Staff Council Monthly Meeting
March 9, 2023

Members Attendance: (_17_present, 1_absent)

<table>
<thead>
<tr>
<th>Executive Council</th>
<th>Council Members</th>
<th>Guest Presenters</th>
<th>General Attendees</th>
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<tbody>
<tr>
<td>President</td>
<td>Donna Arthur</td>
<td>Dr. Dan Reardon</td>
<td>Madison Armstrong</td>
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<tr>
<td>Megan Fowler</td>
<td>Kimberly Baker</td>
<td>Bailey Booker</td>
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<td></td>
<td>Shari Hill</td>
<td>Faculty Senate Liaison</td>
<td>Janessa Buchely</td>
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<td>Past President</td>
<td>Jeff Jennings</td>
<td>KC Dolan</td>
<td>Fernando Chavez</td>
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<td>Barbi Spencer</td>
<td>Joni Matlock</td>
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<td>John Cook</td>
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<td>Brittney Meyer</td>
<td>Staff Success Center Mgr.</td>
<td>Sarah Cox</td>
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<td>Vice President</td>
<td>Missy Millspaugh</td>
<td>Simone Waldon</td>
<td>Evette Eickelmann</td>
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<td>Jackie Sansone</td>
<td>Ashley Newton</td>
<td>Nina Eickhorst</td>
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<td>Ramona Nicewaner</td>
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<td>Secretary</td>
<td>Lauren Peral</td>
<td>Chris Keehn</td>
<td>Melanie Keeney</td>
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<td>Kimber Crull</td>
<td>Jody Seely</td>
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<td>Marcia Lane</td>
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<td>Rhonda Sherman</td>
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<td>Treasurer</td>
<td>Teresa Stratman</td>
<td>Sharon Matson</td>
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<td>Angelica Nuno</td>
<td>Kevin Walkup</td>
<td>Sara McKee</td>
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<td>Sarah White</td>
<td>Cindi Nelson</td>
<td>Julie Parker</td>
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<td>Erica Reven</td>
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<td>Jade Sinnott</td>
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<td>Austin Wall</td>
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<td>Jeanette Waters</td>
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<td>Gina Webb</td>
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<td>Jeanie Werner</td>
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1. **Call to Order / Role Call**

2. **Approval of Minutes**
   A. Motion to Approve— Jackie Sansone
   B. Joni Matlock seconds the motion.
      i. Passed. Minutes approved.

3. **Guest Presenters**
   A. Dan Reardon, interim vice provost of undergraduate education
      i. Undergraduate education formerly known as academic support.
         1. Support services for students in their academic concerns.
            a. Advising Center – first year students in engineering and computer science.
            b. Student Success Center
            c. Student success coaches and student mentors
            d. LEAD program – tutoring for students
            e. Writing Center
            f. Student Veteran’s Resource Center
g. Honors academy
h. Experiential Learning

B. John Cook, Total Rewards Advisory Council (TRAC) Update
   i. PTO implementation – information, presentations, etc.
      1. All staff to attend the information session in March.
      2. Virtual information available at a later date
   ii. John Cook’s term with TRAC will be over in June.

4. Reports
   C. President Report
      o ISAC Update
         1. Policy Changes
            a. Moving allowance – increase the maximum amount.
            b. Hiring Incentive HR Policy – adjusting the language to include retention efforts.
            c. Rehire eligibility –
               i. People leaving the university fall under one of three categories.
               ii. Mandatory reference checks on employees returning under these categories.
         2. Upcoming Professional Development Opportunities
            a. System level opportunities
               i. Third Thursdays – March 16, cross-cultural communication in the workplace.
                  1. 45 minutes on the third Thursday or each month.
               ii. Leadership essentials begins in April
            b. A tool in Percipio is being developed to create a transcript of completed trainings.
            c. Supplemental materials located on pages 5-13
         3. Years of Service Badges – an electronic badge to go in your email signature
            o Overview of campus strategic priorities and Staff Council VSE
               1. Committees to bring task and executions to council by May 2.
               o Campus memorial – Memorial for faculty, staff and students went from a separate event to a remembrance of students displayed at commencement and remembrance at Staff Council and Faculty Senate meetings or events.
                  1. Campus involvement is tasked with creating a memorial event for Staff Day
               o Update on VCMC Search – Surveys due by end of day Friday, March 10.
                  1. Submit feedback
            o PTO transition information session – March 21
   D. Treasurer Report (Jackie for Angelica)
      o Materials available on pages 14-15.
      o Staff Council Chancellor Main Account
1. No change
   o Staff Council Award Funds:
     1. No change
   o Staff Council Fundraising – Special Events Account
     1. 1,163 revenue for the Valentine Grams
     2. 635.35 expenses
   o Staff Council Gift Scholarship Account
     1. Still in the negative because of no response on who the scholarships are for so I can ensure they are staff council charges and should be moved to our Chancellor Staff Council Scholarship Account.
     2. Contacted Jessica Ford on 2/9/2023 and 3/7/2023 so I can get clarification on who the personnel is to correct it to the Chancellor Staff Council Scholarship Account.
   o Earth Day Account
     1. 110.48 expenses
   o Chancellor Staff Council Scholarship Account:
     1. No change
     2. Should have expenses hitting; again, will need to work with Jessica Ford and previous scholars

