Policy Library Committee Meeting
Monday, April 22, 2019

I.   **Call to Order**– Meeting was called to order by Rebecca Hunt, University Policy Librarian, at
         1:04 p.m. in Room 225 in Altgeld Hall. Quorum was established by Acting General Counsel
         Greg Brady.

         Attendees Present:
         Rebecca Hunt
         Cathy Doederlein
         Holly Nicholson
         Betsy Hull
         Therese Clarke Arado
         Christopher McCord
         Richard Siegesmund

         Also Present:
         Gregory Brady, Acting General Counsel
         Victoria Von Bergen, Office of General Counsel Law Clerk and Acting Note Taker

         Absent:
         Laura Alexander
         Khiree Cross

II.   **Adoption of Agenda**
         a.   Amendment of Agenda
                  i.   Proposal: to move any business from "Consent Agenda" to "New Business" and
                       to add "Cell Phone Stipend Policy" discussion to "New Business"
                 ii.   Motion: to approve the amendments to the agenda
                           1.   Moved: Richard Siegesmund, Second: Christopher McCord
                iii.   Vote: the amendment passes unanimously
         b.   Adoption of Agenda
                  i.   Motion: to approve the agenda for the meeting
                           1.   Moved: Holly Nicholson, Second: Cathy Doederlein
                 ii.   Vote: the agenda is adopted unanimously

III.   **Approval of Minutes**
         a.   Motion: to approve Minutes from December 18, 2018 meeting
                  i.   Moved: Richard Siegesmund, Second: Cathy Doederlein
         b.   Discussion: Christopher McCord explained the importance of future Minutes having
              depth of discourse, beyond just the general agenda.
         c.   Vote: the Minutes from the December 18, 2018 meeting are approved – five in favor,
              two abstaining (due to absence at prior meeting)

IV. **Public Comment**
   a. No timely public comment requests were received by Greg Brady in advance of meeting
   b. No members of the public present at meeting

V. **Consent Agenda**

VI. **Unfinished Business**
   a. Veto Power of Committee
      i. Finalized discussion on the Veto Power of the Policy Library Committee. Christopher McCord reiterated that it is not acceptable for the Committee to use the power to veto a policy simply because they "want to." The only acceptable use of a policy veto is in a case where the proposed policy is entirely frivolous or does not otherwise align with the University mission. If a policy does not reach the standard of frivolous but does, however, need extensive work, it is the Committee's role to send the policy back to the owner with questions and comments. This gives the policy owner the option to amend and resubmit, thus furthering the Committee's role of a gatekeeper, rather than a vetoing body.

VII. **New Business**
   a. **Open Meetings Act ("OMA" or the "Act")**
      i. Acting General Counsel Greg Brady discussed the Act generally, discussing the various tests and factors that courts and the Illinois Attorney General's Office uses to determine when the Act should apply to a public body committee. Greg Brady then discussed the potential applicability of the Act to this Committee specifically, stating voluntary compliance is in the best interest of the University and is the recommendation of the NIU Office of General Counsel.
      ii. OMA Training, provided by the Illinois Attorney General's Office, is required for all members who have not yet taken it
         1. Betsy Hull and Rebecca Hunt were the only present members who still need to complete OMA Training
      iii. Christopher McCord raised a question about email dialogue among the Committee. Greg Brady tried to clarify a few points about Committee communication and the Act:
         1. There are 9 members of this Committee in total, so no more than 2 should be emailing about subject matter relating to this Committee
         2. One-on-one emails, telephone calls, and office meetings are acceptable for any members of the Committee to discuss any topics, including those related to this Committee
         3. Some members of this Committee may work together in multiple capacities or on various other committees in which case they must learn to "wear the appropriate hat" – where the Act applies to limiting discussion between members relating only to the business of that Committee. Therefore, members who work together in other capacities

may discuss other business together, just not that of this Committee, unless it is one-on-one

b. Policy on Managing University Policies – Changes to the Policy
    i. The Policy Document should be available on the Policy Library website with an accompanying flowchart soon – Rebecca will bring this up at the next meeting during unfinished business to reexamine the status
    ii. Changes to the document:
        1. Added, "President serves as the policy approval for this policy" (page 11, second paragraph)
        2. Added that Constitution and Bylaws are exempt from procedures of this policy, rather, they follow shared governance and currently in place procedures (page 2, note under subsection 2)
    iii. Discussion: Holly suggests we add a final date and other approval information into the document before its final upload.

