



**Policy Review Committee**

September 27, 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 September 27, 2018 and the following members were present:

Carolyn Atkins  
Linc Butler  
Robin Cyr  
Jennifer DeNeal  
Jeff Hirsch  
Elizabeth Josephs  
Janet Kelly-Scholle  
Lisa Miller

Christopher Payne  
Tim Sabo  
Kim Stahl  
Susan Sylvester  
Kathi Wimmer  
Roy Zwahlen

Other individuals in attendance were:

Gabby Hubert  
Rick Steinbacher (by phone)  
Matthew Teal

**Opening and Introductions**

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

**Policy Discussion Forum**

- a. [Policy on Background Checks for Faculty and Non-Faculty Employees, Student Employees and Affiliates](#)
- b. [Background Check Policy – Supplemental Procedures](#)
  - Linc Butler presented the Background Check policy and procedures together as one item. He noted that the policy itself has not changed, but that the procedures have been updated based on feedback from key campus stakeholders in an attempt to expedite the background check process.
  - Robin Cyr commented that the changes are helpful for other units. There was general agreement with her comment around the table.

- Ann Lemmon asked a question regarding a footnote in the policy that appeared to lead nowhere. Linc Butler agreed to take a look at that item and expressed his appreciation for the feedback.

c. [Alcohol Policy](#)

- Christopher Payne presented the Alcohol Policy for conversation. Among other changes, he noted that the policy has been converted from its old format to the new University policy, standard, and procedure templates. He added that all of the relevant documents (policy, standards, and procedures) have been kept in one document on PolicyStat at the strong recommendation of the Alcohol Task Force.
- Christopher Payne explained that the primary substantive revision to the policy has to do with common source containers (kegs, punch bowls, etc.).
- Roy Zwahlen asked if the rule regarding service of alcohol on campus before 5:00 p.m. had been discussed in this round of revisions.
- Rick Steinbacher asked if the 5:00 p.m. rule only apply on weekdays?  
Ann Lemmon replied that the application of the rule is a point of confusion and seems to be a combination of real rule and urban myth.
- Christopher Payne replied that he is not a member of the task force and unsure if the 5:00 p.m. requirement was addressed in the last meeting but is happy to find out.
- Rick Steinbacher added that a rule of not serving alcohol until 5:00 p.m. Monday – Friday makes sense, but a rule applying on the weekends would not make a lot of sense with tailgating practices.
- Roy Zwahlen asked if the policy could include exceptions for alumni events and events not dealing with students. He then agreed to submit a comment in PolicyStat to more thoroughly articulate his concerns and questions.
- Ann Lemmon commented that, while task force wants everything together, one piece of feedback PRC could provide is that doing so could lead to frequent revisions.
- Christopher Payne noted that the preference from the task force was for someone to be able to look at the entire document at once.
- Jennifer DeNeal commented that, including standards and procedures in the document would lead to frequent revisions of the entire “policy” because the PolicyStat system operates through workflows and would treat the standards/procedures revisions as policy revisions since they are in the same document. She indicated that this issue would need a longer conversation as well as human and technical fixes.
- Kim Stahl added that the Alcohol Policy document as written is very long and covers a lot of topics. She commented that simply reviewing the document for the meeting today was challenging and that the end user experience would be much improved with 2-3 smaller documents
- Christopher Payne replied that the “comprehensive and wholistic nature of this document” is a major concern for the task force.
- Kim Stahl pointed out that this document is already very well linked, and the web nature of information now is becoming more comfortable for people.
- Christopher Payne said he thought the PolicyStat Table of Contents is a very helpful tool.

- Susan Sylvester asked a question regarding a discrepancy in the definition of “university-sponsored events,” and agreed upon a request from Christopher Payne, to document her question in the comments section of the policy in PolicyStat.
- Rick – Paul and I have gone through the proposed changes, and we picked up on two procedural/substantive changes (common source containers – which we have no issue with because vendors can still serve with them).
- Second issue is designated alcohol-free tailgates
- 1. We have “Tar Heel Town” which is totally alcohol free and family friendly. Our intent is always to have a designated alcohol-free area.
- Is the policy language saying that within each individual area an alcohol free area? We don’t designate any area as an “alcohol area” but that people can bring their own within basically all the tailgate areas. Tailgates can include or not include alcohol if they want. Does Tar Heel Town satisfy the alcohol-free environment.
- Chris – I think the intent and spirit is that Tar Heel Town would meet the requirement – not requiring alcohol-free space in each and every tailgate space.
- Rick – I just want to make sure everyone is on the same page.
- Rick – we’re going to continue to work with the task force on this policy (and this group) on other changes (3):
- 1. Turnkey tailgating is very successful and there’s a desire to grow those areas. The policy as written now is fine for that, but we’d need more designated tailgate areas (from the chancellor)
- 2. Policy currently limits tailgating to football and we want to expand tailgating for soccer and lacrosse (with the new facilities). Task force wants to avoid blanket approval for all athletic events. That is not the intent of athletics.
- 3. How to handle the parking lots. We currently designate tailgate areas, but a lot of similar activities happen in the parking lots. Athletics would like for the policy to cover those areas as well, but there are concerns that some of the behavior happening there is not compliant or within the bounds of current policy.
- Jeff Hirsch – as you think about expanding tailgating, please have conversations with nearby units because those areas are right on top of us and we’re already having difficulty with construction in the area. We do academic work, even on the weekends, and tailgating could definitely interfere with our normal operations.
- Rick – when we started using belltower amphitheater, we worked closely with genome sciences, so we would definitely do that here. When we think about practice fields, the area we want to designate for tailgating is actually very specific and relatively small.

