

Policy Process Council Meeting Summary

November 18, 2025

11:00 – 12:30 PM

Via Microsoft Teams

Notes are included in green font throughout the agenda

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

None listed.

Invitees

None listed.

Agenda Overview

Review and discussion of institutional policies.

Policies for Review

1 Policies for Review

Policy	Summary of Changes	Committee
Policy on Policies (revised 10-21-25)	Update PPC discussed proposed revisions to the Policy on Policies for this meeting. Policies suggestions will be incorporated and the PPC will make one last review at the January meeting.	PPC

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.

Policies Submitted for Shared Governance Review

November: Substantive Change Policy

October: Written Student Complaints; Complaint Resolution Policy; Research Centers and Institutes Policy

September: Continuity of Operations Policy; Hazing Policy; AI Policy (submitted to USG)

Upcoming Policy Reviews

Action Item: Contact person should take a look at the policies listed below and email Leigh Funk with the type of update they anticipate for the policies assigned to them by October 24, 2025. If you believe editorial or substantive changes are needed, you will have until December 1 to submit those revisions.

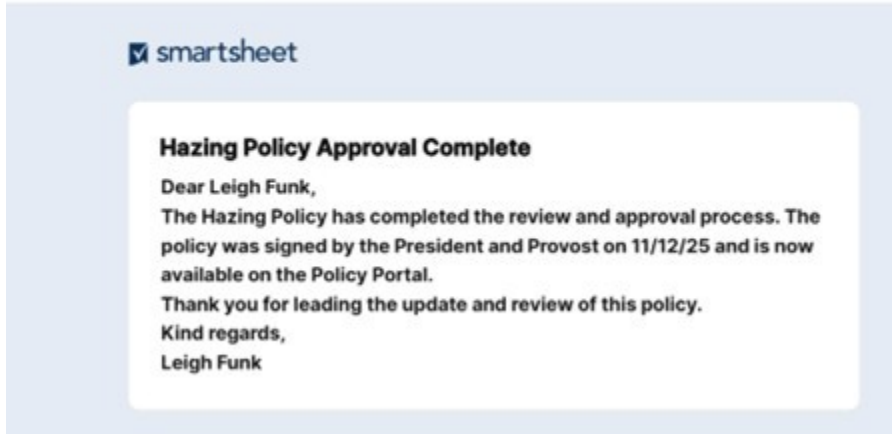
2 Upcoming Policy Reviews

Upcoming Policy Reviews	Unit Responsible	Last Review Year
Contract Approval and Signature Authority Policy	Procurement and Contracting	2022
Establishing or Changing an Elective Fee or Special Charges Policy - Michelle McGinty & Rob Bridges	Budget and Planning	2022
Records and Information Management Policy - Amber Smith	Records Management	2021
Waiver Administration Policy - Paul Parker	Enrollment Services	2023
Advertising Policy - Tammy Demel	Strategic Communications	2023
Programs Serving Minors - Ann Schroeder	Legal Affairs	2023
Unmanned Aerial System and Other Aircraft Policy - Edward Stephens	Legal Affairs	2023
Environmental Occupational Safety Policy - Stephen Ndiritu	Environmental Health and Safety	2023
Motor Vehicle Operator Policy - Janet Nash	Environmental Health and Safety	2023

2. Process Improvements for AY26

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

Notification to Policy Sponsor – Approval Complete



3 Policy Group Review Schedule

Policy Group	Review Period	Review by PPC	Review by Shared Governance Groups
UITS Policies (16)	May – June	August	September
HR Policies (21)	June - July	September	October
Academic Affairs, Records Management, Enrollment Svcs, Strat Comm	July - August	October	November
Legal, EEO – Institutional Equity, Campus Operations, Facilities, Safety	August - September	November	January
Research, Student Affairs (8)	September - October	January	February
Financial Policies (9)	October - November	February	March
Miscellaneous		March	April
Miscellaneous		April	May

PPC Meeting Schedule 2025–2026

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

- March 17, 2026
- April 21, 2026