C. Committee Reports
   o Communications Standing Committee (Kimber)
     1. Staff Council newsletter to go out next week
     2. Launching the department spotlight this month
   o Advocacy Standing Committee (Jeff)
     1. Employee scholarship – website updates online – deadline June 15
   o Campus Involvement Standing Committee (Joni)
     1. St. Pat’s Event – Thursday, March 16 – 11:30 a.m. – 12:30 p.m. in the library – Green swag
     2. Earth Day – April 21 – 10 a.m -3 p.m. Trees and other goodies
     3. Staff Appreciation Day – Wednesday May 24
   o Election committee – meets next week to begin the process on the next staff council election
   o Other Committee Updates

Cl. Faculty Update (KC Dolan)
   o Graduate Student Bill of Rights update – Proposed draft is located on pages 16-19.
     1. Graduate students are putting together a document to outline their rights such as what happens with funding if they were to transfer, etc.
        a. What does their work week look like? What are expectations of research?
     2. Who has to pass the bill? Graduate faculty
     3. How will the bill of rights be enforced?
        a. KC didn’t have an answer, it is not outlined in the document.
Climate Survey – to launch mid-April – important for Staff. The only survey staff contributes to.

E. **Staff Success Center** Update (Simone)
   - Recognition emails – over 150 emails sent
   - Training of staff championships during mental wellbeing awareness week.
     1. In department resources for mental wellbeing services and mental health.
     2. Student well-being has a list of champions
     3. If you are interested in being a staff champion, email Simone.
   - Upcoming professional development – same as Megan’s report
     1. Third Thursdays
     2. SOLE – four-week UM System leadership training
     3. Personal Effectiveness Workshop – join the waitlist!
     4. Rolla Percipio Channel

5. **Business**
   - None

6. **Open Discussion**
   - None

7. **Adjourn**
   - Motion to adjourn – Jackie Sansone
   - Second - Kevin Walkup
   - Motion passed
2023 STAFF DEVELOPMENT OPPORTUNITIES
Investing in Our Future
LEADERSHIP DEVELOPMENT PRESENT & FUTURE

The University of Missouri is committed to excellence in all areas of our institution, including leadership development. Our leaders are charged with driving the organization's mission forward by upholding our values, developing strategies to aid our success and creating engaging workplace cultures where employees can thrive.

We recognize that leadership is a team sport. It requires a community of support from peers and coaching from subject-matter experts to elevate our leaders' personal and team successes.

The University of Missouri System’s Learning and Organizational Development Team is devoted to providing platforms and resources to help our leaders maximize their talents and develop the competencies required to excel in leading our organization to new heights. One of the ways we do this is through tiered leadership development programs, designed to meet leaders where they are within the organization.

In each of our programs, groups of leaders journey together alongside their peers through various leadership topics, both learning and contributing knowledge and experiences that add valuable insight to prepared programming. Regardless of the program, each of our sessions are designed to support our leaders' growth and achievements towards effective leadership practices as defined by the University of Missouri's Leadership Competency Model.
ADMINISTRATIVE LEADERSHIP DEVELOPMENT PROGRAM

ALDP Target Audience
Senior level leaders; GGS Job Grade 12 or above (or equivalent role/responsibility)

100% In-person Format
7-month active learning engagement (April - October); synchronous and asynchronous work

ALDP Program Curriculum:
- Leading yourself - values-based leadership; workstyle assessment; communication and feedback; goal setting
- Leading others - foundations of trust; creating psychological safety; inclusive leadership; 360 leadership assessment
- Leading the organization - higher education leadership; strengths-based assessment; getting on the balcony

Interested in participating in ALDP?
Applications begin in February of each year. Contact learningdevelopment@umsystem.edu to learn more!

