

**SHARED GOVERNANCE EXECUTIVE COMMITTEE
MINUTES OF THE MEETING OF NOVEMBER 4, 2013
3:30 P.M., UNA BOARD ROOM**

The Shared Governance Executive Committee met at 3:30 p.m. on Monday, November 4, 2013, in the UNA Board Room. The following members were present: Ms. Laura Giles, Dr. Vagn K. Hansen, Dr. Daniel L. Hendricks, Ms. Jennifer S. Irons, Mr. Bret Jennings, Dr. Kristy Oden, Dr. Lesley Peterson, 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. Webb moved approval of the agenda and Dr. Oden seconded the motion. The motion was approved by acclamation.

Approval of the Minutes of the Meeting of October 21, 2013

Upon motion by Ms. Irons and second by Dr. Webb, the minutes as amended were approved by acclamation. The minutes were amended to change “retain” to “receive” in the following action: Relative to membership on the Shared Governance Executive Committee, Dr. Thornell made a motion and Ms. Irons seconded the motion that faculty members on the committee should be tenured, with the current membership grandfathered in, and the Faculty and Staff Senate Presidents should ~~retain~~ receive voting status.

Report from the Chair

Dr. Adams reported on the following topics from a meeting with the President: staff survey and lines of communication; allocation of monies in times of limited funding; conversations with state representatives on equity funding for UNA; and satisfactory manner in which shared governance is operating.

Revisit Students as Chairs/Vice Chairs of Committees

By consensus, the SGEC shared President Cale’s concerns with students serving as vice chair/chair of committees because of the transitory nature of students and faculty/staff issues that may be primary on certain committees. As such, SGEC members were asked to be prepared to consider at the next meeting suggested revisions to the shared governance document that would prevent students from serving in vice chair/chair positions on shared governance committees.

Proposal from Shared Governance Document Work Group on Safety and Emergency Preparedness Committee/Safety and Emergency Preparedness Committee on Staff Senate Proposed Committee Expansion

Dr. Webb moved approval as amended and Dr. Hansen seconded the motion. The motion was approved unanimously. The amendment swapped the Director of Housing and Director of Residence Life for removal from the committee (i.e., the Director of Residence Life will remain on the committee and the Director of Housing will vacate membership). The functionality of the committee was discussed.

Revisit Proposal from Shared Governance Document Work Group on Distance Learning Advisory Committee

By consensus, it was agreed that the intent was for the proposal to reflect the position of Assistant Director of Information Technology Services rather than Educational Technology Services.

Alignment of Ex Officio Membership on Committees – some committees have ex officio, voting memberships (Director of Professional and Interdisciplinary Studies on Distance Learning Advisory Committee and Web Communications Manager on Technologies Advisory Committee); some committees have ex officio, non-voting memberships (VP for Enrollment Management on the Distance Learning Advisory Committee, General Manager and Operational Manager of Food Services on the Food Services Committee, and International Affairs Admissions Coordinator on the Undergraduate Readmissions Committee); and remaining committees have ex officio memberships with no mention of voting rights

By consensus, it was agreed that ex officio memberships on shared governance committees should be identified as voting or non-voting. For the Distance Learning Advisory Committee that has an ex officio position not identified with voting rights, a vote will be handled via e-business. On November 5, 2013, via e-business unanimous approval was granted to giving non-voting, ex officio status to the Disability Support Specialist on the Distance Learning Advisory Committee.

Proposed Changes to Section 2.5.3 and Appendix 2B of the Faculty Handbook – notification of intent to apply for promotion

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

Proposed Changes to Section 3.14 and Appendix 3D of the Faculty Handbook – faculty evaluation

Dr. Hansen made a motion and Dr. Oden seconded the motion to present this request, as amended, to the Faculty Senate as a faculty only issue. The motion was approved unanimously. The amendment removed from Appendix 3D the statement “The following signatures will be obtained at the conclusion of the meeting” which was inadvertently left in the proposal.

Proposed Changes to Appendix 4A of the Faculty Handbook – faculty salary schedule

Dr. Webb made a motion and Ms. Irons 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

There was no report from the SGA, Staff Senate, or Administration. For the Faculty Senate, President Peterson reported that the College of Arts and Sciences senators elected representatives to the College of Arts and Sciences Dean Search Committee.

The meeting adjourned at 4:45 p.m. on motion by Mr. Jennings and second by Ms. Giles.

Larry Adams, Chairperson