### **Policy Issues Discussion**

Jennifer DeNeal provided a little background information on the Provost’s efficiency initiative, including several questions for the PRC to consider. She added that Susan Kellogg and Rick Wernowski would be attending the October PRC meeting to collect feedback directly.

Linc Butler pointed out that the questions were very broad and could elicit responses outside the policy process. Jennifer DeNeal agreed, commenting that the questions were intentionally broad,

but that the groups should limit their discussions to the larger university policy process and how that process plays out in individual units.

Liaisons thought independently on the questions before breaking into small groups to discuss the questions and their perspectives. Each group was asked to share out a possible quick win for university policymaking:

Group 1: Roy Zwahlen, Elizabeth Josephs, Kathi Wimmer, Lisa Miller – What are the daily basis issues – we'd like to spend time in PRC discussing current issues and who the players might be who could help address the problems. Maybe identify some of the problems offline and then prioritize in person. OUC or Provost might be able to identify the problems they're hearing about from multiple units.

Group 2: Jeff Hirsch, Ann Lemmon, Carolyn Atkins – clarify the authority of the PRC. Now it's advisory, and it's unclear who has the authority to say "no, this is our policy process" when someone wants to be different. (Kim Stahl asked is that (or should it be) the policy office?) Lack of policy structure – we have a policy site, but no manual. Quick Win – let's decide to have a manual. Longer term solution is building it. Could include guidelines for topic tagging.

Matthew Teal commented that the University Policy on Policies is up for review in January – we can start thinking about how to improve the process and current practices that are not working as well as they could be.

Group 3: Christopher Payne, Tim Sabo, Susan Sylvester – This group came to the conclusion that there are no quick wins in this type of work and that all of the most important initiatives were long-term endeavors.

Group 4: Kim Stahl, Janet Kelly-Scholle, Robin Cyr, Linc Butler – More dedicated resources at the unit level to just managing documents and policies where they need to be would be helpful.

### **PolicyStat Working Group Discussion**

Working Group will convene in October. The Policy Office encouraged units that have not yet submitted names for the working group to contact Matthew Teal. All are welcome to join at any point in the process.

### **Policy Liaison Updates**

Christopher Payne, Student Affairs – Alcohol Policy

Tim Sabo, Communications – film and media guidelines, due this fall, mostly minor edits

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

Kim Stahl, Information Technology – Changes to password standard

Janet Kelly-Scholle, Finance & Operations – No policy updates to report.

Robin Cyr, Research – Multiple offices (OSR, OHRE) in research are updating policies

Elizabeth Josephs, University Counsel – No policy updates to report.

Kathi Wimmer Media & Journalism – issues related to student pay and contracts

Lisa Miller, Nursing – all policies loaded into PolicyStat. Reviews are scheduled for Sept/Oct/Nov by committees in the school. About half of the September reviews are going. It's been a slow process, but will hopefully speed up

Roy Zwahlen, Pharmacy – contracts, operational procedures in response to policies around whether something goes to procurement, can be signed by us or by the dean, etc.

Jeff Hirsch, Law – No policy updates to report.

Ann Lemmon, Provost – No policy updates to report.

Carolyn Atkins, Development – organizing and updating policies. We're inviting everyone to join the policy newsletter and promote policy awareness.

Matthew Teal, Policy – updating finance policies, procedures, and forms

Jennifer DeNeal, Policy – unit policy deep dive, crosswalks with unit/university policies, working with Study Abroad Office to rewrite policies. Reminder that policies.unc.edu links are going away on 12/31/18

### **Adjournment**

With all policy business concluded, the PRC adjourned at 11:30 a.m.

**Next Meeting:** Thursday, October 25, 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