ORGANIZATIONAL PERSPECTIVES AND LEADERSHIP

OPAL Target Audience
Mid-level leaders; GGS Grades 9E-11 (or equivalent role/responsibility)

100% In-person Format
3-month active learning engagement or two-day conference style delivery; synchronous and asynchronous work

OPAL Program Curriculum:
- Leading yourself - maximizing energy to increase productivity; resilience building; maintaining motivation; growth mindset; strengths-based assessment
- Leading others - influencing others (trust building, meeting management, coaching, feedback, etc.); Radical Candor; managing up, down and across
- Leading the organization - collecting data, developing metrics and seeking information for decision making; change management principles

Interested in participating in OPAL?
Click here to fill out an interest survey via Qualtrics!
SERIES ON LEADERSHIP ESSENTIALS

SOLE Target Audience
Foundational level leaders; GGS
Job Grade 9 and below (or equivalent role/responsibility)

100% virtual format
4-week active learning engagement; synchronous and asynchronous work

SOLE Program Curriculum:
- Communication and 1:1 coaching with supervisees
- Maximizing your workstyle in your role as a leader
- Delegation strategies to help leaders effectively manage their time resources
- The importance of feedback in leadership and other team dynamics featuring Radical Candor - a framework for giving and receiving feedback
- Navigating and leading through change

Interested in participating in SOLE?
Click here to fill out an interest survey via Qualtrics!

SUPERVISOR DEVELOPMENT SERIES

SDS Target Audience
Any newly appointed supervisor or supervisor in training, regardless of job grade

100% virtual format
Eight 90-minute sessions; synchronous and asynchronous work

SDS Program Curriculum:
- Foundations of Supervision
- Classification and Timekeeping
- Culture and Inclusion
- Interviewing, Selecting and Onboarding Employees
- Coaching Conversations and Performance Management
- Leave and Accommodations
- Effective Discipline and Navigating Conflict
- Employee Engagement and Recognition

Interested in participating in SDS?
Visit Percipio to sign up!
EMPLOYEE EXPERIENCE

NEW EMPLOYEE ONBOARDING
The University of Missouri provides a 12-month virtual onboarding series to support employees joining our community. This resource offers month-by-month details and information design to connect new staff members with resources they need in their first year following the framework outlined in the Employee Value Proposition (EVP):

- Our system transforms lives by collaborating to achieve mutual success.
- You are supported, valued and empowered.
- Learn, discover and innovate each day.
- You work in a safe, inclusive, transparent environment.

Our 12-Month Onboarding Journey
Getting Started; Committed to You; Performance Resources; Giving & Receiving Feedback; Effective Communication; Performance Evaluations; Goal Setting; Career Planning; Work Engagement; Mentoring; Navigating the Organization; Recognition

Additional resources for managers and employees

EMPLOYEE ENGAGEMENT & STAY INTERVIEWS
Stay interviews are informal conversations between a manager and an employee that are intended to help the manager understand what keeps the employee working at the University. Stay interviews are a great tool for managers to understand what they can do to retain valued employees. Stay interviews can be conducted at any time and are useful to conduct at regular intervals, especially when job circumstances change. Check out the Stay Interviews Quick Reference Guide for additional information. The Employee Engagement and Retention Percipio learning journey covers promoting engagement, retaining employees, and stay interviews.
EMPLOYEE EXPERIENCE

PULSE SURVEY

Pulse surveys are more agile than traditional methods of collecting employee feedback, allowing employees to provide feedback more frequently and organizations the chance to react more quickly to that feedback. They differ from lifecycle surveys, by providing a different type of useful insight regarding the employee experience.

<table>
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<tr>
<th>Audience</th>
<th>Benefit-eligible staff</th>
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<tbody>
<tr>
<td>Timeframe</td>
<td>Twice per year in April and October</td>
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<tr>
<td>Themes</td>
<td>Job Performance, Empowerment and Recognition, Work Culture, Communication, Work-Life Balance and Organizational Culture</td>
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</table>

EMPLOYEE OFFBOARDING

It can be challenging to lose a direct report or colleague. Review the manager and employee checklists when an employee retires or moves on to another opportunity.

EXIT SURVEY

Our automated exit survey identifies opportunities and trends through aggregate data analysis and the collection of qualitative comments solicited following voluntary separations.

