

**Subject:** RE: Policy Touchbase  
**Date:** Monday, November 24, 2025 at 3:00:39 PM Eastern Standard Time  
**From:** Jewell Battle  
**To:** Siatta Davis, Troy Shinbrot  
**CC:** Danielle Myricks, Taryn Cooper, Lucille Foster, Morgan Smith, Wendy Purcell  
**Attachments:** image001.png, image002.jpg, image003.png, image004.png, image005.png, image006.png, image007.png, image008.png

Hi Troy and Siatta!

I am following up to address some of the issues that were raised regarding revisions that were approved through the policy management process for the following policies:

- 10.3.3
- 80.1.7
- 50.1.4


These policies were revised according to the process described in the [Policy on Policies](#), and the University Senate representatives on the Policy Approval Committee (PAC) were given the same information and opportunity to comment and vote on these revisions as the remaining members of the PAC.







Please see the information and screenshots below:

**10.3.3 – Special Student Organization Funding Policy**

- March 1, 2024 – I sent an email informing the PAC about the proposal to revise 10.3.3. Senator Pierce and Senator Searcy, your predecessors as Senate representatives on the PAC, were included on that email.

## Policy Approval Committee - Policy Proposal Review and Scheduling

JB

 Reply  Reply All  Forward  


Fri 3/1/2024 10:01 AM

To

● Kimberlee Pastva; ○ David Cohen; ● Michael Zwick; ● Michele Norin; ○ Vivian Fernandez; ○ Antonio Calcado; ○ J. Michael Gower; ○ Brian Strom; ○ John Hoffman; ○ Prabhass Moghe; ● Kim O'Halloran; ● Francine Conway; ○ Antonio Tillis; ○ Heather Pierce; ○ Safanya Searcy; ○ Nancy Cantor;

Cc

○ Christine Baylor; ○ Sarah Mayrose; ○ Julie Smith; ● Navid Assal; ○ Liz Pierce; ● Gail Faber; ● Felicia LeSure; ○ Tracy Fredrick; ● Joann Segarra; + 5 others

 You replied to this message on 3/18/2024 4:10 PM.

the last few months has been to allow those policies to be approved and posted on the policy library without going through the new process because we had not finalized the policy proposal forms and had not convened the PAC and PDC. Now that we have convened the PAC/PDC and finalized the proposal forms, it's time to fully transition into the new process.

- We are setting a deadline of **June 30, 2024** for policies that were in draft *before* the approval of the [Policy on Policies](#) to be approved in a shortened process. The shortened process will not include review by the Policy Development Committee or feedback from the Notice and Comment period. This shortened process includes the following parameters:
  - Policies must have been in draft before the October approval of the Policy on Policies. Policies that began development after October are required to go through the full policy process.
  - Policy Owners/Responsible Executives and their teams will draft the policies. This committee (the Policy Approval Committee) will have an opportunity to approve the final version of a policy.
  - Policies that do not have a final version to present to the Policy Approval Committee by June will not be posted on the policy library and will be required to go through the full policy process.
- It has been brought to my attention that within the full policy approval process – some non-interim/emergency policies may need to be approved prior to the estimated 6 month timeframe. We are developing a way to navigate these concerns within the full process requirements. We will communicate more about what this prioritized process looks like once we have finalized plan.


The first policy revision proposal has been submitted to update **10.3.3** – [Policy on Special Student Organization Funding](#). **Please review the proposal [here](#) and vote whether to approve or deny the proposal by March 11<sup>th</sup>.** This policy will go through the full policy revision process. If this proposal is approved, I will notify the Policy Owner, Policy Development Committee, and Structure and Governance Committee in the University Senate so that the drafting process can begin.
























Please let me know if you have any questions or concerns about the information above. Thank you!

- Neither Senator Pierce nor Senator Searcy voted on the proposal. They also did not email or call me with any questions or concerns about the proposal. Based on the votes that were received from other PAC members, the PAC approved the proposal.
- After an extensive drafting and revision period with the policy owners and Policy Development Committee, 10.3.3 was published for public Notice and Comment from August 1st – August 31st of this year. Interested parties were able to access the draft to review from links on the front page of the policy library, within the policy page itself, and on the MyRutgers dashboard. In review of the responses, 88 people provided comments on this policy.
- The final draft of the revised policy was then sent to the PAC via email for review and approval on October 13th of this year. As members of the PAC, both of you received that email. Neither of you voted on the revised policy, nor did I receive any response via email or phone call with concerns or questions about the policy draft. Context about the draft, including when the proposal was submitted and who was involved in the drafting/review, was included in the email:


