

## MINUTES

**Policy Library Committee  
Monday, July 15, 2019, 1:00 p.m.  
Altgeld Hall, Room 225  
Northern Illinois University  
DeKalb, Illinois**

**VOTING MEMBERS PRESENT:** Arado (for Thu), Doederlein, Hull, Hunt, Ingram, Nicholson (for Royce), Siegesmund

**OTHERS PRESENT:** Bond, Brady, Perry

**VOTING MEMBERS ABSENT:** Alexander, Bolden, Thu

### **I. Call to Order**

Policy Librarian **R. Hunt** called the meeting to order at 1:02 p.m.

### **II. Verification of Quorum**

A quorum was established.

### **III. Approval of Meeting Agenda**

**C. Doederlein** moved to approve the agenda, seconded by **R. Siegesmund**. Motion passed.

### **IV. Approval of Minutes for June 17, 2019**

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

### **V. Public Comment**

### **VI. Consent Agenda**

### **VII. Unfinished Business**

### **VIII. New Business**

#### **a. International Travel Policy and Procedures**

**B. Bond** provided a summary of the proposed policy. For some years, a brief international travel policy has existed. However, it was felt that a more robust

policy is now needed. The proposed policy was vetted through Office of General Counsel, Office of Risk Management and the International Affairs Advisory Council. Additionally, the software, which will be used in the policy implementation was demonstrated to the deans, Center for Southeast Asian Studies personnel, College of Engineering and Engineering Technology leadership and Department of Physics faculty. Feedback was positive.

Discussion:

Does NIU provide specific travel insurance? **B. Bond** responded that NIU's employee health insurance includes the necessary travel coverage, including evacuation coverage. However, he will double-check this point and report back.

Is there a penalty for failure to comply with the policy? **B. Bond** responded that there is no designed penalty, other than the reality that, if NIU doesn't know the employee is traveling, NIU is unable to provide support which might be needed.

Who owns this policy? The International Affairs Advisory Council owns the policy. The International Affairs Office will implement the policy. Brad Bond is the responsible officer.

Under which Policy Library categories would this policy fall? There was consensus among the Policy Library Committee (PLC) members that it would fall under: Faculty & Academics, Student Affairs and Human Resources/Employment.

**B. Ingram** moved to approve this proposed policy to move to the 30-day open comment period. Following that comment period, if there are no comments, the proposed policy will move to the approval authority, the president in this case, for final approval. If the 30-day comment period results in feedback, **R. Hunt** will work with **B. Bond** to address the feedback, and the policy will return to the PLC for second review. Seconded by **T. Arado**. Motion passed.

b. Immigration Sponsorship Policy

**B. Bond** provided a summary of this new policy proposal. Units included in the creation and vetting of this proposed policy draft are: The Office of the Provost and Human Resource Services.

**R. Siegesmund** moved to approve this proposed policy to move to the 30-day open comment period. Following that comment period, if there are no comments, the proposed policy will move to the approval authority, the president in this case, for final approval. If the 30-day comment period results in feedback, **R. Hunt** will work with **B. Bond** to address the feedback, and the policy will return to the PLC for second review. Seconded by **C. Doederlein**. Motion passed.

c. Commercial Card Program Policy (P-Card)

**R. Hunt** reported that this policy is currently active, but also open to PLC review.

Discussion:

It was noted that there are numerous individual names and phone numbers within the proposed policy. How are changes to the policy made after it is approved? **R. Hunt** responded that unsubstantive changes, such as name changes, can be completed by the policy librarian. Changes that impact the policy content would go through the Policy Library process.

Concern was expressed regarding the \$10,000 total transactions annual limit. This concern was raised in a recent Commercial Card training, but no satisfactory answer was provided.

It was noted that the proposed policy appears to still be in draft form, containing numerous blanks. There was consensus that it is problematic to approve a policy that is clearly still in draft form.

**B. Ingram** moved to send this proposed policy back to the sponsor until a final version is available. **C. Doederlein** seconded. Motion passed.

**R. Hunt** noted that there is a newer draft available. She will bring that version to the next meeting, but still send the proposed policy back to the sponsor, along with the concerns identified in this discussion.

d. Web Communication Policy – Faculty

**H. Nicholson** provided a summary of the new policy proposal. The Division of Research and Innovation Partnerships created a working group to review how web standards impact faculty's presentation of their research on the web. Several recommendations came out of that review, including a request that a clear policy be drafted to standardize and clarify compliance with NIU's web standards and editorial guidelines for faculty who manage a faculty.niu.edu.site.

Approval authority is the vice president of Enrollment Management, Media and Communications and the vice president of Research and Innovation Partnerships. The director of web strategy and services is responsible for updates and serves as the contact person.

Discussion:

What are editorial guidelines? **H. Nicholson** replied that editorial guidelines are, for example, how NIU follows (and sometimes deviates from) AP style. Web standards refers to content, layout and imagery.

Can a link to NIU's editorial standards be added to the policy? **H. Nicholson** will add it.

It was clarified that this policy does not address potentially offensive material that might appear on faculty websites, thereby placing NIU at potential legal risk. The PLC members engaged in a discussion about the legal vulnerability of the university in relation to faculty website content.

**R. Siegesmund** moved that, pending **G. Brady** working with **H. Nicholson** on some clarifying language in regard to NIU's potential legal liability, this policy be approved to move to the 30-day open comment period. Following that comment period, if there are no comments, the proposed policy will move to the approval authority for final approval. If the 30-day comment period results in feedback, **R. Hunt** will work with **H. Nicholson** to address the feedback, and the policy will return to the PLC for second review. **B. Ingram** seconded. Motion passed.

e. Web Communication Policy

**T. Arado** moved to approve this proposed policy to move to the 30-day open comment period. Following that comment period, if there are no comments, the proposed policy will move to the approval authority for final approval. If the 30-day comment period results in feedback, **R. Hunt** will work with **H. Nicholson** to address the feedback, and the policy will return to the PLC for second review. Seconded by **C. Doederlein**. Motion passed.

f. DoIT – Update on Their Process for Updating Policies

**R. Siegesmund** moved to carry this proposal to the next meeting, August 19, seconded by **B. Ingram**. Motion passed.

**IX. Announcements**

**X. Adjournment**

**B. Hull** moved to adjourn, seconded by **C. Doederlein**. Motion passed.

Meeting adjourned at 2:01 p.m.