

**SHARED GOVERNANCE EXECUTIVE COMMITTEE  
MINUTES OF THE MEETING OF NOVEMBER 2, 2015  
3 P.M., BIBB GRAVES CONFERENCE ROOM**

The Shared Governance Executive Committee met at 3 p.m. on Monday, November 2, 2015, in the UNA Board Room. The following members were present: Dr. Greg Carnes, Mr. Clinton Carter, Dr. Sarah Franklin, Dr. Scott Infanger, Ms. Jennifer Irons, Mr. Bret Jennings, Dr. Katie Kinney, Mr. Nick Lang, Dr. Kristy Oden, and Dr. Kevin Jacques for Dr. Molly Vaughn. Dr. Marilyn Lee, Chairperson, presided.

Call of Meeting to Order

Chair Lee called the meeting to order.

Approval of the Agenda

The agenda was approved unanimously on motion by Dr. Franklin and second by Mr. Lang.

Approval of Minutes of Meeting of October 19, 2015

The minutes were approved unanimously on motion by Dr. Kinney and second by Dr. Franklin.

Report from the Chair

Dr. Lee presented a Chair's Report which required no action from the Committee. In addition, Chair Lee reported the following: Jennifer Smith will be replaced on the Faculty/Staff Welfare Committee due to her resignation from the University; Tammy Jacques continues to work with the University Attorney on the Equal Opportunity, Harassment, and Nondiscrimination Policy and hopes to report soon; and the location for the return of the Faculty/Staff Lounge remains under discussion.

Section 3.2.1 of Faculty Handbook – Assignments

Chair Lee reported that the proposed revisions to section 3.2.1 of the Faculty Handbook were rescinded by President Kitts upon gaining knowledge that there was not strong support from the Faculty Senate leadership. The proposal was again discussed in detail.

Shared Governance Document/Use of Proxies

This item was discussed in detail with no action taken. It was noted that "consecutive" is the key word in the proxy language and it is unlikely to become an issue unless committee members have more than three consecutive meeting absences.

### Section 3.2.3 of Faculty Handbook – Office Hours and Communication with Students

Dr. Franklin made a motion to present this request to the Faculty Senate as a faculty only issue. The motion died for the lack of a second. Mr. Lang made a subsequent motion and Dr. Infanger seconded the motion to consider this an item to be reviewed by two constituent groups, the Faculty Senate and the SGA. The motion was approved by a vote of 9 for and 1 against.

### Subcommittee to Plan EC Open Forum with Employees and Students

The following SGEC members volunteered to serve with Chair Lee on the aforementioned subcommittee: Scott Infanger, Jennifer Irons, Nick Lang, and Kristy Oden.

### Request from the SGA for an Extension for the Consideration of the Tobacco and Smoking Policy

Dr. Franklin made a motion and Dr. Oden seconded the motion granting a 30 day extension. The motion was approved unanimously.

### Request from the Faculty/Staff Welfare Committee for an Extension for the Consideration of the Tobacco and Smoking Policy

Dr. Franklin made a motion and Mr. Lang seconded the motion granting a 30 day extension. The motion was approved unanimously.

### Request from the Staff Senate for an Extension for the Consideration of the Policy on Awarding of Degrees in Memoriam, Policy on Video Monitoring and Surveillance Activities, and Review of Employee Performance Evaluation Instrument

Dr. Oden made a motion and Mr. Carter seconded the motion granting a 30 day extension on the Degrees in Memoriam Policy and Video Monitoring and Surveillance Activities Policy. The motion was approved unanimously. Dr. Franklin made a motion and Mr. Carter seconded the motion granting a 90 day extension on Review of the Employee Performance Evaluation Instrument. The motion was approved unanimously.

### Request from the Academic and Student Affairs Committee for an Extension for the Consideration of the Student Immunization Policy

Dr. Oden made a motion and Ms. Irons seconded the motion granting a 45 day extension.

plans to meet with the Staff Senate to discuss the Employee Evaluation Instrument, and Staff Senate representation is under review due to recent job reassignments on campus; for the staff, Mr. Jennings encouraged group participation in the UNA First Friday event on November 6 and the fall Preview Day event on November 14. For the Faculty Senate, Dr. Franklin reported that the Faculty Senate is presently considering a leave of absence policy, and will review the video monitoring policy at its upcoming meeting. For the Administration, Mr. Carter reported that budgets have been loaded and rollovers can be expected in late December or January, and he provided information on upcoming construction projects (e.g., nursing pedestrian walkway,