

**Policy Library Committee Meeting
December 11, 2018**

- I. Welcome/Call to Order
 - a. Motion – Richard Siegesmund
 - b. Second – Holly Nicholson

- II. Adoption of Agenda
 - a. Adopted

- III. Approval of Minutes
 - a. None yet

- IV. New Business
 - a. Policy on University Policy Document
 - i. Reviewed roles and responsibilities of Policy Librarian
 - ii. Reviewed roles and responsibilities of Policy Library Committee
 - iii. Reviewed policy procedures
 - 1. Discussed general procedures
 - 2. Discussed issues raised
 - a. Final version of policy sent to President, Board of Trustees, etc. – this needs to be written down concretely
 - b. Policy Library Committee is responsible for the public comment portion of the process, and serves an advisory role
 - c. Veto power of Policy Library Committee needs to be examined – what constitutes legitimate reasoning
 - d. Policy Library Committee creates a record of suggestions for a specific proposal
 - e. Policy Library Committee is advisory and keepers of process, not necessarily content
 - 3. Policy review cycle
 - a. New policies
 - b. Current policies – staggered review
 - c. Withdrawn policies
 - d. Expedited or emergent policies
 - e. Only mandated to meet 1x/semester, but in order to keep the process moving, must either meet more often or use non-meeting process
 - i. Some sort of elementary software might be needed
- b. Read Only Access for Small Group
 - i. Defining the small group
 - 1. Division leads
 - 2. Internal audit
 - 3. Archivists/Regional History Center
 - 4. OGC

- c. Scheduled Meeting Dates for Spring 2019
 - i. Website will be up in March
 - ii. Meeting in April will give time to be able to discuss comments
 - iii. Next meeting: discuss work flow, meeting dates, etc.
- d. Recording of Minutes
 - i. Bullet points is sufficient
 - ii. Open Meetings Act discussion
 - 1. Greg will keep the group updated on this issue

- V. Unfinished Business
 - a. None yet

- VI. Announcements
 - a. Reminder to send policies

- VII. Adjournment
 - a. Motion – Richard Siegesmund
 - b. Second – Holly Nicholson