Senate Coordinating Council Meeting Minutes  
January 9, 2024, 3 pm  
Old Main 102 – President’s Conference Room

Present: Ann Fredrickson, Secretary; Mark Genkinger – HR; Kay Hopkins, Fred Hudson, Kristi Steinmann – Staff Senate; Erin Gillam, Jeremy Jackson – Faculty Senate; Austin Anderson, Sean Rotich – Student Government

Absent: Warren Christensen – Faculty Senate; Zoe McKinven – Student Government

Meeting Minutes: The meeting minutes from August 30 and December 6, 2023 were approved as read.

Introduction of Guests: Alan Denton (350.1); Julie Nash (132 and 149)

Policies Discussed:


Carryover:


2. **152.2** Memberships in Professional Service Organizations – Gary Secor – V1 03/16/2023. Approved by Responsible Office 3/23/2023. Approved by Legal 8/16/2023. (Legal suggested Accounting office weigh in on this policy. Will get feedback from SCC.) It was agreed by SCC to get input from accounting and also to define the meaning of ‘discretionary’ funding. It was also noted that “staff” should be checked on the Cover Sheet under who the policy applies to. SCC Secretary will send to Lisa Ripplinger, Controller, for input. Once policy is received back, Faculty Senate consent agenda. Staff Senate input for new business. Student Government input for new business. 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. Received V2 on 5/9/2023. Responsible Office approved 5/11/2023. Sent to Legal 10/24/2023. Legal approved 12/15/2023. Faculty Senate Consent. Staff Senate Input. Student Government Consent. Staff Senate approved on 1/3/2024.


### Policy Revisions Completed:

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### Housekeeping Changes Completed – FYI Only:

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### Discussion Items/Announcements:

1) The proposed edits to the Policy Change Cover Sheet/checklist that were proposed at the December 6, SCC meeting were accepted with no further changes. The committee adopted the Policy Change Cover Sheet/Checklist as the official document that will be sent out for completion for all policy change requests. The infographic proposed by the President’s Council on Campus Wellbeing (Mary Larson and Lisa Samuelson) was also adopted with the changes noted at the December 6, SCC meeting. A minor formatting edit was noted (font styles) and will be made. This information sheet will accompany the Policy Change Cover Sheet/Checklist.

   Discussion followed on the checklist portion of the cover sheet and whether or not we should require comments if “yes” or “no” are checked. It was decided more clarifying instructions will be sent on how to complete the checklist thoroughly by the SCC Secretary to the policy requester.

2) The SCC Secretary noted the Senate Coordinating Council Process document needs updating. This is a process document, not an official policy, so changes can be made by the SCC committee and do not need to go through the policy process. Ann will make the proposed revisions and the document will be reviewed at the February 6, 2024, SCC meeting.

Meeting adjourned at 3:50 p.m.

**Next Meeting:**
February 6, 2024, 3 pm, President’s Conference Room