PUBLIC NOTICE AND AGENDA

Policy Library Committee
Monday June 15, 2020, 1:00 p.m.
Via Microsoft Teams
Northern Illinois University
DeKalb, Illinois

Voting Members Present:
• Carolinda Douglass
• Richard Siegesmund
• Jeffry Royce
• Rebecca Hunt
• Betsy Hull
• Ann Kenney
• Kendall Thu
• Roslyn Snell
• Catherine Doederlein

Others Present:
• Greg Brady

Voting Members Absent
• Naomi Bolden
• Betsy Hull

I. Call to Order

Policy Librarian R. Hunt called the meeting to order at 1:06 p.m.

II. Verification of Quorum

A quorum was established.

III. Approval of Meeting Agenda

C. Douglas moved, second by C. Doederlein

Agenda approved.

IV. Approval of Minutes for February 17, 2020
R. Hunt stated that minutes from the last meeting were just received. The minutes will be ready for the next meeting.

V. Public Comment
None.

VI. Consent Agenda
None.

VII. Unfinished Business
None.

VIII. New Business

a. Records Management Policy

R. Hunt states the policy is from Sarah Garner, Title IX Officer for the Ethics and Compliance Office. The policy outlines the way in which our records are maintained and destroyed. The policy is clear-cut and provides information on what is to be done with the records.

R. Hunt requests motion to accept policy for comment period.

C. Doederlein moved, second by C. Douglas

Motion approved.

b. Cash Refunds

R. Hunt notes that the policy completed the 30-day comment period. It has been returned with comments.

R. Hunt requests motion to accept the Cash Refunds policy with the revisions.

J. Royce moved, second by C. Doederlein

Motion approved.

c. Disability Resource Policy

R. Hunt There is an update to the policy. After speaking with Debra Miller, it was decided that the policy will be revised to separate the procedures from the
actual policy. After this is done, the policy portion will be uploaded to the policy library.

IX. Announcements

July and August meeting appointments will be sent out. We will meet via Teams. For the remainder of the year, we will need to wait and see.

X. Adjournment

R. Hunt requests motion to adjourn.

R. Snell moved, second by C. Doederlein

Meeting adjourned at **1:46 p.m.**