Information Senate Coordinating Council Agenda

Thursday, February 11, 2021, 9:00 AM

Via Zoom

**Meeting Minutes: There was no meeting in January.**

**Introduction of Guests**

**Policies to be Discussed** (new in red; comments from legal; new version submitted; etc.)

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| 1. | **156.1** | **Title IX Complaint Procedures –** Heather Higgins-Dochtermann – V1 01/07/21. Routed to Responsible Office 1/7/21. Responsible Office approved 1/7/21. Legal approved 1/25/21. |
| 2. | **509** | **Electronic Financial Transaction Policy –** Carrie Petersen – V1 12/18/20. Routed to Responsible Office 12/21/2020. Responsible Office approved 01/07/2021. Legal approved 1/25/21. |
| 3. | **158.1** | **Email as an Official Communication Method for Employees** – CeCe Rohwedder – V1 01/26/21. Routed to Responsible Office 1/27/2021. Responsible Office approved 1/27/2021. Legal approved 1/29/21. |
| 4. | **152.2** | **Membership in Professional and Service Organizations –** Andrew Green – V1 1/20/21. Routed to Responsible Office 1/21/2020. Responsible Office approved with revisions. Received V2 02/02/2021. Approved by Responsible Office 2/2/2021. Legal approved 2/8/2021. |

