

University Advisory Council

April 21, 2016

Attendees: Marianne Hoppe, Becky Toth, Sue Solomon, Debra Bradley, Emily Richmond, Jennifer Anderson, Lourdes Caven, Mary Heller, Carol Reifschneider, Holly Haas, Cindy Small, Bob Anderson, Norton Pease, Paul Techo, Greg Kegel, Rachel Dean

1. 200 level policies – the name of the level will be discussed at Executive Committee meeting
2. Tobacco Free policy – where to house this policy and what number to give it will be discussed at Executive Committee meeting
3. Policy Review

Motion by Norton to approve as a group, second by Sherry K. All in favor. Any changes or additions will be voted on accordingly.

POLICY#	NAME	SAT NOTES	UAC NOTES
306	Budget Advisory	Clean-up changes only	No changes
314.1	Radio	Removed TV references; added quarterly meetings; remove "student;" remove recommending manager to Chancellor	Add "changes" to policy recommendations
605.1	Image Usage	Includes video and social media; updated event attendance verbiage	No changes
804.3	Course Fees	Include "standard" in supplies bullet Discussed course fee oversight	No changes
804.15	Contingent Revolving Fund Checks	Rarely utilized, primarily by coaches while traveling	No changes
804.20	Rapid Invoice Processing	Clean up changes, re-structured verbiage	No changes
804.5	Returned Check Fees	Updated fee amounts	No changes
807.2	Gifts	Discussion about in-kind gifts and notifying Foundation	No changes
810	Cashier Activity	Clean-up changes only	No changes
840.16	Agency Requisitions PO	Clean-up changes only Discussion on "cumulative" purchases	No changes Removed some of the requirements in \$5-\$25k purchases

			so as not to restrict online purchasing
840.17	Capital Purchases	Clean-up changes only	No changes
850.1	Personal Services Accounting	No longer separates types of employees	No changes
901.1	Vehicle Regulations	Do not strike employees paying for parking; include language for service vehicle parking; Add Disabilities Coordinator to handicap permits;	Discussion about vehicle identification utilizing a decal. Enforcement would be difficult, many drive more than 1 vehicle. Most tickets are given because a mis-parked vehicle has been reported. Include a link to the state statute on Appeals #3
901.2	Camping	Clean up changes only Permit being developed by Physical Plant	No changes
903.1	University Property and Facilities Rental	Changed to reflect new tobacco free policy Removed unaffiliated organizations Cleaned language regarding fireworks, contacts	Discussion on room fees; schedule managed by Activities & Events committee
903.2	Unauthorized Use of Property or Facilities	No changes	No changes
903.3	Property and Capital Equipment, Keys to University Buildings	Revise title of policy Reformat all buildings under one title Discussion of procedure	No changes

Call to accept policies as revised by Brian – all in favor, motion carries.

4. Announcements

Adjourned 4:15pm

Next Meeting May 26th, 2016