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2014.06.24 Governance Review Commission Retreat Agenda

Otterbein University

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Governance Review Commission
June 24, 2014 – Retreat

Attendance: Bob Gatti, Susan Millsap, John Stefano, John Ludlum, Lisa Byers, Kate Lehman, Lisa Phillips, Kristy Robbins, Matt D'Oyly

❖ Finalize Membership Proposal

- Current Proposal (156 without standing committee chairs)
 - 60 Faculty -38%
 - 60 Students – 38%
 - 8 Staff – 5%
 - 22 Administrators – 14%
 - 6 Senior Administrators -3%
 - 6 Standing Committee Chairs – 3%
- *Rationale: Right sizing the Senate to the actual numbers. Maintain percentage balance, increase in staff not administrators.*
- Information – Additional Information
 - 94 Students applied for Senate positions
 - Propose current model with a stipulation that we revisit
 - Education about time requirement and flow of schedule and office

❖ Non-Voting Members?

- Questions
- Do they count in the establishment of a quorum?
- Do we need non-voting members?
- Who gets to speak at Senate
- No Voice; No Vote
- Voice; No Vote
- Are Dean's by virtue of their positions members of Senate? This is a decision that Faculty Senate needs to make.
- Add Public Comments section to Senate meeting
- *Decision: Non-Voting members will not be included in the by-laws.*
- *Rationale: Non-Members can be invited to speak. Head of Senate issues invitation – Senator can make the request. In addition, a senator who is speaking can give the floor to a non-member*

❖ What is the membership term?

- *Decision: Senate Term would run July 1 – June 30 Elections for the senate and committees must happen in spring.*
- *Rationale: Alignment with fiscal year*
- Discussion and Points to consider
 - August 1 – July 31
 - Faculty Contracts generally start around August 11
 - When are Student Elections (Spring with election of first-year in spring)
 - 1st day of the third week of term

- June 1- May 30 (to accommodate student transition)
- Delete reference to elections? Or include statement, election need to occur before the last Senate meeting of the Academic year.
- Elections for committees – coordinated and earlier in spring so that people can plan their lives
 - Option to run for committees and then Senate or vice versa
 - Options to serve on Senate for new faculty, staff, administrators
- ❖ Resignations, Absences and Leaves
 - What happens if a Senator misses two Senate meetings?
 - Resignation and leaves
 - *Decision: If a Senator misses two Senate meetings, the appointing council is notified, and has the responsibility to decide how to deal with the Senator (remove, reprimand, etc...). If a Senator resigned or goes on leave (sabbatical, health, etc...) they must notify the appointing council.*
- ❖ Committees Discussion and Recommendations
 - Add a Separate Article on Committees
 - Committee membership terms?
 - When are committee members elected or appointed?
 - Do we need restrictions on the number of committees one person can serve on?
 - Need to add terms of each committee
- ❖ Information that Councils need to consider
 - Define membership and define what happens with leaves or resignations
 - Student government hold seats for first year students,
- ❖ Functions of Senate
 - Section 305 – Suggestion to remove the word “social”
 - Rationale: Policies not practices, distinguished from curricular activities
 - Recommendation to change: To review recommendation concerning changes to university policy effecting cultural events, exhibitions, and all-campus events.
 - Recommendation to Change: Remove article
 - ***Decision: Tables this Discussion – Revisit language at the next Commission Meeting***
- ❖ Additional Functions of University Senate
 - (Academic Calendar) Keep current language - to approve annually the basic framework of the University academic calendar, including opening dates of semesters, holidays, examination periods, and the commencement date.
 - (Human Resource Policies)
 - **Policy Creation and Proposals Located on HR Website – Share this policy with all members of the commission. K. Robbins will share to discuss at next Commission meeting. “Policy on Policies”**
 - Committees Power (Must be listed in Senate Bylaws)
 - Committees must make recommendations (not subject to Senate approval)
 - Committees (including subcommittees) can make decisions without always taking to Senate.
 - Senate delegates to Committees
 - **(Budget)**

- Recommendation: The budget subcommittee (senate) shall review (and provide input or help develop) the university's annual budget and advise the president on budgetary priorities and see that the budget is communicated to the campus community on annual basis (# 720 –Revised bylaws) - Discuss under committees.
 - Language: Approve, Identify priorities, Endorse
 - Recommendation: To establish and supervise a budget committee.
 - Recommendation: Senate functions to communicate the budget to the campus community (Communication and Coordination)
- **(Planning)**
- ❖ Committee Functions Discussion and Questions
 - Take and post minutes of each meeting
 - Approve Annually the a
 - These Subcommittees and there will be these standing committees (with functions) and their subcommittee
 - List Standing Committee and Subcommittees (Including but not limited to...)
 - How do we talk about other subcommittees
 - Subcommittees report to standing committees, who much report on a regular basis to Senate
 - Representation from all constituency groups
 - Planning committee must ensure that the budget is presented to the Senate.
 - Certain subcommittees specified in bylaws who will be responsible to communicate to their standing committee who must report/present on a regular basis to Senate (e.g. Budget, Total Compensation)
 - Benefits and Compensation (Total Compensation Subcommittee)
- ❖ Relationship to Councils
 - *Recommendation: Bylaws start with the Council (every member of the University Community is a member of a senate –faculty, staff, administrative, and student. There shall be a university senate consisting of elective representative of each of those senates. State membership and general functions*
 - ◆ See Revised by-laws for language
- ❖ Standing Committees – Discussion and Questions
 - Which committees are specified in bylaws
 - Budget (Planning)
 - Total Compensation (Planning)
 - Institutional Effectiveness (Planning)
 - IRB?
 - Diversity and Inclusion
 - Sustainability
 - Subcommittees that must exist
 - Standing Committees Functions
 - Authority to create subcommittees
 - Appoint and Supervise the work of these committees (e.g. IRB)
 - Operations Not Governance?
 - Does IRB need to be in the bylaws, can it be in Academic Affairs or President's Office?

- SEMAG –enrollment and retention policies (Planning) - Should this be an operations committee?
 - ◆ Decision: SEMAG should be an operations committee
 - ◆ Rationale: Implementation not policy
- Academic Planning? - Should this be an operations committee?
 - ◆ Decision: Academic Planning should be an operations committee
 - ◆ Rationale: Implementation not policy

❖ Standing and Subcommittee Questions and Discussion

- What's a governance committee?
- What is an operations committee?
- Perhaps the above two questions can be answered by looking at membership
- What can be ad hoc?
- What must exist?
- Why is this a standing committee
- Subcommittee on admissions and financial aid?
- Not all functional committees need to be in the governance, but a means of communication to governance must exist. (Make recommendations with a clear channel and understanding of authority, and how policies (not practice) are created and implemented, through governance not operations.
- Administrative committees' role? Make recommendations and implement policy)
- Governance committees' roles? Policies, include representations
- Planning – Budget, Enrollment, Compensation,
- Subcommittees – go back to standing committees
- Need a list at of all functional committees
- Some recommendations need to reviewed by Senate (e.g. elimination of a major), but not all. Things can come to Senate System (Senates, University Senates)
- Define types of committees
- Ad hoc
- Governance (policies)
- Operations (recommendations and Implementations)
- Non-Senate committees

❖ Assignments

- Kristy will send out University policy on policies
- Matt will work on functions of administrative council
- Bob will work on functions of Student Senate
- Lisa will call meeting of committees to draft initial thoughts on committee structure
- Bob will follow with Jefferson and Miguel to discuss the role of SEMAG