

EXECUTIVE COMMITTEE MEETING MINUTES
SEPTEMBER 5, 2006

The Executive Committee met as scheduled. Members present were: Yvonne Cornelius-Thompson, Eileen Crane, Bill Kitchen, Matthew Little, Derrek Sheucraft, Richard Shores, Marc Starrett, Tiffany Stevenson, George Van Allen, and Judy Cook. Guest: Carl Dury

Minutes of the May 2, 2006, meeting were approved as presented.

Old Business:

Revision to the February 7, 2006, Executive Committee Minutes. "Use of Institutional Funds for Retirement Receptions" be replaced with the following original proposal to read "NSCC will hold two retirement recognition events per year, during the fall and spring semesters. Institutional funds can be allocated up to \$150.00 per retiree to purchase food and beverages for the event. Institutional funds can be used to purchase plaques honoring the individuals who are retiring. A standardized recognition plaque will be developed and approved by the Human Resources office."

New Business:

Executive Committee Structure:

- 1) The college no longer has a VP of Community & Economic Development. A motion passed to remove this position from the committee structure.
- 2) A motion passed to add the position of Assistant to the President to the committee structure. Dr. Van Allen introduced Eileen Crane, Assistant to the President, to the committee.

Faculty and Staff Handbook:

A motion passed to approve three changes in NSCC's Grievance Policy. These changes will bring NSCC in line with TBR's policy. Judy will forward a copy of TBR's Guideline P-110 to Faculty Senate.

Smoking Policy:

The policy was reviewed and Derrek Sheucraft will forward the policy to all employees via campus email. NSCC may want to send a representative to Austin Peay State University in next January or February to find out if their total smoke-out policy is effective and what feedback they have received.

Academic Freedom & Responsibility Policy:

Motion was passed to table this policy until the October 2006 meeting to allow assembly chairs time to present to their respective assemblies prior to voting. Dr. Weed will forward a copy of TBR's policy to Faculty Senate.

Dial-up Deletion Proposal:

Carl Dury explained the need to discontinue dial-up access to NSCC's network and the Internet. A motion was passed to discontinue access effective December 31, 2006. Carl Dury will advise campus via email.

Electronic Sign Policy:

A motion passed to accept revisions to the Method of Submission and Message Approvals sections.

General Assembly:

Is scheduled for Wednesday, October 4, 2006. Dr. Van Allen asked that proposed topics of discussion be sent to the President's Office.

Retirement Reception:

The reception is scheduled for October 18, 2006. At the present time, we have three employees (James Bond, Mary Ann Dykema, and Bobbie Jones) who will be honored.

Assembly/Student Life Council Reports:

Student Life Council: No report

Faculty Senate: Scheduled to meet next week

Staff Assembly: No report

Administrative Assembly: Matthew Little reported the following trainings have been completed: 1) Internal Customer Service for Administrative and Staff Assembly members, 2) Spanish for College Employees, and 3) Latino Cultural Training. They anticipate providing similar trainings for other student communities during the course of the next year.

Meeting adjourned: 2:43 p.m.

Respectfully submitted,

Judy Cook
Secretary
Executive Committee