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         c. Withdrawn policies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