

**Senate Coordinating Council Meeting Minutes**  
**Thursday, April 13, 2023, 9:00 a.m.**  
**Old Main – President’s Conference Room**

**Present:** Canan Bilen-Green, Chair; Ann Fredrickson, Secretary; Mark Genkinger – HR; Fred Hudson, Kristi Steinmann  
 Josh Schroetter – Staff Senate; Anastassiya Andrianova, Warren Christensen – Faculty Senate; Alex Duerr – Student  
 Government

**Absent:** Florin Salajan – Faculty Senate; Taylor Kimball, Hannah Flohr – Student Government

**Meeting Minutes:** The minutes from the March 23, 2023, SCC meeting were approved as read.

**Introduction of Guests:** Mary Larson - update on SCC Policy Change Cover Sheet; President David Cook – guest.

**Policies Discussed:**

1.	<b>331.1</b>	Course Syllabus – Melissa Lamp and Anastassiya Andrianova – V1 02/17/2023. Responsible Office Approved 3/22/2023. Approved by Legal 3/29/2023. Faculty Senate input for new business. Staff Senate input for new business. Student Government input for new business.

**Carryover:**

1.	<b>129</b>	Salary Administration Policy – Heather Higgins-Dochtermann – V1 05/16/2022. Approved by Responsible Office 5/18/2022. Approved by Legal 05/25/2022. Faculty Senate consent agenda for next meeting. Staff Senate consent agenda for next meeting. Student Government approved on 9/25/2022. Staff Senate approved on 10/5/2022. Faculty Senate approved with revisions on 11/15/2022. Sent back to policy requester on 11/16/2022. Received V2 11/17/2022. Sent to Responsible Office 11/17/2022. Responsible Office returned with suggested changes 11/29/2022. Received V3 1/3/2023. Approved by Responsible Office on 1/3/2023. Sent to Legal 1/3/2023. Sent back to Mark Genkinger/Heather Higgins-Dochtermann on 1/5/2023 with suggestions for change from legal. Received V4 1/5/2023. Responsible Office approved on 1/5/2023. Legal approved on 1/5/2023. Faculty Senate input for new business. Staff Senate consent agenda. Student Government consent agenda. Faculty Senate approved 1/23/2023. Student Government approved 1/22/2023. Staff Senate consent agenda 4/11/2023.
2.	<b>153</b>	Smoke Free Facilities – Emily Hegg – V1 09/26/2022. Approved by Responsible Office 10/12/2022. Approved by Legal 12/19/2022. Faculty Senate consent agenda. Staff Senate input for new business. Student Government input for new business. Staff Senate requested clarification on impact on employees living in NDSU owned houses (research extension centers) on 2/1/2023. Student Government approved V1 on 1/29/2023. Faculty Senate approved V1 on 2/13/2023. Waiting to hear back from Emily Hegg on clarification requested by staff senate – as of 2/24/2023 still inquiring additional information/feedback from members of NDSU Extension. 4/10/2023 – Emily Hegg has edits almost complete and will send to SCC Secretary for resubmission.
3.	<b>156</b>	Discrimination, Harassment, and Retaliation Complaint Procedures – Heather Higgins-Dochtermann – V1 01/26/23. Approved by Responsible Office 1/27/2023. Approved by Legal 3/8/2023 and 3/22/2023. Faculty Senate consent agenda. Student Government input for new business. Student government approved 4/2/2023. Staff Senate consent agenda 4/11/2023.
4.	<b>164</b>	Emergency Procedures: Canan Bilen-Green on behalf of Faculty Affairs – V1 01/03/2023. Approved by Responsible Office 1/4/2023. Legal approved with edits on 1/5/2023. Received V2 01/05/2023. Approved by Responsible Office 1/6/2023. Approved by Legal 1/6/2023. Faculty Senate input for new business. Staff Senate consent agenda. Student Government input for new business. Staff Senate approved 2/1/2023. Student Government approved 1/29/2023. Faculty Senate postponed until 3/20/2023 meeting. Faculty Senate – unfinished business after 3/20/2023 meeting. Alex will attend the next FS meeting to give student perspective on this policy revision request.