<table>
<thead>
<tr>
<th>Audience</th>
<th>Benefit-eligible faculty and staff from all campuses</th>
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<tbody>
<tr>
<td>Themes</td>
<td>Reasons for Leaving (top three), Academic or Staff Experience, Overall Work Experience, Compensation, Experience in the Local Community, and Views About the Organization</td>
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</tbody>
</table>

LEARNING & GROWTH

PERCIPIO

Percipio offers training and resources in many areas including leadership, software applications, professional effectiveness and legal compliance in the workplace. Users can choose to follow learning paths, curated based on role or skills they'd like to develop. They can also select from over 700 learning channels, each based on a skill employees and organizations regularly identify as valuable. Percipio also gives users access to a library of over 24,000 books. Looking for something? Check Percipio!

SKILLSOFT LEADERCAMPS

Leadercamps are transformative leadership development experiences that offer leaders at all levels access to experts, a global network and tools for success. Subject matter experts deliver these interactive events in a blended learning environment with live, virtual classrooms.²

FEEDBACK

To encourage continuous growth and build a performance culture, the University of Missouri has implemented a review process that includes two Progress Check-ins each year.

CAREER MANAGEMENT

Whether you're a manager, a mentor or an advisor in your field, get help for each stage of the career management process by utilizing our online resources.

STAFF DEVELOPMENT WEEK SEMINARS

A week of virtual and in-person sessions hosted across the University of Missouri System in May and November of each year. Personal and professional development sessions are hosted by subject matter experts from across the system and vendor partners.

² https://www.skillsoft.com/leadercamps
UPCOMING PROFESSIONAL DEVELOPMENT OPPORTUNITIES

THIRD THURSDAYS: LEARNING & LEADERSHIP
Prioritize your professional development and well-being by joining us for Third Thursdays, a monthly, virtual professional development offering from the Office of Human Resources.

UPCOMING TOPICS:
- Cross Cultural Communication in the Workplace
- Managing Your Energy During Change
- Tips for Prioritizing and Managing Your Time at Work
- Identifying Burnout and Developing Resilience
- Enhancing Your Meeting Presentation and Facilitation Skills
- Resilience vs. Endurance: Cultivating Well-Being at Work

Interested in participating? Click here to register for sessions!

MARK YOUR CALENDAR: STAFF DEVELOPMENT WEEK
May 15-18, 2023
A semi-annual training conference that offers virtual and in-person sessions hosted by colleagues from across the UM System. Registration links will be shared in May.

Have a topic or area of interest that you would like to present? We are accepting session proposals through April 25.

Click here to submit your proposal today!

PERCIPIO HIGHLIGHTS
Live Sessions:
- Data Science for Managers Bootcamp (March 7-10)
- The Kind Leader, a 4-part series kicking off on February 23
- Monthly Middle Monday Meditations (March 20)

On Demand:
- Energy Management Leadercamp

ALDP APPLICATIONS NOW OPEN
February 7 - March 1
ALDP is an in-person, 7-month leadership development program targeting senior level leaders.

Interested in participating? Learn more at this website and apply by March 1!

UPCOMING: SERIES ON LEADERSHIP ESSENTIALS
Sessions begin the first week of April!
SOLE is a 4-week, virtual leadership development series targeting entry level leaders.

Interested in participating? Click here to let us know!

ONGOING: SUPERVISOR DEVELOPMENT SERIES
Sessions happening right now!
Supervisor Development Series is a 6-part learning series targeting any newly appointed supervisor.

Interested in participating? Visit Percipio to sign up and view upcoming sessions!
Join Us For
THIRD THURSDAYS
MONTHLY WEBINARS SUPPORTING LEARNING & LEADERSHIP

THIS MONTH’S SESSION:
CROSS CULTURAL COMMUNICATION IN THE WORKPLACE

THURSDAY, MARCH 16, 2023
1:30 PM - 2:30 PM
CLICK HERE TO REGISTER

Office of Human Resources | Learning & Organization Development
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**Current Balance**

33,146.60
A. Preamble

The Graduate Students Bill of Rights serves as an aspirational document to facilitate discussions among graduate students, their peers, the faculty and academic advisors, and the administrators to support Missouri University of Science and Technology’s research and teaching mission. This document is an agreeable set of standards shaping a standardized expectation for graduate students’ experiences at Missouri University of Science and Technology. The statements below demonstrate the commitment of administration, faculty, and graduate students to set fundamental norms, thereby promoting a positive graduate education culture and ensuring enjoyable and efficient time at the university. Additionally, it fosters graduate student engagement with principles of academic freedom, equal opportunity, inclusive education, and diverse offerings.

B. Graduate Student Rights

1. Academic Rights

The academic rights of graduate students include, but are not limited to, the following items.

