

**SHARED GOVERNANCE EXECUTIVE COMMITTEE
MINUTES OF THE E-BUSINESS OF NOVEMBER 14, 2022**

In lieu of holding a Shared Governance Executive Committee (SGEC) meeting, items of business were e-mailed to the SGEC membership.

Approval of the Minutes of the E-Business of October 31, 2022

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to approve the minutes.

Revised Nepotism Policy (from Policy Environment Task Force spreadsheet)

Faculty Senate proposed revisions that were subsequently sent to HR for review; HR Director Catherine White recommended revision of the original introductory sentence which indicates that there are other sections of the Nepotism statute that apply besides only section c

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to refer proposed revisions from Faculty Senate and Catherine White to Staff Senate and SGA for review.

Strategic Planning and Budget Study Committee Review of Policies (from Policy Environment Task Force spreadsheet)

Agency Fund Accounts – the SPBS Committee reported that a newer, updated policy exists that does not need revision

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to place a newer, updated policy in iContracts for rotational review.

Expense Allowance for Administrators merged into Salaries – recommended for archiving since this policy is unknown to the Division of Business and Financial Affairs

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to archive the policy.

Internal Control Policy Revised – proposed revisions in attached document

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to refer the proposed revisions to the Faculty Senate, Staff Senate, and SGA for review.

Endowment Spending Policy – recommended for archiving since it has been replaced with Investment Policy revised 8.19.22

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to place a newer, updated policy in iContracts for rotational review but remove shared governance from the review process since the UNA Foundation is a separate 501 (c) 3 that is overseen by 35 Board of Directors who have full fiduciary and governance responsibilities.

Funds Investment Policy – recommended for archiving since it has been replaced with Investment Policy revised 8.19.22

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to place a newer, updated policy in iContracts for rotational review but remove shared governance from the review process since the UNA Foundation is a separate 501 (c) 3 that is overseen by 35 Board of Directors who have full fiduciary and governance responsibilities.

Gift Memorandum Agreement and Endowment Spending Policy – recommended for archiving since it has been replaced with Endowment Agreement Template and Current Use Gift Agreement Template

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to approve the policies for archival and remove from iContracts since they have been replaced with forms that are not policies.

Investment Policy – recommended for archiving since it has been replaced with Investment Policy revised 8.19.22

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to place a newer, updated policy in iContracts for rotational review but remove shared governance from the review process since the UNA Foundation is a separate 501 (c) 3 that is overseen by 35 Board of Directors who have full fiduciary and governance responsibilities.

Tuition Refund Policy – relevant, no changes recommended

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to consider the policy relevant with no changes recommended and place in iContracts for rotational review.

Faculty/Staff Welfare Committee Review of Policies (from Policy Environment Task Force spreadsheet)

Private & Govt Aircraft Policy – relevant, no changes recommended

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to consider the policy relevant with no changes recommended and place in iContracts for rotational review.

Workplace Threats and Violence Policy – recommended revisions in the attached document

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to refer the proposed revisions to the Faculty Senate, Staff Senate, and SGA for review.

Consensual Relationships Policy – recommended revisions in the attached document

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to refer the proposed revisions to the Faculty Senate, Staff Senate, and SGA for review.

Weapons on campus policy – recommended for archiving since this policy is not in compliance with a new policy that will go in effect on January 1, 2023

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to archive the policy since Ms. Amber Fite-Morgan, General Counsel, has been asked to create a new proposed weapons policy based on new guidelines that will become effective on 1-1-23 that she will send through the shared governance review process in the coming days.

Weapons Statement – There are new state weapons guidelines that will go into effect on January 1, 2023; it is recommended that review of this policy be tabled until the statement can be updated to reflect new state guidelines.

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to archive the policy since Ms. Amber Fite-Morgan, General Counsel, has been asked to create a new proposed weapons policy based on new guidelines that will become effective on 1-1-23 that she will send through the shared governance review process in the coming days.

No smoking policy – relevant; no changes recommended

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to consider the policy relevant with no changes recommended and place in iContracts for rotational review.

Nondiscrimination Statement – it is recommended to use a more detailed and updated (2020) statement available in this link: <https://www.una.edu/employee-policy-manual/PDFs/General-Info-Statements/nondiscrimination-statement.pdf>; and we also recommend that the broken link in the university policies page be fixed.

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to replace the policy in iContracts with an updated policy found in the link above, place in rotational review, and direct appropriate office to correct broken link.

Conflict of Interest Policy – proposed revisions in attached document and it is recommended to include the State Ethics Law summary available in this link: <https://www.una.edu/employee-policy-manual/PDFs/General-Info->

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to refer the proposed revisions to the Faculty Senate, Staff Senate, and SGA for review.

Title IX Policy -- the Title IX regulations are expected to change soon, so this policy will have to be updated to comply; it is recommended that review of this policy be tabled until a committee that is better suited for these concerns updates the current policy.

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to replace the policy in iContracts with new Title IX regulations when they are provided to the University.

Advertising Policy – recommended for archival (according to Ms. Michelle Eubanks, Director of University Media and Public Relations, “[b]ased on where we are as an institution now, and how advertising is handled, it seems this policy could be archived as there is no need to keep it, and updating it is irrelevant based on the content.”)

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to archive the policy.

Drugs and Alcohol Abuse Policy – proposed revisions in attached document

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to consider the proposed revisions as editorial and place in iContracts for rotational review.

Video Monitoring and Surveillance Activity Policy – proposed revisions in attached document

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to refer the proposed revisions to the Faculty Senate, Staff Senate, and SGA for review.

General Comments: there is a repository/page for all university policies: <https://www.una.edu/policies/index.html>, and it is recommended that all links in this page be updated to reflect the most current policies.

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to ask the appropriate office to update the links.

Editorial Revisions: in consultation with Dr. Andrea Hunt, Associate Professor of Sociology and Executive Director of the Mitchell-West Center for Social Inclusion, it is recommended that all policies embrace the use of inclusive language (they/their as opposed to he/she, his/her); use of the Oxford comma should be consistent; it is recommended that all policies be revised for consistent formatting and spacing

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to communicate this request to policy creators.

Proposed Revisions to Section 3.2 of the Faculty Handbook – Faculty Workloads (from the Policy Environment Task Force Spreadsheet, with proposed revisions from the Faculty Senate)

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to refer the proposed revisions to the Council of Academic Deans for review.

Request from Faculty Senate for another 30-day extension for review of Policies Concerning Adjunct Faculty and Promotion Policy

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to provide a 30-day extension as requested by the Faculty Senate.

Parking and Traffic Committee Replacement (Tracy Mitchell was serving the 3-year term of 2020-2023 as a staff-at-large representative on the shared governance Parking and Traffic Committee and Tracy recently resigned from UNA)

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to affirm the Staff Senate nomination of Jeremy Woods to complete the remaining year left on Tracy Mitchell's service term.

Kristy Oden, DNP, FNP-BC
Dr. Kristy Oden, Chairperson