Present: G. Adams, A. Cook, C. Gross, M.D. Schwartz, R. Trumbull Holper, T. Turner, J. Urdan,

I. The meeting was called to order at 10:04am.

II. The minutes of the November 19, 2013 meeting were approved.

III. New Business
   a. SAAP Review Approval Process
      The committee discussed the SAAP approval process. Amendments were made to S-42.5 to clarify the process including changing the policy to apply only to SAAPs instead of all university policies, adding classified staff and student input to the process, clarifying language, breaking down paragraphs and adding subheadings.

   b. SAAP Review Elimination Process
      The committee discussed the SAAP elimination process. The process will be similar to the approval process. Anyone can suggest the elimination of a SAAP to the PAC. The PAC will then propose the elimination to the Responsible Party and Initiator (if applicable). The faculty, academic staff, and classified staff will be notified of the proposed elimination with justification detailed via automatic consent. The Responsible Party and Initiator as well as the faculty, academic staff, and classified staff will have the opportunity to respond. If the Responsible Party and Initiator agree with the proposed elimination, the PAC will then submit the proposal to the Chancellor. This process will be detailed in S-42.5 along with a flowchart.

      MOTION: to adopt the elimination process. Approved unanimously by voice vote.

   c. SAAPs in Need of Review
      The committee suggested possible Responsible Parties and Initiators for the following policies:
   
      i. S0.5 – Academic Approval Matrix
         Initiator: UC
         Responsible Party: Provost

      ii. S4 – Advertising (Off-Campus) Student-Sponsored Events
         Initiator: Vice Chancellor for Student Affairs
         Responsible Party: Director of Auxiliary Services

      iii. S4.5 – AIDS Policy and Guidelines
         The committee suggested that this policy may be covered under the S-47 Discriminatory Conduct Policy and may therefore be obsolete. The SecU staff will consult with the Norris Health Center and HR to determine if the policy is necessary.

      iv. S6 – Archives
         Initiator: Provost
         Responsible Party: Director of the UWM Libraries
v. S7 – Athletic Fund Raising  
Initiator: Vice Chancellor for Student Affairs  
Responsible Party: Vice Chancellor for Development & Alumni Relations and the Director of Athletics

vi. S10.25 – Policy on Catering for Campus Events  
Initiator: Vice Chancellor for Finance & Administrative Affairs  
Responsible Party: Director of Auxiliary Services and the Director of University Safety & Assurances

vii. S11 – Classified Civil Service Employment, Appointing Authority For  
The committee decided to revisit this policy later in the process due to the possibility of changes with the new University Personnel System.

viii. S14 – Copyrights  
The committee decided to revisit this policy later in the process as UW-System is currently revising its Intellectual Property policy.

IV. Old Business
a. S-5 – Alcoholic Beverages, Guidelines for Service  
Urdan reported that she has finished revising S-5. She will confirm the Responsible Party and Initiator, likely the Vice Chancellor for Finance & Administrative Affairs for both, then send out the document.

b. S-37 – Mail Services (Campus)  
Adams reported that the policy was reviewed by Mail Services but suggested that the policy be revisited later in the process due to union issues.

c. SAAPs in Need of Review  
i. S1.5 – Accommodation of Religious Beliefs  
   MOTION: to send S1.5 to Legal Affairs for review. Approved unanimously by voice vote.

ii. S49.7 – Student Discrimination Complaints  
   MOTION: to eliminate S49.7. Approved unanimously by voice vote.

iii. S57 – Employee Workplace Violence  
   MOTION: to eliminate S57. Approved unanimously by voice vote.

d. S-2 – Adding Courses  
The committee discussed the possibility of a reference to the Registrar’s Add/Drop Calendar being added to the policy. The committee will discuss this policy at its next meeting.

V. Other Business  
a. February Meeting  
SecU staff will send out an availability grid to schedule the next meeting.

VI. The meeting was adjourned at 11:23 am.