the motion. Robinson opened up the policies for discussion.

Discussion:

None

Committee Vote:

Committee approved the policies for second reading and to be sent to President White for approval.

**Information Only – Revised Policies:**

- 14. Faculty Professional Development Assignments 2:006**
- 15. TN eCampus Participation 2:015**
- 16. Adoption of Textbooks and Ancillary Course Materials 2:017**
- 17. Substantive Change 2:019**
- 18. Eligibility/Commitment of Financial Aid: Enrollment and Payment of Student Fees 3:007**
- 19. Classifying Students In-State & Out-of-State for Purposes of Paying Fees & Tuition & for Admissions Purposes 3:019**
- 20. Confidentiality of Student Records 3:024**
- 21. Student Course Grade Appeal Policy 3:033**
- 22. Termination of Faculty Members for Adequate Cause 5:006**
- 23. Emeritus Faculty 5:009**
- 24. Academic Freedom and Responsibility 5:063**
- 25. Research and Scholarly Activities 7:001**
- 26. Grant Proposal, Application Preparation, and Award Policy 7:002**
- 27. Grant Award/Declination Policy 7:003**
- 28. Grants Management 7:004**
- 29. Faculty Workload 5:015**

Gandy made a motion to approve the policies (items 14-29) for second reading and send to the President for approval. Millard seconded the motion. Robinson opened up the policies for discussion.

Discussion:

None

Committee Vote:

Committee approved the policies for second reading and to be sent to President White for approval.

**Old Business – Second Reading – Tabled:**

- 30. Grievance and Complaint Procedures for Employees 5:027**

Gandy made a motion to approve the policy for second reading and send to the President for approval. Byrd seconded the motion. Robinson opened up the policies for discussion.

Discussion:

None

Committee Vote:

Committee approved the policies for second reading and to be sent to President White for approval.

**Old Business – Second Reading (New Policies – Previous TBR Policies):**

- 31. Bylaws of the Board 1:006**
- 32. Records Retention and Disposal of Records 1:016**
- 33. Uniform Procedures for Cases Subject to the Uniform Administrative Procedures Act 1:031**
- 34. Litigation Hold Notice 1:032**
- 35. Policy Regarding Legislative Proposals 1:033**
- 36. Appeals and Appearances Before the Board 1:034**
- 37. Student and Faculty Participation in Development of Campus Policies and Programs 1:035**
- 38. Accounts Receivable Collections 4:009**
- 39. Contracts 4:014**
- 40. Reports of Expenditures by the President 4:017**
- 41. Procurement Card 4:026**
- 42. Property Acquisition and Disposal of Real Property 4:027**
- 43. Uniform Disposition of Unclaimed Property 4:028**
- 44. Cash and Gift Card Payments 4:029**
- 45. Auxiliary Enterprises – Classification and Operation 4:036**
- 46. Charges for Producing Copies of Public Records 4:037**

Gandy made a motion to approve the policies (items 31-46) for second reading and send to the President for approval. Millard seconded the motion. Robinson opened up the policies for discussion.

Discussion:

None

Committee Vote:

Committee approved the policies for second reading and to be sent to President White for approval.

**Old Business – Second Reading:**

- 47. Delegation of Authority for Approval and Execution of Contracts and Agreements 1:010**
- 48. Deposit and Investment of Funds 4:008**
- 49. Fees, Charges, Refund and Fee Adjustments 4:011**
- 50. Cash Handling 4:012**
- 51. Purchasing 4:015**
- 52. Travel Policy 4:016**

- 53. Operation of State-Owned and Rental Automobiles 4:025**
- 54. Charitable Organization Campaigns and Contributions 5:034**
- 55. Leave Policies 5:038**

Byrd made a motion to approve the policies (items 48-50, 52-55) for second reading and send to the President for approval. Item 47 and 51 will be deferred till the next meeting. Item 52 was approved based on changes incorporated into the policy listed in the discussion section below. Gandy seconded the motion. Robinson opened up the policies for discussion.

Discussion:

Byrd suggested changes to the Travel Policy. On page 21, item B.3. “coach” will be deleted and replaced with “faculty/staff member”. On page 22, B.4.a., “in the athletics department or office” will be deleted. Website regarding sample waivers/releases on item 12.a. on page 23 will be changed to either Office of Legal Affairs or Travel Website.

Committee Vote:

Committee approved the policies for second reading, with changes noted above, and to be sent to President White for approval.

**Old Business – Second Reading (No Changes):**

**56. Retiree Benefits 5:023**

Byrd made a motion to approve the policy for second reading and to send to President White. Gandy seconded the motion. Robinson opened up the policies for discussion.

Discussion:

There was a discussion about adding retiree’s the option to obtain a bus pass when they retire. This will be added to the policy.

Committee Vote:

Committee approved the policy for second reading and to be sent to President White.

**Old Business – Second Reading – Rescind:**

- 57. Memberships and Subscriptions 1:021**
- 58. Inspecting and Copying Public Records 5:050**

Gandy made a motion to approve the policies to be rescinded (items 57-58) for second reading and send to the President for approval. Byrd seconded the motion. Robinson opened up the policies for

discussion.

Discussion:

None

Committee Vote:

Committee approved the policies to be rescinded for second reading and to be sent to President White for approval.

**New Business – First Reading (New Policies - Previous TBR Policies):**

- 59. Campus Facility Master Plan 4:005**
- 60. Lease Procedures and Guidelines 4:030**
- 61. Allocation of Maintenance Fees for University Athletics 4:031**
- 62. Fixed Assets and Sensitive Minor Equipment 4:038**
- 63. APSU Sustainable Campus Fee 4:039**
- 64. Study Abroad Financial Procedures 4:040**
- 65. Educational Assistance for Others Not Employed by the University 4:042**
- 66. Classification of Benefits for Fees and Tuition 5:073**
- 67. Days of Administrative Closing 5:055**
- 68. HR Emergency Procedures 5:056**
- 69. Modified Fiscal Year Contracts 5:074**

Gandy made a motion to approve the policies (items 59-69) for first reading and to move to second reading. Millard seconded the motion. Robinson opened up the policies for discussion.

Discussion:

None

Committee Vote:

Committee approved the policies for first reading.

**New Business – First Reading:**

- 70. Alcoholic Beverage Advertising 1:023**
- 71. Admissions 3:025**
- 72. Alcoholic Beverage Use and Possession 3:028**
- 73. Personnel Policy 5:022**
- 74. Employment Classification 5:036**

Gandy made a motion to approve the policies (items 70-74) for first reading and to move to second reading. Millard seconded the motion. Robinson opened up the policies for discussion.

Discussion:

None

Committee Vote:

Committee approved the policies for first reading.

**New Business – First Reading (No Changes):**

**75. Stormwater Illicit Discharge Detection and Elimination Policy 4:035**

**76. Environmental, Health, and Safety Policy 4:041**

Gandy made a motion to approve the policies (items 75-76) for first reading and to move to second reading. Millard seconded the motion. Robinson opened up the policies for discussion.

Discussion:

None

Committee Vote:

Committee approved the policies for first reading.

**New Business – First Reading – Rescind:**

**77. Administrative Organization of the University 1:001**

Byrd made a motion to approve the policy to be rescinded for first reading and to move to second reading. Millard seconded the motion. Robinson opened up the policies for discussion.

Discussion:

None

Committee Vote:

Committee approved the policy for first reading to be rescinded.

Meeting adjourned at 2:32 p.m.

