Policy Review Committee
February 22, 2018 10:00 – 11:30 am
Pleasant Family Assembly Room

MINUTES

Meeting’s goals:

- Review the updated PolicyStat transition plan.
- Recap the “Policy 101” training session.
- Provide feedback on revisions to University Alcohol policy.
- Share updates and/or concerns on current and pending policies.

I. Opening and Introductions (10 minutes) 10:00 – 10:10

II. PolicyStat Implementation (20 minutes) 10:10 – 10:30
   - Matt and Tinu have weekly calls with the implementation team at Policy Stat, which will be launching at the end of March
     - Matt and Tinu and completing training and setting up back end and approval workflows
       - Tinu is determining the process for the approval of policies in each unit
     - Setting up the back end includes creating acknowledgements, which is a function that allows people to check off that they read the policy
     - Matt and Tinu are following up with units about dates or policy owners for policies that are still on hold
     - Active Directory and Single Sign on is currently functioning on Policy Stat
   - We will be moving into using Policy Stat for PRC meetings next month
     - The policies will be distributed 1 week prior to PRC and will remain up for the following week for comments
   - Tinu is drafting cover memo to be used in March
     - This document will give basic information about the policy
     - It will be a template to complete prior to PRC
   - ***Start thinking about your unit’s workflow
     - Matt and Tinu will be reaching out to the units in the future

III. Policy Training (10 minutes) 10:30 – 10:40
   - Next training is in June
   - Trying to think about rolling out Policy Stat training as well
   - Materials will be put on policies.unc.edu
   - Reach out to Tinu if you would like Tinu and Matt to step in and talk to your teams about Policy Stat or general policy training

IV. Discussion Forum (35 minutes) 10:40 – 11:00
   - Alcohol Policy
     - Carolina Performing Arts has opened a new venue that will be added to the list of
locations that are permitted to sell and serve alcohol

- Memorial Hall and Gerard Hall, which are owned by CPA, are currently allowed to sell alcohol, as outlined in the policy
- Memorial Hall was also left out of the omissions in one of the sections
- New space will be selling and serving alcohol
- Would it be more efficient to have an appendix to list out all of the locations where the sale of alcohol is permitted?
  - This would prevent having to go through PRC every time a new location is added to CPA or another organization
  - Another option is adding a standard and procedure to the policy to outline the locations that are allowed to sell alcohol
- If a standard is created, it must be communicated somehow when buildings are added to the list

Feedback on “Restricted Policies” 11:00 – 11:15

- Policy Stat allows administrators to place access restrictions on some policies
- What situations is it appropriate to restrict access to a policy?
  - Who determines what to restrict? The owner?
- Some standards and procedures, especially for information security and DPS, should be kept internal
- If restricted access is enacted, public records requests will still be able to be made
- It is possible that departmental policies would not need to be public view
- Is there clear guidance from the public records office on what should be available on websites?
  - If there are many constant requests, it might be a smarter business decision to post it online

V. Policy Liaison Updates (15 minutes) 11:15 – 11:30

- Currently, making changes to background check requirements for I-9 policy
- Access control (who can have account access) and IT change management (making sure systems are updated and communicated) policies and procedures being developed
- Illegal drug policy, UNC Free Speech policy, Workplace violence, FERPA, and the Employee Threat Assessment and Response Team are in the process of being updated
  - When the SO tells campus to create a policy, who is responsible for creating that policy?
    - Ex. The Fixed Tuition Policy
  - The policy owner corresponds with the Board of Governors committee that the policy it came from
  - University Name Policy (for buildings, schools, etc.) will need to go through PRC and other committees
**Next Meeting:** Thursday, March 29, 2018, 10:00 – 11:30 am, Pleasants Family Room, Wilson Library

**Tentative March Policy Discussions:**
- Improper Relationships
- IT Access Control and Change Control
- Silica Policy
- State mileage reimbursement rate update