**Carryover (updates from last meeting in red)**

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| 1. | **134.1** | **WORKPLACE AND FAMILY/DEPENDENT RESPONSIBILITIES** – Dan Friesner – V3 03/22/2019. Routed to Responsible Offices 01/28/2019. Responsible Offices approved 1/31/2019 and 2/4/2019. Routed to legal counsel on 2/4/2019. Legal counsel submitted memo 03/07/2019. SCC Secretary forwarded memo to Dan Friesner 03/07/2019. At 03/22/2019 CSWF meeting suggested changes by legal counsel were approved. Routed to Responsible Offices 03/22/2019. Responsible Offices approved 3/25/2019 and 04/02/2019. Legal counsel approved 04/23/2019.Staff Senate approved on 6/5/19. Student Government approved on 9/8/19. Faculty Senate approved on 9/9/19.Provost signed on 9/17/19. Sent to President on 9/17/19. On 9/25/19 Assistant to President emailed *“He is in the process of reviewing it and discussing some concerns with pertinent people.”* On 10/2/19 Assistant to President emailed “*Due to schedules, it will probably be next week before I have an update for you unfortunately.”* On 10/9/19 Assistant to President emailed, “*It’s been a very busy couple of weeks for the President, so he has not finished up with this policy yet. I promise we will be in touch as soon as he has a response.”* On 10/17/19 Assistant to President emailed*, “This was discussed at the System level and the President has been advised not to approve this policy.”* Pursuant to updated SCC process, the policy has been be sent back to the initiator who will return any changes to the SCC Secretary by 7/31/2020. Dan Friesner provided update to 03/09/2020 SCC – meeting with President to be scheduled. CSWF and President met over Zoom on 04/20/2020. President advised that his Chief of Staff was drafting a new version of the policy and should be providing it to the CSWF soon. SCC Secretary emailed Dan Friesner on 09/17/2020 for update – policy will be on October 2, 2020 CSWF agenda. Emailed Dan Friesner on 2/5/2021 for an update. Dan informed the SCC Secretary they will keep the existing policy 134.1 and will submit a new policy proposal later in 2021 that will apply only to faculty. |
| 2. | **156** | **DISCRIMINATION, HARASSMENT, AND RETALIATION COMPLAINT PROCEDURES –** Equity Office – V1 11/12/2020. Routed to Responsible Offices 11/30/2020. Responsible Offices approved 11/30/2020.Routed to Legal 12/1/2020.Approved by Legal on 12/2/2020. Staff Senate approved 2/3/2021. Faculty Senate approved 1/11/2021. Student Government approved 1/24/2021. Approved by Provost 2/8/2021. Sent to President 2/8/2021. |
| 3. | **327** | **EVALUATION OF ACADEMIC ADMINISTRATORS** – Dan Friesner **–** V1 02/25/2020. Routed to Responsible Office 02/26/2020. Responsible Office approved 02/26/2020.Routed to Legal 02/26/2020. Pursuant to March meeting once Legal approves policy: Faculty Senate Input Agenda for their next meeting. Staff Senate Consent Agenda for their next meeting. Student Government Consent Agenda fort their next meeting. Legal returned 03/11/2020 with several suggestions and did not approve policy. Policy sent back to Dan Friesner on 03/11/2020. Received Version 2 from Dan Friesner – V2 05/05/2020.Legal approved 05/08/2020. Student Government approved 09/13/2020; Staff Senate approved 10/7/2020; Faculty Senate approved w/ revisions 11/23/2020. Policy sent back to Dan Friesner on 12/4/20. Received Version 3 from Dan Friesner – V3 12/07/20. Routed to Legal 12/8/2020. Approved by Legal 12/18/2020. Staff Senate consent agenda for next meeting. Student Government consent agenda for next meeting. |
| 4. | **331.1** | **COURSE SYLLABUS –** Susan Ray-Degges – V1 04/09/2020.Routed to Responsible Office 04/09/2020. Responsible Office approved 04/09/2020. Legal approved 04/21/2020. Faculty Senate did not approve 05/11/2020. Staff Senate approved 05/06/2020. Student Government approved 05/10/2020. SCC Secretary emailed UCC (David Roberts) 09/17/2020 to resubmit by 03/17/2021 or policy changes will be withdrawn. |
| 5. | **331.3** | **INSTRUCTIONAL CONTINUITY PLAN –** Susan Ray-Degges – V1 04/09/2020.Routed to Responsible Office 04/09/2020. Responsible Office approved 04/09/2020.Legal approved 04/21/2020. Faculty Senate did not approve 05/11/2020. Staff Senate approved 05/06/2020. Student Government approved 05/10/2020. SCC Secretary emailed UCC (David Roberts) 09/17/2020 to resubmit by 03/17/2021 or policy changes will be withdrawn. |
| 6. | **336** | **EXAMINATIONS AND GRADING –** Carlos Hawley – V1 04/04/2019. Responsible Office approved 04/08/2019**.** Legal counsel approved 04/23/2019. Staff Senate approved on 6/5/19. Student Government did not approve on 9/8/19. Faculty Senate did not approve on 9/9/19. Policy sent back to Carlos Hawley on 10/15/19. Pursuant to updated SCC process, the policy has been be sent back to the initiator who will return any changes to the SCC Secretary by 7/31/2020. Received Version 2 from Carlos Hawley – V2 03/27/2020. Routed to Responsible Office on 3/30/2020. Responsible Office suggested few minor changes but approved. Suggestions sent to Carlos Hawley on 04/06/2020. Changes declined at this time. Legal approved 04/24/2020. Staff Senate approved 05/06/2020. Student Government to have on agenda 09/20/2020 but tabled. Faculty Senate did not approve 09/14/2020. SCC Secretary emailed Carlos Hawley 09/17/2020 to resubmit by 03/17/2021 or policy changes will be withdrawn. |
| 7. | **338** | **SCHEDULING OF CLASSROOMS** –Philip Hunt – V1 11/3/2020. Routed to Responsible Office 11/3/2020. Responsible Office approved 11/05/2020. Routed to Legal 11/06/2020.Approved by Legal on 11/13/2020. Staff Senate approved 1/6/2021. Faculty Senate approved 1/11/2021. Student Government approved 1/24/2021. Approved by Provost 2/8/2021. Sent to President 2/9/2021. |
| 8. | **605** | **STUDENT PUBLICATIONS –** Kim Bruemmer – V1 11/23/2020. Routed to Responsible Office 11/23/2020. Responsible Office approved 11/24/2020. Routed to Legal 11/25/2020.Approved by Legal on 12/2/2020. Staff Senate approved 2/3/2021. Faculty Senate approved 1/11/2021. Student Government approved 1/24/2021. Approved by Provost 2/8/2021. Sent to President 2/9/2021. |
| 9. | **801** | **GRANT & CONTRACT ADMINISTRATION** – **GENERAL PROVISIONS** – Ann Young – V1 11/18/2020. Routed to Responsible Office on 11/18/2020. Responsible Office approved 11/18/2020. Routed to Legal 11/20/2020.Approved by Legal on 12/2/2020. Student Government Consent Agenda for 1/24/2021 meeting. Staff Senate Consent Agenda for 2/3/2021 meeting. Faculty Senate approved with revisions 1/11/2021. Policy sent back to Ann Young 1/15/2021. Received Version 2 from Ann Young on 1/15/2021. Approved by Responsible Office on 1/15/2021. Signed by Legal 1/28/2021. V2. Staff Senate consent agenda for next meeting. Student Government consent agenda for next meeting. |
| 10. | **816** | **REBUDGETING ON SPONSORED AGREEMENTS –** Ann Young -V1 11/20/2020. Routed to Responsible Office on 11/20/2020. Responsible Office approved 11/20/2020. Routed to Legal 11/20/2020.Approved by Legal on 12/2/2020.Staff Senate approved 2/3/2021. Faculty Senate approved 1/11/2021. Student Government approved 1/24/2021. Approved by Provost 2/8/2021. Sent to President 2/9/2021. |
| 11. | **817** | **COST CORRECTIONS –** Ann Young – V1 11/20/2020. Routed to Responsible Office on 11/20/2020. Responsible Office approved on 11/20/2020. Routed to Legal 11/23/2020.Approved by Legal on 12/2/2020. Staff Senate approved 2/3/2021. Faculty Senate approved 1/11/2021. Student Government approved 1/24/2021. Approved by Provost 2/8/2021. Sent to President 2/9/2021. |

**Housekeeping Changes Completed – FYI Only**

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| 1. | **515** | The reimbursable rate for private aircraft in Section 4.2 was decreased from 86 cents to 84 cents per mile per NDCC 519: Chapter 54-06-09 (1.a) |

**Discussion Items**

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**Next Meeting**

**Thursday, March 11, 2021, 9:00 AM**

**Via Zoom**