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

   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