

**COMMITTEE NAME:** EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)

**MEETING DATE & TIME:** 02 MARCH 2018; 2:00 –3:15

**MEETING LOCATION:** PARKS ADMINISTRATION BUILDING, ROOM 301

**ATTENDANCE:**

<b>MEMBERS</b>	<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>
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<b>P</b>	Alex Blazer (CoAS, ECUS Vice-Chair)	<b>R</b>	Will Hobbs (CoHS, ECUS Member)
<b>P</b>	Kelli Brown (Provost)	<b>P</b>	Chavonda Mills (CoAS, ECUS Chair Emeritus)
<b>P</b>	Jolene Cole (Library, ECUS Member)	<b>P</b>	Craig Turner (CoAS, ECUS Secretary)
<b>P</b>	Nicole DeClouette (CoE, ECUS Chair)	<b>P</b>	J.F. Yao (CoB, ECUS Member)
<b>R</b>	Steve Dorman (University President)		

<b>GUESTS</b>
None

<i>Italicized text denotes information from a previous meeting.</i>	
*Plain text denotes new discussion on old business.	

<b>AGENDA TOPIC</b>	<b>DISCUSSIONS &amp; CONCLUSIONS</b>	<b>ACTION OR RECOMMENDATIONS</b>	<b>FOLLOW-UP</b> {including dates/responsible person, status (pending, ongoing, completed)}
<b>I. Call to order</b>	The meeting was called to order at 2:03 pm by Nicole DeClouette.		
<b>II. Approval of Agenda</b>	A <u>MOTION</u> to approve the agenda was made and seconded.	The agenda was approved as amended.	
<b>III. Approval of Minutes</b>	A <u>MOTION</u> to approve the minutes of the 2 Feb 2018 meeting of the Executive Committee was made and seconded. A draft of these minutes had been circulated to the meeting attendees via email with no revisions offered. Thus, the minutes had been posted as circulated.	The minutes of the 2 Feb 2018 Executive Committee meeting were approved as posted, so no additional action was required.	

<b>IV. Reports</b>	The following reports were invited.		
<b>Presiding Officer Report</b>  <b>Nicole DeClouette</b>	1. <b><u>Certificates of Recognition</u></b> <ol style="list-style-type: none"> <li>a. I spoke with Shea Council and she has the template and enough paper to print the certificates.</li> <li>b. I will work to get her a list of names so she can begin printing so that President Dorman has time to sign them ahead of the March 30 standing committee meetings.</li> </ol> 2. <b><u>Budget</u></b> \$1,477.11 <ol style="list-style-type: none"> <li>a. Omega Hedgepeth in the Business Office was able to straighten out the accounts so that each of Alex Blazer's and Glynnis Haley's reimbursement to attend the December 2017 USGFC meeting came out of the senate account instead of other accounts.</li> <li>b. I will work with Shea Council to order more binders for the governance retreat.</li> </ol>		
<b>Past Presiding Officer Report</b> <b>Chavonda Mills</b>	Chavonda Mills indicated that she had no items on which to report as University Senate Past Presiding Officer.		
<b>Presiding Officer Elect Report</b>  <b>Alex Blazer</b>	1. <b><u>USG Faculty Council</u></b> At the spring meeting in Atlanta on 27 Apr 2018, representatives will discuss a resolution on standard operative procedures for summer pay across the USG. This resolution is attached as a supporting document to these minutes. 2. <b><u>2018-2019 University Senate</u></b> Elected faculty senator election results were announced by email on 1 Mar 2018. Two elected faculty senator elections from the College of Business are in progress.		

Naming of the Selected Staff Senators and Selected Student Senators are in progress. Various administrative officers will be contacted regarding new and continuing appointees and designees.

