

COMMITTEE NAME EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)

MEETING DATE & TIME 07 SEPTEMBER 2018; 2:00 –3:15

MEETING LOCATION PARKS ADMINISTRATION BUILDING, ROOM 301

ATTENDANCE

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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P	Donna Bennett (Library, ECUS Member)	P	Glynnis Haley (CoHS, ECUS Member)
P	Alex Blazer (CoAS, ECUS Chair)	P	David Johnson (CoAS, ECUS Vice-Chair)
P	Kelli Brown (Provost)	P	John Swinton (CoB, ECUS Member)
P	Nicole DeClouette (CoE, ECUS Chair Emeritus)	P	Craig Turner (CoAS, ECUS Secretary)
R	Steve Dorman (University President)		

GUESTS	
None	

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

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to order	The meeting was called to order at 2:01pm by Alex Blazer (Chair).		
II. Approval of Agenda	A <u>MOTION</u> to approve the agenda was made and seconded.	The agenda was approved as circulated.	
III. Approval of Minutes	As this was the first ECUS meeting of the 2018-2019 academic year, there were no ECUS minutes to review.		
IV. Reports			

<p>Presiding Officer Report</p> <p>Alex Blazer</p>	<p>1. <u>2018 Governance Retreat ECUS Meeting</u></p> <p>a. <u>SCoN</u> (Subcommittee on Nominations) ECUS decided that the bylaws-prescribed minimal membership – ECUS, SCC, SGA President, and Staff Council Chair – was sufficient for SCoN. ECUS appointed POE David Johnson as SCoN Chair. According to the bylaws, the Subcommittee on Nominations prepares the Slate of Nominees for Senate Committees (March/April), prepares a compliance report of committee composition, and nominates POE, and Secretary. The SCoN Chair will</p> <ul style="list-style-type: none"> i. receive Corps of Instruction List (by September 15) and conduct apportionment of elected faculty senators (September 15-October 1), ii. send info and collect election procedures of College/Library Faculty Elections, and publish election results (December 1-February 1) iii. for Staff Selections (check with Staff Council Chair to determine if election will be held in the summer during the Staff Council Retreat) iv. for Student Selection (check with SGA President to determine if elections will be held in spring) v. At-Large Election (February/March) <p>b. <u>Operating Procedures</u> ECUS adopted the 2017-2018 operating procedures as the 2018-2019 operating procedures.</p> <p>c. <u>Officer Orientation</u> Alex Blazer, and Craig Turner will hold officer</p>		
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	<p>orientation. An update will be provided later in today's meeting.</p> <p>d. <u>Governance Calendars</u></p> <ul style="list-style-type: none"> i. Craig Turner and Alex Blazer, in consultation with SERVE, are looking into publishing an internet calendar version of the 2018-2019 Governance Calendar. An update will be provided later in today's meeting. ii. Alex Blazer, David Johnson, and Craig Turner will begin drafting the 2019-2020 Governance Calendar in September or October. <p>e. <u>University Senate Goals</u> this year are:</p> <ul style="list-style-type: none"> i. Continue to advise the University administration, review and recommend policy, and provide representatives to various university-wide committees, task forces, and search committees. ii. Review its procedures for selecting representatives to serve on university-wide committees, task forces, and search committees. iii. Review its standing committee structure. iv. Review the University Senator Handbook and other official university senate documents for accuracy, currency, and to align these documents with the University Senate bylaws. <p>f. <u>Revision of Governance History and Senate Handbook</u> Nicole DeClouette and John Swinton volunteered to revise</p>		
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these documents. An update will be provided later in today's meeting.

- g. **Review Procedures for Senate Representation on University-Wide Committees** Alex Blazer will be the point person. Costas Spirou will review the procedures, and Craig Turner will help as needed. An update will be given later in today's meeting.
- h. **The Proposed National Council of Faculty Senates** Alex Blazer asked USG Faculty Council if it was sending a representative and asked the organizers if Skype or similar participation was an option. Update: USG Faculty Council is sending a representative. The organizers are unable to offer electronic participation but will send information about the results of the meeting to those who made inquiries.
- i. **Free Speech Workshop** ECUS recommended the sponsoring of a workshop during Constitution Week if possible. Update: Three days after the Retreat, the Constitution Week schedule was published, which included a Times Talk and an interview with Communications Senior Lecturer Pate McMichael on Georgia College Connections. Do we wish to sponsor a standalone event with Qiana Wilson in November or early next semester? During the ECUS meeting, it was suggested that the Presiding Officer contact Kristen English about University Senate sponsoring a CTL workshop on Free Speech.

