

February 20th, 2025

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Meeting notes:

- **Lumberjack Spirit Recognition Forms:** Sarah discussed the collection of Lumberjack Spirit recognition forms, which are not nominations or awards but a way to give a shout-out to employees embodying the Lumberjack spirit. These stories will be showcased during the mixer and possibly on the website.
 - **Purpose:** Sarah explained that the Lumberjack Spirit recognition forms are intended to give a shout-out to employees who embody the Lumberjack spirit. This is not a nomination or award but a way to recognize and appreciate colleagues.
 - **Showcase:** These recognition stories will be showcased during the mixer and may also be featured on the website as a recognition wall to honor employees.
- **NAU Policy Process Overview:** Amanda Wyble, NAU's policy manager, provided an overview of the university policy-making process, including the policy hierarchy, the definition of university policies, and the steps involved in drafting, reviewing, and approving policies. She also highlighted the importance of stakeholder involvement and the comment period for feedback.
 - **Policy Hierarchy:** Amanda explained that university policies exist within a hierarchy that includes federal and state statutes, Abor policies, and directives. University policies must comply with these higher-level regulations.
 - **Policy Definition:** A university policy is an official directive that governs the operations of the university or the delivery of its programs and services. It is distinct from academic policies and unit-level policies.
 - **Drafting Process:** The drafting process involves identifying a need for a new policy or a revision, engaging stakeholders, and drafting the policy. Stakeholder involvement is crucial to ensure the policy addresses various perspectives and needs.
 - **Review Process:** During the review process, the draft policy is reviewed by Amanda, stakeholders, and legal counsel to ensure compliance and address any issues. The policy is then open for a comment period of at least 10 business days for feedback from the NAU community.
 - **Approval and Implementation:** After the comment period, feedback is considered, and necessary revisions are made. The policy owner approves the final version, which is then published and enforced as a university policy.
- **Policy Exceptions:** Amanda explained the exceptions to the regular policy-making process, including non-substantive changes, compliance-based changes, and interim policies. These exceptions allow for necessary updates without going through the full process.

- **Non-Substantive Changes:** Non-substantive changes are edits that do not alter the meaning of the policy, such as correcting typos, updating job titles, or fixing broken hyperlinks. These changes can be made at any time without going through the full policy-making process.
- **Compliance-Based Changes:** Compliance-based changes are made to ensure policies comply with new Abor policies or legal requirements. These changes can be implemented without the full process, provided they only address compliance issues.
- **Interim Policies:** Interim policies are created when there is an urgent need for a policy that cannot wait for the full process. These policies are approved by the university president or policy owner and are valid for one year, during which the regular process is completed.
- **Guided Stretch Session:** Angie, the assistant director for student employment with career development, led a guided stretch session to incorporate movement and mindfulness into the meeting. Participants were encouraged to listen to their bodies and engage in various stretches.
 - **Introduction:** Angie introduced herself and explained that she is not a fitness expert but enjoys incorporating movement into the day. She encouraged participants to listen to their bodies and engage in stretches that feel comfortable.
 - **Stretch Exercises:** Angie led participants through a series of stretches, including T-Y-I stretches, head tilts, spinal twists, standing cat-cow, knee lifts, and side lunges. She emphasized the importance of breathing and mindfulness during the exercises.
- **Catering Policy Changes:** Kyle Hare, director of catering, discussed new policies and menu options for catering, including the \$150 minimum for delivery, the introduction of Easy Eats, and the Kick Axe Jacks menu for registered student organizations. He also highlighted the focus on sustainability with reusable serviceware.
 - **Delivery Minimum:** Kyle explained the \$150 minimum for delivery, which ensures that smaller orders do not incur higher labor and product costs than can be reasonably charged. Alternatives for smaller events include Easy Eats and retail options.
 - **Easy Eats:** Easy Eats is a new, more affordable catering option that includes setup, equipment, and linen. It is designed to provide a cost-effective solution for smaller events while maintaining quality service.
 - **Kick Axe Jacks:** The Kick Axe Jacks menu is specifically for registered student organizations and includes pickup options from room 125. This menu features reusable serviceware to promote sustainability and reduce waste.
 - **Sustainability Focus:** Kyle highlighted the shift towards using reusable serviceware, such as melamine trays and utensils, to reduce single-use items and

promote sustainable practices. This initiative is part of a broader effort to minimize waste and environmental impact.

- **Undergraduate Research Symposium:** Cheyenne, a program manager in the Office of Undergraduate Research and Creative Activity, promoted the upcoming Undergraduate Research Symposium on April 25th. She encouraged attendance and volunteer participation, emphasizing the opportunity to engage with and support student research projects.
 - **Event Details:** Cheyenne announced that the Undergraduate Research Symposium will take place on April 25th. The event will feature a variety of student projects, including engineering displays and oral presentations.
 - **Volunteer Opportunities:** Cheyenne encouraged staff to volunteer as reviewers or general support. Reviewers provide feedback on student presentations, while general support roles include setup, moderating presentations, and other logistical tasks.
 - **Engagement:** Cheyenne emphasized the importance of engaging with and supporting student research. She noted that the symposium is an opportunity to see the innovative work being done by students and to provide them with valuable feedback and encouragement.

Follow-up tasks:

- **Policy Comment Guidance:** Implement guidance for constructive feedback during the policy comment period to ensure useful and actionable comments. (Amanda Wyble)
- **Policy Changes Communication:** Communicate with the team regarding any potential policy changes related to the directive from the President to eliminate diversity initiatives. (Amanda Wyble)
- **Student Organization Presentation:** Present the new catering options and sustainability practices to student organizations during their monthly meeting. (Kyle Hare)
- **Meal Swipe Donation Process:** Investigate and provide information on the process for donating extra meal swipes to students. (Kyle Hare)
- **Statewide Campus Coordination:** Coordinate with statewide campuses to discuss the implementation of a system similar to Louie's leftovers for notifying local students about leftover food. (Kyle Hare)
- **Undergraduate Research Symposium Volunteers:** Recruit volunteers for the Undergraduate Research Symposium to ensure adequate support for the event. (Cheyenne)