

MINUTES

**Policy Library Committee
Monday, June 17, 2019, 1 p.m.
Altgeld Hall, Room 225
Northern Illinois University
DeKalb, Illinois**

VOTING MEMBERS PRESENT: Arado, Doederlein, Hull, Hunt, Ingram, Nicholson

OTHERS PRESENT: Brady

VOTING MEMBERS ABSENT: Alexander, Cross, Siegesmund

I. Call to Order

Policy Librarian **R. Hunt** called the meeting to order at 1:04 p.m.

II. Verification of Quorum

A quorum was established.

III. Approval of Meeting Agenda

T. Arado moved to approve the agenda, seconded by **C. Doederlein**. Motion passed.

IV. Approval of Minutes for May 20, 2019

C. Doederlein moved to approve the minutes, seconded by **T. Arado**. Motion passed.

V. Public Comment

VI. Consent Agenda

VII. Unfinished Business

VIII. New Business

a. Policy on Managing University Policies – Revision

R. Hunt pointed out two potential revisions/points of clarification in Section V. b. of the Policy on Managing University Policies (PMUP):

1) “The PLC is a standing committee comprised of...individuals including **the Policy Librarian...**”

and

2) “The PLC is a standing committee comprised of...individuals including...**for any given policy that the PLC will discuss, the Vice President/head(s) of the affected division(s) or their designee(s)...**”

Discussion included the following points:

- Concern that item 2 would result in a variable quorum. It was noted that this language was included in the originally proposed PMUP language, but it was recently questioned, which is why **R. Hunt** is bringing it up for discussion today.
- Suggestion that, as an alternative, impacted unit heads be invited to attend and comment during the meeting, but that they not be given a vote.
- Concern that not all divisions are currently represented on the PLC, though it was noted that all division heads had opportunity to review and respond to the proposed PMUP, and this concern was not expressed in their feedback.
- Reminder that the PLC’s “gateway” charge is to review policies to: 1) make sure they really are university-wide policies; 2) make sure that already existing policy approval mechanisms are being followed; and 3) determine whether there are other areas that should be fleshed out before the policy goes up to one of the approval authorities. The PLC does vote to recommend or not recommend, but that recommendation (or lack thereof) does not stop the movement of the proposed policy through the approval path.
- The policy librarian works to make sure that the policy development process, including all stakeholder discussions, has been completed before bringing the proposal to the PLC.

B. Ingram moved to approve the proposed additional language noted above in agenda item VIII. a. 1): “The PLC is a standing committee comprised of...individuals including **the Policy Librarian...**” This acknowledges the policy librarian as a full voting member of the PLC, in Section V.b. of the PMUP. Seconded by **T. Arado**. Motion passed.

H. Nicholson moved to strike the sentence noted above in agenda item VIII. b. 2): “; and, for any given policy that the Policy Library Committee will discuss,

the Vice President/head(s) of the affected division(s) or their designee(s)” from Section V.b. of the PMUP. Seconded by **B. Hull**. Motion passed.

B. Ingram moved to amend Section X.8 of the PMUP by adding the bolded sentence as shown below:

“The PLC will review the policy proposal, the written cover letter from the Responsible Office (including attached comments and written responses to comments) and the consultative process that has been undertaken. **The PLC may invite input from sponsors, stakeholders and other guests.** The Policy Library Committee may ...”

Seconded by **T. Arado**. Motion passed.

IX. Announcements

R. Hunt reminded the PLC members that she needs their Open Meetings Act training completion certificates.

B. Hull inquired about the proper protocol for submitting/reviewing the 14 currently existing policies on the Information Technology website. She was advised to submit these to **R. Hunt** at least two weeks ahead of the PLC meeting. **R. Hunt** will work with **B. Hull** to determine which policies need to go before the PLC for review.

X. Adjournment

B. Hull moved to adjourn, seconded by **B. Ingram**. Motion passed.

Meeting adjourned at 1:50 p.m.