3. **Presiding Officer Elect Nomination**  
When all incoming elected faculty senators are reported, SCoN can nominate a Presiding Officer Elect from among the 2018-2019 Elected Faculty Senators.
4. **Standing Committee Assignments** A survey of committee preferences will be sent to 2018-2019 elected faculty senators. A call for volunteers and preferences will be sent to the Corps of Instruction. How does SCoN wish the slate of committee assignments to be drafted? Possibilities include: the Chair drafts, the Chair and volunteer SCoN member(s) draft, or SCoN as a whole drafts at the next ECUS meeting.
5. **University Senate Representation** After verification of some of the committees, a survey for volunteers will be sent to 2018-2019 elected faculty senators.
6. **At-Large Election Balloting Procedure Recommendation for 2018** There are two ways to hold an election with Qualtrics: 1) distribute one link to all voters or 2) distribute a personalized link to each voter. The first way (one link for all voters) can be set so for one vote per IP address; however, the person setting up the survey has to remember to click the Ballot Stuffing Prevention button and voters can vote more than once by clearing their cookies or voting from a different computer. The second way (one link per voter) is more

	secure but requires a trusted email distribution list. It is recommended that SCoN requests the Fall 2018 Corps of Instruction list with included email addresses so emails can be confirmed and then used in the spring for At Large Senator voting via Qualtrics personalized vote link. This email list will also be useful in soliciting volunteers for standing committees.		
<b>Secretary Report Craig Turner</b>	Craig Turner indicated that he had nothing to report as University Senate Secretary.		
<b>Library Senator Report Jolene Cole</b>	Jolene Cole indicated that she had nothing to report as Library Senator.		
<b>V. Information Items Actions/Recommendations</b>			
<b>University Senate Budgets Nicole DeClouette</b>	<ol style="list-style-type: none"> <li>1. <b>Foundation Account</b> for university senate is now established and has a balance of \$0.</li> <li>2. <b>Balance</b> The balance of the university senate budget (\$5000 allocation annually) is presently at <b>\$1477.11</b>.</li> </ol>		
<b>VI. Unfinished Business Review of Action &amp; Recommendations, Provide updates (if any) to Follow-up</b>			
<b>University Senate Composition Nicole DeClouette</b>	<p><b><u>1 Sep 2017</u></b></p> <p>1. <i>Nicole DeClouette noted the source of this issue was the identification of the tension between the number of elected faculty senators and the number of elected faculty senator positions on university senate committees. Recent practice to relieve this tension has been to find an elected faculty senator on SoCC willing to also serve on CAPC to meet the bylaws requirements pertinent to elected faculty senators. At present, Mary Magoulick is serving on both</i></p>		

*SoCC and CAPC. The interested reader is directed to the 31 Mar 2017 ECUS minutes for more details including ideas that were proposed during 2016-17 for consideration to relieve this tension.*

- 2. In light of the current development of the university curriculum committee and the uncertainty of the university curriculum committee's impact on the continuation of CAPC and SoCC, a recommendation to postpone consideration of this issue until there is more certainty – which is anticipated by January 2018 – was offered from the floor. There was no dissenting voice to this recommended course of action.*
- 3. There were brief conversation threads indicating that CAPC would almost certainly persist to review, develop and amend curricular policy and curricular assessment, the latter being the A of CAPC (Curriculum and Assessment Policy Committee).*

**3 Nov 2017**

*Further deliberation of this item is deferred until the resolution of curricular matters, in particular how the modifications to CAPC and SoCC and the establishment of the University Curriculum Committee play out.*

**2 Mar 2018**

Given the proposal to dissolve SoCC, the bylaws drafting group recommends against making any modification to university senate composition at this time.

