



Policy Review Committee

August 30, 2018 | 10:00 – 11:30 am

Pleasants Family Assembly Room

Wilson Library

The UNC Policy Review Committee (PRC) met for its regular monthly meeting on August 30, 2018 and the following members were present:

Jeff Cannon
Jennifer DeNeal
Eric Everett
Elizabeth Josephs
David Kass
Ken Langley
Becci Menghini

Sarah Naylor
Christopher Payne
Phyllis Petree
Paul Pogge
Christy Samford
Kim Stahl
Susan Sylvester

Other individuals in attendance were:

Kim Strom-Gottfried
Elizabeth Hall
Stephanie Kidd
Walter Miller

Katie Nolan
Janet Rupert
Matthew Teal

Opening and Introductions

10:00 – 10:05

All individuals around the table identified themselves and their affiliated school/administrative unit.

Policy Discussion Forum

10:05 – 11:10

a. [1218.1.3f Vendor Masterfile Record Data Form](#)

- Janet Rupert presented this form and shared that, following the last conversation about ACH, we realized we needed another form for gathering information on historically underutilized businesses (HUB).
- The form will be a part of new vendor creation along with ACH form.
- Finance reviewed best practices from other universities including Michigan, Ohio, Berkeley to decide how to define HUB from a federal perspective. They also

confirmed the definition with OSR.

- A few notes:
 - o Vendors cannot be debarred (federally or in NC).
 - o Form will be for all new vendors and vendor changes.
 - o Procurements and AP will be gathering this data for existing vendors as practicable.
- The form change is effective September 10.
- b. [ITS Administrative Systems Terms of Use](#)
 - Kim Stahl presented this policy and pointed out that there is an existing Terms of Use policy (and if you use any administrative systems like Connect Carolina, you have seen it and acknowledged it).
 - ITS has added clarifications like more fully defining what administrative systems are
 - In response to questions about whether healthcare/SO affiliates were covered, ITS has now clarified that yes, if you need to see the data and acknowledge the policy, it applies to you.
 - The policy has also been moved to new template and definitions updated.
- c. [ITS Vendor Management Standard](#)
 - Kim Stahl presented this standard, which is new. She noted that Finance Policy 1229 clarified that people are responsible for the quality of the things they buy.
 - This standard includes the minimum things a unit needs to do related to IT vendors/products. This standard is setting the floor.
 - The proposed standard was discussed with IT Directors, based on the IT Security Framework we've agreed to follow, and is coming from an audit finding.
 - The new standard will likely change current procedures.
 - Kim Strom Gottfried asked how the standard will be communicated to Principal Investigators (PIs).
 - Kim Stahl replied that the finance policy relates to PIs, this is more to unit heads and that ITS is communicating through IT Directors.
 - Ken Langley added that School Deans with IT groups must attest to the Provost in May (2019) that they're in compliance with the new standard.
 - Janet Rupert asked if the new standard covers software?
 - Kim Stahl answered yes, software, hardware, cloud & physical services, contracts.
- d. Student Pregnancy [Policy](#) and [Procedure](#)
 - Katie Nolan explained that this policy codifies current practice and law into university policy. She noted that EOC has collaborated with the Women's Center, Dean of Student's Office, ARS, Academic Advising, and the Graduate School.
 - The procedure is how students request accommodations. EOC has tried to make it as easy as possible for students to get connected to all the correct departments. Best practices suggest that we don't rely entirely on students to create all their own accommodations (academic, athletic, etc.).
 - Phyllis Petree asked if there has ever been a case where a student with a newborn needed to have child in class and is that a reasonable accommodation?
 - Katie Nolan replied that they have received those requests but generally do not

recommend children in the classroom. She pointed out that lactation/pumping is accommodated and clarified as well that employees are covered, but just under different policies.

e. [Consensual Relationships between Employees and Students or Minors](#)

- Becci Menghini began the conversation by pointing out that EOC was acting as “the messenger” on this policy and that they had inherited the policy after the Provost transition. She noted that the policy was originally intended to cover faculty/undergrad policies only and has evolved significantly over time.
- Becci went on to explain that the current policy closely mirrors a similar policy at Dartmouth and that this policy draft will be going to the Deans on September 20.
- Katie Nolan explained that employee/student relationships are prohibited when there is a supervisory relationship. EOC has been encouraged to be very clear. Define “supervisory relationship” broadly, including activities not in the classroom).
- Katie Nolan acknowledged that, at the request of university leadership, there is a specific prohibition between senior admins and undergrad students (mirroring Duke, Dartmouth, Columbia, Northwestern). She clarified that section b2 in the policy (“within the same department”) was meant to help address issues with graduate students since most issues do tend to come up within departments.
- Becci Menghini added that she noticed a question from PRC members (“what if you came here with your spouse?”) She explained that marital relationships are excluded here and covered under familial relationships. People have asked how this would address improper relationships within the workplace. This policy is really to be about how we define relationships and consensual relationships between parties. It is connected to how we define misconduct but isn’t meant to cover the same ground. Really, we’re trying to head off the types of situations that might lead to misconduct.
- Kim Stahl raised a concern whether the policy appropriately covered minors. Non-enrolled student minors are well covered, but relationships with enrolled student minors don’t seem to be prohibited.
- Ken Langley answered that he thought “a3” addressed that.
- Kim Stahl acknowledged his point and then noted that a lot of the people who work at UNC are not “employees” (contractors for example).
- Katie Nolan replied that the definition of employee on page 5 is broad to cover everything except perhaps contractors (will cover post-docs for example).
- Ken Langley pointed out that we have a lot of affiliates who are not paid by the University (Kim Stahl gave an example of priests/ministers working with student organizations).
- Becci Menghini suggested that we look at the protection of minors policy to see what the overlap is with this policy.
- Kim Strom-Gottfried asked a process question: “if we make changes in PolicyStat, we’ll be able to track those edits over time, right?”
- Jen DeNeal responded affirmatively.
- Kim Strom-Gottfried continued to say that the Policy Office is still socializing the

process for how policies should be reviewed and that this one seems like one that should go to the Executive Policy Approval Committee (EPAC), meeting on September 18.