- j. **Secretary Shadow** The suggestion was made that someone shadow Craig Turner to learn about the duties of University Senate Secretary and Webmaster. During the ECUS meeting it was noted that Craig Turner does much more than Secretary and Webmaster duties. ECUS should pay attention to his additional responsibilities and next year we will spread out tasks to various individuals.
- k. **Reminder** University Senate has a Foundation account that can be donated to through the State Charitable Contributions Program. During the ECUS meeting, it was noted a State Charitable Contributions Program webpage (<http://www.gcsu.edu/sccp>) exists. After choosing GC Foundation, contact Marcia Cainion (Gift Processor, marcia.cainion@gcsu.edu, 478-445-5767) to specify that you want your donation to be directed to the University Senate Foundation account.
- l. **Budget**
 - i. **2018-2019 Budget** \$5000.00
 - 1) Travel (for USG Faculty Council Meetings) \$675.00
 - 2) Office Supplies & Expenses (printing, Retreat) \$4325.00
 - ii. **August Expenses**
 - 1) Printing Services (for Retreat Binders) \$375.80
 - 2) Parking and Transportation (for Retreat Bus) \$328.86
 - 3) Additional Rock Eagle Travel \$33.25

	<p>4) Encumbered Rock Eagle Security Deposit \$300.00</p> <p>iii. <u>Expended</u> \$1037.91</p> <p>iv. <u>Remaining</u> \$3962.09</p> <p>v. <u>Pending</u> Rock Eagle Fees of \$1965.00, USGFC Representatives Expense Reimbursements</p>		
<p>Presiding Officer Elect report</p> <p>David Johnson</p>	<p>1. <u>Subcommittee on Nominations (SCoN)</u> Since the 20 Apr 2018 University Senate meeting, a number of changes have been made to the slate of nominees that will be submitted as a motion for a vote at the 21 Sep 2018 university senate meeting.</p> <p>a. EAPC Mary Magoulick has replaced Katie Simon as an Elected Faculty Senator effective 23 Apr 2018.</p> <p>b. RPIPC Kevin Blanch was named as a Selected Staff Senator effective 13 Aug 2018.</p> <p>c. RPIPC Christopher Newsome was named as a Selected Staff Senator effective 13 Aug 2018.</p> <p>d. RPIPC Darryl Richardson was named as a Selected Staff Senator effective 13 Aug 2018.</p> <p>e. SAPC Yolanda Foster was named as a Selected Staff Senator effective 13 Aug 2018.</p> <p>2. <u>USG Faculty Council (USGFC)</u></p> <p>a. The fall 2018 USGFC meeting will take place Th 18 Oct 2018 and Fri 19 Oct 2018.</p> <p>b. Presiding Officer Elect David Johnson is the current (2018-2019 term) USGFC institutional voting representative.</p>		

	<p>c. Elected Faculty Senator Glynnis Haley is the current (2017-2019 term) USGFC institutional non-voting representative.</p> <p>3. <u>Presiding Officer Elect</u></p> <p>a. <u>Attendance</u> I plan to take some actions to encourage attendance of both university senate and university senate committee meetings. Some actions under consideration are to contact</p> <ul style="list-style-type: none"> i. those absent from a meeting and ask if there is anything we can do to assist them in being in attendance at future meetings. ii. incoming members of the 2019-2020 university senate and its committees to encourage them to attend the organizational committee and organization university senate meetings. <p>b. <u>Organizational Meetings Alternatives</u> under consideration include</p> <ul style="list-style-type: none"> i. shorten the organizational meeting of the 2019-2020 university senate from its anticipated seventy-five minutes to thirty minutes ii. have the organizational meetings of the 2018-2019 university senate committees immediately following the organizational meeting of the 2018-2019 university senate iii. refreshments at the organizational meetings <p>c. <u>Governance Retreat Alternatives</u> under consideration include</p> <ul style="list-style-type: none"> i. schedule standing committee officer orientation during this 		
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	<p>retreat rather than its usual early fall semester time</p> <ul style="list-style-type: none"> ii. consider alternative dates for the retreat as the <i>Tuesday before fall classes begin</i> is in the company of many other events during what some call <i>the week of meetings</i> iii. streamline the retreat from a full day <9:00a to 4:00p> to a partial day <three to four hours> iv. select a different location that is off-campus yet more local than the recent standard location of <i>Rock Eagle</i> v. have a reception adjoined to the retreat with first drink free tickets for attendees vi. It was noted the retreat has been held at other sites, on other days, and with different practices for new senator orientation and that there is an archive for all past governance retreats on the green page at http://us.gcsu.edu/Archive_Indices/GR_Archives.htm 		
<p>V. Information Items Actions/Recommendations</p>			
<p>University Senate Budgets Alex Blazer</p>	<ul style="list-style-type: none"> 1. <u>Foundation Account</u> for university senate is now established and has a balance of \$0. 2. <u>Balance</u> The balance of the university senate budget (\$5000 allocation annually) is presently at \$3962.09 after paying some of the costs for the 2018 governance retreat. Anticipated expenditures include other 2018 governance retreat bills of aggregate amount \$1037.91 and the reimbursement of 		