<p><b>Appeals Process for Decisions of University Senate Committees</b></p> <p><b>Nicole DeClouette (Sep)</b>  <b>Nicole DeClouette (Nov)</b>  <b>Craig Turner (Dec)</b>  <b>Craig Turner (Feb)</b>  <b>Nicole DeClouette (Mar)</b></p>	<p><b><u>1 Sep 2017</u></b>  <i>Nicole DeClouette reminded those present that as part of his narrative response to Motion 1617.CAPC.020.C, President Dorman stated Finally, I charge the ECUS of the University Senate to consider an appeals process whereby decisions made by the various committees of the University Senate may be considered for appeal.</i>  <i>This appeals process had been discussed at the 2017 Governance Retreat with the conclusion that there already exist channels of appeal. This retreat session had been co-facilitated by Nicole DeClouette and Chavonda Mills. Nicole DeClouette provided a synopsis of the findings of the session.</i></p> <ol style="list-style-type: none"> <li><i>1. The university senate bylaws already provide a process by which three university senators can bring items to ECUS for steering to a committee and possibly result in consideration by the university senate as a committee of the whole. (See University Senate Bylaws IV.Section1)</i></li> <li><i>2. All votes coming out of committees be reported; this includes recommendations for a proposal and recommendations against a proposal.</i> <ol style="list-style-type: none"> <li><i>i. Recommendation for a proposal will come to the university senate floor either as a formal motion or as an informational item on the consent agenda.</i></li> <li><i>ii. Recommendation against a proposal will come to the university senate floor on the consent agenda. A single university senator may remove an item from the consent agenda to be considered separately.</i></li> </ol> </li> </ol>	<p><b><u>1 Sep 2017</u></b>  <i>Nicole DeClouette to draft language of this appeals process in consultation with the University Senate Parliamentarian John Sirmans for inclusion in university senate bylaws as well as review and offer recommended revisions (if any) to the language pertaining to the consent agenda routinely included on university senate agendas.</i></p> <p><b><u>6 Oct 2017</u></b>  <i>Nicole DeClouette had coordinated with John Sirmans to prepare draft language but there was an insufficient amount of time during the meeting to review the draft.</i></p> <p><b><u>1 Dec 2017</u></b>  <i>Craig Turner to edit the consent agenda and “appeals” statements to incorporate the proposed revisions adopted at the 1 Dec 2017 ECUS meeting for further review by meeting participants at a future meeting of ECUS and/or ECUS-SCC.</i></p> <p><b><u>2 Feb 2018</u></b></p>
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	<p>iii. <i>This way each vote will be recorded and will provide a way for the university senate to advise the President.</i></p> <p><i>A proposal from the floor was made that Nicole DeClouette consult with University Senate Parliamentarian John Sirmans to draft language articulating the appeals process for inclusion in the university senate bylaws as well as review and offer recommended revisions (if any) to the language pertaining to the consent agenda routinely included on university senate agendas. Those present endorsed this proposal with no dissenting voice.</i></p> <p><i>Finally, it was noted this information would be shared with standing committee chairs at the ECUS-SCC meeting immediately following this meeting inviting and incorporating their feedback.</i></p> <p><b><u>6 Oct 2017</u></b></p> <p><i>Due to the shortness of time, copies of the draft appeal process prepared by Nicole DeClouette and John Sirmans were disseminated to those present with deliberation on the draft postponed to a future ECUS-SCC meeting.</i></p> <p><b><u>3 Nov 2017</u></b></p> <ol style="list-style-type: none"> <li><i>1. Nicole DeClouette provided contextual information on the current draft indicating that both sections would likely be proposed for inclusion in university senate bylaws, once finalized.</i></li> <li><i>2. She requested feedback on the drafts from those present.</i></li> <li><i>3. A suggestion to rework the second sentence of the top section to pluralize the</i></li> </ol>		<p>Craig Turner did edit the consent agenda and “appeals” statements to incorporate the proposed revisions adopted at the 1 Dec 2017 ECUS meeting for further review by meeting participants at a future meeting of ECUS and/or ECUS-SCC</p>
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*committees and to revise Executive Council to Executive Committee was made from the floor and there was general consensus to adopt this modification.*

- 4. Nicole DeClouette agreed to modify the draft to incorporate the suggestion and make the revised draft available for ECUS review at a future ECUS meeting.*

**1 Dec 2017**

- 1. Having extended regrets to this meeting, Nicole DeClouette had authorized Craig Turner to present the revisions on her behalf to the committee.*
- 2. Craig Turner noted that the revisions to re-express the second sentence were to strike The Presiding Officer, following the recommendation of a committee and in consultation with that committee's chair and the Executive Council of the University Senate, shall determine which items are placed on the consent agenda.  
and add the following in its place  
For each source committee, items emerging from that source committee are placed on the consent agenda by the Presiding Officer at the request of, and in consultation with, the chair of that source committee. The Presiding Officer may consult with the Executive Committee of the University Senate when setting the consent agenda.  
There was general consensus by those present to adopt this proposed revision.*
- 3. Deliberation continued resulting in the following revisions being proposed with the support of those present at this meeting.  
In the consent agenda statement*



