University of Wisconsin-Milwaukee  
Policy Advisory Committee (PAC)  
Minutes  
August 23, 2012  
Lubar N456

Present: T. Jeske, C. Murphy, M. Schwartz, T. Turner, J. Urdan, L. Woods  
Guest: B. Houston

I. The meeting was called to order at 3:05 p.m.

II. The minutes of the April 17, 2012 meeting were approved.

III. Status Updates  
a. S-47 – Discriminatory Conduct Policy Policy (including Sexual Harassment and Sexual Violence)  
   i. Suggested editorial changes sent to Francene Bottz Butler, 04/19/2012  
   ii. Approved by Faculty Senate, 05/10/2012  
   iii. Approved by Academic Staff Senate, 07/10/2012  
   iv. Sent to Administration for approval, 05/16/2012  
   v. Approved by Administration, 05/18/2012  
   vi. Posted to SecU website, 08/1/2012

IV. New Business  
a. S-63 – Digitization of Department Records  
   Brad Houston, University Records Manager, presented the document.

   Turner suggested adding a section towards the beginning of the document that tells people about the requirement to keep records. Urdan suggested that the “Legal Issues and Records Management” section be moved up to the front page.

   Schwartz asked about the difference between a source file and the official copy of a public record (under “Storage and Migration”). Houston stated that campus servers are the best solutions right now in terms of both security from data breaches and making sure that the records will be preserved accurately and backed up on a regular basis. However, a lot of the records that units wish to digitize are things like student records which are protected by FERPA, and default security and back up settings for a unit network drive are not necessarily up to where they need to be.

   Urdan asked if the document has gone through Legal Affairs. Turner stated that if it has not, it will. Urdan stated that the transmittal form does not clearly indicate where
the document has gone for review. She asked that the transmittal form be revised to indicate that the PAC will review the documents earlier in the process.

Urdan suggested adding a definitions section to the document. She also suggested formatting the document as an outline with numbering.

Houston will revise the document based on the committee’s suggestions. The document will then come back to the PAC.

b. S-64 Child Abuse and Neglect Policy
Joely Urdan, Legal Affairs, presented the document.

Urdan made the following suggestions:
  a. under the Definitions section, the introductory phrase “for purposes of this policy:” be added.
  b. under Reporting Requirements section B, “and contractors” be removed.
  c. under Reporting Requirements section D, the last digit in the non-emergencies phone number be added.
  d. under Reporting Requirements section E, “414-“ be added before the UWM Office of Legal Affairs phone number.

**Motion:** Murphy moved approval of the document with editorial changes suggested by Urdan. Peak seconded the motion. The PAC approved S-47 unanimously.

V. Other Business
a. Turner stated the need to look into SAAP numbering and review dates. Discussion ensued regarding policy categories and numbering, as well as HR and System policies.

VI. The meeting was adjourned at 3:54 p.m.