

Minutes of the Bylaws Committee Wednesday, October, 22nd, 2008

Members Present: David Sarno, Joseph Goldenberg, Caf Dowlah, Sarah Danielsson, Cheryl Spencer, Liza Larios, Bryn Mader, Florince Payen, Kate Montero

Presenters: Linda Reesman, Steven Beltzer

1. Introduction

2. Presentation and Discussion

a. Change in chairmanship of the Academic Senate

Linda Reesman, Vice Chair of the Academic Senate presented the view that the college makes the decision on chairmanship of the Academic Senate. In doing so Ms. Reesman makes mention that while Middle States makes recommendations about governance, there is no mandate that the President of the college chairs the Academic Senate.

Steven Beltzer, from the Faculty Executive Committee gave testimony regarding chairmanship of the Academic Senate and states that there is no need to make any changes to the current structure. He also objects to any change in governance that would give the President of the college a vote at the Senate. Mr. Beltzer concurred with Ms. Reesman's testimony that Middle States only makes recommendations and does not mandate who chairs the Academic Senate.

A discussion regarding any changes in the chairmanship of the Academic Senate followed. This discussion included the current role of the President of the college as the presiding officer of the Senate. A motion was made to vote on whether to change the existing language in the Bylaws regarding the role of the President of the college. With a vote of 5 to keep the existing language and none to change, the Bylaws committee will recommend to the Academic Senate that the role of the President shall remain the presiding officer.

b. **Change in the order of business of Senate meetings to include approval of Agenda items.**

A review of Article II Section 4 Proposed Agenda, describes that the Steering Committee and the President determines the Agenda of the Academic Senate two weeks before the Senate meets. The proposed agenda is then sent to members of the Senate. A discussion included the rationale for any changes in the agenda. Any change in the agenda as stated in the rationale, "will give the presiding officer an opportunity to alter the agenda to include urgent items". While there is a section of the Agenda to include New Business, one concern is that this section is at the end of the meeting and urgent matters should be addressed earlier in the meeting where there is the likelihood to include more

members. The members of the committee agreed that all business of the Academic Senate is important and worthy of full attendance and attention until each meeting is adjourned. Members of the Bylaws committee identified a need for clarification on where the request to include Approval of the Agenda originated. A motion was made to defer a vote on any changes to the order of business of Senate meetings and a request will be made to the Steering Committee for clarification.

c. Designation of a Senate Technology Officer

The Academic Senate shall elect a chairperson, a vice-chairperson, and a secretary, for the Academic Senate, from among members at large to the Senate, for a one-year term. These three elected members of the Academic Senate shall constitute a Steering Committee of the Senate. The Academic Senate shall also elect two members of the Senate to serve as Parliamentarian Senate Technology Officer.

After a review of the revision of Article I, Organization; Section 4, Officers: the committee decided there was a need to clarify the language of the revision to clearly state that each member has a different title and role. A motion was made to vote to accept the revisions with changes made to sentence three to read as follows: **The Academic Senate shall also elect two members of the Senate; one to serve as Parliamentarian and one to serve as Senate Technology Officer.**

With a vote of 5 yes to accept these changes the Bylaws committee will report this to the Academic Senate.

d. Scheduling of Senate meetings on conversion days.

After a review of Article II Section 2 Meetings, a motion was made to accept the changes. With a vote of 5 to accept the changes to Article II Section 2 the Bylaws committee will report to the Academic Senate.

3. New Business

David Sarno, Chair of the Bylaws committee shared that future items that may arise include concerns whether students should serve on committees where they have access to other student information. Such access may pose a conflict of interest.

4. Scheduling of next meeting:

The chairperson will notify members of next meeting.

5. Adjournment

The meeting was adjourned at 1:47pm

Minutes recorded by Cheryl Spencer
Secretary