

**SHARED GOVERNANCE EXECUTIVE COMMITTEE  
MINUTES OF THE MEETING OF AUGUST 28, 2017  
3 P.M., BIBB GRAVES CONFERENCE ROOM**

The Shared Governance Executive Committee met at 3 p.m. on Monday, August 28, 2017, in the Board Room of Bibb Graves Hall. The following members were present: Dr. Ross Alexander, Mr. Chase Holcombe for Hugo Dante, Dr. Daniel E. Hallock, Dr. Felecia Harris, Dr. Scott Infanger, Ms. Jennifer Irons, Mr. Bret Jennings, Dr. Amber Paulk, Dr. Tera Kirkman for Dr. Vicki Pierce, Mr. Jarrod Russell, and Mr. David Shields. Chairperson Lee Renfroe presided.

Call of Meeting to Order

Dr. Renfroe called the meeting to order.

Approval of Agenda

By consensus, the agenda was approved unanimously.

Approval of Minutes of the Meetings of April 24 and May 9, 2017

The minutes were approved by consensus.

Report from the Chair

Chair Renfroe provided status updates on the following: Section 3.15.1 and Appendix 3D of Faculty Handbook – Course Evaluation; Review of UNA Travel Reimbursement Protocol; Section 2.5.3 of Faculty Handbook – Department Chairs Applying for Promotion and/or Tenure; and the Jane Doe case. Upon inquiry relative to whether the SGEC Chairs’ statement on the Jane Doe case should be placed on file with SGEC minutes, it was determined that University Attorney Amber Fite-Morgan should be consulted.

Reporting Line of Committees that Report through the Associate Vice President for Enrollment Management (now Chief Enrollment Officer)

Excerpt from 9-19-16 SGEC minutes: Dr. Thornell made a motion, seconded by Dr. Renfroe and unanimously approved to recommend to President Kitts continuation of the Associate Vice President for Enrollment Management as replacement for the Vice President for Enrollment Management on committees until such time as the reporting structure for Enrollment Management is identified. The motion was approved unanimously.

Excerpt from 4-11-16 SGEC minutes: VP EM on Committees: The Vice President for Enrollment Management served on various committees by position, and some committees report to that position. That position has been changed to Associate Vice President for Enrollment Management and a search is underway. The SG Document mandates that Strategic and Task Committees report to the President through one of the University Vice Presidents; however, the committees that now report to the VP EM are in areas that will still report to the Associate VP AA. It appears the following should be determined: 1. Should the VP EM position on committees be replaced with the Associate VP EM or another position? 2. Should the SG document be revised to allow for committees to report through an Associate VP or should the reporting structure for those committees be routed through one of the VP’s?. Action: Dr. Infanger made a motion and

Mr. Carter seconded the motion to recommend to President Kitts that for 2016-17 and to revisit in 2017-18, the Associate Vice President for Enrollment Management replace the Vice President for Enrollment Management on committees where that person serves in a by position placement, on the committees that report to that position, and that the associated changes be made to the Shared Governance Document. The motion was approved unanimously.

Dr. Alexander made a motion, seconded by Dr. Paulk, and unanimously approved to revise the Shared Governance Document to allow certain shared governance committees to report to the Chief Enrollment Officer.

#### Appointment of Vice Chair

Dr. Infanger nominated Dr. Amber Paulk and Mr. Shield seconded the motion. The motion was approved unanimously.

Nomination of Dr. Gregory Carnes as voting COAD representative to replace Melvin Davis on the Academic and Student Affairs Committee to serve the 2017-2020 three-year term that Melvin was to serve

Dr. Paulk made a motion and Dr. Harris seconded the motion to recommend to President Kitts the appointment of Greg Carnes to fill the COAD position (Melvin Davis replacement) on the Academic and Student Affairs Committee. The motion was approved unanimously.

Nomination of Dr. Donna Lefort as the replacement of Chris Maynard (COAD or CAD member) on the Facilities and Infrastructure Development Committee to serve the 2017-2020 term that Chris was to serve

By consensus, the committee voted to recommend to President Kitts the appointment of Donna Lefort as replacement to fill the COAD or CAD position (Melvin Davis replacement) on the Facilities and Infrastructure Development Committee. The motion was approved unanimously.

#### Appendix 2F of Faculty Handbook – Application for Promotion and/or Tenure

Dr. Paulk made a motion and Mr. Shields seconded the motion to present this request to the Faculty Senate as a faculty only issue. The motion was approved unanimously.

#### Appendix 2G of Faculty Handbook – Promotion and/or Tenure Evaluation Form

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

#### Section 2.5.4 of Faculty Handbook – Renewal or Termination of a Probationary Appointment

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

#### Section 3.3.3 of Faculty Handbook – Curriculum Development (15 working day clarification)

Dr. Infanger made a motion and Mr. Shields seconded the motion to present this request to the Faculty Senate as a faculty only issue. The motion was approved unanimously.

### Personal Visitors/Children in the Workplace

Mr. Jennings made a motion and Dr. Paulk seconded the motion to consider this an item to be reviewed by all constituent groups, beginning with the Faculty/Staff Welfare Committee followed by all three Senates, in which the F/S Welfare Committee will be asked to create a policy based on the university's statement. The motion was approved unanimously.

### Recommended Mandatory Initial and Annual Cascade Retraining for Web Lions (from Graphics Standards and Web Communication Committee Annual Report)

By consensus, the SGEC Chair was asked to issue the request to Mr. Mitchell Moon for implementation as he sees fit.

### Reminder – 2017-18 meeting schedule

3:00 p.m. on Mondays in the UNA Board Room: August 28, 2017; September 11, 2017; September 25, 2017; October 9, 2017; October 23, 2017; November 6, 2017; November 20, 2017; December 4, 2017; January 8, 2018; January 22, 2018; February 5, 2018; February 19, 2018; March 5, 2018; March 19, 2018; April 9, 2018; April 23, 2018; May 7, 2018

This was an information item that required no action from the Committee.

### Anderson College of Nursing request for revisions to Strategic Planning and Budget Study Committee Composition

Concerning a request from the Anderson College of Nursing that of the five faculty representatives on the SPBS Committee, at least one be a representative from each college, Dr. Kirkman was directed to make that request of the SPBS Committee Chair for consideration by the committee, any recommendation of which would be made to the SGEC for consideration.

### Comments from Constituent Representatives

For the SGA, Chief of Staff Chase Holcombe reported the following: first UPC meeting of the semester was held this date, which involved planning for a September Title IX event, and first SGA meeting of the year will be held on Thursday of this week. For the Staff Senate, Mr. Russell reported that the first Staff Senate meeting, held earlier in August, included some agenda items that will likely to flow to SGEC for consideration. For the Faculty Senate, Dr. Hallock reported that the Faculty Senate year gets underway this week with a Faculty Senate Executive Committee meeting. For the Administration, Mr. Shields reported the following: first football game is Thursday of this week, faculty-staff meal plans are available, and residence hall move-in went well.

The meeting adjourned at 3:45 p.m.

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Dr. Lee Renfroe, Chairperson