University of Wisconsin-Milwaukee
Policy Advisory Committee (PAC)
Minutes
December 4, 2014
Union 183


I. The meeting was called to order at 10:03 am.

II. The minutes of the September 18, 2014 meeting were approved as distributed.

III. Old Business

1. Acceptable Use Policy
   SecU presented. UITS confirmed as Responsible Party (RP). Legal Affairs reviewed the policy.
   
   MOTION: The committee moved to approve the policy. The motion was seconded and approved by acclamation.
   
   The policy will be sent to the Faculty Senate, Academic Staff Senate, and Classified Staff Council.

2. S-26 Fraud, Embezzlement and Other Misappropriations of Assets
   SecU presented. Revisions suggested by Responsible Party, Vice Chancellor for Finance and Administrative Affairs (VC for FAA), and Legal Affairs.
   
   MOTION: The committee moved to approve the policy. The motion was seconded and approved by acclamation.
   
   The policy will be sent to the Faculty Senate, Academic Staff Senate, and Classified Staff Council.

3. S-40 Military Leave Policy
   SecU presented. HR (RP) stated: “This may get slightly rewritten again soon, if only to add new Authority and new reference documents. UWSA will have a new Military Leave policy in conjunction with the UPS project (which goes live July 1, 2015) and their new policy may direct us to change a few things in the UWM policy.”
   
   The committee decided to postpone action on this policy pending changes to UPS.

4. S-42.5 UWM Policy on the Creation of Selected Academic & Administrative Policies
   SecU presented. Revisions suggested by SecU (RP) and Legal Affairs. The committee discussed the need to address Faculty and Academic Staff policy routing within the document. The Faculty and Academic Staff document routing flowcharts will be put into the same format. Any timeframes included in UWM Policies & Procedures will be added to the flowcharts with citations.

5. S-43.5 Protests in University Buildings
   Urdan presented. Revisions suggested by VC for FAA (RP) and approved by Legal Affairs. Because WI Code 17 & 18 change often, the policy was revised to included general references. A member suggested that “in order” be taken out of the second line of the second paragraph. Discussion ensued
on the need for the policy if it refers to WI Administrative Code. The policy designates what happens at the UWM level and makes it easier for the campus community to find and follow. Additional discussion took place on Faculty Documents that are also SAAPs and the need to review FD2033 along with S-43.5.

Urdan presented. Revisions suggested by Office of Public Records (RP) and Legal Affairs. The committee suggested that the Fees section be clarified with the fees for locating and copying records clearly stated, perhaps in table form. One suggestion was that the first sentence be taken out and replaced with a general statement along the lines of "Fees will be applied for locating and copying UWM records." The committee thought this first sentence was confusing as stated. They suggested that the last sentence in the Fees section makes the first sentence unnecessary.

7. S-50 Student and Volunteer Use of State-Owned Vehicles
SecU presented. Risk Management (RP) reviewed – no changes needed.

MOTION: The committee moved to approve the policy. The motion was seconded and approved by acclamation.

8. S-59 Information Security Policy
SecU presented. UITS (RP) reviewed – no changes needed. Footnote approved by Legal Affairs. Editorial change suggested by PAC included.

MOTION: The committee moved to approve the policy. The motion was seconded and approved by acclamation.

V. New Business
1. S-45.1 UWM Reasonable Accommodation Policy & Procedures for Employees. The committee suggested that Human Resources serve as the Responsible Party and the Vice Chancellor for Finance & Administrative Affairs serve as Initiator.

VI. Other Business
1. Schedule Next Meeting - SecU will send out a scheduling grid.

VII. The meeting was adjourned at 11:20 am.