

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

**MEETING DATE & TIME:** 30 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>A</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 2:01 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 circulated.	
<b>III. Approval of Minutes</b>	A <u>MOTION</u> to approve the minutes of the 2 Mar 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 Mar 2018 Executive Committee meeting were approved as posted, so no additional action was required.	

<p><b>IV. Reports</b></p> <p><b>Presiding Officer Report</b></p> <p><b>Nicole DeClouette</b></p>	<p>The following reports were invited.</p> <ol style="list-style-type: none"> <li>1. <b><u>Institutional Statutes</u></b> <ol style="list-style-type: none"> <li>a. President Dorman has signed the document to revise the Institutional Statutes and the Chancellor has been copied.</li> <li>b. The revised Institutional Statutes are now in effect and have been posted on the university electronic presence, specifically on the Green Page as linked in the Statutes entry in the Policies, Procedures and Practices Manual.</li> </ol> </li> <li>2. <b><u>Certificates of Recognition</u></b> <ol style="list-style-type: none"> <li>a. Shea Council printed the certificates. President Dorman signed them.</li> <li>b. Certificates for volunteers and non-senators have been distributed to standing committee chairs to be handed out in today's meetings.</li> <li>c. Certificates for university senators ending their terms, university senate leaders, and for ECUS members will be distributed at the 20 Apr 2018 2:00pm university senate meeting.</li> </ol> </li> <li>3. <b><u>Foundation Account</u></b> <ol style="list-style-type: none"> <li>a. Jen Yearwood, Executive Assistant in Finance &amp; Administration, has agreed to serve as the second signer for the University Senate Foundation Account. Monica Starley is the other signer.</li> <li>b. Nicole DeClouette will complete the paperwork necessary to facilitate this change.</li> </ol> </li> </ol>		
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	<p>4. <b>Budget:</b> \$1,463.79.</p> <p>a. The retreat binders were ordered (approximately \$200) and the down payment for Rock Eagle 4-H Center has been sent (\$300).</p> <p>b. These expenses have not yet been processed in the budget activity report.</p>		
<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>	Alex Blazer indicated that he had no items on which to report as University Senate Presiding Officer Elect.		
<b>Secretary Report</b> <b>Craig Turner</b>	Craig Turner indicated that he had nothing to report as University Senate Secretary.		
<b>Library Senator Report</b> <b>Jolene Cole</b>	As Jolene Cole was not present, there was no Library Senator report.		
<b>V. Information Items</b> Actions/Recommendations			
<b>University Senate Budgets</b> <b>Nicole DeClouette</b>	<p>1. <b>Foundation Account</b> for university senate is now established and has a balance of \$0.</p> <p>2. <b>Balance</b> The balance of the university senate budget (\$5000 allocation annually) is presently at <b>\$1463.79</b>. This does not yet include retreat expenses of approximately \$500 nor does it include reimbursement for USGFC representatives for the 27 Apr 2018 USGFC meeting.</p>		
<b>VI. Unfinished Business</b> <b>Review of Action &amp; Recommendations, Provide updates (if any) to Follow-up</b>			
<b>Elected Faculty Senator Election Oversight</b> <b>Nicole DeClouette (Sep)</b>	<p><b>1 Sep 2017</b></p> <p>1. <i>Nicole DeClouette indicated that she has requested the Corps of Instruction list from the Office of Academic Affairs by</i></p>		

<p><b>Alex Blazer (Oct)</b>  <b>Alex Blazer (Nov)</b>  <b>Craig Turner (Dec)</b>  <b>Alex Blazer (Feb)</b>  <b>Alex Blazer (Mar 2 and 30)</b></p>	<p><i>contacting the Provost by email. According to the university senate bylaws, this list is to be supplied to ECUS by 15 Sep.</i></p> <p>2. <i>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></p> <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 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.</i></p> <p>1. <i>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)</i></p> <p>2. <i>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</i></p>		
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*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.*

*Election procedures are being collected from the College Deans and the Director of the Library. Expect a report for inclusion in the election archives.*

