

University Senate – April 3rd, 2017



University Senate Meeting Minutes
April 3rd, 2017
3:00 - 5:00 p.m.
Monroe B01

IN ATTENDANCE:

John Abbruzzese, Abdalla Aldras, William Bajor, Terry Barry, Nurun Begum, Rob Berkowitz, Joanne Bruno, Robert Cohen, Darla Darno, Mark Davis, Wendy Wheeler Dietrich, Anthony Drago, Kathleen Duguay, Johan Eliasson, Brenda Friday, Mark Gatesman, Kyndra Goodwyn, Sheila Handy, Peter Hawkes, Keisha Kauffman, Jonathan Keiter, Heon Kim, Andrew Kissling, Eun-Joo Lee, Paul Lippert, Kenneth Long, Taina Moore, Kizzy Morris, Bob Moses, Fernando Perez, Lori Pierangeli, Sarah Pomales, Mary Frances Postupack, Tribhuvan Puri, Chelsi Roberts-Williams, Kennedy Sheeley, Leigh Smith, Yoshi Tanokura, Doreen Tobin, Daisy Wang, Marcia Welsh, Gene White, Jingfeng Xia.

ABSENT:

Todd Behr, David Bousquet, Locks-Ann Braham, Teri Burcroff, Robert D'Aversa, Esther Daganzo-Cantens, Scott Dietrich, Susan Dillmuth-Miller, Heather Garrison, Melissa Geiger, Sandra Gordon, Kelly Harrison, Jan Hoffman, Miriam Juya, Jaedeock Lee, Clare Lenhart, Andi McClanahan, Annie Mendoza, Barbara Miccio, Matthew Miltenberger, Richard Otto, Francina Phillips, David Primus, Matthew Rivera, Thomas Tauer, Nancy VanArsdale.

1. Roll Call
2. Approval of March 2017 Minutes
 - Corrections made
 - Approved by general consent
3. University President's Report
 - N/A
4. Fix the Agenda for the meeting
 - Switch FYE with Committee report
5. ESU scholarship committee report (Aristalia Benitez, Scott Semerod): handout distributed. Busiest scholarship season is March.
6. Update on the ESU Action Plan (Marcia Welsh)
Required to submit the action plan by the end of this month to state system. SWOT analysis of our institution. Budget cut and deficit.
7. Update on University Senate Webpage
8. Committee reports
 - Budget and planning: financial components of action plan will be posted on Tuesday's all university meeting. 2.8 M deficits would be balanced out due to the vacancies of positions. No extra fund for infrastructure. 6M deficit projected next year. 2-3 M will be expected.
 - Rules and Bylaws (see attached)
 - Vote on the proposed changes to the constitution; Approved
 - Remove of references to "professional tutors."
 - Add the APSCUF VP, UCC chair, student senate VP, student trustee and deans to the list of those ex officio senator who send a designee to vote on their behalf.
 - Ex-officio senators must identify their designee no later than the roll call.

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- Clarified the population represented by the senator from president's and VPs' staff.
 - Proposed bylaws change to combine the Finance and the Budget and Planning committee; Approved
 - Proposed bylaws change to expand the charge of the nominations and elections committee; Approved
 - Nominations and elections
 - Next election is on 5/1.
 - Research : will present next meeting
 - Academic Affairs: scholarship presentation was arranged. Putting a link on student page to show them the finals schedule. Students received a code from Pearson for test access code. Encourage faculty to put tests on D2L.
 - Student affairs: presenting ESU shuttle survey.
9. New Business
- Motion (by Keisha Kauffman; seconded): Move the May 1 meeting to April 24. Yes:48% no:52%, not approved
10. Announcements
- Global week!
11. Adjournment
- Meeting adjourned 4:25 p.m., next meeting on Monday, May 1, in Monroe B01.

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Proposed constitution changes (Apr 2017)

Article 4 Membership

Section 4.1 Membership shall include faculty, administrators, coaches, staff, and students ~~and a professional tutor.~~

Section 4.1.1 The minimum qualifications for eligibility to serve on the University Senate are as follows:

- Faculty – Faculty senators must either be tenured or on the tenure track.
- Staff and Administrators – With the exception of ex-officio members, university staff and administrators must have completed the probationary period of employment (if applicable).
- Coaches must be full-time.
- Students – must meet the same minimum criteria required by the Student Senate for election to office.
- ~~Professional Tutor – must have completed one year of tutorial work in the University-Wide Tutoring Program.~~

