



POLICY COUNCIL

Wednesday, May 11, 2016

Hamersly Library 205

Mtg. No. 3

2:00-3:00 PM

MINUTES

Present: Laurie Burton, Rebecca Chiles, Amy Clark, Barb Dearing, Rebekah Degner (Intern), Gary Dukes, Tina Fuchs, Corbin Garner, Ryan Hagemann (Chair), Bill Kernan, Tommy Love, Reina Morgan (Staff), Darin Silbernagel, Chris Solario, Judy Vanderburg,

Absent: Steve Scheck, Ella Taylor, Eric Yahnke

(1) CALL-TO-ORDER AND REVIEW OF MINUTES

- The Meeting was called to order at 2:05 PM.
- Overview of meeting agenda and explanation of meeting documents.

Meeting documents: agenda, previous meeting minutes, organizational structure/index

(2) ORGANIZATIONAL STRUCTURE/INDEX

ACTION: Council approved the use of the proposed structure/index system for WOU/OUS transferred policies.

(3) TEMPLATE

- Working in partnership with UCS, the Policy Council will be designing an online policy proposal system, which will seek to increase efficiency while still being user friendly.

(4) WEBSITE

ACTION: Change Western to WOU on policy website.

ACTION: Resize website icons for mobile devices.

ACTION: Create suggestion box on the Policy Council homepage.

ACTION: Place link to full policy lists in side boxes.

(5) SHARED DRIVES

- VPGC Hagemann explained that all policies will be put in the shared drive once Word documents are ready. That is where the Council can access them to make the language changes required from the switch from OUS to self-governance. Once changes are made the file should be saved back in the J: Drive.

(6) HANDBOOKS/MANUALS

ACTION: Policy Council members need to send all manuals, handbooks, and other similar documents to Reina, Rebekah, or Chair Hagemann.

(7) NEW POLICY PROPOSALS

- The policy form that UCS is creating will serve as the medium from which policies are created and managed. All policies will be housed in this database and can only be changed with authorization from the policy's Responsible Officer. Once a new policy is created in Portal, it can go to the Policy Council for review. The online template form prevents differences in structures or terminology (since the fields are preset for the policy writer), as well as saves paper and helps the environment.

The meeting was adjourned at 2:55 PM.

Meeting Minutes Written by Policy Council Intern, *Rebekah Degner*.