FACULTY SENATE MINUTES
January 21, 2010

The Faculty Senate of the University of North Alabama met January 21, 2010 in the Banquet Hall of the University Center at 3:30 p.m.

President Statom called the meeting to order and recognized the following proxies:
Vicky Hulsey for Senator Kinney from Elementary Education,
Jeff Bibbee for Senator Rieff from History and Political Science, and
Jeffrey Ray for Senator Richardson from Biology.

Senator Bates moved the adoption of the agenda. Senator Figueroa seconded. The motion passed unanimously.

Senator Adams moved the approval of the December 3, 2009 minutes. Senator Darby seconded. The motion passed unanimously.

President Cale reported that Dr. Rick Lester, university ombudsman, has retired. President Cale has contacted President Statom, SGA President Samuel Thigpen, and Staff President Jennifer Smith concerning finding a replacement for Dr. Lester. He asked for feedback concerning ideas for replacement. He stated that the legislature is meeting. Governor Riley has proposed a budget which counts upon the infusion of federal funds which have not yet been passed. Issues pending include addressing the problem with the PACT program. The universities have taken a stance that is should not be the burden placed upon the universities to solve the PACT problem. There is an interesting bill related to allocating the trust fund monies using a rolling average of the past funding. The Higher Education Partnership is supporting this bill. The university is in the earliest stage of contemplating a new capital campaign for building and scholarships. We first need to finish the master plan, set priorities, and develop a case statement for moving UNA forward.

President Cale also stated that he is concerned with the rising health care costs. He will meet with the Faculty/Staff Welfare Committee to look at options to hold down insurance premium costs. He also stated we must look at how we can more efficiently serve students to continue moving forward. This includes looking at methods of delivering courses and time of class offerings.

Vice-President Thornell discussed the three review elements of SACS: the off-site, the focus report, and the on-site visit. The off-site takes on more importance with gathering information (electronic documents supporting areas which must be up to date). He stated that the Faculty Handbook is not being maintained and is out of date. He asked how do we upgrade/update the Faculty Handbook. This is a pressing issue since many of the SACS committees need to use the Faculty Handbook as supporting documentation. As the Shared Governance document stated that the Faculty Handbook is under the Faculty/Staff Welfare Committee oversight, President Statom suggested that we might want to establish a Faculty Senate committee related to the Faculty Handbook.

Senator Bates moved to suspend the rules to vote on such a committee. Senator Peterson seconded. The motion to suspend the rules passed. Senator Bates moved to form a small committee of three to work with Vice-President Thornell's office to work on updating the Faculty Handbook. Senator Peterson seconded. The motion passed.

REPORTS:

President Statom presented a memorandum from Terry Richardson, chair of the Shared Governance Executive Committee, concerning the IT Policy Proposal. (See Attachment A) He asked that senators take this back to their colleagues and get written comments back to President Statom by February 4 for the next meeting.

UNFINISHED BUSINESS: NONE

NEW BUSINESS:

A.   President Statom presented a proposal for a Smoking Policy received from the Faculty/Staff Welfare Committee. (See Attachment B). This policy will be discussed at the next meeting.

B.   President Statom reported that we need to elect a nominee to replace Rick Lester on the Faculty/Staff Welfare Committee from the School of Business. Senator Stafford moved to suspend the rules to vote on a replacement. Senator Adams seconded. The motion to suspend the rules passed. Yingping Huang was elected.

ANNOUNCEMENTS:

President Statom reminded the senators that due to the late beginning in January, we will meet again on February 4, 2010.

Senator Adams moved the meeting be adjourned. Senator Roden seconded. The motion passed unanimously. The meeting adjourned at 4:20 p.m.

