



**POLICY COUNCIL**

**Wednesday, June 8, 2016**

**Hamersly Library 205**

**Mtg. No. 4**

**2:00-3:00 PM**

**MINUTES**

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Present: Rebecca Chiles, Amy Clark, Rebekah Degner (Intern), Gary Dukes, Ryan Hagemann (Chair), Bill Kernan, Tommy Love, Reina Morgan (Staff), Steve Scheck, Darin Silbernagel, Ella Taylor, Judy Vanderburg

Absent: Laurie Burton, Barb Dearing, Tina Fuchs, Corbin Garner, Chris Solario, Eric Yahnke

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

- The Meeting was called to order at 2:03 PM.
- Overview of meeting agenda and explanation of meeting documents.

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

**(2) WORK FLOW**

**ACTION:** UCS created a flowchart to show the process that policies will now go through.

- Chair Hagemann explained that the policy review process will be consultative in nature and that how extensive of a process it is will vary for each policy depending on the content. All new or revised policies going forward will be put in the new template so that everything will eventually be in it.

**(3) WEBSITE**

- There is now a comments section on the homepage of the website. Chair Hagemann suggested that we might add a narrative to the email subscription section to explain that this would be for email addresses in addition to ones that are already reached by campus listservs.
- There is a lot of text on the policy library page, just for right now during the transition. Policy Council members voiced concern about it taking up too much space and making it cumbersome to get to what people will actually be going to the page for. We are going to look into another way to present the information so that it is readily available, but is

not in the way. The four boxes on the right hand side of the page all go to a new set of accordion tabs with the same organizational structure. Eventually those boxes will go away as all of the policies are updated and moved to the main page of the policy library.

- The “pending policies” tab is where policies will be posted for the seven day review period.

#### **(4) HANDBOOKS/MANUALS**

- Handbooks and manuals still need to be sent in to put on the website. A PDF of all handbooks and manuals needs to be located on the Policy Council website in order for it to be official.

- Handbooks/manuals cannot conflict with anything that is above it (policies, administrative rules, etc.). The organizational structure of the handbooks/manuals page will mirror the structure of the policy pages.

- We should make it standard practice that when handbooks are updated they are sent to the policy council staff to update on the website. Handbook owners will be responsible for archiving old versions of handbooks and manuals, but the policy council staff will do so for all policies.

#### **(5) OUTSTANDING BUSINESS**

- All members of the policy council should be able to access the shared drive folder on the J Drive.

- If other people have suggestions for policies the route will be through the comments form on the website. The comments will go to Ryan and Reina and then will be routed to the applicable responsible officer. The general population will not have access to the template to draft their own policy. Policies that are not changing will be moved into the new template by Policy Council staff and will not require anything from the responsible officers.

- All responsible officers will have access to the new app in the portal that Michael Ellis created.

The meeting was adjourned at 2:46 PM.