

ALL-UNIVERSITY COMMITTEE
Salem State University
Minutes for Friday, January 2, 2018 at 3:00 PM in Meier Hall room 100C

Members present: Amy Everitt, Ryan Fisher, Karen House, Scott James, Paul McGee, Keith Ratner, chair, Kanishkan Sathasivam, Nancy Schultz, Amy Smith, Anne Sullivan,

Meeting convened at 3:05 pm

I. Chair's Report

Rotating Recorders & Meeting Schedule set as follows:

Spring Meeting Schedule
March 2, 2018-MH100C – Anne Sullivan
March 23, 2018-MH100C – Ryan Fisher
April 13, 2018-MH100C – Karen House
May 4, 2018-MH249E – Scott James
May 25, 2018-MH249E – David Silva

It was requested that Vickie send out calendar reminders

II. Approval of Minutes

A. *Academic Policies Committee*

1. Academic Policies Committee 17/18:06

Approval – Motion to approve made by Scott James, 2nd by Anne Sullivan
A short discussion of SON grade requirements led to a vote.
Passed unanimously

B. *Student Affairs Committee*

1. Student Affairs Committee 17/18:03

Approval – Motion to approve made by Karen House, 2nd by Kanishkan Sathasivam
It was noted that the committee discussed and addressed some revisions to student conduct codes.
Passed unanimously

2. Student Affairs Committee 17/18:04

Approval – Motion to approve made by Ryan Fisher, 2nd by Nancy Schultz
Karen House inquired about the process for decision making, expressing concern that student housing contracts are being fully vetted with regard to impact on other areas.
Scott James responded that while the Student Affairs Committee does not have the authority to make decisions regarding student housing contracts, review by this committee is important in the vetting process.
Passed unanimously

III. Old Business

Chair Ratner provided an update regarding concerns about students finding governance information

Provost Silva has provided an update to Chair Ratner, identifying updated website changes and inward facing access. Debra Longo and Vickie Ross will now have access to the calendar to post governance meetings as a short term solution.

A long term, more permanent solution will require discussion and work with others across campus.

How we get students involved with governance is still an issue – Chair Ratner will contact the SGA president for discussion. Some possible ideas to assist included set day/time for all governance committee meetings and having a combined SGA/AUC meeting each semester.

Chair Ratner will specifically reach out to current student members to determine their intention of participation on the AUC or will request through SGA the names of interested student members. Chair Ratner will also check other governance committees for student attendance and provide this information to the SGA President.

IV. New Business

Chair Ratner opened a discussion regarding laboratory manuals that have typically been sold by departments. He received communication that the money generated from these sales can no longer be put back in department accounts and will now go back into the general fund. Karen House indicated that those are not instructions she was familiar with. Chair Ratner expressed concern about what the actual process is/will be and how decisions will be made going forward. Karen House responded that her team is not staffed to handle smaller financial activity.

Ryan Fisher indicated that he had taken this issue to the CAS Dean, who then addressed the issue with Provost Silva. The Provost offered to replace the revenue generated with the sale of the manuals with a budget of \$3,000.00. This would allow manuals to be uploaded in Canvas with no cost to students.

Karen House will investigate what guidance is being shared by her team.

Chair Ratner indicated that his department generates approximately \$1,000 per year on lab manuals.

Karen House expressed concern with instructors handling checks and cash. Chair Ratner responded that they are sold through the bookstore so there is no faculty involvement.

Karen House is working with people to think about larger, more focused initiatives with larger financial returns. She further explained undergraduate differential student fees are levied to students in a number of undergraduate programs, based on factors including the cost of the program and student demand. A percentage of the fees are going back to the Provost so he can distribute as he sees need. The rest of the fees are going back to the general fund.

Hearing no further business, a motion to adjourn was made by Scott James and seconded by Karen House at 3:34 pm.

Respectfully submitted
Amy Everitt