c. Public Comment on Updates and Revisions to Policies
    i. The process for public comments will include members of the NIU community logging in with their credentials in order to make comments and view other comments
    ii. This process (opportunity for public comment) is mandatory under the Act, but was agreed on before this Committee decided to comply with OMA procedures

d. Policy Removal on Websites
    i. Policies must be removed from individual sites and transferred to the Policy Library site
    ii. A schedule is currently being made to determine the exact timing and plan for this migration, but it will begin in May and will be available at the next Committee meeting
    iii. Discussion: currently, individual department or division policies are on the respective websites but they will now become redirect links. Users will still be able to go to a department/division site and click on a specific policy, but the link will direct to the Policy Library site instead
        1. Additionally, a general Google search for a specific NIU policy will bring up the Policy Library site first, not the specific website
        2. Holly's team will work with each department or division to configure their specific site as needed – some links may remain on the pages, some may be removed from navigation entirely, etc.
    iv. Rebecca will reach out to the divisions and departments to explain the purpose of this Committee, and to explain the process, before any sort of migration of policies or changes to their websites begins

e. Regularly Scheduled Meetings
    i. Proposed: Third Monday of every month at 1:00 p.m.
        1. Only exception for upcoming year is third Monday in January falls on MLK Jr. Day (holiday), so meeting would be fourth Monday of January
    ii. Meetings will be held in Altgeld, rooms are TBD
    iii. All meeting dates will be posted on the website and sent out via email

iv. Discussion: Holly brings up issue of missing meetings (for extended situations such as maternity leave, or one-time situations). Policy document states a designee can be sent on behalf of a member. Policy does not differentiate between extended designees or one-time/extenuating circumstances. This might need to be clarified, on the record. Rebecca commented that the Policy Document provides for designees regardless of the extended time.

v. Motion: to institute the third Monday of each month as the general meeting dates for the Policy Library Committee for the upcoming year
1. Moved: Cathy Doederlein, Second: Therese Arado Clarke

f. Schedule Review of Policies
i. Rebecca has created an Excel spreadsheet which will list out all of the various University policies
ii. Discussion: probably in the best interest, considering the newness of the Committee, to be smart about which policies are tackled first. Policies which are less controversial and require less public comment (because public comment is not as popular yet), policies which do not directly interfere with other University divisional policies. Rebecca will work to put University bodies and policies in an order relating to the difficulty and gravity of the review process associated with them and bring this list to the next meeting.
1. Betsy offers and suggests the Committee starts with IT policies, as they do not have too many and they likely do not have any which contradict other University policies
2. Holly also believes the Social Media Policy is ready for review
iii. Process: Rebecca will reach out to whoever "owns" a current policy within a department to get the policy submission process started, that way the 3-year review cycle can begin. This will add work to the employees and leaders in charge of the policies, so best to make it easy on them. Betsy suggests a "policy template" which explains the necessary requirements of a policy – purpose, statement, etc. Greg Brady believes that Greg Long might have a base version of a template that Rebecca can build off of. Rebecca will work to get a copy of this.
iv. Discussion: when reviewing policies, the Committee is not able to discuss the policies before meetings. Current SharePoint site is for uploading documents, and there cannot be a Committee-only conversation mechanism. Instead, Rebecca will send the policy being reviewed prior to the meeting asking Committee members to be prepared to discuss their thoughts, but not actually prompting thoughts or facilitating conversation.

*At this point, the meeting hit the 2 p.m. cut off point at 2:04 p.m., though the New Business item "Cell Phone Stipend Policy" had not yet been discussed so, by unanimous agreement, an additional 10-minutes was allotted for discussion.

g. Cell Phone Stipend Policy
i. Since Betsy was present during the meeting, she was able to discuss the policy revision in more detail. Betsy began by discussing the history of why they had to look at the policy, including budgetary cuts and abuse concerns. After a working

group was formed, research was conducted into how peer institutions handle similar policies, the cost of top providers, and the average cost of cell phone plans. Further, Betsy explained the assistance of having a policy for this situation, as opposed to having employees submit their phone bills each month to HR for reimbursement. Betsy was able to walk through the new tiered system (with associated dollar amounts), and briefly discussed some of the changed language in the new policy.

    ii. Greg commented on the potential need to check with the Union representative (Jesse) to ensure that, while cell phone stipends do not seem to be a benefit required for employment, NIU does not need to approach the Unions before doing anything that could affect Union employment.

        1. Betsy agreed to vet the new proposed policy through Jesse

    iii. Holly asked a FOIA question regarding adding a "note" or "asterisk" about how employees who are entitled to cell phone stipends are not necessarily subject to FOIA. Additionally, personal communications are not subject to FOIA.

        1. Greg will work with Betsy to come up with the proper FOIA language

VIII. Announcements

    a. None

IX. Adjournment

    a. Motion: to adjourn the meeting

        i. Moved: Richard Siegesmund, Second: Betsy Hull

    b. Vote: the meeting is adjourned at 2:18 p.m.

*Post-meeting note/discussion: It was helpful that Betsy happened to be here to discuss the policy in question today. In the future, is it possible to invite and encourage policy writers to attend these meetings? This would allow them to better explain the policy and its features to the Committee. They would also be present to answer Committee questions and hear Committee comments, rather than having to go through multiple rounds of revision, or the policy writers having to simply read the Committee comments and try and interpret them. This would speed up the revision process for both sides. Rebecca said that the sponsors for the policy proposals and revisions will be invited to the meetings to provide explanations and answer questions.