

**SHARED GOVERNANCE EXECUTIVE COMMITTEE
MINUTES OF THE MEETING OF OCTOBER 7, 2013
3:30 P.M., UNA BOARD ROOM**

The Shared Governance Executive Committee met at 3:30 p.m. on Monday, October 7, 2013, in the UNA Board Room. The following members were present: Ms. Laura Giles, Dr. Vagn K. Hansen, Ms. Jennifer S. Irons, Mr. Bret Jennings, Dr. Marilyn Lee for Kristy Oden, Dr. Lesley Peterson, Dr. John Thornell, Ms. Melissa Thornton, Ms. Darlene P. Townsend, and Dr. Brenda Webb. Dr. Larry W. Adams, Chairperson, presided.

Call of Meeting to Order

Chair Adams called the meeting to order.

Approval of the Agenda

Dr. Lee moved approval of the agenda and Dr. Webb seconded the motion. The motion was approved by acclamation.

Approval of the Minutes of the Meeting of September 23, 2013

Upon motion by Ms. Townsend and second by Ms. Giles, the minutes were approved by acclamation.

Report of the Chair

Dr. Adams summarized a meeting with President Cale in which the following topics were discussed: Shared Governance document revision; Graphics Standards Manual; Administrative Privileges/Network Monitoring policies; smoke-free campus; student housing plans; and discussion phase of possible relocation of mathematics department to Floyd Hall with appropriate renovations.

Report from Chair Adams on Proposed Revision of Graphics Standards Manual (follow-up from called meeting for chair/vice chair election)

Chair Adams reported that in a meeting with the Graphics Standards Committee, Terry Pace was elected Chair and Melissa Driskell as Vice Chair. In addition, the committee plans to treat the proposed Graphics Standards Manual as a new document from which it will propose revisions through Track Changes rather than to revise the current manual because of difficulty in that it is a complete rewrite that was revised in various formats.

Report from Chair Adams on Research Committee Proposal for Committee Dissolution

Chair Adams reported that in a conversation with Research Committee Chair Tanja Blackstone, he learned the committee was not asking for dissolution of the committee but rather reported it had been inactive because of the lack of a research budget. Chair Adams has asked that the committee reconvene for purposes of election of a Vice Chair and a review of the expanded charge and Staff Senate staffing proposals.

Request from Technologies Advisory Committee for Administrative Privileges Policy (to replace previously submitted proposal for Faculty and Staff Computer Administrative Rights)

Dr. Thornell made a motion and Dr. Webb seconded the motion to consider this an item to be reviewed by all three Senates. Dr. Thornell later withdrew the motion which was substituted with a motion from Dr. Lee and seconded by Dr. Webb to return the proposal to the Technologies Advisory Committee asking that it consider the following: (1) adding “as it pertains to Fair Use” to the third bullet under Revocation; (2) adding a recommended edit by the Faculty Senate Executive Committee as a replacement for the ninth bullet under Agreement; and (3) adding “except in a direct reporting relationship” to the fifth bullet under Agreement. The motion was approved unanimously.

Request from Technologies Advisory Committee for revised Network and Computer Monitoring Policy

Dr. Lee made a motion and Ms. Irons seconded the motion to return the proposal to the Technologies Advisory Committee asking that with guidance from the VPAA and Provost, it consider encapsulating this policy into a one-paragraph network monitoring statement that can be added to the Administrative Privileges Policy. The motion was approved unanimously.

Report from Shared Governance Document Work Group

By consensus, it was determined that prior to the next meeting, the Shared Governance Document Work Group will e-mail proposed recommendations relative to the voting/non-voting committee members spreadsheet for action at the next meeting.

Request from the International Programs Offering Committee for the Establishment of a Work Group

Dr. Thornell made a motion and Dr. Lee seconded the motion approving the establishment of the work group with the following: addition of a staff member from Student Affairs to be selected by David Shields; and a request that the work group use, as a starting point, the Study Abroad Handbook first created by Evan Ward. The motion was approved unanimously.

Request for an expansion of the University Scholarship Committee

Dr. Webb made a motion and Dr. Lee seconded the motion to recommend to President Cale the expansion of the University Scholarship Committee to include the appointment of the Senior Research Analyst (currently Nathan Pitts) as an ex officio, non-voting member. The motion was approved unanimously.

Revision to Application for Faculty Development Leave

Dr. Lee made a motion and Ms. Irons seconded the motion to present this request to the Faculty Senate as a faculty only issue asking that they review the entire policy along with an e-mail from Vagn Hansen to Larry Adams that Chair Adams will forward to Faculty Senate President Lesley Peterson. The motion was approved unanimously.

Revision to section 3.2.6 of the Faculty Handbook

Dr. Lee made a motion and Ms. Townsend seconded the motion to present this request to the Faculty Senate as a faculty only issue. The motion was approved unanimously.

Comments from Constituent Representatives

For the SGA, President Laura Giles reported that a typical 13% of the student population voted in homecoming elections/smoke-free survey but of those who voted, 68% voted for a smoke-free campus and 58% of the 68% voted for a full tobacco-free campus; currently, petitions are being circulated among the students and employees. There was no report from the Staff Senate. For the Faculty Senate, President Peterson reported that the first-ever Senate Orientation will be held prior to this week's Faculty Senate meeting. For the Administration, Dr. Thornell reported that visitors from Peru are on campus in hopes of executing an MOU, and support is requested for Career Day activities that will be held on Tuesday in the Guillot University Center.

The meeting adjourned at 4:30 p.m. on motion by Dr. Lee.

Larry Adams, Chairperson