Graduate students have the rights to:

1.1. Pursue activities, collaboration, research, and publications to increase academic and/or professional development.

1.2. Work and study in an environment with others following professional conduct.

1.3. Pursue research projects pertaining to their thesis or dissertation work outside of possible assistantship requirements.

1.4. Refuse to participate in activities that are unrelated to academic pursuits or professional development, particularly those that do not directly benefit the completion of the defined appointment, thesis/dissertation, or professional development, without adverse consequences from the advisor or department.

1.5. Have specific and concrete requirements for achieving an advanced degree.

1.6. Graduate upon successful fulfillment of the requirements as outlined by their department.

1.7. Know the “normative time to degree” and the “average time to degree” within a specific graduate program (whether by communicating with the department or the academic advisor).
1.8. Have clear and reasonable work expectations for working hours (as identified in Chancellor’s Policy II-26) per fair labor practices or department standards.

1.9. Receive support from the university to attain alternative supervision (external to their program, if necessary) in case a graduate student’s academic adviser departs (whether by choice, layoff, or an unforeseeable event) from the institution after the student’s work is underway.

1.10. Receive notification regarding deficiencies in graduate student academic performance and get specific recommendations and requirements needed to correct deficiencies one semester prior to action against the student. In the event of major examination failure or unsatisfactory performance, the reasoning for such assessment scores will be provided to the graduate student in writing. Before beginning the process to remove a student from a graduate program for academic reasons, students must be given a specific, written performance evaluation in advance of actual dismissal. Students will be provided clear and specific remedies for opportunities to fix shortfalls.

1.11. Take appropriate time off during the year, as agreed with their academic advisor.

2. Rights Regarding Information
The rights of graduate students regarding information release and receipt include, but are not limited to, the following items.

Graduate students have the rights to:

2.1. Information about their rights and responsibilities.

2.2. Information about and inclusion in all decision-making regarding services and policies affecting their well-being.

2.3. Clear, written, and easily accessible information about their degree program requirements, departmental requirements, student expectations, and the expected academic progress timeline.

2.4. Know the minimum possible stipend within their department before signing a contract.

2.5. Information one semester in advance and in writing regarding any changes made to assistantship contracts, unless circumstances outside of the PI’s control (e.g., funding agency changes) change concerning the source of available funding.

3. Rights Regarding Professional Development
The rights of graduate students regarding professional development include, but are not limited to, the following items.
Graduate students have the rights to:

3.1. Representatives on all campus-wide administrative committees that affect graduate students (including but not limited to faculty senate, budgetary affairs, effective teaching, facilities planning, information technology computing, library and learning resources, public occasions, student affairs, student awards, financial aids, parking security and traffic, student conduct committee, student scholastic appeals, outstanding teaching awards).

3.2. Ownership and access to their intellectual property, in line with the UM System Copyright Regulations and Guidelines (CRR 100.030).

3.3. Authorship of and acknowledgment for scholarly publications commensurate with their contribution to such works.

3.4. Receive due credit and recognition for innovation(s) and intellectual ideas conceptualized by the student, in line with the UM System Copyright Regulations and Guidelines (CRR 100.030).

3.5. Change their faculty advisor under the guidance of their department chair and/or Vice Provost and Dean.

3.6. Information via website postings and/or emails about financial aid and resource allotment to support their academic career.

4. Freedom from Discrimination and Adverse Conduct

The rights of graduate students for freedom from discrimination and adverse conduct include but are not limited to the following items.

Graduate students have the rights to:

4.1. Conduct research, learn, teach, and participate in university programs and activities in environments free of discrimination based on race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law.

4.2. Confidentiality and professional treatment by their academic colleagues.

4.3. Academic free speech within the academic setting. Students will not be penalized for their ideas.

4.4. Reasonable accommodations for any diagnosed disability that a graduate or professional student has upon receiving University status or that emerges after receiving University status.

4.5. Participate in an academic atmosphere that welcomes and encourages diversity.
4.6. Work and study in safe environments that protect their mental and physical well-being.

C. Postamble

The graduate students shall be committed to duties related to their academic responsibilities in the classroom, in addition to the working hours as stated in their assistantship contract, if applicable. They are responsible for maintaining positive, open, and professional communication with the administration, the faculty, the academic advisors, and their peers. Graduate students with teaching and/or research appointments are accountable for maintaining the highest levels of academic integrity and professionalism in their teaching and research practices. Graduate students and faculty members are highly encouraged to draft and sign an agreement to ensure mutual understanding of expectations of duties in accordance with Missouri University of Science and Technology guidelines and policies.