Senate Coordinating Council Minutes

Thursday, April 26, 11:30 AM

Meinecke Board Room, Memorial Union

**Review of March 29, 2018 Meeting Minutes**

**Introduction of Guests**

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

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| 1. | **333** | **CLASS ATTENDANCE POLICY AND PROCEDURE** – Charlene Wolf-Hall – V2 09/01/2017 – Routed to Faculty Senate and Student Senate for input.Student Senate – Failed 10/1/17. Requested recommended changes from Student Senate.Not approved by Student Senate on 10/1/17 and FS on11/13/17.Recommended changes were sent to original requester.Waiting for V3. 02/09/18 - V3 received. Routed to resp. office; approved 03/01/18. Routed to legal; signed 3/21/18 with a small addition to one sentence. Calla will request a marked up copy from Charlene Wolf-Hall; route to FS and SG for input, SS for info. 4/4/18 – Staff Senate approved; 4/9/18 - Faculty Senate did not approve; 4/22/18 – Student Government approved; 4/20/18 – UCC submitted a document addressing the concerns Faculty Senate indicated in their meeting when they did not approve the policy. Policy version should have changed to V4 with the small addition legal made to section 3 of policy on 3/21/18. V4 dated 03/21/18 is the current version of the policy to be routed along with the Guidelines and Responses to Faculty Questions and Concerns. **Route to** **FS for input.** |
| 2. | **352** | **PROMOTION, TENURE AND EVALUATION** – Alan Denton – V1 04/19/2018 – Approved by Responsible Office 4/20/18. Routed to legal 4/20/18. **SCC decided that when this policy was received from legal, it could then be routed to FS for input, SS and SG for information.** |