- Becci Menghini agreed and stated that the policy would likely live within OHR, not the EOC office.
- Eric Everett suggested that the policy also include visiting scholars and unpaid interns (who are often minors that are not our students).

f. [Familial Relationships between Employees and Students](#)

- Becci Menghini explained that the Familial Relationship language was originally included in the consensual relationships policy. EOC is creating a separate policy for Familial Relationships, but the policy language has not changed substantially.

g. [Enrolling or Initiating Changes to Direct Payroll Deposit](#)

- Walter Miller presented this policy change and explained that it was instigated by recent security issues with a very sophisticated email hack where a direct deposit account was compromised.
- The Payroll Shared Service Center which is a part of the UNC System Office release guidance recommending all payroll direct deposit changes be made in person at the Payroll Office with a photo ID.
- Walter outlined the timeline/roadmap for implementing the changes. The new process will be communicated on September 11 or 12 to business admins and HR personnel. In the spring of 2019, Payroll is submitting a project request so that users will be able to make payroll direct deposit changes in Connect Carolina's Self-Service area. Extensive technical testing is planned. People will be able to direct their paycheck to different accounts if desired (but that will create process changes for people on the ground).
- Walter noted that we want to ensure good training and communication are in place prior to launching the new functionality in the spring (probably March 2019).
- Ken Langley pointed out that "authorized department representatives" is still in the policy.
- Walter Miller and Stephanie Kidd thanked Ken for catching the language and agreed to fix it.
- Kim Stahl asked if the language: "as electronic transmission is not secure" could be removed for clarity.
- Kim Strom-Gottfried asked a clarifying question: This hack revealed a real vulnerability and was not a one-off situation resulting in a policy, correct?
- Walter Miller replied that this was a serious hack that caused at least one IT director to say, "we need to do self-service tomorrow." There were multiple attempts (coordinated effort) and very sophisticated hacks.
- David Kass asked how the policy might affect the transactions he initiates completely online with SECU.
- Walter Miller replied that SECU sends Carolina a secure file that we implement with each payroll cycle. He was not sure what other interactions SECU might have

- with the policy but noted that their security protocols were outside our scope.
- Kim Stahl asked if the policy should include an exception for employees who work far away
 - Walter Miller explained that Payroll was holding off on creating exceptions given the seriousness of the issue right now but planned to work with departments as needed.
 - Stephanie Kidd expressed her hope that HR representatives will reach out to Payroll with possible exceptions, so they can be created as needed.

PolicyStat Working Group Discussion

11:10 – 11:20

Jen DeNeal began the conversation with some background information on the need for a PolicyStat working group separate from the Policy Review Committee and announced that Matthew Teal would be leading the PolicyStat working group. Matthew Teal informed the group of the Policy Office's weekly call with the PolicyStat vendor and outlined his initial plan for the working group. He specified that the working group would be able to "get into the weeds" and examine the system's functionality with regards to future enhancements, possible training issues, etc. In terms of membership, Matthew explained that he wants a group from a wide variety of backgrounds and encouraged PRC members to volunteer or recommend individuals from their units to be a part of the working group. The working group is tentatively planned to begin meetings during the first week of October. The working group will meet bi-weekly alternating with the Policy Office/Vendor call weeks.

Policy Liaison Updates

11:20 – 11:25

For the policy liaison updates, each policy liaison present shared items of interest either currently in progress or coming soon.

Elizabeth Josephs, University Counsel – No current policy work to report.

Chris Payne, Student Affairs – Plans to bring the University Alcohol Policy and Procedures to the PRC in September.

David Kass, Development – Working on a comprehensive review of all its policies.

Jeff Cannon, Kenan-Flagler – No current policy work to report.

Kim Strom-Gottfried, Policy Office – The Policy Office is helping to shepherd the threat assessment policy through review in conjunction with Student Affairs. Additionally, the Policy Office will be conducting a deep dive into unit policies of selected units to address concerns from the Chancellor regarding risk.

Kim Stahl, ITS – Kim Stahl noted that she's working to update policies which would extend Onyen password changes to 1-year (with more complicated passwords) and updating another policy to clarify IT security liaison responsibilities. She also asked if the University should consider creating a policy compliance more clearly outlining consequences for failure to follow University policy. Matthew Teal acknowledged that he has an early draft of such a policy and would follow up with Jen after the meeting.

Paul Pogge, Athletics – No current policy work to report.

Christy Samford, University Registrar – No current policy work to report.

Ken Langley, School of Medicine – He reported that the Medical School has recently completed a third-party audit assessment (HIPPA rule security analysis). They're working through the findings and leveraging university policies as needed. He noted that they may need to lean on the policy office for more focused policies. He also shared that the audit specifically called out PolicyStat as a bright spot and major benefit in terms of policy organization/accessibility.

Phyllis Petree, Internal Audit – No current policy work to report.

Susan Sylvester, Information & Library Science – No current policy work to report.

Sarah Naylor, School of Social Work – No current policy work to report.

Eric Everett, School of Dentistry – No current policy work to report.

Jen DeNeal, Policy Office – The Policy Office is collaborating with Athletics and other units to update the University Tailgating policy. Jen also reminded other units to ensure their websites are up to date and that links to the old policies website or old HR policies should be updated to PolicyStat.

Adjournment

With all policy business concluded, the PRC adjourned.

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