Welcome and Approval of Minutes

Chair Erin Eatman called the meeting to order. Members present included Lee Workman, Tim Wiseman, Gary Vanderpool, Kristal Gauthier, Hiromi Sanders, Donna Payne, Chris Locklear, Bernie Schulz and Paul Gemperline. Also present was Kitty Wetherington.

The minutes of the June 21, 2016 meetings were approved by consent.

II. Old Business

• Review of posted PRRs

E. Eatman reminded the committee that they should be reviewing the PRRs that were chosen as their division’s 20% to review in 2016. If there are no changes, written approval is required from the division’s vice chancellor in the form of an email or memo to E. Eatman. If changes appear to be non-substantive, a track changes version of the PRR can be sent to E. Eatman and she will work with the Office of University Counsel to determine if the PRR needs to undergo further vetting. If changes are substantive, the PRR will have to follow normal procedures for review/approval.

• EPA and SPA references in PRRs

The Office of State Human Resources mandated that all references to SPA and EPA employees be changed to reflect the new names of those employment categories (EHRA and SHRA). Misty Waldroup, paralegal, has identified which PRRs in the University Policy Manual require a change (shared in a handout). Misty and Donna Payne will work to get these changes made over the summer.

III. New Business

• SharePoint site updates

E. Eatman shared that there have been multiple SharePoint issues and that she is working with ITCS to solve the issues. Some of the issues that have been encountered: permissions were changing for no reason, erroneous SharePoint emails were going out, and SharePoint entries were mysteriously disappearing. E. Eatman has been meeting with ITCS and they have resolved most of these issues.
In order to improve SharePoint, other changes have been identified that will necessitate SharePoint going offline for a short period of time. E. Eatman shared that this will happen tomorrow, June 22 from 1-5pm. After this time, ITCS will make the new SharePoint site “live.” The new site will not look very different to users as most of the changes are on the back-end. The changes that the committee needs to be aware of are that users will have to manually adjust review phases. As in the previous iteration of the PRR SharePoint site, the SharePoint emails will prompt the PRR Shepherd to click the link and advance the review phase after each review phase has occurred.

The other change users should be aware of is a new field for “submitter” on the submission page. This will capture who is creating the SharePoint entry.

Other minor changes include an update from “OUA” to “OUC” to accurately reflect the name of the office, and font colors will be made easier to read on the purple background.

- **PRR approval process discussion**

  E. Eatman shared that she has been seeking ways to improve the PRR review process. She shared that she has had conversations with committee members and administrators about the complexity and overlap in the current process. The consensus from these conversations is that it is time to examine the current process, which was put into place some time ago. The new process should reflect national best practices. E. Eatman will have a framework to share at the next UPC meeting, but requested feedback from the committee through an open discussion or a one-on-one meeting if so desired.

  E. Eatman asked the committee the following questions: What are the most troublesome aspects of the current review/approval process? What can the UPC be doing to help the flow of reviews? What would be most helpful to you as you navigate the PRR process? A group discussion ensued, and E. Eatman said she would continue with a plan and follow-up with the committee closer to the next meeting.

**IV. Standing Items**

A. **Updates and new PRRs**

   Updates to the policy manual were shared in attachment 2.

B. **PRR Proposals**

   There were no PRR Proposals to discuss.

B. **UNC Policy Updates**
Updates to the UNC Policy Manual were shared in attachment 3.

C. PRR Divisional Updates

The committee members shared various PRR related updates.

V. Next Steps

Next meeting is September 27, 2016 in Mendenhall Student Center.

VI. Adjourn