

PUBLIC NOTICE AND AGENDA

Policy Library Committee

Monday February 17, 2020, 1:00 p.m.

Altgeld Hall, Room 225

Northern Illinois University

DeKalb, Illinois

Voting Members Present:

- Carolinda Douglass
- Kendall Thu
- Catherine Doederlein
- Richard Siegesmund
- Jeffry Royce
- Rebecca Hunt
- Roselyn Snell
- Ann Kenney

Others Present:

- Khalfani Mar'Na

Voting Members Absent:

- Betsy Hull
- Naomi Bolden

I. Call to Order

Policy Librarian **R. Hunt** called the meeting to order at **1:03 p.m.**

II. Verification of Quorum

A quorum was established.

III. Approval of Meeting Agenda

R. Siegesmund moved, second by **C. Doederlein**.

Agenda approved.

IV. Approval of Minutes for January 27, 2020

R. Siegesmund moved, second by **C. Doederlein**.

V. Public Comment

None.

VI. Consent Agenda

None.

VII. Unfinished Business

a. Nursing Parent in the Workplace (Workplace Breastfeeding Policy)

Approval has been given for name changes made by Presidential Commission on the Status of Women, (“PCSW”), and Provost Beth Ingram agreed to changes. **R. Hunt** explains that this policy is being brought back to the committee for motion to approve.

K. Thu moved, second by **A. Kenney**.

Motion passed.

VIII. New Business

a. Cash Funds

R. Hunt explains new policy. Controller contacted **R. Hunt** and controller wants this moved from Business Procedure Manual into Policy Library. Paper copy handed out has small change (highlighted) on page 3 which follows: the sentence from “any unused funds must be returned to the university or the default cost center will be charged” changed to “any unused funds will be returned to university.”

C. Douglass asks for clarification on policy, specifically, whether it’s new. **C. Douglass** asks follow-up question regarding whether funds are “operational approved.” **R. Hunt** answers in the affirmative.

K. Thu notes procedural aspect, however, is in agreement that its substantively policy. **R. Hunt** further explains that Business Procedure Manual is currently undergoing change. **R. Siegesmund** and **K. Thu** discuss move from Business Procedure Manual to Policy Library.

J. Royce notes that the policy includes a section halfway through that states “procedures.”

Further discussion about input of procedures back into Policy Library after previous agreement that policy and procedure would be separate.

J. Royce poses question regarding those proposing policies and whether to put in place a prohibition on procedures. Further discussion that “procedure” section(s) is actually a mix of policy and procedure.

K. Thu moves to approve.

Roll Call Vote requested.

J. Royce, R. Siegesmund, A. Kenney, C. Doederlein vote against.

R. Hunt, K. Thu, and **C. Douglass** vote in favor.

Vote does not pass.

Discussion of necessity to remove policies from procedure. Additionally, discussion of possibly linking procedure to sponsor website so as not to include procedure in the policy.

R. Snell notes, “providing options to proposing polic[ies]” and how the policies may be passed moving forward. These would be “recommendations for approval.”

Further discussion regarding clarification on policy and procedure linked on website versus host location in Policy Library.

Motion to approve policy with amending the policy so that “procedure” section would be linked to their website and subsequently removed from the policy.

C. Douglass poses whether vote for approval are contingent upon amending the policy.

C. Douglass moved, second by **J. Royce**.

Motion passes.

IX. Announcements

R. Hunt notes that the policy voted on last month (inventory) has been removed from the Policy Library. John Heckman determined it was a procedure and didn’t feel the need for it to be in the Policy Library.

Discussion continues regarding the origination of policies regarding whether policies are being proposed by the owner or “sponsor” of the policy and who is present to discuss the policy. **R. Hunt** notes that the PLC is set up for those making the decisions to be present at PLC meetings.

Discussion continues regarding the removal process. **R. Hunt** notes the initiative from the President that policies go into policy library. However, **R. Hunt** clarifies the degree of discretion given to the owner or “sponsor” of the policy.

Discussion continues about the formality of discussing why sponsors would remove the policy.

X. Adjournment

Motion to adjourn.

K. Thu moved, second by **A. Kenney**.

Meeting adjourned at **1:37 p.m.**