

MINUTES

Executive Committee

Tuesday, October 29, 2024

3:00pm – Microsoft Teams/Administration 106

Present: Melinda Smith, Chair; Joseph DiVerdi, Vice Chair; Jennifer Martin, BOG Representative; Sue Doe, Immediate Past Chair; Amy Barkley, Executive Assistant; Catie Cramer, Agricultural Sciences; Rob Mitchell, Business; Peter Jan van Leeuwen, Engineering; Svetlana Olbina, Health and Human Sciences; Antonio Pedros-Gascon, Liberal Arts; Christine Pawliuk, Libraries; Randall Boone, Natural Resources; Steve Benoit, Natural Sciences; Brian Geiss, Veterinary Medicine and Biomedical Sciences

Guests: Brad Goetz, Chair University Curriculum Committee

Absent: Marion Underwood, Provost/Executive Vice President (excused)

Chair Melinda Smith called the meeting to order at 3:02 p.m.

October 29, 2024 EXECUTIVE COMMITTEE AGENDA ITEMS:

I. Minutes to be Approved

A. Executive Committee Minutes – October 22, 2024

Hearing no edits, minutes approved by unanimous consent.

II. Items Pending/Discussion Items

A. *Announcements*

1. The Next Executive Committee Meeting will be held on November 12, 2024 – Microsoft Teams/Administration 106 – 3:00 p.m.
2. The Next Faculty Council meeting will be held on November 5, 2024 – Microsoft Teams/Eddy 212 – 4:00 p.m.
3. Next Faculty Council Meet & Greet – Thursday, November 7 – Lory Student Center Room 312 – 3:30pm-5:00pm

B. *Provost/Executive Vice President Report – Provost Marion Underwood*

No report, unable to attend.

C. *Old Business*

1. Executive Committee minutes & AI notetaking

Chair Smith: Acknowledged that not all the standing committees follow the guidelines as written. They vary in the way minutes are presented. From our last meeting, the decision was left as to whether to codify how the minutes are currently being done to allow continuation of more detail or to adhere to the guidelines currently written in the Procedures Handbook.

An Executive Committee member stated that it would be better to rewrite what is written to reflect current culture rather than to adjust the current culture to what is written. Asked who would benefit from removing the detail from the minutes. Executive Committee members discussed the inclusion of discussion in the minutes. Another Executive Committee member stated that it is important that people not in the room can see what arguments have been raised.

An Executive Committee member asked whether a change would apply to all the standing committees. Chair Smith stated that it is a possibility. Members discussed whether the proposal is to change procedures for all the standing committees or whether a new section regarding Executive Committee was needed. Discussion continued on the role of confidentiality in Executive Committee meetings and the use of Executive Session for particularly sensitive discussions.

Executive Committee members discussed the language as it currently appears in the Procedures Handbook. It was clarified that Amy Barkley was summarizing the discussion rather than noting it word for word. Following discussion, members determined that the current method for Executive Committee minutes was acceptable.

Executive Committee members suggested that a separate section be written for the Procedures Handbook for Executive Committee. Chair Smith agreed to attempt to write some language for a formal motion at the next Executive Committee meeting on November 12th.

An Executive Committee member requested that AI notetakers be prohibited from Executive Committee. Executive Committee members discussed use of AI notetakers. It was determined that Chair Smith should contact the Office of General Counsel to get their feedback on the topic.

2. Faculty Council Procedures Handbook updates

Tabled until Executive Committee meeting on November 12th to allow time to draft language for Executive Committee minutes guidelines.

D. Action Items

1. UCC Minutes – October 18, 2024

Hearing no discussion, Chair Smith requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for November 5th.

2. Academic Faculty Nominations to Faculty Council Standing Committees – Committee on Faculty Governance – Steve Reising, Chair

Executive Committee members discussed the ballot and inclusion of a special note. Members determined that the chair of the Committee on Faculty Governance or the Chair of Faculty Council should acknowledge the note rather than it being on the ballot itself.

Hearing no further discussion, Chair Smith requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for November 5th.

3. Undergraduate Student Representatives to Faculty Council Standing Committees – Committee on Faculty Governance – Steve Reising, Chair

Hearing no discussion, Chair Smith requested a vote.

Motion passed. Will be placed on the Faculty Council agenda for November 5th.

E. Reports

1. Faculty Council Chair Report – Melinda Smith

Chair Smith: Discussed an email that was received regarding administrative professional employees being given the opportunity to shift from a 12-month contract to an 11-month or 10-month contract. There was acknowledgement that this would not be compulsory, and they would keep their benefits and salary being paid annually. They consulted with Human Resources, who saw no issue, and Richard Eykholt indicated that there is nothing in the Manual regarding what the contract is for administrative professional employees.

Executive Committee members discussed the proposal and asked questions around how payment would work. An Executive Committee member also pointed out possible inequities that may arise. It was asked whether the Administrative Professional Council had seen this request. Chair Smith agreed to reach out to the appropriate parties for more information.

Chair Smith: Provided an update on two (2) task forces that are currently being created, which include the Faculty Student Mentoring Task Force and the Department Code Review and Approval Task Force. There is also a subcommittee being led by interim Vice Provost for Undergraduate Affairs Michelle Stanley that is considering potential alternative models for program review.

Chair Smith: There was a guest column in today's SOURCE around shared governance from the Faculty Council, Administrative Professional Council, Classified Personnel Council, and Multicultural Staff and Faculty Council leadership. There have also been discussions around a

review of leadership searches and to emphasize involvement of the employee councils in search processes.

Executive Committee members discussed searches and how materials are often only available 24 hours in advance. A member suggested that rationale(s) for the position(s) be included as part of the invitations so people are aware of what the position does and whether it is a replacement or a new position.

Chair Smith: Discussed the shared governance article. We acknowledged three (3) initiatives that the employee councils are hoping to tackle this year, which include budget and budget decision-making, supervisor training, and how the employee councils can help continue the support and advancement of CSU becoming a Hispanic-Serving Institution.

2. Board of Governors Report – Jennifer Martin

Jennifer Martin: Will be submitting report for the Board of Governors two (2) weeks prior to the meeting. Have reached out to various groups, including Executive Committee, to share things from respective places on campus that will not necessarily show up in SOURCE articles.

Martin: Interacted with the Multicultural Staff and Faculty Council recently to hear some of the concerns and how to elevate things they are working on. Will be visiting with the Administrative Professional Council and Classified Personnel Council in November.

Executive Committee members discussed budget concerns.

F. Discussion Items

Executive Committee adjourned at 4:35 p.m.

Melinda Smith, Chair
Joseph DiVerdi, Vice Chair
Jennifer Martin, BOG Representative
Amy Barkley, Executive Assistant