



## Policy Process Council Meeting Summary

October 21, 2025

11:00 – 12:30

Via Teams

**Meeting notes are included in the agenda as BLUE FONT.**

### Council Members:

Callie Warren, Jay Thomas, Sandi Gillilan, Aaron Streimish, Scott Nowak, Karen Kornweibel, Leigh Funk, Bee Blank, Stephen Gay, Rudy Jackson, Lisa Duke, Matt Iwanski, Ryan McLemore, Marsha Barsky, Amy Phillips, Nwakaego Nkumeh-Walker, Amber Smith, Lauren Taglialatela, Jace Freeman

### Members Excused:

Amber Smith, Amy Phillips, Callie Warren, Scott Nowak, Bee Blank, Matt Iwanski,

### Invitees:

None

## Agenda Items:

### Review/Discussion of Policies

Please review the policies and insert your comments / feedback in the shared documents linked below.

1. [Policy on Policies](#) – Sponsor PPC, Discussions regarding policy revisions.
2. [Substantive Change Policy](#) - Sponsor Academic Affairs – Substantive Changes

**To submit a policy for shared governance review, we need to receive the revisions by 04/06/2026.**

### Updates

1. Validation of Policy Contacts, Responsible Office, Contact Email

Please take a moment to review the policies assigned to your areas to be sure the appropriate Responsible Office, Contact Person (an individual who will lead any policy reviews), and the Contact Email (resource emails or general email for inquiries) is correct.

This is essential in order to automate the notifications and to maintain the public information regarding the Contact Email.

Action Item: Email any updates to Leigh Funk by October 24, 2025

Amy - Can we officially move the Complaint Resolution Policy to HR? It doesn't belong to Institutional Effectiveness and it no longer fits in Student Affairs.

Ryan – Can we officially move the Investment Policy to Finance – Office of the President instead of Office of the President?

Action Item: Email any updates to Leigh Funk by October 24, 2025

- Amy - Can we officially move the Complaint Resolution Policy to HR? It doesn't belong to Institutional Effectiveness and it no longer fits in Student Affairs. Leigh will work with Amy to determine if this is the appropriate ownership location.
- Ownership responsibility was approved by Ryan McLemore, VP for Finance and Chief Financial Officer so the Investment Policy ownership has been transferred from the Office of the President to the Office of Finance – Accounting. The Policy Portal Contact information was updated to reflect this change and the .docx version of the policy from 2025 was updated to prepare for the next update review.

## Policies Submitted for Shared Governance Review

### September:

- Continuity of Operations Policy
- Hazing Policy
- AI Policy

### October:

- [Written Student Complaints](#)
- [Complaint Resolution Policy](#)
- [Research Centers and Institutes Policy](#)

## Policies Under Review

Action Item: Requests to the following policy sponsors have been sent requesting review by [INSERT DATE]

1. [Contract Approval and Signature Authority Policy](#) - Procurement and Contracting – Last Signed 2022
2. [Establishing or Changing an Elective Fee or Special Charges Policy](#) – Budget and Planning – Last Signed 2022
3. [Records and Information Management Policy](#) – Records Management – Last Signed 2021
4. Waiver Administration Policy – Enrollment Services – Last Signed 2023
5. Advertising Policy – Strategic Communications – Last Signed 2023
6. Programs Serving Minors – Legal Affairs – Last Signed 2023
7. Unmanned Aerial System and Other Aircraft Policy – Legal Affairs – Last Signed 2023
8. Environmental Occupational Safety Policy – Environmental Health and Safety – Last Signed 2023
9. Motor Vehicle Operator Policy – Environmental Health and Safety – Last Signed 2023

## Process Improvements for AY26

- [PPC Policy Management Dashboard](#) - Permission Based
  - [Policies Under Shard Governance Review Report](#) – Please Share with Your SG Groups
  - [External Policy Portal](#) – TEST Policy Organization
  - [FY26 Policy Review Schedule](#)

Discussion of the Policy Portal options resulted in Council members requesting the following:

- Add the Next Scheduled Review to the Policy Portal Site  
To accurately identify the date of the next scheduled review, each policy sponsor needs to identify if each policy will undergo review every year, or every two years. This will be added to the next PPC agenda to get this information identified.
- Add the Sort feature and group the policies listed on the Policy Portal by Responsible Office  
To test this feature, I need volunteers who do NOT have a Smartsheet account to see if they can sort the Smartsheet Report.
- Minimize the number of clicks to get to the policy  
This is definitely the goal.

## AY26 Review Schedule – Some Revisions (Immediate updates can be made anytime as necessary)

### UITS Policies (16)

- Review Cycle = May – June
- PPC Review Target = August
- SG Review Target = September

### HR Policies (21)

- Review Cycle = June - July
- PPC Review Target = September
- SG Review Target = October

### Academic Affairs, Records Management, Enrollment Svcs, Strat Comm

- Review Cycle = July - August
- PPC Review Target = October
- SG Review Target = November

### Legal Affairs, EEO, Campus Operations, Facilities, Safety

- Review Cycle = August - September
- PPC Review Target = November
- SG Review Target = January

### Research, Student Affairs (8)

- Review Cycle = September - October
- PPC Review Target = January
- SG Review Target = February

### Financial Policies (9)

- Review Cycle = October - November
- PPC Review Target = February
- SG Review Target = March

### Miscellaneous

- Review Cycle =

- PPC Review Target = March
- SG Review Target = April

## PPC Meeting Schedule

2025-2026 Meetings – Tuesdays, 11:00 - 12:30 pm as follows:

- August 19, 2025
- September 16, 2025
- October 21, 2025
- November 18, 2025
- January 20, 2026
- February 17, 2026
- March 17, 2026
- April 21, 2026

Orientation for Senate Presidents and CDA Chair = Late August 2025