Policy Advisory Committee (PAC)  
Minutes  
March 16, 2011  
Lubar N456

Present: Jeske, Murphy, Percy, Schwartz, Turner, Urdan, Venugopalan
Absent: Peak, Woods

I. Meeting called to order at 11:10 a.m.

II. Minutes of October 14, 2011 were approved by acclamation.

III. Automatic consent
   A. S-42: Personnel File Policy
   B. S-49: Smoking Policy

IV. Business
   A. S-33.5: Agreements with Non-US Institutions
      The PAC recommendations were: (1) section II, no. 3: delete the last sentence, “If a proposed agreement is not ratified after initial review, follow up discussions and voting via e-mail are permissible.”; and (2) section III, no. 3: change “section II(4)” to “section II(8)” in both sentences. S. Percy noted that there was no rationale attached to the document.

      It was moved and seconded that S-33.5 with the PAC recommendations be sent back to the responsible party, David Engberg. If he is amenable to the recommendations the document will be placed under automatic consent at the next PAC meeting. The motion passed unanimously.

   B. S-54: Tuition/Fee Reimbursement Program for Unclassified Staff
      Discretionary and non-discretionary requirements need to be clarified. The document does not clearly state what a department needs to do. S. Percy said that there is no rationale with this document to explain the motivation for the changes. The PAC made recommendations to clarify and reorganize the document. They also suggested that campus administration provide an annual tracking report to the Academic Staff Committee.

      The document will be returned to the Academic Staff Senate for review.
V. Other Business

Review S-42.5: UWM Policy on the Creation of University Policies

The intent of S-42.5 is to prevent overlapping and duplication of policies, and to streamline the process of finding a policy at UWM. T. Turner stated that the process to revise a policy is slow and cumbersome. She also asked the PAC to consider the feasibility of the Office of the Secretary to serve as the repository for all policies on campus. D. Venugopalan said that there are HR policies that have a higher authority (federal and state legislatures) and UWM must comply. J. Urdan said that UWM may add additional policies, penalties, etc. She added that the problems that slow down the process need to be identified and addressed. The approval flow chart in S-42.5 was briefly reviewed. The chart will need to reflect the true process.

The next PAC meeting will be a two hour brainstorming session. Topics will include finding polices, maintaining polices, and creating policies.

VI. Meeting adjourned at 12:08 p.m.