Policy Review Committee
March 29, 2018 10:00 – 11:30 am
Pleasants Family Assembly Room

AGENDA

Meeting’s goals:
- Review policy management system roll-out, communications and training plan
- Discuss IT Access Control, IT Change Management and Crystalline Silica Policy
- Learn how to provide comments and edits on policies under review using PolicyStat
- Share updates and/or concerns on current or pending policies

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

II. PolicyStat Launch (10 minutes) 10:10 – 10:20
- A series of emails were sent this week across campus about the PolicyStat launch, as well as an article in the Gazette
- Go to policies.unc.edu/policystat for more information
- Go to policies.unc.edu/training to sign up for trainings (see dates below)
- Training with PolicyStat via webinar
  - People can do it from their laptops or from a classroom with Tinu and Matt
  - It will be recorded and posted online
- OEEPM is putting out a survey to analyze the visibility of our office
  - Should be going out today
- Any PolicyStat issues, comments, questions or concerns, let Tinu and Matt know and they will notify the appropriate parties

III. Crystalline Silica Policy and Standard (20 minutes) 10:20 – 10:40
- NC State Statute requires agencies, including Universities, to have health and safety committees
- UNC-CH has a Workplace Safety Committee to comply with this statute
- No policy is approved EHS without going through the various committees
- Silica policy went through Hazards Management Committee, then the University Safety and Security Committee, got approval from both
- Facilities Department has also been involved in the process
- Silica is an inhalation hazard
- Lower permissible exposure limit
- New rules for equipment/tools used to work w crystalline silica
- Provide training and medical surveillance
- Applies to all faculty, staff and students and contractors
- Cost impact on contractor rate?
  - Most of this equipment has been around for the last 10-15 years
  - Biggest cost issue is verifying compliance with standards

IV. IT Access Control and Change Management (20 minutes) 10:40 – 11:00
• IT has a list of security practices from the university that it must comply with
• IT realized there were gaps in access control policy and change management, a later audit pointed out those gaps
• Units that are responsible for these practices are usually already doing the correct procedures, but IT is currently providing the correct documentation
• IT is creating policies, standards and procedures to comply
• Access Control—when individuals need accounts for various services (how accounts get created, deactivated, etc.)
• IT Change Management—mainly a process to ensure that people are aware that changes are happening, gives framework for units to identify types of changes, provides communication processes
• New documentation will give minimum standards
• Compliance with new ITS standards will become mandatory on Dec 31st

V. PolicyStat Comment and Collaboration Training (30 minutes) 11:00 – 11:30
• How to comment and collaborate on policies on Policy Stat
• If you are required to approve a document, it will be under the “Policies Requiring Your Approval” on the homepage
  o You will only get this if you are part of the approval workflow
• For documents requiring your collaboration and you would like to comment on, go to “Notifications”
• If you want to change settings for email notifications, go to the bottom of the notifications page
• Tinu will be following up about getting the title in the email about collaboration comments and wondering if we can get new dashboard item for PRC members for policies to review
• “Collaboration Invite”
  o Follow link in “Notification” tab
  o Link in email notification does not bring you to the right page, Joe has been notified by Tinu to fix this issue
  o After you have read the document and there is a place to leave comments at the bottom
• If you want to invite someone else to collaborate:
  o In the section below the comment box (“Invite a User or Group”), type in the person’s name
  o Click “Add Comment” to add the person with a comment
• Show Changes:
  o Tan box on the side of document will give you the options to show changes
• For more info, go to www.learn.policystat.com/lceducation/

VI. Policy Liaison Updates
• Robin Cyr working with Animal Care and Use to change names of documents for simplification
• Janet and the Finance Department is redirecting link from Finance Policy Page to Policy Stat
• Determining where OUC should be in the workflow. Right now only in ITS and Student Affairs
• Working with Conflict of Interest Office on EPAP; will be tweaked

Next Meeting: Thursday, April 26, 2018, 10:00 – 11:30 am, Pleasants Family Room, Wilson Library
Upcoming Training registration via links below and online

**Extreme Makeover: UNC Policy Edition**
Thursday, April 12th 9:00 AM - 10:30 AM  
Thursday, June 7th 10:30 AM – 12:00 PM

**University Policy Management System (PolicyStat) Training**
Monday, April 9th 4:00 PM – 5:00 PM (Live)  
Monday, April 9th 4:00 PM – 5:00 PM (Remote)

Monday, May 21st 1:00 PM – 2:00 PM (Live)  
Monday, May 21st 1:00 PM – 2:00 PM (Remote)

Monday, June 11th 1:00 PM – 2:00 PM (Live)  
Monday, June 11th 1:00 PM – 2:00 PM (Remote)