2 of 11


## Policy Approval Committee - 2026 Meeting Invitations / Policy Draft and Proposal Reviews


 Jewell Battle


To  Kimberlee Pastva;  Jenna Rottenberg;  Michael Zwick;  Michele Norin;  
 Vivian Fernandez;  Antonio Calcado;  J. Michael Gower;  Brian Strom;  
 William Castner;  Keena Arbuthnot;  Francine Conway;  Antonio Tillis;  
 Siatta Davis;  Troy Shinbrot;  Tonya Smith-Jackson;  Brian Ballentine;  
Cc  Eugene Simon;  Danielle Myricks;  Nzingha Delespinasse;  
 Christine Baylor;  Sarah Mayrose;  Navid Assal;  Liz Pierce; **+11 others**

Mon 10/13/2025 1:59 PM

 You replied to this message on 10/13/2025 3:15 PM.

 10.3.3\_Policy on Special Student Organization Funding\_PAC Review Document with Updates Tracked\_10132025.docx  
65 KB

 100.2.12 Proposal.pdf  
200 KB

 80.1.4 Proposal.pdf

**10.3.3: Policy on Special Student Organization Funding**

Please see the information below related to [10.3.3: Policy on Special Student Organization Funding](#):

Summary	Policy History:	Action Item:
This policy has not been updated since 2010. The policy lays out how referendums are to be completed for special student organizations(Targum/NJPIRG). There is a need for guidelines for online voting and procedures that need to be reviewed for relevancy. The policy itself is confusing for students. There has also been a request from RUSA and other student organizations that we look at the number of votes needed to have the referendum approved.	2024: Office of Student Affairs submitted policy proposal 2024: PDC and PAC reviewed and approved proposal 2024-2025: Student Affairs drafting and review Aug 2025: Notice and Comment Sept 2025: PDC final review and feedback	There is a quick turnaround on the review for this policy. Please review the attached Interim Policy draft by the end of the day on <b>October 17<sup>th</sup></b> . Please note that the policy draft includes substantial revisions. I've provided the "clean" version of the policy in the link below for review. Instead of highlighting the many changes in the voting form, I've provided the track changes as a document attachment to this email and linked in the voting form.  Vote <a href="#">HERE</a> by the end of the day on <b>October 17<sup>th</sup></b>  Friendly Reminder: Please notify me if your

- Based on the votes that were received from other members of the PAC, the proposed revisions to the policy were approved.

### 50.1.4 – University Seal Use Policy

- May 15, 2025 – I sent an email informing the PAC about the proposal to revise 50.1.4. Senator Boucher was included on that email as well as Senator Davis.

## Policy Approval Committee: Policy Proposal Reviews

**Jewell Battle** (JB) Thu 5/15/2025 10:56 AM

To: [Vivian Fernandez](#); [Antonio Calcado](#); [J. Michael Gower](#); [Brian Strom](#); [John Farmer](#); [Prabhas Moghe](#); [Kim O'Halloran](#); [Francine Conway](#); [Antonio Tillis](#); [Anna Branch](#); [Brian Ballentine](#); [Rachael Honig](#); [Jeffrey Robinson](#); [James Boucher](#); [Siatta Davis](#)

Cc: [Christine Baylor](#); [Sarah Mayrose](#); [Julie Smith](#); [Navid Assal](#); [Liz Pierce](#); [Gail Faber](#); [Felicia LeSure](#); [JoAnn Redman](#); [Joann Segarra](#)

[10.3.6\\_Dining Services Policy.pdf](#) 31 KB

aware so that I can loop them into the policy process.

Please see the information below related to reviewing a proposal to update **50.1.4**:

Current version of [50.1.4: University Seal Use](#)

Summary	Policy History:	Action Item:
This policy has been put forward as a proposal to update in order to increase the clarity of the policy by providing Resources and Definitions. This is a proposal to update the policy. Please review this proposal – I have not provided a draft for you to review yet.	2025: Francine Lamarr submitted proposal to update policy 2025: PDC reviewed and approved proposal to update policy	Please vote to approve or deny the proposal to update <b>50.1.4</b> by the end of the day on <b>May 29<sup>th</sup></b> .  Vote <a href="#">[HERE]</a>  Friendly Reminder: Please notify me if your units are working on policy updates or new policies as soon as you become aware so that I can loop them into the policy process.

Our next meeting is Monday May 19<sup>th</sup> at 11:00am. Please let me know if you have any questions or comments about the proposals above. Thank you!