- a. *Use source throughout as a committee modifier, so standing committee to be replaced by source committee.*
  - b. *In the penultimate sentence, replace may with shall and replace in gross with collectively, the new sentence reading as Items not removed from the consent agenda shall be considered collectively and without amendment or debate.*
  - c. *In the final sentence, increase the voting threshold from a majority to a two-thirds majority to align with current practice and specify explicitly to what group this two-thirds majority is applied, the new sentence reading as A motion to approve the consent agenda requires a second and a two-thirds majority of those casting votes favoring adoption, assuming the presence of a quorum.*
- In the “appeals” statement*
- a. *Replace will with shall in sentence three for consistency.*
  - b. *In the final sentence, replace voted on with shall receive disposition and specify explicitly what shall be recorded in minutes, the new sentence reading All recommendations by a committee, for or against a proposal, shall receive disposition by the University Senate and this disposition along with a summary of any preceding deliberation shall be recorded in the University Senate minutes.*

**2 Feb 2018**

	<p><i>Craig Turner noted that the draft circulated with the agenda had the recent revisions shown in red print, and invited editorial suggestions. There were no additional suggestions or expressions of dissent from the floor for the circulated document.</i></p> <p><i>Craig Turner noted that this draft should also be reviewed at the 3:30p ECUS-SCC meeting. Those present were supportive of this proposal.</i></p> <p><b><u>2 Mar 2018</u></b>  This language has been added as a proposed revision to the university senate bylaws. This completes deliberation on this issue.</p>		
<p><b>Elected Faculty Senator Election Oversight</b></p> <p><b>Nicole DeClouette (Sep)</b>  <b>Alex Blazer (Oct)</b>  <b>Alex Blazer (Nov)</b>  <b>Craig Turner (Dec)</b>  <b>Alex Blazer (Feb)</b>  <b>Alex Blazer (Mar)</b></p>	<p><b><u>1 Sep 2017</u></b></p> <ol style="list-style-type: none"> <li><i>1. Nicole DeClouette indicated that she has requested the Corps of Instruction list from the Office of Academic Affairs by contacting the Provost by email. According to the university senate bylaws, this list is to be supplied to ECUS by 15 Sep.</i></li> <li><i>2. Once received, Nicole DeClouette will forward this list to Alex Blazer (Chair of the Subcommittee on Nominations) to prepare a draft of the apportionment for ECUS review. This apportionment review would ideally take place at the 6 Oct 2017 ECUS meeting.</i></li> </ol> <p><b><u>6 Oct 2017</u></b>  <i>In preparation for upcoming elected faculty senator elections, Alex Blazer provided ECUS with drafts of the apportionment spreadsheet and letters to deans as well as two Corps of Instruction lists (one with Administrators listed as their own “college” of Administration and one with Administrators listed within their</i></p>		

home departments). The apportionment of Senators is the same with both classifications of Administrators. The major change from last year's apportionment is that CoAS has decreased 1 Senator to 17 and CoB has increased 1 Senator to 6.

ECUS members present agreed to the following.

1. To use the corps of instruction list with the administrators listed within their home department and to adopt the corresponding apportionment of elected faculty senators to the academic units (colleges and library)
2. Alex Blazer is authorized to get letters and their appendices to the deans of the academic units (colleges and library) to guide elected faculty senator elections for the elected faculty senators to be elected with 2018-2021 terms of service.

**3 Nov 2017**

Alex Blazer provided the following update as part of his Presiding Officer Elect report.

In preparation for EFS elections, election materials were sent to the deans of the academic units (colleges and library). A follow up email has been sent to these deans to offer help and clarification with the elected faculty senator elections. So far, no clarification or help has been requested.

In addition, Alex Blazer noted that academic unit election procedures are due no later than 1 December 2017.

**1 Dec 2017**

Alex Blazer authorized Craig Turner to report on his behalf the following statement.

	<p><i>Election procedures are being collected from the College Deans and the Director of the Library. Expect a report for inclusion in the election archives.</i></p> <p><b><u>2 Feb 2018</u></b>  <i>Alex Blazer indicated that elected faculty senators election results (due 1 Feb) had not yet been received from academic units (colleges, library) noting that he would email deans to remind them of the deadline.</i></p> <p><b><u>2 Mar 2018</u></b>  <i>Alex Blazer indicated that elected faculty senator election results were circulated by email on 1 Mar 2018. There are two elected faculty senator positions in the College of Business for which no results have been reported. These results are anticipated soon.</i></p>		
<p><b>2018-2019 Governance Calendar</b></p> <p><b>Nicole DeClouette (Nov)</b>  <b>Craig Turner (Dec)</b>  <b>Craig Turner (Feb)</b>  <b>Nicole DeClouette (Mar)</b></p>	<p><b><u>3 Nov 2017</u></b></p> <p><i>1. Nicole DeClouette provided the following contextual information.</i></p> <p><i>a. Craig Turner drafted the 2018-2019 Governance Calendar for ECUS review and he, Alex Blazer, and Nicole DeClouette are in the process of confirming dates with people across campus. So far, winter break dates have been confirmed with Susan Allen.</i></p> <p><i>2. Nicole invited feedback on the draft from those present.</i></p> <p><i>a. ECUS recommended against including the meeting dates of the Graduate Council and University Curriculum Committee on the governance calendar since these committees will no longer be recommending items to the university senate or its committees.</i></p>		