**Carryover**

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| 1. | **133** | **EDUCATIONAL POLICY** – Karin Hegstad & Colette Erickson – V1 04/05/2017 – Routed to Matt Hammer on 4/11/17. Matt returned policy to Colette Erickson for clarification; Karin Hegstad is reviewing the language. Waiting for V2. 12/12/17 – emailed Karin on status; no response. 01/29/18 – emailed Karin on status; no response. 2/22/18 – Karin emailed that on 7/11/17 she had responded to Colette and Emily Moench and that Colette would contact Matt’s office to determine if the suggested modification was adequate. Colette indicated that she sent V2 to legal. She will forward to Kelly. |
| 2. | **134.2** | **NDSU LACTATION POLICY** – Kara Gravley-Stack – V2 03/31/2017 – Routed to Faculty Senate and Staff Senate for information. Routed to Student Senate for input – approved 8/27/18. Routed to Matt Hammer 8/28/17. He is still reviewing 11/9/17. 12/20/17 signed by Matt Hammer; 12/21/17 signed by Provost Ingram; 1/23/18 President declined to sign until Matt’s comments are incorporated (see memo from AG office for comments). V3 received 2/6/18. Resp. office approved 2/12/18. Sent to Matt Hammer 2/12/18 – routed to legal; signed 2/15/18. 2/26/18 - Routed to Senates.FS and SS approved March 2018. 3/23/18 - Waiting to hear from Student Gov. 4/8/18 – SG approved. Signed by Provost 4/20/18. Signed by President 4/23/18. **Approved and will be removed.** |
| 3. | **151** | **CODE OF CONDUCT** – Heather Higgins-Dochtermann – V2 12/12/2017 - Received V2 12/12/17. Routed to legal 1/24/18. |
| 4. | **163.2** | **ANTI-BULLYING POLICY** – Daniel Friesner – V3 03/07/2017 – All 3 senates had the opportunity to review the policy and provide feedback to the policy review committee. Dan Friesner said that the Commission on the Status of Women Faculty met on 8/30/17 and will not have the policy ready until early November. Waiting for approval of 151 as thesechanges are incorporated into that policy. |
| 5. | **183** | **NONRENEWAL AND DISMISAL OF NONBANDED, NONACADEMIC STAFF** – Colette Erickson – V1 04/11/2017 – Routed for final approval on 9/20/17. 12/1/17 - received from Matt Hammer with track changes. 1/26/18 – V2 Colette approved changes. 1/26/18 - Routed to FS, SS, SG for information. Approved by FS, SS and SG February 2018.2/28/18 - Routed to legal. |
| 6. | **213** | **REST PERIODS –** Colette Erickson – V1 03/14/2017 – Housekeeping changes. Routed to all three senates for information only. Holding until Policy 134.2 is approved because of content referencing. Will email Archives about housekeeping change. **Policy will be removed.** |
| 7. | **304** | **ACADEMIC STAFF AND EXECUTIVE/ADMINISTRATIVE POSITIONS – PROCEDURES FOR FILLING** – Angela Bachmann – V1 02/18/2017 – Routed to Matt Hammer on 4/11/17. Matt Hammer returned to requestor with recommended changes on 7/11/17. Waiting for V2. 02/21/18 – received V2 with Matt’s recommended changes incorporated. Route to Responsible Office.03/01/18 – Resp. office approved. 03/06/18 – routed to legal; signed 03/21/18. Routed for final approval – 03/23/18. Provost signed 3/23/18. President signed 3/29/18. **Will be removed.** |
| 8. | **352** | **PROMOTION, TENURE AND EVALUATION** – Alan Denton – V2 01/18/2018 (FS did not review V1 at 11/13/17 mtg). Requestor pulled version 1 and resubmitted V2 asking only sections 3.3 and 6 be reviewed. Since there was no quorum at the Dec. 11 SCC meeting, this policy is still on agenda for review with a new date due to some wording changes that were made by Policy 352 committee. Approved by FS, SS, and SG February 2018. 03/06/18 - Routed to legal; signed 03/21/18. Routed for final approval 03/23/18. Provost signed 3/23/18. President signed 3/29/18. **Will be removed.** |
| 9. | **603** | **SEXUAL MISCONDUCT AND TITLE IX COMPLIANCE** – Canan Bilen-Green – V1 02/20/18 – Delete this policy due to policy content being included in Policy 162 and process content being included in Policy 156. Routed to resp. office; approved 3/8/2018. Routed to legal; signed 3/21/18. Route to FS, SS, and SG for information. Routed 4/5/18. FS – mtg 5/7/18; SS – approved 4/4/18; SG – approved 4/15/18. |
| 10. | **611** | **STUDENT TRAVEL POLICY** – Charlene Wolf-Hall – V1 12/01/2016 – Submitted with Policy 333 because the two are connected. Routed to all 3 senates for input. Faculty Senate returned Policy 333 to the committee. Keep in carryover until we receive Policy 333 V3.  **Note**: SCC will add 8/22/17 housekeeping changes to this policy when Policy 333 is approved. |
| 11. | **703** | **NDSU CARD TERMS AND CONDITIONS** – Wendy McCrory – V1 02/02/18 – Section B was updated to match business practices in place by Customer Account Services. Routed to resp. office; approved 2/22/18. Routed to legal; signed 3/21/18. Route to FS, SS, and SG for information. Wendy contacted me 4/4/18 and indicated the wrong version of this policy was submitted and it should be pulled from FS and SG agendas. She will resubmit a corrected version and it will start at the beginning of the process. |
| 12. | **706** | **TRAFFIC AND SAFETY/UNIVERSITY POLICE** – Mike Borr – V1 02/28/2018 – Federal Mandate regarding University President authorization for storage of dangerous weapons in non-student residential units on NDSU properties and additional housekeeping changes regarding dangerous weapons. Routed to resp. office; approved 3/6/18. Routed to legal; signed 3/21/18. Route to FS, SS, and SG for information. Routed 4/5/18. FS – mtg 5/7/18; SS – approved 4/4/18; SG – approved 4/15/18. |
| 13. | **713** | **RECORDS MANAGEMENT** – Wendy McCrory – V1 01/29/2018 – Updated changes due to campus restructure and staff reorganization. Routed to resp. office; approved 2/22/18. Routed to legal; signed 3/21/18. Route to FS, SS, and SG for information. Routed 4/5/18. FS – mtg 5/7/18; SS – approved 4/4/18; SG – approved 4/15/18. |
| 14. | **714** | **SENATE COORDINATING COUNCIL** – Canan Bilen-Green – V1 10/25/2017 – Routed to all three senates for information 11/9/17. FS approved 12/11/17. Policy reviser is retracting this version and will be making additional revisions to the policy regarding membership and quorum information. Will submit V2. 02/21/18 – V2 received. 2/22/18 - Approved by Responsible Office. Will route to legal. If MH approves, will route to senates for information. 3/9/18 – routed to legal; 3/21/18 - Returned with memo indicating that SCC should not have quorum requirements. If SCC decides to proceed with quorum requirements, change them to reflect a less restrictive requirement e.g. a majority of voting members. Canan will email a new draft to SCC members and if everyone approves then we will forward to legal. V3 4/11/18 was approved by SCC members and routed to legal on 4/20/18. |

**Housekeeping Changes Completed – FYI Only**

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**Discussion Items**

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| 1. | **SCC Process** | Add Provost to the first section to sign off on policies before they go to the President; define what constitutes a housekeeping change and updated process of how the changes are made**. Will forward the revised version to committee members for approval and then make the changes on the document and use that document going forward.** |

**Next Meeting**

**Thursday, May 10, 2018**

**11:30 am**

**Peace Garden Room, MU**