



Policy Review Committee
January 25, 2018 10:00 – 11:00 am
Pleasants Family Assembly Room

MINUTES

Meeting's goals:

- Review the updated PolicyStat transition plan.
- Discuss University Facilities Use Policy revisions re: signage and the Umstead Act.
- Understand the requirements and implications of new Religious Accommodation Policy.
- Provide feedback on Protection of Minors and Credit Card Merchant Services policies.
- Share updates and/or concerns on current and pending policies.

- I. Opening and Introductions (5 minutes) 10:00 – 10:05
- II. PolicyStat Implementation Update (5 minutes) 10:05 – 10:10
- Matt and Tinu had a call with PolicyStat, the new policy repository system
 - Many UNC policies have been uploaded to PolicyStat but we are currently resolving issues with dates and identifying owners, which will be completed in the near future
 - We are currently setting up all of the users in the system
 - Currently the only accounts set up are Matt, Tinu and policy liaisons
 - Matt and Tinu will be following up with liaisons to determine who will need accounts for PolicyStat
 - Vice chancellors will also need accounts
 - Estimated go-live date is set for the end of March
 - Cam Davis will be in town next week to demo Policy Stat
 - Let Tinu know if you would like to participate
 - Subscribe to UNC Policy Newsletter
 - Go to policies.unc.edu
 - Liaisons will be highlighted in each newsletter
 - The newsletters will have what policies are under review, updated, etc.
 - Next newsletter will be a summary of 2017
 - Next training session on February 20, 9:00-10:30 AM
 - Register through Connect Carolina
 - Any possibility of another training between Feb and June?
- III. Discussion Forum (55 minutes)
1. Facilities Use 10:20 – 10:30
- a. There is a change to a shorter policy and longer standard
 - b. Facilities on campus will continue to be allowed to have their own facility use policies
 - These will be in accordance with the UNC Policy
 - c. The University has to comply with the Umstead Act, but your unit may have some exemptions

d. Definitions of signage

- Trying to move in the direction of defining of what a professional, approved sign
- There are very specific policies on what to put on the outside of buildings, but what you can hang on the inside of the window, facing out is less clear
- The policy aims to assign the responsibility to managing so that this is a chain of command function, rather than a law enforcement issue

e. Entrepreneurial activities

- Additional locations for commercial exchanges (pg. 17 in the University Standard, section V)
- Professional schools have control over this locally
 - Do you have any concerns/exceptions with this language?
- Review the language on where to go to get entrepreneurial activities approved
 - Should it be written into the procedure or on a separate website?
- The Umstead Act still applies to leased properties

2. Religious Accommodation

10:30 – 10:40

- a. This policy was created to standardize accommodations, rather than handling each issue one-by-one by EOC or Office of the Dean of Students
- b. It might be necessary to change language from just absences to include other types of accommodations (prayer room, deadline extension, etc.)
- c. What is a covered individual?
 - Examples are provided under scope like contractors, applicants, etc.
- d. Please take a look at the form to see if you have any comments
 - This form will be online

3. Protection of Minors

10:40 – 10:50

- a. Clarifying definitions on third party camps, what trainers are required to have
- b. Working with people on emergency plan
- c. Possible typo on procedure document: Pg. 2, II → covered program?
- d. Those participating in programs with minors are required to do a training which is signed off on
 - Might be possible to use PolicyStat for that
- e. Parent's role
 - How are parents contacted in the event that something need to be reported to DPS or the police?

- DPS deals with contacting the parents, rather than the university
 - Information regarding parent involvement will be put on the website
 - f. Third party camp accommodations are the responsibility of the third party, not the University
4. Finance Policy 308 – Credit Card Merchant Services 10:50 – 10:55
- a. Policy has been around since 2006, but we achieved compliance as a university in 2007
 - b. The policy is in regards to departments accepting credit cards on campus
 - c. Language about using terminals has been updated
 - Merchants are allowed to use point of sale terminals
 - d. Language on Disposition of POS terminals
 - e. Updating the website to help guide people through the process to help find vendors
 - f. State of NC has an agreement with First Data but departments are allowed to use a different merchant bank, if they submit an exception
- IV. Policy Liaison Updates (10 minutes) 10:55 – 11:00
- a. Procurement policies are going through policy subcommittee
 - Should be up for review in a couple months
 - b. Working with TPG to develop a digital accessibility policy
 - Several months out
 - c. Sexual harassment policy in the works
 - d. Policy on improper relationships between minors and staff is being reviewed