- b. *Nicole DeClouette will follow up with Veronica Womack regarding the date for Making Excellence Inclusive.*
- c. *Provost Brown will work, in concert with the President's office, to schedule the August events (e.g., New Faculty Orientation, College/Dept Assessment Day, "Welcome Back Faculty" Breakfast, Convocation, Common Reader) as well as Faculty Contract Start/End Dates and the Celebration of Excellence (tentatively 19 Apr 2019).*
- d. *Alex Blazer will consult with Evita Shinholster regarding the date for the Staff Council Retreat and strive to ensure it will not coincide with the University Senate Governance Retreat.*

**1 Dec 2017**

- 1. *Craig Turner expressed appreciation for the confirmations received from*
  - a. *Susan Allen (Winter Break Dates)*
  - b. *Provost Brown (Faculty Contract Start (Aug 1), Faculty Contract End (May 16), Celebration of Excellence (Apr 19), Assessment Day (Aug 15), State of the University Address (Feb 8), "Welcome Back Faculty" Breakfast (Aug 16), and Service Recognition (Feb 15)).*
- 2. *Still requiring confirmation are*
  - a. *New Faculty Orientation (in preparation by Costas Spirou)*
  - b. *Making Excellence Inclusive Faculty Day (Nicole DeClouette coordinating with Veronica Womack)*
  - c. *Graduate Council meetings, University Curriculum Committee meetings,*

*General Education Committee meetings (in preparation by Costas Spirou)*

- d. College Meeting Aug 15 (Provost Brown confirmed orally)*
- e. Department Meeting Aug 16 (Provost Brown confirmed orally)*
- f. First Year Convocation Aug 17 (no information yet available) Note: During the preparation of these minutes, it was determined that this item will be confirmed by Provost Brown.*
- g. Common Reader Sessions Aug 17 (no information yet available) Note: During the preparation of these minutes, it was determined that this item will be confirmed by Provost Brown.*
- h. Governance Retreat (in preparation by Alex Blazer)*

**2 Feb 2018**

*Craig Turner noted that all events were now confirmed for the DRAFT 2017-2018 Governance Calendar with appreciation for the efforts of Provost Brown in facilitating these confirmations.*

*Craig Turner noted that recent practice was for the Provost to circulate the draft calendar to deans and department chairs for review and feedback. Provost Brown indicated her willingness to do so.*

**2 Mar 2018**

No feedback was received from department chairs, deans, or university senators. The plan is to adopt the 2018-19 Governance Calendar

	<p>at the 2 Mar 2018 ECUS-SCC meeting unless there is a compelling reason not to do so that is revealed at that meeting.</p> <p><b>Note:</b> During the preparation of these minutes, it is noted that the 2018-19 Governance Calendar was adopted as circulated at the 2 Mar 2018 ECUS- SCC meeting.</p>		
<p><b>Appropriation to Reimburse Travel of Second USGFC Representative</b></p> <p><b>Nicole DeClouette</b></p>	<p><b><u>3 Nov 2017</u></b></p> <ol style="list-style-type: none"> <li>1. <i>ECUS recommended the appropriation of University Senate budget funds to support the travel-related expenses incurred by the second USGFC Representative to attend the two USGFC meetings.</i></li> <li>2. <i>ECUS will sponsor a motion to approve the appropriation of funds to support the travel-related expenses for both of the USGFC representatives since the budget belongs to the University Senate.</i></li> <li>3. <i>ECUS also discussed formalizing this budgetary support in the next round of bylaws revisions.</i></li> </ol>		
<p><b>Foundation Account</b></p> <p><b>Nicole DeClouette (Nov)</b>  <b>Chavonda Mills (Dec)</b>  <b>Craig Turner (Feb)</b>  <b>Alex Blazer (Mar)</b></p>	<p><b><u>3 Nov 2017</u></b></p> <ol style="list-style-type: none"> <li>1. <i>One possible use of the foundation account is to pay for things like food that we are not allowed to pay for with state money.</i></li> <li>2. <i>Nicole DeClouette will consult with someone in the advancement office to invite their ideas for future use of this account.</i></li> <li>3. <i>Nicole DeClouette will investigate how to get the University Senate Foundation Account set up as an option for future State Charitable Contribution Program campaigns.</i></li> </ol> <p><b><u>1 Dec 2017</u></b></p>		