- Neither Senator Boucher nor Senator Davis voted on the proposal. I also did not receive an email or call with any questions or concerns about the proposal. Based on the votes that were received from other PAC members, the PAC approved the proposal.
- 50.1.4 was published for public Notice and Comment from September 5th – October 5th of this year. Interested parties were able to access the draft to review from links on the front page of the policy library, within the policy page itself, and on the MyRutgers dashboard. In review of the responses, no one provided comments on this policy.
- The final draft of the revised policy was then sent to the PAC via email for review and approval on October 17th of this year. As members of the PAC, both of you received that email. Neither of you voted on the revised policy, nor did I receive any response via email or phone call with concerns or questions about the policy draft. Context about the draft, including when the proposal was submitted and who was involved in the drafting/review, was included in the email:

RE: Policy Approval Committee - 2026 Meeting Invitations / Policy Draft and Proposal Revi...

JB

Jewell Battle

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Reply

Reply All

Forward

Fri 10/17/2025 6:50 PM

To

● Kimberlee Pastva;

○ Jenna Rottenberg;

● Michael Zwick;

● Michele Norin;

○ Vivian Fernandez;

○ Antonio Calcado;

● J. Michael Gower;

○ Brian Strom;

● William Castner;

○ Michael Rolek;

○ Keena Arbuthnot;

● Francine Conway;

○ Antonio Tillis;

○ Siatta Davis;

○ Troy Shinbrot;

● Tonya Smith-Jackson;

Cc

○ Eugene Simor;

○ Danielle Myricks;

○ Nzingha Delespinasse;

○ Christine Baylor;

○ Sarah Mayrose;

● Navid Assal;

○ Liz Pierce;

+ 11 others

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80.1.7\_Final\_Redline\_102025.docx

94 KB

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50.1.4-proposed strikeout\_PAC Review.docx

203 KB

50.1.4: University Seal Use

Please see the information below related to [50.1.4: University Seal Use](#):

Summary	Policy History:	Action Item:
This goals of this policy revision is to include the image of the University Seal in the body of the policy and increase clarity of the policy by providing resources and definitions.	2025: Proposal submitted to revise policy 2025: PAC and PDC review and approval of proposal 2025: Drafting updated language to policy 2025: PDC review of updated policy language 2025: Notice and Comment period and feedback 2025: PDC review of final draft	Please review the attached Policy draft by the end of the day on <b>October 31st</b> . I've provided the "clean" version of the policy in the link below for review, and I've provided the track changes as a document attachment to this email and linked in the voting form.  Vote [ <a href="#">HERE</a> ] by the end of the day on <b>October 31<sup>st</sup></b> .  Friendly Reminder: Please notify me if your units are working on policy updates or new policies as soon as you become aware so that I can loop them into the policy process.

80.1.7 Rutgers University Website Policy

- May 17, 2024 – I sent an email informing the PAC about the proposal to revise 50.1.4. Senator Pierce and Senator Searcy were included on that email.

## Policy Approval Committee Policy Review



Jewell Battle



Fri 5/17/2024 8:30 AM

To: Kimberlee Pastva; David Cohen; Michael Zwick; Michele Norin;  
Vivian Fernandez; Antonio Calcado; J. Michael Gower; Brian Strom;  
John Hoffmar; Prabhas Moghe; Kim O'Halloran; Francine Conway;  
Antonio Tillis; Heather Pierce; Safanya Searcy; Anna Branch;  
Cc: Christine Baylor; Sarah Mayrose; Julie Smith; Navid Assaf; Liz Pierce;  
Gail Faber; Felicia LeSant; Tracy Fredrick; Joann Segarra; +7 others

You replied to this message on 6/5/2024 11:28 AM



Good Morning Policy Approval Committee,

**Substantive Policy Revision Review:** University Human Resources has submitted a policy revision to be approved: [60.1.34](#): Rutgers University Disability and Reasonable Accommodation Policy. Please see attached for the revised policy with revisions highlighted (at the end of the policy). The revised language is also available for review in the following Approval/Denial voting survey. Please vote to approve or deny [HERE](#) this revised draft by June 3<sup>rd</sup>.

**Policy Proposal Review:** University Communications and Marketing has submitted a proposal to update the [80.1.7](#): Rutgers University Website Policy. There is no updated draft to review yet, this is just the proposal to update the draft in the future. Please vote to approve or deny [HERE](#) this proposal by June 3<sup>rd</sup>.

**Update:** This committee voted to approve substantive updates to the Centers and Institutes Policy ([10.1.5](#)). These policy updates are now up for review by the BOG.