	attendance expenditures for USG Faculty Council meeting attendees <David Johnson and Glynnis Haley> for USGFC meetings held during the 2018-19 academic year.		
Subcommittee on Nominations (SCoN) Alex Blazer	At the 2018 Governance Retreat, Alex Blazer noted that one of the functions of the Executive Committee is to appoint the membership and chair of the Subcommittee on Nominations (SCoN). There is a minimal membership prescribed in the university senate bylaws: ECUS members, Standing Committee Chairs, the Student Government Association President, and the Staff Council Chair. In addition, recent practice has been to appoint the Presiding Officer Elect as SCoN Chair. The current Presiding Officer Elect, David Johnson, was receptive to this appointment.	The committee appointed the membership and chair of 2018-19 SCoN, specifically <ul style="list-style-type: none"> • Members the minimal membership prescribed in the university senate bylaws • Chair David Johnson 	
Standing Committee Officer Orientation (SCOO) Alex Blazer	Alex Blazer indicated a Doodle Poll had been disseminated to standing committee officers for the 2018 Standing Committee Officer Orientation (SCOO). To date, the most popular times were 12:30-1:45 Th 20 Sep 2018 (eight can make it) and 12:30-1:45 Th 13 Sep 2018 (seven can make it). Presiding Officer Alex Blazer and University Senate Secretary Craig Turner comprise the ECUS work group organizing and facilitating this orientation.		
VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			
Inventory and Review of Official Documents of the University Senate Nicole DeClouette	1. At the 2018 Governance Retreat, Nicole DeClouette and John Swinton agreed to serve as the ECUS work group on this initiative.		

<p>John Swinton</p>	<ol style="list-style-type: none"> 2. Presently other obligations are taking precedence for both Nicole DeClouette and John Swinton, and they anticipate making some progress on this initiative by the 5 Oct 2018 ECUS meeting. 3. A brief discussion included the following talking points. <ol style="list-style-type: none"> a. There is a list of official documents in the supporting document <i>University Senate Highlights</i> for the 2018 governance retreat which includes university senate mission, vision, beliefs, governing concepts, meeting etiquette, governance history, and the university senator handbook. b. A suggestion was made to fold all of these official documents into the university senator handbook (as chapters) updating as necessary the documents for accuracy, currency, as well as for compliance with university senate bylaws AND adding a revision process. In this way, there will be only one official document to maintain going forward. 		
<p>University Senate Recognitions</p> <p>Alex Blazer</p>	<ol style="list-style-type: none"> 1. Alex Blazer noted that university senate recognitions include certificates and pins. 2. With respect to pins (a once-in-a-lifetime recognition for university senators issued at the organizational meeting of the university senate corresponding to their first year of service as university senators), Alex Blazer sought guidance on how to issue pins to those meriting the pins who had not been in attendance at the 20 Apr 2018 university senate organizational meeting. 		

	<ol style="list-style-type: none"> a. It was noted recent practice was to award pins at subsequent university senate meetings. b. Alex Blazer indicated his intention to follow recent practice – in this case to award pins to those eligible to receive them at the 21 Sep 2018 university senate meeting. <p>3. With respect to certificates (recognizing those completing terms of service as university senate leaders, non-senator committee members, or university senators), there were no certificates that needed to be awarded at this time.</p>		
VII. New Business Actions/Recommendations			
Elected Faculty Senator Election Oversight David Johnson	<ol style="list-style-type: none"> 1. David Johnson has requested the Corps of Instruction list from the Office of Academic Affairs. According to the university senate bylaws, this list is to be supplied to ECUS by 15 Sep. 2. Once received, David Johnson will prepare a draft of the apportionment for ECUS review. This apportionment review would ideally take place at the 5 Oct 2018 ECUS meeting. 		
VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	<p>21 Sep 2018 @ 2:00pm Univ. Senate A&S 2-72 05 Oct 2018 @ 2:00pm ECUS Parks 301 05 Oct 2018 @ 3:30pm ECUS-SCC Parks 301</p>		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Alex Blazer to ensure that such items (if any) are added to the agenda of a future meeting of ECUS or ECUS-SCC.

IX. Adjournment	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 2:52pm.	
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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) WITH STANDING COMMITTEE CHAIRS
COMMITTEE OFFICERS ALEX BLAZER (CHAIR), DAVID JOHNSON (VICE-CHAIR), CRAIG TURNER (SECRETARY)
ACADEMIC YEAR 2018-2019**

**AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR
“P” denotes resent, “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	9/7/2018	10/5/2018	11/2/2018	12/7/2018	2/1/2019	3/1/2019	3/30/2019	Present	Regrets	Absent
Donna Bennett <i>EFS; Library; ECUS Member</i>	P							1	0	0
Alex Blazer <i>EFS; CoAS; ECUS Chair</i>	P							1	0	0
Kelli Brown <i>Provost</i>	P							1	0	0
Nicole DeClouette <i>EFS; CoE; ECUS Chair Emeritus</i>	P							1	0	0
Steve Dorman <i>University President</i>	R							0	1	0
Glynnis Haley <i>EFS; CoHS; ECUS Member</i>	P							1	0	0
David Johnson <i>EFS; CoAS; ECUS Vice-Chair</i>	P							1	0	0
John Swinton <i>EFS; CoB; ECUS Member</i>	P							1	0	0
Craig Turner <i>EFS; CoAS; ECUS Secretary</i>	P							1	0	0

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