



**Policy Review Committee**

August 30, 2018 | 10:00 – 11:30 am

Pleasants Family Assembly Room

Wilson Library

**AGENDA**

**Meeting goals:**

- Discuss updates to University policies and procedures
- Share updates and/or concerns on current or pending policies
- Receive high-level overview of new PolicyStat working group

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|--|---------------|
| I. Opening and Introductions (5 minutes)   | 10:00 – 10:05 |
| II. Policy Discussion Forum (65 minutes)   | 10:05 – 11:10 |
| a. <a href="#">1218.1.3f Vendor Masterfile Record Data Form</a>                      |               |
| b. <a href="#">ITS Administrative Systems Terms of Use</a>                           |               |
| c. <a href="#">ITS Vendor Management Standard</a>                                    |               |
| d. Student Pregnancy <a href="#">Policy</a> and <a href="#">Procedure</a>            |               |
| e. <a href="#">Consensual Relationships between Employees and Students or Minors</a> |               |
| f. <a href="#">Familial Relationships between Employees and Students</a>             |               |
| g. <a href="#">Enrolling or Initiating Changes to Direct Payroll Deposit</a>         |               |
| III. PolicyStat Working Group Discussion (10 minutes)                                | 11:10 – 11:20 |
| IV. Policy Liaison Updates (5 minutes)   | 11:20 – 11:25 |
| V. Wrap Up and Close (5 minutes)   | 11:25 – 11:30 |

**Next Meeting:** Thursday, September 27, 2018, 10:00 – 11:30 am, Pleasants Family Room, Wilson Library

Upcoming Training

**Extreme Makeover: UNC Policy Edition**

TBA Spring 2019

**University Policy Management System (PolicyStat) Training**

TBA following new PolicyStat UI release

### Executive Summary

**Policy Title:** 1218.1 UNC Chapel Hill Procedure on Determining Vendor Documentation

**Responsible Unit:** Accounts Payable

**Issuing Officer:** Janet Rupert

**Month Submitted for Review:** August 2018

#### Policy Summary

To establish a vendor in ConnectCarolina, users must include supporting documentation, including:

- a certification form of the outside party (1218.1.1f) and
- direct deposit authorization form (1218.1.2f) if the vendor chose to receive his/her payments electronically.

We are adding 1 more requirement:

- Form 1218.1.3f Vendor Masterfile Record Data Form

#### Proposed Revisions

The University will now require all new campus vendors to complete form [1218.1.2f - Direct Deposit Authorization Form for Vendors \(ACH Form\) \(approved at July PRC meeting\)](#) and [1218.1.3f Vendor Masterfile Record Data Form](#) order to establish them as a vendor and create an electronic payment method.

For 1218.1, a statement to the effect that the forms are required will be added to the procedure.

It will also affect 708.1 and 708.2 Procedures on how and what information for Independent Contractors is gathered and how they are to be paid. Language will be modified slightly to correctly reflect principles in 1218.1.

#### Interpretation/Implications of the Revisions

This new requirement will substantially increase payment efficiency as well as payment documentation and verification of appropriate receipt of funds, which was often problematic with a check-based option.

Relevant Policies and Procedures also affected by this change, and details on the changes necessary to update all financial policies to align with this change:

**708.1** UNC Chapel Hill Procedure on Independent Contractor Predetermination Process. Stipulation of ACH requirement will be added to the procedure statement.

**1218.1.2f** - Direct Deposit Authorization Form for Vendors (ACH Form): form directions will be updated to reflect requirement of this option.

**708.1.1rd** - Domestic Vendor Workflow Process - add ACH Form requirement to workflow; add to the flow chart of forms needing to be completed by the individual.

**708.1.2rd** - Foreign Vendor Independent Contractor (IC) Workflow Process- add ACH Form requirement to workflow; add to the flow chart of forms needing to be completed by the individual.