**2 Feb 2018**

*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.*

**2 Mar 2018**

*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*

	<p><i>Business for which no results have been reported. These results are anticipated soon.</i></p> <p><b><u>30 Mar 2018</u></b>  Alex Blazer noted the elected faculty senator elections in the College of Business are now complete resulting in the election of Bryan Marshall and Jack Yang as elected faculty senators.</p>		
<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 2)</b>  <b>Nicole DeClouette (Mar 30)</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> <ol style="list-style-type: none"> <li>1. <i>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.</i></li> </ol> <p><b><u>2 Feb 2018</u></b>  <i>During the Presiding Officer report, Alex Blazer volunteered to take this on at the request for help by Nicole DeClouette.</i></p> <p><b><u>2 Mar 2018</u></b>  <i>Alex Blazer reported on the following.</i></p>		

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 can be sent to Marcia Cainion, Gift Processor.
3. University Advancement 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

	<p><i>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.</i></p> <p><i>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.</i></p> <p><b><u>30 Mar 2018</u></b>  Nicole DeClouette reported that she will be filing the paperwork necessary to authorize Monica Starley and Jen Yearwood as signature authorities for the university senate foundation account. This completes the deliberation on this item.</p>		
<p><b>University Senate Bylaws</b></p> <p><b>Chavonda Mills (Dec)</b>  <b>Nicole DeClouette (Feb)</b>  <b>Nicole DeClouette (Mar 2)</b>  <b>Nicole DeClouette (Mar 30)</b></p>	<p><b><u>1 Dec 2017</u></b></p> <ol style="list-style-type: none"> <li>1. <i>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 university senate bylaws revisions can be aggregated into a new revision proposal.</i></li> <li>2. <i>The backlog items include but are not limited to the following.</i> <ol style="list-style-type: none"> <li>a. <i>“Appeals” Process</i></li> <li>b. <i>Consent Agenda</i></li> </ol> </li> </ol>		



<p>c. <i>RPIPC Composition, specifically the Chief Information Officer (CIO) or designee replacing Staff Council rep.</i></p> <p>d. <i>References to CAPC throughout</i></p> <p>e. <i>Dissolve SoCC</i></p> <p>f. <i>Budget, the existing annual budget allocation and any budget guiding principles (reimburse authorized voting and non-voting USGFC meeting participants)</i></p> <p>3. <i>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.</i></p> <p>4. <i>Those interested in serving on the Bylaws Revisions Committee are asked to volunteer by email to Nicole DeClouette.</i></p> <p>5. <i>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.</i></p> <p><b><u>2 Feb 2018</u></b>  <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>  <i>Nicole DeClouette shared the following.</i></p>		
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a. Craig Turner prepared a draft of proposed revisions and circulated the draft to the work group electronically.

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.

c. Craig Turner revised the document once again and this was what was circulated to ECUS to review in preparation for today's meeting.

d. Craig Turner created a summary of the editorial and non-editorial proposed revisions, which was circulated electronically with the ECUS agenda.

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.

Craig Turner noted that there was a typo in editorial revision 14 on the summary document where Section5 should be Section3.

Craig Turner provided a brief summary of editorial and non-editorial revisions proposed and invited questions from the floor. There were none.

Further deliberation on this was postponed to the 2 Mar 2018 ECUS-SCC meeting.

**30 Mar 2018**

Nicole DeClouette reported the following.

- a. There has been no feedback received by any of the university senate officers.
- b. She intends to be ready for a paper ballot should one be requested at the 20

	Apr 2018 2:00pm university senate meeting.		
<b>VII. New Business</b> Actions/Recommendations			
<b>2018-19 University Senate</b>  <b>Alex Blazer</b>	<p>Alex Blazer noted the following:</p> <ol style="list-style-type: none"> <li>a. Requests have been made for all appointees and designees by email, some are still making selections.</li> <li>b. Committee preferences have been supplied by most elected faculty senators.</li> <li>c. Interest in serving on committees has been received from corps of instruction faculty.</li> <li>d. There were multiple nominees for Presiding Officer Elect: <ul style="list-style-type: none"> <li>▪ David Johnson accepted by self-nominating,</li> <li>▪ all others (John Swinton, Diana Young, Stephanie McClure) declined.</li> </ul> </li> <li>e. There was only one nominee for Secretary: <ul style="list-style-type: none"> <li>▪ Craig Turner received multiple nominations.</li> <li>▪ Craig Turner accepted by self-nominating.</li> </ul> </li> <li>f. The draft slate assumes the proposed university senate bylaws will be adopted. Specifically <ul style="list-style-type: none"> <li>▪ Chief Information Officer Bob Orr will serve on RPIPC as the CIO or designee (replacing the Staff Council appointee)</li> <li>▪ No individuals were placed on SoCC (anticipating SoCC will be dissolved).</li> </ul> </li> </ol>		