Section 4.1.2 Faculty, staff, administrators, and students, become ineligible for election or for continued service on the University Senate in the event of the termination of their official status as a university employee or student. Students become ineligible for election or continued service in the event they are officially classified as “not in good standing” or if they are placed on academic probation. Termination of continued service or ineligibility for election is effective upon the date of termination of status with the University. ~~The Professional Tutor becomes ineligible for election or for continued service on the University Senate in the event of the termination of his/her official status as a university employee.~~

Section 4.2 The University Senate members include:

Section 4.2.1 Faculty: There will be one senator elected from each academic department and one senator elected from each of the non-classroom faculty departments. There shall be five at-large members of the faculty elected by the entire faculty with at least one at large senator each school or college and one from the non-classroom faculty not represented by a school or college. Departments and non-classroom faculty departments will conduct their own elections for departmental senators and APSCUF will conduct the election for at-large senators. The APSCUF President, the APSCUF Vice President, and the Chair of the University-Wide Curriculum Committee shall be ex-officio voting members. The APSCUF President, **APSCUF Vice President and the Chair of the University-Wide Curriculum Committee** may send a designee to vote in her or his behalf.

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Section 4.2.2 Administration: The University President shall be an ex-officio, non-voting member. The University Vice Presidents and the Academic Deans shall be ex-officio voting members. The University Vice Presidents, and Deans may send designees to vote on their behalf.

Section 4.2.3 State System Managers: There will be three senators elected from among State System Managers. State System Managers will be responsible for forming an election committee to determine candidate eligibility, to promote and to conduct the election of State System Manager senators.

Section 4.2.4 Unions: The presidents of OPEIU, SPFPA, and SCUPA, shall select one representative from their organization to be senators. The president of APSCUF shall appoint one coach to be a senator. AFSCME shall select three representatives to be senators: two from persons represented by the AFSCME Master Agreement and one from those represented by the AFSCME Master Memorandum (First-Level Supervisors).

Section 4.2.5 Students: The Student Senate President, Vice President and the student member of the East Stroudsburg University Council of Trustees will be ex-officio, voting members. The Student Senate shall appoint or elect ten additional student senators, at least one of whom must be a graduate student. The Student Senate President, Student Senate Vice President, and the student member of the East Stroudsburg University Council of Trustees may send a student designee to vote in his or her behalf.

~~**Section 4.2.6 Professional Tutor:** There will be one senator elected from among the Professional Tutors. Professional Tutors will be responsible for forming an election committee to determine candidate eligibility, to promote and to conduct the election of a Professional Tutor senator.~~

Section 4.2.6 There will be one senator to represent those employees who are not already represented by one of the groups listed above, consisting mainly of the staff of the President's and Vice Presidents' Offices. ~~For purposes of this section, the staff of the President's office shall include university employees who work in (a) the President's office, (b) Research and Economic Development, (c) the Office of Diversity and Equal Opportunity, (d) the Office of Multicultural Affairs, and (e) University Relations.~~ The staff in the President's office will be responsible for forming an election committee to determine candidate eligibility and to promote and to conduct the election of ~~its~~ this senator.

Section 4.2.7 Those ex-officio senators who may identify a designee must do so no later than the roll-call of any regular or special meeting of the Senate.

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Proposed bylaws changes (Apr 2017)

H. No official business of the Senate may be conducted after 5 P.M. for regular meetings or after the announced duration for special meetings.

III. Committees and Subcommittees

A. As indicated in the Constitution there shall be a standing Rules and Bylaws Committee.

B. At any regular or special meeting of the Senate additional standing and *ad hoc* committees and subcommittees may be proposed by the members of the Senate. Unless the proposal for the new committee was presented in the report of the Rules and Bylaws Committee, such proposals shall be referred to the Rules and Bylaws Committee for review and for the writing of the formal charge for the committee. The rules and Bylaws Committee will report back to the Senate at its next regular meeting that is at least one week after the meeting at which the committee was first proposed. In extreme cases where delay is not desirable, if the proposal for the new committee receives an affirmative vote from a majority of all of the members of the Senate present at the meeting, then the committee may be approved without the review of the Rules and Bylaws Committee.

C. At the first meeting of each Senate Session, the full Senate shall approve or alter, as necessary, the existing committee structure. A majority vote of the Senators present will be required to alter the committee structure.

