
University Policy Committee Meeting

October 9, 2018 @ 2:00 p.m.

Browning Conference Room



Minutes

Attendees: Mitch Robinson, Rex Gandy, Ronald Bailey, Greg Singleton, Mickey Wadia, Louise Mitchell, Dannelle Whiteside, Tom Hutchins, Sheila Bryant, Rose Austin, Stephanie Taylor, Sheraine Gilliam-Holmes, and Hannah Allen (minutes)

Absent: Courtney Covington

1. Approval of minutes from the September 11, 2018, meeting

Mitchell made a motion to approve the university policy minutes from the June meeting; Singleton seconded the motion. The committee approved the minutes.

Old Business – Second Reading:

2. Access to and Security of Facilities 4:007

Wadia motioned to approve the policy for second reading and to be moved to the President for her approval. Mitchell seconded the motion.

Discussion:

Hutchins noted there were additional revisions for an update to the section regarding when public safety would open buildings and the section regarding responsibilities of student building monitors.

Committee Vote:

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

3. Accounts Receivable Collections 4:009

Singleton motioned to approve the policy for second reading and to be moved to the President for her

approval. Whiteside seconded the motion.

Discussion:

Austin noted that the policy revisions consists of minor changes to conform to Public Chapter.

Committee Vote:

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

4. Acceptable Use of Information Technology Resources 4:029

Gandy motioned to approve the policy for second reading and to be moved to the President for her approval. Singleton seconded the motion.

Discussion:

None

Committee Vote:

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

5. Fees, Charges, Refund and Fee Adjustments 1:021

Mitchell motioned to approve the policy for second reading and to be moved to the President for her approval. Whiteside seconded the motion.

Discussion:

Gandy noted that the policy will need to be reviewed again in the spring to omit the section on 250R considering the Board approved a new out-of-state tuition rate. Austin confirmed that the section about the 25% of salary costs for non-credit courses was still applicable. Robinson noted that the rule was previously a TBR rule and questioned if there was another current rule keeping this section in the policy. He suggested to review this section in the spring and take it out if it's not an official university rule. The committee agreed that the policy should be reviewed again in March.

Committee Vote:

The committee approved the policy for second reading and to be sent to the Board for approval.

6. Leave Policy 5:020

Wadia motioned to approve the policy for second reading and to be moved to the President for her approval. Mitchell seconded the motion.

Discussion:

A discussion arose regarding combining the new Paid Parental Leave Policy with the Leave Policy. Whiteside confirmed that the leave policies should ideally all be under one policy. Robinson stated that at some point in time the Paid Parental Leave Policy needs to be added to the Leave Policy. A short discussion followed about the acronym MODFY used in the policy.

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

7. Support Staff Grievance 5:033

Mitchell motioned to approve the policy for second reading and to be moved to the President for her approval. Wadia seconded the motion.

Discussion:

Whiteside confirmed that the extension request applies to either party of a grievance. The committee came to a consensus that a panel formed for a grievance hearing will be called a Grievance Panel throughout the policy. A discussion followed regarding when employees cannot serve on a Grievance Panel because of a conflict of interest. Wadia suggested that any time another policy is referenced to have both policy number and name listed for clarity. Wadia then began a discussion on why the policy for support staff grievance is not combined with other policies regarding grievances. Gilliam-Holmes expressed a concern to eliminate confusion between the policies. Gandy pointed out that the policy under discussion is required by the state. The committee decided to approve the current changes and consider combining all grievance policies in the future.

Committee Vote:

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

New Business – First Reading

8. Moving Allowance 5:009

Mitchell motioned to approve the policy for first reading and to be moved to second reading. Wadia seconded the motion.

Discussion:

A discussion arose about mandating a gross-up requirement within the policy, but because funds differ throughout departments, the committee decided against it. Gandy moved the discussion to allowance limits and maximum costs. Whiteside explained that the allowance depends on a moving analysis and the department's budget. The committee agreed to add a section that requires approval from the appropriate vice president for any moving allowances over \$10,000, and the other committee members approved the addition.

Committee Vote:

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

The meeting adjourned at 2:49 P.M.