M E M O R A N D U M

TO: Jennifer Smith, President, Staff Senate
               Richard Statom, President, Faculty Senate
               Samuel Thigpen, President, Student Government Association

FROM: Terry Richardson, Chair
               Shared Governance Executive Committee

DATE: January 13, 2010

SUBJECT: IT Policy Proposal

Please find attached a copy of IT Proposals presented to the Shared Governance Executive Committee by Dr. Danny Burton, Chair of the Technologies Advisory Committee. A brief history of the proposal is given by Dr. Burton. Both the original proposal as presented by Mr. Randall Horn and the proposal as amended by the TAC are included.

I am requesting that your constituent bodies provide written recommendations/comments to these proposals directly to Dr. Burton by March 5th, the end of the 45 day comment period. Should you need an extension of up to 30 days, please place this request also by the March 5th deadline.

Email to Shared Governance Executive Committee – via Dr. Terry Richardson
11 January 2010.

Dear Shared Governance Executive Committee,

We on the Technologies Advisory Committee received a proposal concerning UNA's Information Technology (IT) Policy from Randall Horn, Director of Computer and Telecommunications Services in an email on 12 November 2009. As Mr. Horn is a non-voting guest of the Technologies Advisory Committee (TAC), we discussed his proposal at our meeting on 19 November 2009, and he volunteered to tweek the proposal (along with TAC member Bruce Gordon), and have it voted upon by email. The slightly revised IT Policy was then circulated to the TAC by email at the end of November, and it was voted upon by the TAC. The TAC voted to recommend this IT Policy by 6 December 2009, and send it to the Shared Governance Executive Committee as both a proposal by Randall Horn and a recommendation by the TAC.

After talking to Dr. Richardson, I realize that as the chair of the Technologies Advisory Committee, I have made a procedural miststep. The original IT Policy proposal from Mr. Horn should have been passed directly to the Executive Committee rather than be acted upon by the Technologies Advisory Committee first. I now understand that the chain of events should be something like: Proposal --> EC --> TAC (If recommended unchanged) --> The 3 Senates (Faculty/Staff/Student). Therefore, I am sending both the original IT Policy proposal, as well as the revised IT Policy proposal that was voted upon by the TAC.

The IT Policy proposal, in part, concerns the level of Adminstrative (Admin) rights of faculty and staff on the computers that they use at UNA.

Nov. 12th, 2009:

Randy Horn had forwarded a proposal to our committee to link the Information Technology policies of UNA to those of the State of Alabama. Explaining this in an email, Mr. Horn said he recommmends "a policy statement linking us to established State of Alabama IT policies at http://www.isd.alabama.gov/planning/policy.aspx "

He continues: "Certainly some of these policies are specific to the state but many are baselines that save us from reinventing the wheel. My belief and assumption is that the State of Alabama has thoroughly researched and vetted each IT policy to ensure it is the minimum standard for security for state and personal information."

His proposal of Nov. 12th, reads as follows:

"The University of North Alabama will adhere to the published IT policies of the State of Alabama to the fullest extent possible. The University of North Alabama will use the State's policies as a baseline but may exceed the State's policies as deemed necessary by the University. In cases where the University cannot meet the State's policy baseline a UNA policy covering that exception will be created and published using the Policy Change process within the UNA Shared Governance document."

Nov. 27(?), 2009
Revised IT Policy Proposal. Revised by the original proposer, Randall Horn, with TAC member Bruce Gordon.

"The University of North Alabama will adhere to the published IT policies of the State of Alabama to the fullest extent possible. The University of North Alabama will use the State's policies as a baseline but may exceed the State's policies as deemed necessary by the University. In cases where the University cannot meet the State's policy baseline, a UNA policy covering that exception will be created and published using the Policy Change process within the UNA Shared Governance document. <u>The University will make every effort to establish procedures, within the context of established policies, that will allow faculty and staff to obtain the technology tools necessary to fulfill their role at the University in an effective manner</u>."

[The underlined is a sentence added to the original proposal.]

This Revised IT Policy Proposal was voted upon and passed (by email) by the Technologies Advisory Committee on **Dec. 6th, 2009.**

Thank you for your kind consideration of this proposal.