D. In addition to the constitutionally mandated Rules and Bylaws Committee, the following standing committees shall be formed:

1. Committee on Diversity
- ~~2. Facilities Committee~~
3. Student Affairs Committee
4. Budget and Planning Committee
5. Instructional Resources and Technology Committee
6. Research Committee
7. Orientation Committee
8. Nominations and Elections Committee
9. Academic Affairs Committee

E. The membership of these committees, in accordance with the rules below for each committee and excepting specific appointments outlined in those rules, shall be recommended by the Executive Committee to the full senate for their approval.

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F. Committee on Diversity

1. The Committee on Diversity will advise the Senate on all matters relating to developing a campus climate that supports diversity, including, but not limited to the recruitment and retention of a diverse faculty, staff and student body. The Committee shall report regularly to the Senate on matters of diversity relating to traditionally underrepresented groups in enrollment, staffing, equal opportunity and access.

2. The membership of the Committee on Diversity shall be comprised of six unrestricted senators. The Director of the Office of Diversity and Equal Opportunity shall be an ex-officio member of the committee.

~~G. Facilities Committee~~

~~1. The Facilities Committee will advise the Senate on all matters involving the utilization, maintenance, and improvement of the university's existing or future buildings and other facilities.~~

~~2. The membership of the Facilities Committee shall be comprised of the Vice President for Finance and Administration or his or her designee and six unrestricted senators.~~

H. Student Affairs Committee

1. The Student Affairs Committee will advise the Senate on all matters related to aspects of student life. The Committee will pay special attention to those aspects of student life that relate directly to the educational process.

2. The membership of the Student Affairs Committee shall be comprised of the Vice President for Student Affairs or his or her designee, the President of the Student Senate, two other student senators, and four unrestricted senators.

I. Budget, Finance, and Planning Committee

1. The Budget and Planning Committee will advise the Senate on all matters relating to the development, approval, and long-term implications of the University budget on the University's mission. **The Committee will advise the Senate on all matters involving the utilization, maintenance, and improvement of the university's existing or future buildings and other facilities.** The Committee will make recommendations with regard to the University's Master Plan and all other long range planning.

2. The membership of the Budget and Planning Committee shall be comprised of one faculty member **from each School or College, each from the Schools of Arts and Sciences, Professional Studies, Health Sciences and Human Performance,** one non-classroom faculty member, one student, and two unrestricted members of the senate. The University President, the Provost and the Vice President for Finance and Administration may each select a designee to serve on this committee.

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J. Instructional Resources and Technology Committee

1. The Instructional Resources and Technology Committee will advise the Senate on all issues relating to the traditional library and technology-based information resources, audio-visual equipment, academic computing services for labs, classrooms, and distance education and all major issues of policy and procedure related to campus technology, including plans for the acquisition, distribution, and the effective and efficient use of technology

2. The membership of the Technology Committee shall be comprised of six unrestricted senators. The Vice President for Finance and Administration and the Provost may each select one designee to serve on this committee.

K. Research Committee

1. The Research Committee will advise the Senate on matters relating to research and scholarly work carried out at the University, including, but not limited to, the adequate availability of facilities, resources and support for research by faculty, graduate students, and undergraduate students.

2. The membership of the Research Committee shall be comprised of the Dean of the Graduate School, a representative from ESU's Institutional Review Board and six unrestricted senators.

L. Orientation Committee

1. The Orientation Committee will orient new and/or existing members to the University Senate. Topics may include, among other things:

- a. The purpose and function of the University Senate
- b. Membership responsibilities
- c. Roberts Rules of Order
- d. Debate Decorum

2. The Orientation Committee shall be comprised of at least three unrestricted senators.

M. Nominations and Elections Committee

1. The Nominations and Elections Committee will solicit nominations to fill the positions of elected Senate officers, and will submit the list of nominees to the members of the executive committee at least one week prior to the meeting during which elections are held; however, nominations may still be made from the floor of Senate prior to the election of officers.

2. The Nominations and Elections Committee shall conduct the elections of elected Senate officers.

3. The Nominations and Elections Committee shall assist in the solicitation of nominations and/or the identification of Senators to serve on any unfilled Committee seats.

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3. 4. The Nominations and Elections Committee shall be comprised of five unrestricted senators; however, no current Senate officer or Senator who is nominated for senate officer shall serve on the committee.

N. Academic Affairs Committee

1. The Academic Affairs Committee will advise the Senate on matters pertaining to those academic plans, programs, rules, and regulations that are of concern to the University as a whole.
2. The membership of the Committee on Academic Affairs shall be the Provost or his or her designee, one Academic Dean, the Chair of the University-Wide Curriculum Committee, one faculty member each from each school or college, one non-classroom faculty member and *two student senate members (one selected by the Student Senate President)*.