

**MINUTES**

**Policy Library Committee  
May 20, 2019, 1 p.m.  
Altgeld Hall, Room 225  
Northern Illinois University  
DeKalb, Illinois**

**VOTING MEMBERS PRESENT:** Arado, Doederlein, Hunt, Ingram, Nicholson, Siegesmund

**VOTING MEMBERS ABSENT:** Alexander, Bolden, Hull (for McGill)

**OTHERS ABSENT:** Brady

**I. Call to Order**

Policy Librarian **R. Hunt** called the meeting to order at 1:10 p.m.

**II. Verification of Quorum**

A quorum was established.

**III. Approval of Meeting Agenda**

**T. Arado** moved to approve the agenda, seconded by **B. Ingram**. Motion passed.

**IV. Approval of Minutes for April 22, 2019**

**R. Siegesmund** moved to approve the minutes, seconded by **T. Arado**. Motion passed.

**V. Public Comment**

**VI. Consent Agenda**

**VII. Unfinished Business**

a. Policy Proposal Writing Guidelines

**R. Hunt** reported that, per last month's discussion, **G. Brady** reached out to Greg Long to learn if policy proposal writing guidelines already existed, but they do not. As a result, **R. Hunt** is developing draft guidelines for the committee's review in the near future.

b. Schedule of Updates to Websites

**R. Hunt** presented a proposed schedule for migrating policies from individual unit websites to the Policy Library website, and asked for feedback from the committee members. Following discussion, there was consensus on these points:

- Student Affairs will be bumped up to August 5-16 and Outreach will be bumped out to August 26-30.
- Human Resource Services might be bumped up in the schedule. **H. Nicholson** is working with HRS currently and will meet with HRS representatives on May 29. Subsequently, she will report to **R. Hunt** on the feasibility of potentially rescheduling HRS.

c. Revision to Current Policies

**R. Hunt** presented an excel spreadsheet listing the various policies, and asked for feedback from the committee members on where to begin the schedule of policy review. The discussion included the following points:

- Perhaps begin with policies not contained in the APPM, the Constitution, or the Bylaws.
- Beginning with older policies could be problematic because they could require more in depth conversations.
- Perhaps align the policy review schedule with the website migration schedule, but this plan was thought to be too aggressive.
- Perhaps group policies according to unit ownership and submit all policies owned by the particular unit to the unit owner at the same time, in case some of the policies intersect.
- How many policies should the committee plan to be reviewing at any one time? Based on the number of currently existing policies in the Policy Library, and with the PLC meeting 12 times per year, it would average out to five or six policies per month.
- Some policies are actually federal regulations and won't require review by the PLC other than to ask the owner to confirm that the existing policy aligns with current law.
- Similar to an earlier suggestion, perhaps group policies according to division. Send the division all of the policies for which they are responsible, asking them to update the ones that are more than three years

old. Though not required, the opportunity is also there to review those not over three years old, based on the division's preference.

- Some policies will be deemed no longer necessary by their owner units and will be sunsetted. As a result, the workload of revising policies should diminish as the project unfolds.
- Each division will work at its own pace, allowing for a constant flow of policies coming to the PLC. Working out this timing will be a learning curve for the committee at first.

There was consensus that **R. Hunt** will contact the following policy owner units within the next month. She will send each unit all of the policies under its jurisdiction, pointing out the ones that require review, because they are over three years old.

Research and Innovation Partnerships  
Student Affairs (includes Recreation Center and Fitness Center  
Transportation  
Environmental Health and Safety  
Ethics and Conduct

d. Cellular Service Stipend Policy

**R. Hunt** reported that this policy is undergoing further review by the owner unit and will return to the PLC at a future date.

VIII. New Business

IX. Announcements

X. Adjournment

**R. Siegesmund** moved to adjourn, seconded by **T. Arado**. Motion passed. Meeting adjourned at 1:50 p.m.