





potentially take days or weeks. It was best to let them know as soon as possible but, in most cases, there would not be an issue. The department was in the process of establishing a loaner laptop program so researchers could borrow clean laptops to bring with them during travel to prevent export control issues, data breach laws, or intellectual property theft.

Faculty Senate President Mustafa Rajabali asked if the policy was being checked to see if it was in sync with other travel policies or if updates needed to be made to other policies. Leong explained that National Security Presidential Memorandum 33 (NSPM-33), what Policy No. 791 was based on, had not released and was subject to review as more guidelines were released. The last guideline released in July 2024 stated that the policy needed to be developed but the guidelines were not final, and the trainings had not been released. The best option was to have as detailed a website as possible, provide onboarding, and keep a record of foreign travel until further guidance was available from NSF. Rajabali asked if having a pre-approval for travel two to four weeks in advance would be helpful because that is not in the travel policy currently. Leong stated that it would be. The original draft of the policy did not have a timeline, it was removed as it had seemed onerous. The hope was that the PI would realize they needed to contact the Office of Research earlier. The loaner laptop program would hopefully help manage that problem.

Cynthia Polk-Johnson presented revised Policy No. 191, renamed Bicycles and Micro Transportation Devices (MTD), as a Second Reading. Polk-Johnson explained that the policy had had no further revisions since the last meeting and was ready for second review and approval. Mark Wilson motioned to approve the revised Bicycles and Micro Transportation Devices (MTD) Policy No. 191. Fornehed seconded.

Donna Wallis explained that she had noticed a few things that needed to be corrected in the wording of the policy. In Section five, subsection A-4, the wording needed to be changed to "operate, charged, and maintained" instead of the current wording. In Section 5, subsection D, storage is misspelled. In Section five, subsection D, University Property was capitalized as though it was defined somewhere but there was no definition to be found elsewhere in the policy and asked if it should be added to the Definition section. Polk-Johnson stated that the changes could be made.

Fred Nichols asked when it was mentioned that abandoned property could be taken, then who would be assigned to take it stating that currently Facilities removed bicycles and Nichols asked if University Police would take control of abandoned property. Polk-Johnson explained that had been for Parking and Transportation. Polk-Johnson stated the statement could be added in Section four, Subsection C, about it being handled by the Office of Parking and Transportation.

Chair Craven suggested the additions were minor and could be included in the policy and asked for a poll to vote on the approval of the policy. Motion APPROVED with four abstentions.

Kevin Thompson presented revised Cellular Service and Wireless Allowance Policy No. 560 as a Second Reading. It had not been revised since the last Administrative Council meeting and was ready for review and approval. Smith-Andrews motioned to approve revised Cellular Service and Wireless Allowance Policy No. 560. Scott Christen seconded. Motion APPROVED with two abstentions.

There were no Other Such Matters.

Christen motioned to adjourn. Mills seconded. Adjourned at 3:52 pm.

Diane Smith, recorder

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