Senate Coordinating Council Minutes

Thursday, September 6, 11:00 AM

Peace Garden, Memorial Union

**Review of April 26, 2018 Meeting Minutes**

**Introduction of guests. Committee members introduced themselves since it was the first meeting of the academic year. One guest was present, Erica Wahlund for Student Government.**

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

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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. V2 02/22/2018 - was received 03/22/18. Legal signed policy 05/15/18. **Route to all three senates for information.** |
| 2. | **154** | **DISTRIBUTION OF LITERATURE** – Mary Asheim – V1 8/01/2018 – signed by legal 9/4/18. **Route to all three senates for information.** |
| 3. | **155** | **ALCOHOL AND OTHER DRUGS: UNLAWFUL AND UNAUTHORIZED USE BY STUDENTS AND EMPLOYEES** – Mary Asheim – V1 08/15/2018 – Legal signed 8/23/18. Presidential Exception approved 8/23/18. **Route to FS and SS for information; route to SG for input.** |
| 4. | **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. FS approved policy at 05/07/18 mtg with some changes. V5 05/08/2018 was forwarded to Legal 05/10/2018 and signed 07/02/18. Was notified 8/20/18 that this was to be a Presidential Exception, sent to President, signed 8/20/18 and posted on web. **Previously approved by FS; route to SS and SG for information.** |
| 5. | **400** | **PURCHASING GENERAL POLICIES** – Stacey Winter – V1 05/15/2018 – Signed by legal and Provost 6/22/18. Presidential Exception approved 7/12/18. **Route to all three senates for information.** |
| 6. | **601** | **RIGHTS AND RESPONSIBILITIES OF COMMUNITY: A CODE OF STUDENT CONDUCT** – Mary Asheim – V2 8/22/2018 – signed by legal 8/23/18. Presidential exception, signed 8/23/18. **Route to FS and SS for information; route to SG for input.** |
| 7. | **703** | **NDSU CARD TERMS AND CONDITIONS** – Wendy McCrory – V1 02/02/18 – 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. V2 07/25/2018 received. Resp. office approved 8/28/18. Legal signed 9/4/18. **Route to all three senates for information.** |
| 8. | **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. Legal signed policy 07/19/18. Policy forwarded to Provost. **The last comment was in error, it should go to senates before Provost.** **Route to all three senates for information.** |

**Carryover**

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| 1. | **151** | **CODE OF CONDUCT** – Heather Higgins-Dochtermann – V2 12/12/2017 - Received V2 12/12/17. Routed to legal 1/24/18.Memo received from Legal 7/19/18 and forwarded to reviser. **SCC recommended that the CSWF try to connect with the provost and legal to discuss this policy.** |
| 2. | **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.  |
| 3. | **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. Legal approved 5/2/18. Provost approved 5/4/18. President approved 5/9/18 and posted to webpage. **Will be removed.**  |
| 4. | **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. Policy signed by legal 07/19/18. **Routed to senates on 8/22/18.** |
| 5. | **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. **Policy was not on FS agenda 5/7/18 meeting. Will be on 9/10/18 meeting agenda.** |
| 6. | **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.Policy was approved by FS: 2/27/17; SS: 2/8/17; SG: 3/26/17. **333 approved by Presidential Exception on 8/20/18, forwarding this policy to MH for review 9/5/18.**  |
| 7. | **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. 5/7/18 – FS approved. 6/21/18 – Provost approved. 6/25/218 – President approved and posted to webpage. **Will be removed.** |
| 8. | **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. 5/7/18 – FS approved. 6/21/18 – Provost approved. 6/25/218 – President approved and posted to webpage. **Will be removed.** |

**Housekeeping Changes Completed – FYI Only**

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| 1. | **134.2** | **LACTATION POLICY –** Updated broken URL on last page.  |
| 2. | **138** | **INSURANCE BENEFITS** – Life insurance amounts updated and removed CREF throughout policy. |
| 3. | **150** | **COMMERCIAL AND FUNDRAISING ACTIVITIES** – Department names and titles updated. |
| 4. | **153** | **SMOKE-FREE FACILITIES** – Title updated. |
| 5. | **155** | **ALCOHOL AND OTHER DRUGS - UNLAWFUL AND UNAUTHORIZED USE BY STUDENTS AND EMPLOYEES** – Name of website page where info can be found was updated and name of a form updated. |
| 6. | **158** | **ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS DEVICES** – Names and numbers of SBHE and NDUS policies referenced in this policy were updated. |
| 7. | **158.1** | **E-MAIL AS AN OFFICIAL COMMUNICATION METHOD FOR EMPLOYEES** - Names and numbers of SBHE and NDUS policies referenced in this policy were updated. |
| 8. | **162** | **SEXUAL AND GENDER-BASED HARASSMENT, SEXUAL MISCONDUCT, AND TITLE IX POLICY** – Days and hours of Student Health Service and NDSU Counseling Center were updated. SARA Helpline removed from chart in Section 5.3 (no longer exists). Address and phone number for Sanford Health Emergency Center was updated in chart in Section 5.4. |
| 9. | **213** | **REST PERIODS** – Added URL for Policy 134.2 since it was approved. |
| 10. | **231** | **APPEAL PROCEDURE FOR DISCIPLINARY AND REDUCTION IN FORCE ACTIONS** – Spelling correction in last sentence of Section 3.4. |
| 11. | **335** | **CODE OF ACADEMIC RESPONSIBILITY AND CONDUCT** – Title updated in Section 11. |
| 12. | **348** | **INSTRUCTION IN THE RESPONSIBLE CONDUCT OF RESEARCH** – Contact name and email updated at end of policy. |
| 13. | **600** | **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)** – Word in a title was capitalized. |
| 14. | **601** | **CODE OF STUDENT CONDUCT** – Responsible was changed to responding in Section 5.9, last paragraph, last sentence. |
| 15. | **604** | **JURISDICTION OF THE VICE PROVOST FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT - STUDENT CONDUCT CODE VIOLATIONS** – Title updated throughout policy. |
| 16. | **609** | **E-MAIL AS AN OFFICIAL COMMUNICATION METHOD TO STUDENTS** - Names and numbers of SBHE and NDUS policies referenced in this policy were updated; URL for email activation instructions updated. |
| 17. | **700** | **SERVICES AND FACILITIES USAGE** – Title of a position updated and the subsection of a policy was updated in Section 3. |
| 18. | **703** | **NDSU CARD TERMS AND CONDITIONS** – Title of a position updated; duplicate word was removed and extra spaces deleted throughout the policy. |
| 19. | **710** | **COMPUTER AND ELECTRONIC COMMUNICATIONS FACILITIES** - Numbers of NDUS policies referenced in this policy were updated. |
| 20. | **710.1** | **WEB ADVISORY BOARD** – Title of position was updated. |
| 21. | **712** | **CONTRACT REVIEW** – Title of position was updated. |

**Discussion Items**

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| 1. | **SCC Process** | * Final approval of policies – **SCC received a request from Office of The President to revise the electronic signature page template to include VP of Finance in the approval of policies. The new template will have signature boxes for Legal Counsel, President, and Additional (for Provost, VPFA, or others as deemed appropriate by the President).**
* Presidential Exceptions – **discussed the process of policies that are approved this way.**
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**Next Meeting**

**Thursday, October 4, 2018**

**11:00 am**

**Peace Garden Room, MU**