#### Stakeholders Impacted by the Revisions

- All campus vendors
- All employees and students receiving a paycheck from the University
- Business officers who must file/create vendor within the Connect Carolina System
- HR Staff
- Departments across the university that may have relied on check payments to pay vendors in the past
- Accounts Payable

#### Legal Review by Office of University Counsel

Tammy Bouchelle

#### Review History

Finance Policy Subcommittee.

**Executive Summary**

**Policy Title:** University of North Carolina at Chapel Hill Policy on Terms of Use for Administrative Systems (Revision of: Policy on Faculty, Staff and Affiliate Terms of Use for UNC-Chapel Hill Administrative Systems)

**Responsible Unit:** ITS

**Issuing Officer:** Chris Kielt

**Month Submitted for Review:** August 2018

**Policy Summary**

This policy applies to users of ConnectCarolina, InfoPorte, and other “administrative” systems who have more than self-service access. It describes a higher set of requirements for people who have access to these large repositories of the University’s sensitive information. In order to get access to an administrative system, users must directly accept/acknowledge this Policy.

**Proposed Revisions**

This is a “maintenance update” to an existing policy. The format has been updated to the current template, glossary terms updated to current use, links fixed, and confusing sections clarified. The main revision is to add clarifying language to the scope of applicability. This clarifies that the policy applies to all users of these systems, including UNCHC and System Office affiliates. It also clarifies that any system that requires this policy is considered an “administrative system” rather than using an exclusive list in the policy.

**Interpretation/Implications of the Revisions**

Clarity for readers of the Policy, additional reference/information links.

**Stakeholders Impacted by the Revisions**

Faculty and staff users of administrative systems.

**Legal Review by Office of University Counsel**

Lee Bollinger

**Review History**

<i>Reviewer</i>	<i>Date sent</i>	<i>Document version</i>
<i>Fran Dykstra</i>	<i>2/5/2018, 2/9/2018 8/1/2018</i>	<i>original draft, 20180612, 20180717</i>
<i>Susan Kellogg, DCIO</i>	<i>2/5/2018 2/15/2018</i>	<i>20180205, 20180215</i>
<i>Vicki Bradley, Dwayne Pinkney, Lauren DiGrazia, Allison Legge, Andy Johns</i>	<i>5/8/2018 6/12/2018</i>	<i>20180508, 20180612</i>
<i>OEEPM office review</i>	<i>7/5/2018</i>	<i>20180612</i>
<i>Internal Audit</i>	<i>7/5/2018</i>	<i>20180612</i>
<i>OUC (Lee Bollinger)</i>	<i>7/5/2018</i>	<i>20180612</i>
<i>ITS AVCs</i>	<i>7/5/2018</i>	<i>20180612</i>
<i>Micki Jernigan, CPO</i>	<i>7/5/2018</i>	<i>20180612</i>
<i>ITEC</i>	<i>7/20/2018</i>	<i>20180717</i>
<i>ITS Policy Bulletin and public posting</i>	<i>7/20/2018</i>	<i>20180717</i>
<i>ITS Staff</i>	<i>8/6/2018</i>	<i>20180717</i>
<i>Chris Kielt, CIO</i>	<i>7/18/2018</i>	<i>20180717</i>
<i>Public review, CTC</i>	<i>7/26/2018</i>	<i>20180717</i>

**Executive Summary**

**Policy Title:** University of North Carolina at Chapel Hill Standard on Information Technology Vendor Management

**Responsible Unit:** ITS

**Issuing Officer:** Dennis Schmidt

**Month Submitted for Review:** August 2018

**Policy Summary**

This Standard provides guidance under Finance Policy 1229 for management of suppliers of IT goods and services. These minimum requirements apply to all units of the University that purchase IT goods and services.

**Proposed Revisions**

This Standard is new and addresses an identified gap in University-wide guidance on this topic.

**Interpretation/Implications of the Revisions**

Units will be required to document their management of certain suppliers of IT goods and services, including determining their top priority vendors, assigning a staff point of contact, ensuring that required contract documentation is in order, and following up with the vendor on a regular basis.

**Stakeholders Impacted by the Revisions**

Unit heads, and individuals who obtain IT goods and services from outside suppliers.

