**University Policy Committee**

**March 27, 2018**

**MSC 212**

Welcome and Approval of Minutes

Chair Erin Eatman called the meeting to order. Members present included Chris Stansbury, Kenneth Briley, Tim Wiseman, Mike Hanley, John Stiller, Paul Gemperline and Wayne Poole (ex-officio). Hillary Lynn, Steve Serck and Madeleine Griffith were also present.

The minutes of the January 30, 2018 meeting were approved with an edit to attendees. Wayne Pool was listed as present, but he was not.

Old Business

* HIPAA Security PRR

E. Eatman reminded the committee that at the last meeting there were four PRR proposals for HIPAA Security PRRs. These four were to be a part of a fourteen PRR suite that condenses forty HIPAA Security policies. Since the last UPC meeting, Donna Payne and E. Eatman met with representatives from the HIPAA Privacy Office and advised them to draft one PRR that would point to a separate manual containing all the HIPAA Security PRRs. E. Eatman has received a draft of the PRR and is awaiting a revised version. The PRR Shepherd is planning to submit both the draft PRR and manual for review. It is unclear at this point if they plan to take the same approach with the posted HPAA Privacy PRRs.

New Business

* UNC System name change

With the rebranding of the UNC System (GA to System), the PRRs in the UPM need to be updated. This will be a task like updating the EPA/SPA to EHRA and SHRA employee categories. This will require going through PRRs one by one to find the references. HR has brought to E. Eatman’s attention that the System has not yet updated their own PRRs and HR does not feel comfortable updating the language in many PRRs that are essentially copy and paste from the System until the System makes the updates. An example is the Adverse Weather PRR. Because the System has not yet updated their policy, we recently updated the name change in our SOP, but not the body of the PRR.

* Old SharePoint site location and access

Currently, the old SharePoint site can be accessed under the Committee tab at the top of the UPM. The site is inactive, but does house information that we still need to access. E. Eatman shared that she believes it’s causing confusion, and proposed we either “hide” it from users by not linking to it at all, or place it under the Policy Sources page with a notation that it’s no longer active. The committee briefly discussed and decided the best choice was to move it under “policy sources” and label it as “inactive.”

* Update of PRRs in the review process

E. Eatman shared a spreadsheet that contained all the PRRs in the SharePoint site. Since the last meeting, the UPC has reviewed eight PRRs and is currently reviewing two more. It was shared that the UPC’s feedback has been very valuable as indicated by the PRR Shepherds. E. Eatman reminded the committee that the review phase does not change until a step is finished.

Updates were shared on several PRRs: The Cloud PRR draft that has been reviewed by the UPC will be renamed Software Acquisition and is being reworked by a work group. Wayne Pool is leading the workgroup and shared a little more about what was occurring. A draft is expected soon for UPC review once it clears legal.

Use of Facilities, which was repealed last summer, has been renamed University Property and is still undergoing legal review.

The HIPAA Security PRRs in the list will be archived once the new draft is completed.

The next PRRs to post to the UPM are Tobacco Use and Required Residency. Both PRRs are going to Executive Council on April 9.

A task force is working on a PRR related to Records Retention, which will come to the committee for review soon.

Standing Items

* Updates and new PRRs

Updates to the policy manual were shared in attachment 2.

E. Eatman noted that Student Grievance (interim) will post tomorrow.

* PRR Proposals

The following PRR proposals were shared in attachment 3:

* + Distribution of Non-University Publications (Stansbury)
  + Academic Regulations Graduate & Undergraduate (Griffith for Locklear)
  + Telework (Eatman for Wetherington)
* UNC Policy Updates

There were no updates to share.

* PRR Divisional Updates

T. Wiseman shared that the interim Unmanned Aircrafts PRR will soon be updated.

S. Serck shared that the Freedom of Expression PRR will soon be updated to reflect changes in the System policy.

Next Steps

Next meeting is May 29, 2018 in Mendenhall Student Center.

Adjourn