

# 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.**