**Legal Review by Office of University Counsel**

Lee Bollinger  
Elizabeth Josephs

**Review History**

Reviewer	Date sent	Document version
Kevin Lanning, CISO	12/14/2017 3/21/2018 3/23/2018 4/2/2018	20171214, 20181015, 20180323, 20180402
Mechelle Clayton, NCOSA Audit PM	12/14/2017 4/2/2018 4/23/2018	20171214, 20180402
Susan Kellogg, DCIO	multiple	
Jeanne Mesiano, reviewer	2/6/2018 4/3/2018 6/5/2018	20180105, 20180402 20180606

Chris Kielt, CIO	3/23/2018	20180323
(Collaboration with Accessibility workgroup "DAAT" Anne Fox, Simon Bloor, Kim Vassiliadis...)	4/9/2018	20180402
Bryan Andregg (ITEC reviewer, also included in ITEC workgroup)	4/24/2018	20180402
Purchasing Services (Travis Henderson, Beau Jimmerson, Janet Kelly-Scholl)	3/23/2018	20180323
Dennis Schmidt, CISO	3/21/2018, 3/23/2018 4/2/2018	20180105, 20180323, 20180402
ITEC workgroup (Kathy Anderson)	5/30/2018 6/5/2018	20180402, 20180606
John Mack	6/12/2018	20180606
Kate Hash		
Candace Reynolds	5/30/2018	20180402
ITS AVCs	7/5/2018	20180705
OUC (Lee Bollinger and Elizabeth Josephs)	7/5/2018	20180705
Internal Audit	7/5/2018	20180705
OEEPM (office review)		
CTC and Public review	7/26/2018	20180705

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## **Executive Summary**

**Policy Title:** The Policy on Pregnant and Parenting Students and Applicants

**Responsible Unit:** The Equal Opportunity and Compliance Office

**Issuing Officer:** Director of Title IX Compliance

**Month Submitted for Review:** August 2018

### **Policy Summary**

This Policy codifies the University's requirements under Title IX regulations to accommodate students or applicants who are pregnant or have related medical conditions. It also codifies the non-discrimination requirements as it relates to pregnant or parenting students.

### **Proposed Revisions**

It's a new policy

### **Interpretation/Implications of the Revisions**

This Policy centralizes the process by which students seek accommodations for pregnancy and related medical conditions to provide a consistent and less burdensome process.

### **Stakeholders Impacted by the Revisions**

Students and employees who teach or provide services to students

### **Legal Review by Office of University Counsel**

Kristen Lewis and Kara Simmons

### **Review History**

Please list all units/schools that have been consulted in these policy revisions.

The Office of the Dean of Students

The Office of University Counsel

Accessibility Resources and Services

The Graduate School

Academic Advising

The Women's Center

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## Executive Summary

**Policy Title:** 1106 – Payroll Direct Deposit Policy, 1106.1 Procedure on Enrolling, Cancelling, or Initiating Changes to Direct Payroll Deposit

**Responsible Unit:** Payroll Services

**Issuing Officer:** Walter Miller

**Month Submitted for Review:** August 2018

### Policy Summary

The Payroll Direct Deposit Policy mandates all employees to sign up for direct deposit of the paycheck.

### Proposed Revisions

1106 moves the direct deposit mandate from 1107 to 1106. 1106 also requires employees to bring changes in direct deposit authorization to the Payroll Services Suite and provide photo ID when submitting a change.

### Interpretation/Implications of the Revisions

Due to increased security concerns surrounding direct deposit changes, a new procedure is being required until direct deposit functionality can be rolled out through ConnectCarolina Self-Service. This change has been highly encouraged for all payroll offices at state institutions.

### Stakeholders Impacted by the Revisions

Employees who are submitting changes to previous direct deposit authorizations. Human Resource representatives who support those employees.

### Legal Review by Office of University Counsel

*Pending.*

### Review History

Conversations with HR and Finance leadership, a few HR Officers, Payroll Shared Services Center at System Office.