

1999

AY 1998/1999 SEC meeting minutes: 1999-05-05

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SEC Minutes

May 5, 1999

SENATE EXECUTIVE COMMITTEE

May 5, 1999

MINUTES

Present: Janet Moore, Andrew Cannons, Julian Dwornik, William Janssen, Suresh Khator, Michael Knox, Barbara Loeding, Gene Ness, Chris Ponticelli, Cheryl Rodriguez

The meeting was called to order at 11:10 a.m. The minutes from the meeting of April 7, 1999, were approved as presented.

PRESIDENT'S REPORT AND ANNOUNCEMENTS (Janet Moore)

President Moore presented recognition plaques to the following out-going officers:

- Chris Ponticelli, Sergeant-at-Arms
- Cheryl Rodriguez, Parliamentarian
- Andrew Cannons, Chair, Graduate Council
- Barbara Loeding, Chair, Committee on Committees
- Gene Ness, Chair, Research Council
- John Robison, Undergraduate Council

In addition, she thanked those individuals who will be continuing on the Senate Executive Committee (SEC) for the 1999-2000 Academic Year. President Moore thanked Past President Michael Knox for his seven years of service to the Faculty Senate and stated he would receive a special award at the end of his term as Past President. She also gave special thanks to Ann Pipkins for her excellent service to the Faculty Senate and the many standing committees and councils she served as well.

REPORTS BY OFFICERS AND COMMITTEE CHAIRS

Library Council (Chair William Janssen)

It has been brought to the attention of the Library Council that individuals leaving the employment of the University of South Florida (USF) are taking library materials with them. This has been particularly problematic when the materials in question were obtained by inter-library loan, and in fact, do not even belong to the University. In this case, the USF library has had to reimburse the lending library for the cost of replacement, when replacement has not been possible. Therefore, Chair Janssen made the following motion in

order to stop the flow of materials leaving the university:

The Library Council proposes that the recommendation be forwarded to the University Administration that legal action and the appropriate use of an exit checklist be established. Failure to return university property may subject the university employee to appropriate legal action.

The motion was seconded and was unanimously passed.

OLD BUSINESS

There was no old business to discuss at today's meeting.

NEW BUSINESS

The SEC was asked by the Office of the General Counsel to review the following Proposed New/Revised USF policies and Procedures: 0-003, University Councils and University-Wide Standing Committee Appointments (revised); 0-006, Audit and Related Services (revised); 0-007, Equal Opportunity (revised); 0-012, Candidacy of Employees for Public Office (revised); 0-015, Third Party Crime Report (repealed); 0-100, Authority to Sign Contracts and Other Documents (revised); 0-700, Student Athlete Grievance Procedure (new); and 6-017, Feeding of Animals on Campus Grounds (new). Each of the policies was discussed, and the SEC made the following recommendations:

0-003, University Councils and University-Wide Standing Committee Appointments - revised:

The following changes recognize current practices.

II STATEMENT OF POLICY

A. University Councils (page 1)

1. Membership to University Councils are appointed by the President or Vice President of the University.
4. Appointment notices are made in writing to each individual and council chair prior to his/her term of appointment.

D. University-Wide Standing Committees (page 2)

3. Appointment notices are made in writing to each individual and council chair prior to his/her term of appointment.

0-006, Audit and Related Services - revised:

III PROCEDURES

B. Development of Two-Year Work Plan

Last paragraph in this section on page 3: During the course of a year What type of year is being referred to – academic, fiscal?

C. Services Provided

1. Audits

Post-Audit Evaluation by Audited Unit (page 5)

- Evaluation - Upon completion of the audit, all involved members of management receive an evaluation form requesting their assessment of various factors associated with the engagement. Does this mean interaction with the auditor?

Follow-Up (page 5)

- Scheduled follow-up. When is it scheduled?

0-007, Student Athlete Grievance Procedure - new:

The Senate Executive Committee recommends that the Student Athlete Grievance Panel be a yearly sub-committee of the Athletics Council, and that these committees convene in a timely fashion. It is also recommended by the Senate Executive Committee that academic and disciplinary actions be excluded from this policy because they are included in the regular USF student grievance policy.

6-017, Feeding of Animals on Campus Grounds - new:

I. INTRODUCTION (PURPOSE AND INTENT)

Add alligators to the list of animals; add the "o" to possums. The Senate Executive Committee recommends a statement be included that laboratory animals are exempt from the policy.

II STATEMENT OF POLICY

D. The consequences for violators ...

The Senate Executive Committee recommends that this section be entirely deleted.

The other policies and procedures received no comments. A motion was made and seconded to accept these changes. The motion was passed with one objection. President Moore will forward these recommendations to the Office of the General Counsel.

There being no further business, the meeting was adjourned at 12:00 noon.

**GO BACK
TO PREVIOUS
PAGE**

**RETURN TO
THE
MAIN PAGE**

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