5.	<b>325</b>	Academic Freedom – Jeffrey Johnson – V1 12/02/21. Approved by Responsible Office 12/6/2021. Approved by Legal 12/17/2021. Fred Hudson will send Jeff some suggested changes to this policy to include staff. Faculty Senate input for new business for next meeting. Staff Senate information for consent. Student Government information for consent. Received V2 2/23/2022. Approved by Responsible Office 2/25/2022. Approved by Legal 3/10/2022. Faculty Senate approved 5/9/2022. Staff Senate did not vote on policy on 5/4/2022. Student Government approved. Staff Senate will discuss with Jeff Johnson. Received V3 on 7/18/2022. Approved by Responsible Office 8/15/2022. Sent V3 081622 to Legal on 8/16/2022. Approved by Legal 12/19/2022. Sent V3 to senates on 12/19/2022. Staff Senate Consent agenda. Student Government consent agenda. Faculty Senate input for new business. Staff Senate approved 1/4/2023. Faculty Senate approved 1/23/2023. Student Government approved 1/22/2023. Sent to Provost 1/24/2023. Approved by Provost 2/9/2023. Sent to President 2/10/2023. Emailed President’s office on 3/15/2023. Policy is still under review.
6.	<b>361</b>	Emeritus/Emerita Titles – Shafiqur Rahman on behalf of Faculty Affairs Committee – V1 4/15/2021. Approved by Responsible Office 4/29/2021. Approved by Legal 9/9/2021. Faculty Senate input for new business. Staff Senate input for new business. Student Government approved V1 on 11/7/2021. Staff Senate requested further clarification. Email sent to Jeff Johnson/Canan Bilen Green 11/8/2021. Emailed Staff Senate responses from Faculty Affairs Committee on 11/12/2021. Staff senate approved V1 with revisions 12/1/2021. Emailed policy requester 12/6/2021 with suggestions for change. Received V2 12/6/2021. Sent to Responsible Office 12/7/2021. Responsible Office made suggestions for change on 4/13/2022. Sent back to policy requester on 4/14/2022 with a memo from the Responsible Office with further explanation for the requested changes. Faculty Affairs committee agreed to the proposed changes - V3 on 4/29/2022. V3 04/29/22 sent to Legal on 5/3/2022. Approved by Legal on 8/4/2022. Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 10/5/2022. Student Government approved 10/9/2022. Faculty Senate input for new business for December 12 meeting. Faculty Senate approved with changes on 12/12/2022. Received V4 on 12/13/2022. Sent to Responsible Office 12/13/2022. Approved by Responsible Office 1/4/2023. Approved by legal 1/5/2023. Staff Senate consent agenda – 2/1/2023. Student Government consent agenda - 1/22/2023. Student Government approved 1/22/2023. Staff Senate consent agenda 4/11/2023.
7.	<b>503</b>	Receipting – Carrie Petersen - V1 02/28/23. Approved by Responsible Office 3/3/2023. Approved by Legal 3/8/2023. Faculty Senate consent agenda. Student Government consent agenda. Student government approved 3/26/2023. Staff Senate consent agenda 4/11/2023.

**Policy Revisions Completed:**

**Housekeeping Changes Completed – FYI Only:**

**Discussion Items/Announcements:**

1.	Mary Larson reviewed some data gathered during the pilot of the SCC Policy Change Cover Sheet which incorporated a Health in All Policies Checklist. A survey will be sent to individuals who have submitted a policy for review or reviewed a policy that was submitted using the revised policy cover sheet and checklist to gather more information. Other comments: <ul style="list-style-type: none"> <li>• For policy amendments, make sure the checklist is updated along with the cover sheet</li> <li>• For mandated policies, have specific information on the checklist</li> <li>• SCC can help identify key stakeholders if they know which policies have been requested prior to them being submitted</li> </ul>
2.	President Cook joined the meeting as a guest. Canan Bilen-Green explained the policy change process.

**Next Meeting:**

Thursday, May 11, 2023, 9:00 a.m. – MU Peace Garden