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EXECUTIVE COMMITTEE of the FACULTY ASSEMBLY

Minutes of the Meeting of September 21, 2004 Miley Executive Dining Room

Present: Joan Chapdelaine, Daniel Cowdin, Thomas Day, Carol Gibbons, Jay Lacouture, Johnelle Luciani RSM (Chair), Barbara Sylvia

1. **Call to Order and Minutes.** The meeting was called to order at 5:35 PM. The Minutes of the meeting of April 26 were approved. The Assembly Minutes for May 7 were authorized for posting and distribution. The Executive Session Minutes for the Assembly meeting of June 8 will be read out at the next Executive Session meeting.

2. **Newly Elected Members.** The Chair welcomed three members of the committee who were elected in the spring: Carol Gibbons, Jay Lacouture, and Barbara Sylvia.

3. **November Meeting.** The administration of the University has asked the Executive Committee to move the next Assembly meeting from November 5 to the 12th, so that the faculty can attend a lecture on assessment scheduled for the 5th. The committee agreed to move the date of the meeting.

4. **Request for Time at Assembly Meetings.** The Vice President for Academic Affairs, in a memo to the Speaker of the Assembly (with cc to the other members of the Executive Committee), wrote the following:

   > Among our academic priorities this year, I would like to focus on increasing communication and collaboration between individual faculty, academic departments and administration. In order to become more effective in accomplishing our institutional and academic goals, I believe that faculty, staff and administration are best served by pooling our collective resources and talents . . .
   >
   > I would like to participate in each meeting of the Faculty Assembly to give faculty an update on current initiatives and projects and answer any questions. It is anticipated that this would only take 5-10 minutes of each assembly meeting.

   The committee agreed with Dr. Madonna's priorities and the importance of increasing communication and then discussed at length how this could be done at meetings. Members of the committee reported that many on the faculty, over the years, have strongly stated that they would like most meetings to move efficiently and take care of the Assembly's own business items first. For this reason the Executive Committee has always been very reluctant to add regularly scheduled agenda items such as reports from standing committees and project updates; even the Treasurer's report has been kept to a minimum.

   The matter of parliamentary procedure was also brought up during this discussion. Agenda items are supposed to be specific routine tasks or topics that are listed on the agenda. A request from the administration (or anyone else) to present an agenda topic at a certain meeting is entirely consistent with parliamentary procedure. An agenda item on administrative updates, automatically built into every meeting of a faculty's assembly, is not envisioned by parliamentary procedure.

   It was also mentioned that technological advancements now available on campus allow for the timely reporting of announcements through more efficient means than speaking in person at a meeting. Using those technologies to provide updates and announcements would permit more time for faculty discussions of issues.

The committee agreed that the best way to increase communication at Assembly meetings would be to stay within the spirit of parliamentary procedure by continuing its current policy on communication, which is the following:

(1) Members of the administration, faculty, committees, and others are always welcome to ask for a place on the agenda. The usual procedure for everyone is to request a place on the agenda at least five working days before the meeting. The Speaker has to weigh considerations of time and previously scheduled business items, which take precedence.

(2) When the floor is open for discussion at the end of a meeting, anyone may take that opportunity to address the Assembly, from the floor, on any matter. The Speaker does not have to be notified beforehand. The individual who has something to say is always welcome to ask the Speaker or a member of the Executive Committee for advice before the meeting.

In addition, an Assembly meeting provides an opportunity to circulate printed material, such as flyers, reports, and pamphlets.

In her memorandum (see above) Dr. Madonna also asked to meet with the committee at least once per semester. The Chair/Speaker will contact Dr. Madonna and arrange a meeting. The Chair will also convey the consensus of the committee.

5. **Dues.** The committee reviewed the finances of the Faculty Assembly and concluded that it was no longer possible to use dues to subsidize the cost of the party at the end of the year. The approximately 80% of the faculty who pay dues support the Assembly's routine expenditures, such as expenses for refreshments after meetings, presents for secretaries, memorial books donated to the library, and surveys of the faculty. After a discussion, the committee decided to keep dues at $35 and to forward a recommendation to the Assembly: Motion: *The Faculty Assembly authorizes the Executive Committee to charge those members, delegates, and guests who attend the End of the Year Party an amount that will cover all or most of the Assembly's anticipated expenses for that party.*

6. **Volunteers.** The Chair will send a request to faculty to volunteer for the following: (1) a pool of faculty who are willing to be asked to serve on an ad hoc Grievance Committee; (2) the Faculty Advisory Committee on Salary and Benefits; and (3) a committee that will design and administer system for evaluating the work of the Faculty Assembly and its Executive Committee, and (4) the Social Committee.

7. **Faculty Manual Commission.** The Chair reviewed the section of the *Statutes of the Faculty* (Faculty Manual) that deals with the joint administration-faculty Commission on the Faculty Manual. The Executive Committee appoints two of its members to this committee. The Committee appointed Thomas Day and Jay Lacouture for two-year terms.

8. **Meeting with President.** During the spring semester, the President had indicated that she would like to meet with the committee. The Chair will try to schedule this meeting.

9. The committee will meet again on Tuesday, October 19 and Thursday, November 18.

The meeting adjourned at 7:00 PM.