**Members:** Matt Bain, Sandi Gillilan, Brenda Crawford, Jim Herbert, Scott Nowak, Ian Ferguson, Leigh Funk, Robert Bridges, Stephen Gay, Sherry Grable, Matt Iwanski, Ryan McLemore, Nwakaego Nkumeh Walker, Evelina Sterling, Lisa Duke, Amy Phillips, Amber Smith, Zae Brewer, Peter Rorabaugh, Rudy Jackson

**Members Excused:** Robert Bridges, Scott Nowak, Matt Iwanski, Ryan McLemore, Zae Brewer, Rudy Jackson

**Invitees:** Melissa Hernandez – Human Resources
Carmen Alexander – Legal Affairs
Tammy McCain – Human Resources

**Agenda:**

**New Business**

1. **Proposed Cohort schedule for policy annual reviews – Update Reminders**
    a. Group May – Initial review request will be sent March 15
    b. Group June – Initial review request will be sent April 15
    c. Group July – Initial review request will be sent May 15
    d. Immediate updates can be made anytime as necessary

Each group will consider the best time to update their policies and recognizes that if they have substantive updates to policies based on the May/June/July update schedule, those policies won't undergo shared governance review until September.

2. **Updates**
    a. Thanks to support from the Archives team, the Sharepoint links in the Policy Portal are now stable and will remain the same.
    b. The Council was asked to review and provide feedback on the "Shared Governance Cover Sheet". This is a strategy to share additional information with the various review groups when we send policies for their review and request feedback.
    c. The PPC requested and provided multiple rationales for why they would like to have the institutional policies publicly accessible rather than restricting them to the KSU employees. Leigh will work to open that access by the end of May if not sooner. Leigh will also conduct a plagiarism review on each of the institutional policies before making them publicly accessible as recommended by the PPC.
    d. PPC Institutional Policy Tracking Report was added to the PPC Meetings website as a way for the members to see when their policies are up for review.

3. **Review/Discussion of Policies**
    a. Human Resources Policies with Substantive Updates for Review (April) – Melissa Hernandez

b. Each of the policies in the table below was reviewed and discussed. The HR team will prepare the final versions for shared governance review which may not happen until September 2024.

| Policy | Summary of Changes |
|---|---|
| Conduct Guidelines (Employees) | Clarification of behavior and conduct expectations, expanded examples of inappropriate conduct, added clarification and references to progressive discipline policy and processes. |
| Job Description Policy – New | New policy - Post COVID, it was determined that language regarding the University during an emergent state, have the ability to temporarily reassign tasks/jobs to ensure business continuity. The Job Description policy was drafted to include this language and provide manager and staff guidance as to the information outlined in a job description and importance of periodic review. |
| Relocation Policy | Substantive edits made to policy regarding relocation reimbursement requirements and procedures.  Form no longer required with new process. |
| Staff Grievance Policy | Substantive edits made for clarity to the language and structure of the policy, and the section on exclusions and exceptions, and procedures. |
| Wage and Salary Administration Policy | Substantive changes made to be in alignment with KSU's compensation program.  This policy had a total overhaul to remove duplicated language, provide inclusive language that relates to nonexempt and exempt classifications (added Wage for hourly interpretations), and re-formatted content for ease of use to readers. |
| Staff Teaching Policy | Substantive edits made for clarity regarding policy requirements and exceptions for staff teaching. |
| Pre-Employment Random and Post Accident Substance Testing Policy ~~Substance Abuse, Random Testing, and Post-Accident Policy~~ | Substantive updates related to the inclusion of the term "substance" to replace drugs, clarification that there are no exclusions to the policy, defined the high risk positions, updated the testing procedures, and included language about the Employee Assistance Program. |
| Talent Acquisition Policy | Will review in the fall. |

4. Policy Updates Completed (No Comments or Editorial Only)

a. Alcohol and other Drug Policy (AOD)- No Changes
b. Attendance Policy – Editorial Updates Only
c. Inclement Weather Staffing Policy – Editorial Updates Only
d. Out-of-State Employment Policy – Editorial Updates Only
e. Student Employment Policy – Editorial Updates Only
f. Workers' Compensation Policy – Editorial Updates Only

These updated policies were signed by the President and Provost and have been added to the Policy Portal.

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**Meeting Schedule**

2024-2025 Meetings – Tuesdays, 11:00 - 12:30 pm as follows:

- August 20, 2024 (added to accommodate review of policies for the new year)
- September 24, 2024
- November 12, 2024
- February 18, 2025
- April 15, 2025

The PPC agreed that members prefer to have the Teams meeting invites sent rather than using the link from the website.