

**Policy Review Committee**  
February 22, 2018 10:00 – 11:30 am  
Pleasants 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)
- Alcohol Policy 10:40 – 11:00
- 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 procedure 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