1. *Chavonda Mills noted that activity on this matter is in progress. At the time of this meeting, Nicole DeClouette has nothing substantive to report on this matter.*

**2 Feb 2018**

*During the Presiding Officer report, Alex Blazer volunteered to take this on at the request for help by Nicole DeClouette.*

**2 Mar 2018**

Alex Blazer reported on the following.

1. Foundation Account Report Recipient  
Bob Vivalo, University Advancement Account, reports that to change to whom the report is sent, for instance, from outgoing Presiding Officer to incoming Presiding Officer, we must complete an Alumni Foundation Account Request Form. The form is the same regardless of whether you are requesting an account or requesting an update to an account.
2. State Charitable Contributions Plan If an individual wishes to be specific to which Foundation account she wants her money to be directed, University Advancement advises the individual to provide an email with her receipt giving to the GCSU Foundation via SCCP and to indicate which Foundation account to apply it to. University Advancement cannot create an account in SCCP as the Georgia College Foundation already exists; however, donors can advise where the donation needs to be applied. The email



	<p>can be sent to Marcia Cainion, Gift Processor.</p> <p>3. <u>University Advancement</u> Kim Taylor, Director of Advancement Services, shared some questions, concerns, and a suggestion. She wondered who would give to University Senate. If we solicit donations from faculty and staff associated with University Senate, such as current and former senators and volunteers, and we control how the money is used, then it would violate tax deductibility. We would have to authorize someone not on Senate to approve the use of the donated funds. Her suggestion would be to request unrestricted funds from the Annual Fund of the Foundation through either the Office of Academic Affairs or the Office of the President. For example, Senate could ask for funds from the Academic Affairs budget, or ask the Provost to request additional unrestricted funds from the Foundation.</p> <p>In light of this information, Nicole DeClouette and Alex Blazer will take actions to amend the signature authorities and recipients of the foundation account report so that we follow best practice. The results of these actions will be reported at a future ECUS meeting.</p>		
<p><b>University Senate Bylaws</b></p> <p><b>Chavonda Mills (Dec)</b>  <b>Nicole DeClouette (Feb)</b>  <b>Nicole DeClouette (Mar)</b></p>	<p><b><u>1 Dec 2017</u></b></p> <p><i>1. Chavonda Mills noted that now that the university senate bylaws have been revised to comply with the higher order documents (institutional statutes and BoR/USG policy), the backlog of proposed</i></p>		

*university senate bylaws revisions can be aggregated into a new revision proposal.*

2. *The backlog items include but are not limited to the following.*
  - a. *“Appeals” Process*
  - b. *Consent Agenda*
  - c. *RPIPC Composition, specifically the Chief Information Officer (CIO) or designee replacing Staff Council rep.*
  - d. *References to CAPC throughout*
  - e. *Dissolve SoCC*
  - f. *Budget, the existing annual budget allocation and any budget guiding principles (reimburse authorized voting and non-voting USGFC meeting participants)*
3. *The proposed timeline is to have this bundle of proposed revisions ready for a first reading in March 2018 and a second reading in April 2018.*
4. *Those interested in serving on the Bylaws Revisions Committee are asked to volunteer by email to Nicole DeClouette.*
5. *On a related matter, Craig Turner indicated that he is postponing the posting of the recently adopted revisions to the university senate bylaws pending the proposed revisions to the institutional statutes (quoted in the revised bylaws) receiving disposition by the Board of Regents (BoR), The institutional statutes have been submitted to the BoR and are presently awaiting consideration. This postponement was agreeable to those present.*

