University of Wisconsin-Milwaukee  
Policy Advisory Committee (PAC) 
Minutes  
September 8, 2016  
12:30 pm  
Lubar N456 

Guests:  Zack Steuerwald, University Safety & Assurances  
Shannon Bradbury, Human Resources 

I. The meeting was called to order at 2:30 pm. 

II. Secretary Turner introduced new members to the role and functions of the PAC and explained the SAAP review process. 

II. The minutes of the June 8, 2016 meeting were approved as distributed. 

III. Business 
1. S-73 University Workplace Safety  
   Associate Director of Safety & Assurances Zack Steuerwald presented the document. Discussion took place on the concerns out of the University Staff Council, particularly remediation procedures and responsibility for remediation. The committee suggested adding operational procedures to the policy. 

   Human Resources Employee Relations/Compliance Manager Shannon Bradbury will develop operational procedures and recirculate. 

2. S-23 Facilities, Use of  
   Legal Affairs Director Joely Urdan presented the document. Discussion took place on protocol if multiple space assignment authorities (SAAs) exist for certain events. If approved, the policy should be distributed to all SAAs. Two editorial amendments were suggested: 1. change Regent Policy 89-1 to Regent Policy 12.1 in section I (D); 2. change SAA of ITS Teaching Facility, Cunningham TV Studio to the Vice Chancellor of University Relations or designee. 

   MOTION: To approve S-23. The motion was seconded and approved unanimously. 
   The policy will go to the Faculty Senate, Academic Staff Senate, and the University Staff Council for information. 

3. S-22 Examinations, Final  
   Revisions suggested by Academic Policy Committee (APC). The committee suggested that UWM Laws and Regulations should be removed as an authority and Faculty Document 214 added. The committee also suggested that students who have more than three, or possibly more than two, exams in one day should be able to automatically move one without a petition. 

   The document will be sent back to the APC for review.
4. S-37 Mail Services (Campus)
   The committee suggested that the Vice Chancellor for Finance & Administrative Affairs serve as
   Initiator for the policy, and that the Director of Facilities Services serve as the Responsible Party.

5. S-40 Military Leave
   Human Resources suggested that the policy be eliminated. The policy is no longer necessary with the
   existence of UWSA Military Leave Operational Policy. The elimination was approved by Legal Affairs.

   MOTION: To eliminate S-40. The motion was seconded and approved unanimously.
   The policy will go to the Faculty Senate, Academic Staff Senate, and the University
   Staff Council for information.

IV. Other
   1. Schedule Next Meeting
      The SecU office will send out a monthly scheduling grid.

VI. The meeting was adjourned at 1:27 pm.