**Reminder:** The next PAC meeting is scheduled for June 3<sup>rd</sup> at 2:30pm. I will send out an agenda for the meeting next week.

Please let me know if you have any questions, thank you!

- Neither Senator Pierce nor Senator Searcy voted on the proposal. I also did not receive an email or call with any questions or concerns about the proposal. Based on the votes that were received from other PAC members, the PAC approved the proposal.
- After an extensive drafting and revision period with the policy owners and Policy Development Committee, 80.1.7 was published for public Notice and Comment from September 5th – October 5th of this year. Interested parties were able to access the draft to review from links on the front page of the policy library, within the policy page itself, and on the MyRutgers dashboard. In review of the responses, no one provided comments on this policy.
- The final draft of the revised policy was then sent to the PAC via email for review and approval on October 17th of this year. As members of the PAC, both of you received that email. Neither of you voted on the revised policy, nor did I receive any response via email or phone call with concerns or questions about the policy draft. Context about the draft, including when the proposal was submitted and who was involved in the drafting/review, was included in the email:



## RE: Policy Approval Committee - 2026 Meeting Invitations / Policy Draft and Proposal Revi...

 Jewell Battle

☺

↩ Reply

↩ Reply All

➡ Forward

⋮

Fri 10/17/2025 6:50 PM

To Kimberlee Pastva; Jenna Rottenberg; Michael Zwick; Michele Norin; Vivian Fernandez; Antonio Calcado; J. Michael Gower; Brian Strom; William Castner; Michael Rolek; Keena Arbuthnot; Francine Conway; Antonio Tillis; Siatta Davis; Troy Shinbrot; Tonya Smith-Jackson;

Cc Eugene Simon; Danielle Myricks; Nzingha Delespinasse; Christine Baylor; Sarah Mayrose; Navid Assal; Liz Pierce; + 11 others

80.1.7\_Final\_Redline\_102025.docx  
94 KB

50.1.4-proposed strikeout\_PAC Review.docx  
203 KB

### 80.1.7: Rutgers University Website Policy

Please see the information below related to [80.1.7: Rutgers University Website Policy](#):

Summary	Policy History:	Action Item:
This goals of this policy revision include updating the language to reflect the changes in the visual identity policy and updates to website content standards.	2024: Proposal submitted to revise policy 2024: PAC and PDC review and approval of proposal 2024-2025: Drafting updated language to policy 2025: PDC review of updated policy language 2025: Notice and Comment period and feedback 2025: PDC review of final draft	Please review the attached Policy draft by the end of the day on <b>October 24<sup>th</sup></b> . I've provided the "clean" version of the policy in the link below for review, and I've provided the track changes as a document attachment to this email and linked in the voting form.  Vote <a href="#">[HERE]</a> by the end of the day on <b>October 24<sup>th</sup></b>  Friendly Reminder: Please notify me if your units are working on policy updates or new policies as soon as you become aware so that I can loop them into the policy process.

There seems to be a breakdown in communication and I want to make sure that is resolved. As you can see in the screenshots above, I have included both of you on all correspondence sent to the PAC during your time as PAC members, as well as to Senator Pierce, Senator Searcy, and Senator Boucher during the time that they served as the Senate's representatives on the PAC. I have not seen any indication that those emails were not received, nor have I received any feedback from anyone in the University Senate on any of the policy proposals or drafts I have sent to the Policy Approval Committee for voting.

If, for some reason, you are not receiving the email communications to the PAC that contain your opportunity to review, comment on, and vote on policy proposals and policy drafts, please let me know as soon as possible so that we can rectify this situation. If you are receiving the email communications, please understand that this is your opportunity, as PAC members, to participate in the review and approval process. It is the same opportunity that is extended to all other PAC members. Thank you.

Jewell Battle  
Policy Manager  
[University Ethics & Compliance](#)  
Rutgers, The State University of New Jersey

Office: (973) 289-0208

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---

**From:** Siatta Davis <[siatta.davis@camden.rutgers.edu](mailto:siatta.davis@camden.rutgers.edu)>

**Sent:** Monday, November 24, 2025 12:23 PM

**To:** Troy Shinbrot <[shinbrot@soe.rutgers.edu](mailto:shinbrot@soe.rutgers.edu)>; Jewell Battle <[jewellb@uec.rutgers.edu](mailto:jewellb@uec.rutgers.edu)>

**Cc:** Danielle Myricks <[dmyricks@uec.rutgers.edu](mailto:dmyricks@uec.rutgers.edu)>

**Subject:** Re: Policy Touchbase

Hi All,

Troy - appreciate your assistance and for keeping up with the PAC work.