**2 Feb 2018**

	<p><i>Nicole DeClouette shared her intent to use a Doodle poll to schedule a meeting of the bylaws revision volunteers.</i></p> <p><b><u>2 Mar 2018</u></b></p> <p>Nicole DeClouette shared the following.</p> <ol style="list-style-type: none"> <li>a. Craig Turner prepared a draft of proposed revisions and circulated the draft to the work group electronically.</li> <li>b. The work group (Craig Turner, Nicole DeClouette, John Swinton, Alex Blazer, Chavonda Mills, Lyndall Muschell, and David Johnson) met on 21 Feb 2018 to discuss the revisions.</li> <li>c. Craig Turner revised the document once again and this was what was circulated to ECUS to review in preparation for today’s meeting.</li> <li>d. Craig Turner created a summary of the editorial and non-editorial proposed revisions, which was circulated electronically with the ECUS agenda.</li> <li>e. Craig Turner created an additional document, “University Senate Agreements” as a place to store items that are part of standing operating practice. This document was available on the table.</li> </ol> <p>Craig Turner noted that there was a typo in editorial revision 14 on the summary document where Section5 should be Section3.</p> <p>Craig Turner provided a brief summary of editorial and non-editorial revisions proposed and invited questions from the floor. There were none.</p> <p>Further deliberation on this was postponed to the 2 Mar 2018 ECUS-SCC meeting.</p>		
<p><b>Summer Stipend for the Presiding Officer</b></p>	<p><b><u>2 Feb 2018</u></b></p>		

**Nicole DeClouette**

*Nicole DeClouette read into the record the minutes from item 3 of the Provost's Report given at the 1 Sep 2017 meeting of ECUS with Standing Committee Chairs.*

*BEGIN QUOTE*

***University Senate Support** Since my arrival in 2013, new support for University Senate has been*

- 1) include assisting university senate with a percentage of time of a staff position to provide continuity from year to year, especially with financials, etc.*
- 2) a one course release for each semester for the presiding officer;*

*Now I am proposing three credit hours of summer pay over eight weeks (June and July) to have a university senate representative (i.e., incoming presiding officer) available to answer questions, be available for consultation, etc. Must follow BoR rules regarding amount of compensation in summer (at most 33 1/3%). Request: to put into practice for summer 2018.*

*a. **ECUS-SCC Deliberation** While there was appreciation expressed for this additional support, there were some concerns expressed. Specifically*

- 1) Given the nature of this work would not vary with the discipline of the individual, it was thought a consistent stipend would be better than the proposal to treat the stipend as a three hour summer course.*
- 2) There should be a narrative that clearly articulates the expectations of the individual representing the*

	<p><i>university senate formalized as a contract for this work.</i></p> <p><i>While no formal vote was taken to discern the support of those present for the concerns raised, the points of concern resulted in a</i></p> <p><b><u>MOTION</u></b> <i>that the Provost draft narrative that clearly articulates the expectations of the individual representing the university senate formalized as a contract for this work for review at the next ECUS-SCC meeting. The motion was seconded. During the motion discussion, the Provost requested two volunteers from those in attendance to assist with the drafting of this language. Both Alex Blazer (Presiding Officer Elect) and Chavonda Mills (Past Presiding Officer) volunteered to assist. The motion was adopted as amended with no dissenting voice.</i></p> <p><b><u>END QUOTE</u></b></p> <p><i>This item had slipped through the cracks and Nicole DeClouette advocated for its continued consideration. The Provost indicated her willingness to prepare draft narrative (as directed in the 1 Sep 2017 motion quoted above) for review by Chavonda Mills and Alex Blazer which would then be available for review by ECUS and ECUS-SCC at their 2 Mar 2018 meetings.</i></p> <p><b><u>2 Mar 2018</u></b></p> <p><i>A draft of the proposed language for summer support was circulated at the meeting and read as follows.</i></p> <p><b><u>Proposal</u></b> <i>Provide a summer stipend to the incoming University Senate Presiding Officer.</i></p>		
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	<p><b><u>Amount</u></b> Flat amount of \$3000 (\$1500 in June; \$1500 in July)</p> <p><b><u>Role</u></b> During the summer, the Presiding Officer will plan the senate retreat; respond to emails that come from Provost and/or President on issues that require senate representation; consult with Provost and/or President on new policies enacted over the summer (i.e. gun law in 2017). If needed, call a meeting of the University Senate.</p> <p>One editorial suggestion from the floor that was accepted with no dissent was to add a catchall clause of <i>other duties as assigned</i> to account for unanticipated activities. It was agreed to postpone further consideration to the 2 Mar 2018 ECUS-SCC meeting.</p>		
<p><b>Procedure to Establish, Restructure, or Rename an Academic Unit</b></p> <p><b>Provost Brown</b></p>	<p><b><u>2 Feb 2018</u></b></p> <p><i>The Provost indicated that a proposed revision was being offered to this procedures with the intent to streamline. The proposed revision was to modify steps IV and V of the process to replace consideration of proposals by ECUS (and University Senate) with consideration by the UCC (University Curriculum Committee). Provost Brown had proposed this revision in light of the former steering by ECUS to CAPC – which had now been replaced by the UCC. The Provost noted her receptivity to ECUS consideration as well as this was the most recent practice on such a proposal.</i></p> <p><i>A response from the floor was that there were jurisdictional issues at play noting that the consideration of such proposals (on academic units) was not presently in the charge of the UCC as well as the perception that President Dorman may not assign jurisdiction of such proposals to the university senate. It was</i></p>		