	<p>g. Holes in the slate of nominees included some positions for corps of instruction faculty volunteers as well as some of the appointees and designees.</p> <p>ECUS made a few suggested revisions to the draft slate and these suggestions were incorporated and the revised slate was deferred for further consideration by the full Subcommittee on Nominations at the 3:30pm 30 Mar 2018 ECUS-SCC meeting.</p>		
<p><b>2018-19 Committee Organizational Meetings</b></p> <p><b>Alex Blazer</b></p>	<p>Alex Blazer shall ensure that</p> <ul style="list-style-type: none"> <li>▪ information packets (sample agenda, officer election ballots, facilitator guidance, etc.) for five elected faculty senator members of the 2018-2019 ECUS, and assignments on which will serve as a facilitator for organizational meetings of APC, EAPC, FAPC, RPIPC, and SAPC are made.</li> <li>▪ voting proxies are named (if necessary) for each of these organizational meetings. At present, voting proxies are needed for all of the staff positions.</li> <li>▪ a room is reserved for each of these organizational meetings.</li> </ul>		
<p><b>2017-2018 ECUS Annual Report</b></p> <p><b>Nicole DeClouette</b></p>	<p>Nicole DeClouette noted that she will be preparing a draft of the ECUS annual report for committee review. She noted her intent to include the suggestion for using a consent agenda for 2018-19 ECUS and 2018-19 ECUS-SCC meetings for routine matters (agenda, minutes, etc.). She invited feedback for the committee reflections portions of the report. It was noted from the floor that these portions had been consistent over the last several years and likely could be mined from last year's annual report. Nicole DeClouette invited other feedback from ECUS members to</p>		

	be offered by email either proactively or reactively to the draft annual report she will circulate to ECUS for review.		
<b>Suggestions End of Year Use of Remaining Budget Funds</b>  <b>Nicole DeClouette</b>	Nicole DeClouette invited suggestions for using any remaining funds in the university senate budget. There were two suggestions. <ol style="list-style-type: none"> <li>1. Purchase AAUP Redbooks for leaders (ECUS members, committee chairs) of the 2018-2019 university senate.</li> <li>2. Pay forward (if possible) the costs (office supplies, printing costs, reservation costs) for the 2018 governance retreat.</li> </ol>		
<b>VIII. Next Meeting</b> (Tentative Agenda, Calendar)	This is the final meeting of the 2017-2018 Executive Committee.		
<b>1. Calendar</b>	20 Apr 2018 @ 2:00pm Univ. Senate A&S 2-72 20 Apr 2018 @ 3:30pm Org. U. Senate A&S 2-72 27 Apr 2018 @ 3:30pm Org. Committee Meetings		
<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 recommendations to the 2018-2019 ECUS as items in the 2017-2018 ECUS annual report.
<b>IX. Adjournment</b>	As there was no further business to consider, a <b><u>MOTION</u></b> 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;							Present	Regrets	Absent
	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			
Alex Blazer <i>EFS; CoAS; ECUS Vice-Chair</i>	P	P	P	R	P	P	P	6	1	0
Kelli Brown <i>Provost</i>	P	P	P	P	P	P	P	7	0	0
Jolene Cole <i>EFS; Library; ECUS Member</i>	R	P	R	P	P	P	A	4	2	1
Nicole DeClouette <i>EFS; CoE; ECUS Chair</i>	P	P	P	R	P	P	P	6	1	0
Steve Dorman <i>University President</i>	P	R	R	P	R	R	R	2	5	0
Will Hobbs <i>EFS; CoHS; ECUS Member</i>	P	R	R	P	R	R	R	2	5	0
Chavonda Mills <i>EFS; CoAS; ECUS Chair Emeritus</i>	P	R	R	P	P	P	P	5	2	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P	P	P	P	P	P	P	7	0	0
J.F. Yao <i>EFS; CoB; ECUS Member</i>	R	R	P	P	R	P	P	4	3	0

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