

# Executive Committee

## Meeting Minutes

### October 3, 2006

**Present:** DeAnna Timmermann, Anna Maria Dill, Gerry Ramey, Carol Lauritzen, Rebecca Hartman, Rebecca Cross, Kathryn Shorts, Teun Fetz, Shakira Bandolin, Charles Martin and John Miller. **Absent:** Khosrow Fatemi and Mary Koza.

The meeting was called to order at 4:05pm in Hoke 301 by DeAnna Timmermann, Assembly Chairman.

#### ❖ **New Business:**

1. The Meeting Calendar for this year was handed out and discussed. It was decided by the committee to add a November 28<sup>th</sup> Assembly and November 21<sup>st</sup> Executive Committee Meeting for the end of Fall term. The Executive Committee will keep the same meeting time for this year and it was noted by many members to keep the meetings to a one hour time limit if possible.
2. Goals for the 2006-07
  - The issue of settling a quorum was discussed with a suggestion from DeAnna Timmermann to offer an online voting option for all assembly members. Gerry Ramey talked about the current practice of webcasting the assembly. Carol suggested using a conference call format instead of the webcast because webcast is not always reliable. It was noted by the committee that there are a lot of EOU employees that do not work here on campus and those members of assembly need to be able to receive the information being discussed, have time to review it and have a vote.
  - The Executive Committee will be requesting all items for assembly one week in advance. No late action items will be allowed. By setting this timeline it is the hope of the committee that this will prevent future quorums from happening. If a committee has a last minute item they will have to get permission from the Assembly Chair and the item will only be allowed as an opportunity to present not an action item.

#### ❖ **Old Business**

1. Triennial Review:

DeAnna Timmermann reported on the follow up conversation with Mike Cannon, Dean of DDE. The Directors of the DDE Centers do receive an annual review. Dean Cannon did not feel that the Triennial Review policy should apply to the center directors. Provost Miller felt that a Triennial Review was an outdated practice and that all Directors should receive an annual review. Gerry Ramey moved to approve and Rebecca Hartman seconded the motion to submit the following names to HR for Triennial reviews: Dean Jaeger, Tim Seydel, John Miller and Sheldon Nord.

**ACTION:** DeAnna said this will be an item to bring forward that the policy that was passed last March needs to be revised to not include Directors of Departments.
2. Emeritus/Emerita Status:

According to HR, the committee does not have a list of names to review for Emeritus/ Emerita status from the last academic year. Carol Lauritzen noted the handbook needed to be updated to follow the current procedures in regards to this status.

**ACTION:** The issue of who changes the handbook was discussed and it was decided that the Executive Committee should make it a goal for this year to make a procedure for the process of getting a change or update to the handbook. The need for a paper copy to be stored in the Library and a record of history for changes and who made them also needs to be included.
3. Status Report: Provost Miller gave an update on the status of the Shared Governance/Faculty Senate and the New Gen Ed program. Three members of the Shared Governance committee worked on a rough draft over the summer and they will present that rough draft to Governance Committee. A Faculty senate is part of that proposal. The Gen Ed program had position changes Spring Term and has had to go back to the drawing board. Dean Marilyn Levine is now heading that project but they are just getting started. At this time Marilyn does not have anything to bring forward. This is a high priority for Academic Affairs.
4. Assembly Committee Member Replacements:
  - The Academic Support committee has a classified staff vacancy. Rebecca Cross reminded the group of past policies not being followed in classified staff elections. If you refer to Article III, Section 2, Paragraph c of the Constitution where it states "The classified staff shall fill by election all designated classified staff positions on Assembly committees." The policy continued on for many years. Then, for reasons unknown (I believe it was

turnover in the Executive Committee. and Assembly Secretary positions) the practice changed a bit. Please refer to Article 1, Section 1 of the Bylaws wherein it states, "The Executive Committee shall recommend the membership of standing committees....". The Executive Committee determined its responsibility included appointing classified staff to the standing committees thereby reducing our elections to just those positions in the Exec., Grievance and Diversity Committees. I believe, through oversight, the Executive Committee failed to follow the guideline set forth in Article III, Section 2, Paragraph c noted above.

**ACTION:** After this information was brought to light by Rebecca Cross, DeAnna Timmermann, Assembly Chair and Executive Committee members agreed with the interpretation of the Constitution Rebecca presented and she will notify HR to conduct an election for that vacancy.

- Darrin Dutto was elected to fill the Education Faculty position on the EPCC. This position requires tenure. At the time of the election Darrin did not have tenure. Since that time he was awarded tenure. The committee agreed that a new election is not necessary and this information needs to be an information item at the next assembly.

❖ **For the Good of the Order:** There were no announcements

DeAnna Timmermann asked all committee members to review the agenda for assembly and if they have any concerns or questions to please email those items to her.

The meeting was adjourned at 5:10pm.