*recommended that the Provost request jurisdictional guidance from President Dorman and that the body inserted into steps IV and V be informed by this jurisdictional guidance. This course of action was agreeable to all present.*

**2 Mar 2018**

A draft of the proposed language was circulated along with the agenda for this meeting.

Provost Brown indicated that as requested, she had consulted with President Dorman for jurisdictional guidance. The guidance was that university senate does not have jurisdiction on these matters. In light of that guidance, the step V (ECUS facilitates consideration by the university senate) was deleted and Step VI (now Step V) was amended to indicate the Provost would make a recommendation and forward the proposal to the President and Cabinet. Step VII (now Step VI) was amended to propose that the Provost inform the University Senate via Provost Report of the President's final decision.

After observing a couple minor editorial changes involving an extra period in Step IV and a missing period in Step V, there was general consensus by those present to support the revisions proposed and to postpone further deliberation to the 2 Mar 2018 ECUS-SCC meeting.

<b>VII. New Business</b> Actions/Recommendations	There were no items of new business.		
<b>VIII. Next Meeting</b> (Tentative Agenda, Calendar)			
<b>1. Calendar</b>	16 Mar 2018 @ 3:30pm Univ. Senate A&S 2-72 30 Mar 2018 @ 2:00pm ECUS Parks 301 30 Mar 2018 @ 3:30pm ECUS-SCC Parks 301		
<b>2. Tentative Agenda</b>	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Nicole DeClouette to ensure that such items (if any) are added to agenda of a future meeting of ECUS or ECUS-SCC.
<b>IX. Adjournment</b>	As there was no further business to consider, a <u>MOTION</u> to adjourn the meeting was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 2:48 pm.	

**Distribution:**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:** \_\_\_\_\_

Committee Chairperson (Including this Approval by chair at committee discretion)



**COMMITTEE NAME:** EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)

**COMMITTEE OFFICERS:** NICOLE DECLOUETTE (CHAIR), ALEX BLAZER (VICE-CHAIR), CRAIG TURNER (SECRETARY)

**ACADEMIC YEAR:** 2017-2018

**AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

Acronyms	EFS = Elected Faculty Senator;									
	CoAS = College of Arts and Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
Meeting Dates	9/1/2017	10/6/2017	11/3/2017	12/1/2017	2/2/2018	3/2/2018	3/30/2018	Present	Regrets	Absent
Alex Blazer <i>EFS; CoAS; ECUS Vice-Chair</i>	P	P	P	R	P	P		5	1	0
Kelli Brown <i>Provost</i>	P	P	P	P	P	P		6	0	0
Jolene Cole <i>EFS; Library; ECUS Member</i>	R	P	R	P	P	P		4	2	0
Nicole DeClouette <i>EFS; CoE; ECUS Chair</i>	P	P	P	R	P	P		5	1	0
Steve Dorman <i>University President</i>	P	R	R	P	R	R		2	4	0
Will Hobbs <i>EFS; CoHS; ECUS Member</i>	P	R	R	P	R	R		2	4	0
Chavonda Mills <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	R	R	P	P	P		4	2	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P		6	0	0
J.F. Yao <i>EFS; CoB; ECUS Member</i>	R	R	P	P	R	P		3	3	0

CHAIRPERSON SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ -(Including this Approval by chair at committee discretion)