

# Executive Committee

## Meeting Minutes

### October 31, 2006

**Present:** Khosrow Fatemi, DeAnna Timmermann, Gerry Ramey, Jana Parmele, Ted Atkinson, Carol Lauritzen, Tuen Fetz, Mary Koza, Kathryn Shorts, Rebecca Cross, Shakira Bandolin, Charles Martin. **Absent:** Rebecca Hartman, Anna Maria Dill

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

Meeting Minutes from October 3, 2006 were approved as presented.

#### ❖ **New Business:**

1. **Proposed Quorum Amendment:** DeAnna Timmermann resurrected the quorum amendment proposal, originally proposed in 2004, A discussion followed with mixed thoughts. DeAnna felt that something needed to be in place as a temporary measure. Since this is a constitutional amendment it would have to be brought forward to the Assembly as an information item and then not voted on until the next Assembly meeting. The discussion continued focusing on if there were indeed 60 voting members that attended Assembly.

**ACTION:** The Quorum Amendment proposal was placed on the Assembly Agenda as an Information Item.

2. **Faculty/Staff Handbook Language:** DeAnna mentioned that there is not a procedure to change or update Faculty/Staff Handbook language. She would like to form a sub-committee to draft an amending policy addressing how to change the language. The Handbook is currently out of date in several sections and is posted in numerous places on the website. A discussion followed mentioning that some language should be able to be changed by administration, some policies are Oregon Administrative Rules (OARs) and more difficult to change, and some information might not belong in the Handbook any more due to the AAP Collective Bargaining Agreement. It is also necessary to identify who is responsible for each section of the Handbook. It was suggested that a committee be formed to designate who is in charge and assign duties and a timeline. It was also brought up that maybe the Faculty/Staff Handbook is no longer needed. Gerry Ramey brought up a possible Preamble and DeAnna mentioned that perhaps people are ignoring the Handbook. She said we need to identify who is in charge of what section, instigate changes, and finally change the Handbook.

**ACTION:** DeAnna will contact Lara Moore, Kris Olson and Sarah Witte. She will also contact the Provost and Marv Wigle and look into a committee.

#### ❖ **Old Business:**

##### 1. **Committee Membership:**

- Education Faculty for EPCC Committee – there is no one to serve. It is a continuing issue that this person must be tenured faculty.

**ACTION:** DeAnna will talk with Colleen Johnson about this issue.

- Rebecca Cross stated that classified staff is conducting a vote to replace Leslie Smith.
- It was brought up that LeAnn Case needs to be replaced on the Financial Aid Committee.
- Sexual Harassment Committee: There was discussion about who and how many people should be on the committee. There was also a concern that the committee not be a disproportionate female group. It was decided that the following people would serve on the Sexual Harassment Committee: Marilyn Ewing – Chair, Irene Jerome, Marianne Weaver, Stephen Jenkins, Luz Villarroel, John Rinehart, Dawn Schiller-Bristol and a student. The student representatives will forward a student's name for this committee. This committee will be used to review implementation, not to change policy per se.

#### ❖ **Review Draft Campus Assembly Agenda**

**ACTION:** DeAnna will contact Colleen about EPCC agenda items.

#### ❖ **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 4:50 pm.