Thanks, Jewell, for getting the update to us.

Peace and be well,

Siatta

Siatta Davis  
Program Coordinator,  
Hill Family Center for College Access  
Rutgers University-Camden  
67 Penn Street  
Camden, NJ 08102  
Direct: (856)225-2885  
[siatta.davis@camden.rutgers.edu](mailto:siatta.davis@camden.rutgers.edu)



---

**From:** Troy Shinbrot <[shinbrot@soe.rutgers.edu](mailto:shinbrot@soe.rutgers.edu)>

**Sent:** Monday, November 24, 2025 11:59 AM

**To:** Jewell Battle <[jewellb@uec.rutgers.edu](mailto:jewellb@uec.rutgers.edu)>; Siatta Davis <[siatta.davis@camden.rutgers.edu](mailto:siatta.davis@camden.rutgers.edu)>

**Cc:** Danielle Myricks <[dmyricks@uec.rutgers.edu](mailto:dmyricks@uec.rutgers.edu)>



**Subject:** Re: Policy Touchbase

Thanks, Jewell. I appreciate you as always - just trying to catch up.

---

**From:** Jewell Battle <[jewellb@uec.rutgers.edu](mailto:jewellb@uec.rutgers.edu)>

**Sent:** Monday, November 24, 2025 10:05 AM

**To:** Troy Shinbrot <[shinbrot@soe.rutgers.edu](mailto:shinbrot@soe.rutgers.edu)>; Siatta Davis <[siatta.davis@camden.rutgers.edu](mailto:siatta.davis@camden.rutgers.edu)>

**Cc:** Danielle Myricks <[dmyricks@uec.rutgers.edu](mailto:dmyricks@uec.rutgers.edu)>

**Subject:** RE: Policy Touchbase

Hi Troy!

Okay, I will send you an email response later today. We'll cancel the plans to schedule a meeting. Thanks!

Jewell Battle  
Policy Manager

**University Ethics & Compliance**

Rutgers, The State University of New Jersey

Office: (973) 289-0208

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---

**From:** Troy Shinbrot <[shinbrot@soe.rutgers.edu](mailto:shinbrot@soe.rutgers.edu)>

**Sent:** Friday, November 21, 2025 4:40 PM

**To:** Jewell Battle <[jewellb@uec.rutgers.edu](mailto:jewellb@uec.rutgers.edu)>; Siatta Davis <[siatta.davis@camden.rutgers.edu](mailto:siatta.davis@camden.rutgers.edu)>

**Cc:** Danielle Myricks <[dmyricks@uec.rutgers.edu](mailto:dmyricks@uec.rutgers.edu)>

**Subject:** Re: Policy Touchbase

Hi Jewell,

I'm available any of those times. Not sure that a meeting is better than emails, but the issue is that in the Senate today it was raised that some policies may have been adopted since Siatta & I were included on the PoP Committee, that we weren't aware of.

Maybe the simplest thing would be if you could tell us what policies have been adopted since Sept. '25? If nothing has been adopted, we needn't discuss further; if policies have been adopted, we'd like to understand what those were and how we can make sure we're in the loop for the future. Maybe I overlooked something (always possible, at least in my case!), or maybe we need a better way of being alerted of changes pending?

Best,

-Troy

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**From:** Jewell Battle <[jewellb@uec.rutgers.edu](mailto:jewellb@uec.rutgers.edu)>  
**Sent:** Friday, November 21, 2025 4:02 PM  
**To:** Troy Shinbrot <[shinbrot@soe.rutgers.edu](mailto:shinbrot@soe.rutgers.edu)>; Siatta Davis <[siatta.davis@camden.rutgers.edu](mailto:siatta.davis@camden.rutgers.edu)>  
**Cc:** Danielle Myricks <[dmyricks@uec.rutgers.edu](mailto:dmyricks@uec.rutgers.edu)>  
**Subject:** Policy Touchbase

Hi Troy and Siatta!

I am reaching out to touch base with you about the policy process. I understand there may be some concerns. Please let me know if you're available to discuss. We're hoping to meet with you before the Thanksgiving holiday. Do you have availability during any of the following?:

- Monday from 1 – 2
- Monday after 4:30
- Anytime on Tuesday

Thanks!

Jewell Battle  
Policy Manager  
**University Ethics & Compliance**  
Rutgers, The State University of New Jersey  
Office: (973) 289-0208

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