

**SHARED GOVERNANCE EXECUTIVE COMMITTEE  
MINUTES OF THE MEETING OF FEBRUARY 29, 2016  
3 P.M., UNA BOARD ROOM**

The Shared Governance Executive Committee met at 3 p.m. on Monday, February 29, 2016, in the UNA Board Room. The following members were present: Dr. Greg Carnes, Mr. Clinton Carter, Dr. Sarah Franklin, Dr. Scott Infanger, Ms. Jennifer Irons, Mr. Bret Jennings, Dr. Katie Kinney, Mr. Nick Lang, Dr. Kristy Oden, Mr. David Shields, and Dr. Molly Vaughn. Dr. Marilyn Lee, Chairperson, presided.

Call of Meeting to Order

Chair Lee called the meeting to order.

Approval of the Agenda

On motion by Dr. Carnes and second by Dr. Oden, a revised agenda was unanimously approved. The agenda was amended to add two items: a request by the Staff Senate for an extension of time on the Proposal for a Revised Staff Performance Evaluation Instrument and a report from the SGA on the proposal for a Smoke-Free Campus.

Approval of Minutes of E-Business of February 15, 2016

The minutes were unanimously approved on motion by Dr. Infanger and second by Dr. Oden.

Report from the Chair

Dr. Lee presented a Chair's Report which required no action from the Committee. However, possible space in the GUC or Stone Lodge for use as a Faculty, Staff, Alumni Lounge was discussed. In addition, Mr. Shields offered to provide to Chair Lee minutes of the Safety and Emergency Preparedness Committee meetings that provide information on action relative to the Campus Safety Plan. Mr. Shields also indicated that the committee had taken action on each point of the proposed plan and a report to the SGEC should be forthcoming.

Response to the Student Immunization Policy by Academic and Student Affairs Committee

Dr. Franklin made a motion and Dr. Kinney seconded the motion to recommend to the President approval of the policy as amended by the ASA Committee. The motion was approved unanimously. Mr. Shields was asked to provide to Chair Lee, for transmittal to the President, a copy of the policy with the approved recommendations incorporated. The details of implementation will be worked out between Student Affairs and Enrollment Management.

### Response to the Policy on Video Monitoring and Surveillance Activities

With approval from the SGA, Faculty Senate, and Staff Senate (with recommended revisions), Dr. Carnes made a motion and Dr. Vaughn seconded the motion to recommend to the President approval of the policy as amended by the Staff Senate. The motion was approved unanimously. Mr. Shields was asked to provide to Chair Lee, for transmittal to the President, a copy of the policy with the approved recommendations incorporated.

### Request by Staff Senate for an Extension of Time for Consideration of a Revised Staff Performance Evaluation Instrument

On motion by Dr. Franklin and second by Mr. Lang, the Staff Senate was granted a 180 day extension. The motion was approved unanimously.

### Response from the SGA to the Posed Question of a Smoke-Free Campus

While it awaits a response from the Faculty and Staff Senates, the SGEC accepted a report from the SGA, which does not provide for support of a smoke-free campus but contains recommendations for moving smoking areas to the outskirts of campus with warnings for first offenders and consequences for repeat offenders.

### Proposal from Faculty Senate for Addition of Sick Leave Policy to the Faculty Handbook

Dr. Franklin made a motion and Dr. Vaughn seconded the motion to present the proposal to the Council of Academic Deans for review and comment. The motion was approved unanimously.

### Proposal from Faculty Senate for Revision of Section 3.2.3 of the Faculty Handbook – Office Hours

Dr. Franklin made a motion and Dr. Oden seconded the motion to present the proposal to the Council of Academic Deans for review and comment. The motion was approved unanimously.

### Proposed Revisions to Section 3.2.2 of Faculty Handbook – Released Time

Dr. Franklin made a motion and Dr. Kinney seconded the motion to consider these items approved as editorial for presentation to President Kitts for approval. The motion was approved unanimously.

### Comments from Constituent Representatives

For the SGA, Mr. Lang reported on the following: a successful ice skating rink, with ideas for improving future events; a recap of Higher Education Day activities; SGA elections garnered its largest voter turnout ever; he will be traveling to Greensboro to assist in a book distribution and face painting to children in need; status of plans for 1<sup>st</sup> Annual Lighting of the

Fountain; spring concert will feature Panic at the Disco; a concert the evening before will feature local bands; It's On Us Campaign program scheduled for October in Norton Auditorium relative to active bystander/sexual assault; and water drive to Flint, Michigan. For the Staff Senate, Dr. Vaughn congratulated Mr. Lang on his selection for a graduate assistantship at Clemson University; and reported the following: Wellness Day is scheduled for March 17 in the GUC, work is underway on staff hiring and promotion policies, the Staff Senate survey will be issued next week, discussion is underway about a possible Outstanding Staff Member Award, the Staff Senate is working with the area of Advancement to increase staff giving, and staff representation on Staff Senate is being updated for the first time since 1999. In addition, Mr. Jennings announced that on April 22, the University is hosting on campus a College and Career Fair in partnership with the Chamber of Commerce and Northwest/Shoals Community College. For the Faculty Senate, Dr. Franklin reported that the Faculty Senate has spent much of its time working on the Sick Leave and Office Hours policies and only two more meetings are scheduled this semester for business, with the May meeting devoted solely to nominating senators for committee vacancies. For the Administration, Mr. Shields reported on the details of the Lighting of the Fountain event. In addition, Mr. Carter reported the following: the Legislature will consider this week a bill to allow an additional retirement option for "new" state employees, RFP's will be issued for food providers and utility reduction/improvements, and he provided an update on the University's purchase of the Keystone Building to house the Department of HES.

On motion by Dr. Franklin and second by Mr. Lang, the meeting adjourned at 4:20 p.m.

---

Marilyn Lee, Chairperson