

**SHARED GOVERNANCE EXECUTIVE COMMITTEE
MINUTES OF THE E-BUSINESS OF NOVEMBER 14, 2022**

In lieu of holding a Shared Governance Executive Committee (SGEC) meeting, items of business were e-mailed to the SGEC membership.

Approval of the Minutes of the E-Business of October 31, 2022

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to approve the minutes.

Revised Nepotism Policy (from Policy Environment Task Force spreadsheet)

Faculty Senate proposed revisions that were subsequently sent to HR for review; HR Director Catherine White recommended revision of the original introductory sentence which indicates that there are other sections of the Nepotism statute that apply besides only section c

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Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to place a newer, updated policy in iContracts for rotational review but remove shared governance from the review process since the UNA Foundation is a separate 501 (c) 3 that is overseen by 35 Board of Directors who have full fiduciary and governance responsibilities.

Funds Investment Policy – recommended for archiving since it has been replaced with Investment Policy revised 8.19.22

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to place a newer, updated policy in iContracts for rotational review but remove shared governance from the review process since the UNA Foundation is a separate 501 (c) 3 that is overseen by 35 Board of Directors who have full fiduciary and governance responsibilities.

Gift Memorandum Agreement and Endowment Spending Policy – recommended for archiving since it has been replaced with Endowment Agreement Template and Current Use Gift Agreement Template

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to approve the policies for archival and remove from iContracts since they have been replaced with forms that are not policies.

Investment Policy – recommended for archiving since it has been replaced with Investment Policy revised 8.19.22

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Tuition Refund Policy – relevant, no changes recommended

Dr. Ross Alexander made a motion that was seconded by Mr. Drake Vaccaro and unanimously approved to consider the policy relevant with no changes recommended and place in iContracts for rotational review.

Workplace Threats and Violence Policy – recommended revisions in the attached document

Dr. Ross Alexander

Conflict of Interest Policy – proposed revisions in attached document and it is recommended to include the State Ethics Law summary available in this link: <https://www.una.edu/employee-policy-manual/PDFs/General-Info->

Dr. Ross Alexander made a motion that was seconded by

Editorial Revisions: in consultation with Dr. Andrea Hunt, Associate Professor of Sociology and Executive Director of the Mitchell-West Center for Social Inclusion, it is recommended that all policies embrace the use of inclusive language (they/their as opposed to he/she, his/her); use of the Oxford comma should be consistent; it is recommended that all policies be revised for consistent formatting and spacing

Dr. Ross Alexander