Yours Sincerely,

Dan Burton
Technologies Advisory Committee, Chair

M E M O R A N D U M
TO: Dr. Richard Statom, President
Faculty Senate
Samuel C. Thigpen, Senate Pro-Tempore
Student Government Association
FROM: Kari-Kay Harp, Chair
Faculty/Staff Welfare Committee
DATE: December 10, 2009
RE: University Tobacco Policy
The Faculty/Staff Welfare Committee was given a proposal for a University Tobacco Policy from the Staff
Senate through the Shared Governance Committee. We were asked to review the proposed policy and obtain
recommendations from the Academic and Student Affairs Committee and the Safety and Emergency
Preparedness Committee before making a decision to accept the proposal as is, accept the proposal with
amendments, or reject the proposal.
On December 9, 2009, the Faculty/Staff Welfare Committee met and discussed the proposed University
Tobacco Policy and the recommendations from the Safety and Emergency Preparedness Committee and the
Academic and Student Affairs Committee.
Attached is a document stating the policy with the original revisions made by Staff Senate, the amendments
requested by the Faculty/Staff Welfare Committee, and the recommendations by both the Academic and
Student Affairs Committee and the Safety and Emergency Preparedness Committee. Also attached are copies
of the original memorandum to Shared Governance, the original proposal, and the memos from both the
Academic and Student Affairs Committee and the Safety and Emergency Preparedness Committee that were
sent to the Faculty/Staff Welfare Committee.
Please feel free to contact me by email, kkharp@una.edu, if you have any questions.
Item IX.A.
Faculty Senate 1/21/2010
ORIGINAL PROPOSED POLICY CHANGE BY STAFF SENATE:
STAFF HANDBOOK: SECTION 5.07 TOBACCO, FOOD, AND BEVERAGES
A. Tobacco
1. It is the policy of the University of North Alabama to provide a "tobacco-free"
environment for students, faculty, staff and visitors. The use of "tobacco products" will
be prohibited within all university facilities., with the exception of the University
apartments and designated floors within the residence halls. ***Smoking within***
thirty feet of entrances and exits of buildings is prohibited.

a) The term "tobacco-free" shall be interpreted to mean all forms of smoking tobacco, such as cigarettes, cigars and pipes, as well as smokeless tobacco products, such as snuff and chewing tobacco.

b) The term "tobacco product" refers to any form of tobacco consumed by smoking or non-smoking means.

c) Exceptions to this policy may be made only be *by* special authorization of the Executive Council and only where proper ventilation can be established.

RECOMMENDATIONS AND AMENDMENTS PROPOSED BY THE SAFETY AND EMERGENCY
PREPAREDNESS COMMITTEE, THE ACADEMIC AND STUDENT AFFAIRS COMMITTEE, AND
THE FACULTY/STAFF WELFARE COMMITTEE:

1. The Safety and Emergency Preparedness Committee has recommended approval of the smoking policy
proposal and the changes to the University Tobacco Tobacco Policy as presented, with a request to
assign a timeline for total implementation with the consideration of the costs of moving existing smoking areas.

2. The Academic and Student Affairs Committee supports the policy change proposed by the Staff Senate
with the observation that this policy is viewed as an endorsement of smoking on campus, while instead,
steps should be taken for promoting a smoke-free environment.

3. The Faculty/Staff Welfare Committee recommends approval of the policy with the following amendment and recommendation:

a. The new sentence, "Smoking within thirty feet of entrances and exits of buildings is prohibited"
should be amended to read, ***"Smoking within thirty feet of entrances, exits, open windows, and***
interconnected breezeways is prohibited."

b. The new policy should also include information regarding adequate signage for smoking and non-smoking areas, additional outdoor shelters be made available, current outdoor shelters and ashtrays be moved away from the prohibited areas, and all air intake areas be signed appropriately as no smoking areas.