

## **FACULTY SENATE MINUTES #1**

**September 2, 2014**

The first meeting of the Faculty Senate 2013-2014 was called to order by Chair Kathy Lawrence on Tuesday, September 2, 2014 at 1:15 PM in in Brockway Hall, Jacobus Lounge.

**SENATORS AND MEMBERS PRESENT:** K. Lawrence, R. Grantham, C. Schubert, J. Hartsock, D. Miller, R. Spitzer, D. West, E. Lind, B. Wodi, K. Polasek, O. White, J. Rayle, R. Borden, H. Lindh, K. Pristash, R. Powell, N. C. Paley, E. Bitterbaum, M. Prus, S. Anderson, G. Sharer

**SENATORS AND MEMBERS ABSENT:** M. McGuire, S. Shi, M. Seyfried, A. Dearie, T. Hanford, N. Kane, R. Nauseef,

**GUESTS PRESENT:** F. Pierce

**I. APPROVAL OF THE MINUTES:** The minutes from May 6, 2014 were approved.

### **II. SENATE ACTIONS:**

The nominations from the Committee on Committee's were approved.

**III. CHAIR'S REPORT** – Chair K. Lawrence opened the meeting by encouraging everyone's participation in filling seats on the Senate, in addition to the important Vice Chair and Treasurer's positions. She reported that she will be sending out a questionnaire to solicit feedback on the Senate. She then called for approval of the Standing Rules, which were approved.

**IV. VICE CHAIR'S REPORT** - No Vice Chair.

**V. TREASURER'S REPORT** – No Treasurer.

**VI. SECRETARY'S REPORT** – R. Grantham made an announcement for a call of dues of ten dollars which she will be giving to B. Kissel until a Treasurer is elected. K. Lawrence read the Committee on Committee's report. The Secretary cast a ballot of approval.

### **VII. PRESIDENT'S REPORT:**

- Senator Gillibrand
- Veto on General Education Referendum
- Foundations and Social Advocacy
- Searches

### **VIII. STANDING COMMITTEE REPORTS:**

**Student Affairs Committee** – E. Lind – No report.

**Academic Faculty Affairs Committee** – A. Fitz-Gibbon (absent)

**Long-Range Planning Committee** – No report (absent)

**Educational Policy Committee** – No Chair elected yet.

**Professional Affairs Committee** – K. Pristash – K. Pristash reported that as the past chair he will be convening the committee to elect a chair and will report in two weeks.

**IX. OTHER COMMITTEE REPORTS:**

**Committee on Teaching Effectiveness** – J. Walkuski – No report (absent)

**College Research Committee** – No report (absent)

**General Education Committee** – No report (absent) K. Lawrence announced open meetings on GE on September 11 from 12-1 and September 12 from 3-4. A chair is in the process of being elected if one has not been elected already.

**Graduate Faculty Executive Committee** – M. Dodds – No report.

**Review of Governance Committee** – J. Walkuski – No report (absent)

**X. AREA SENATOR:** There were no Area Senator's Reports.

**XI. SUNY SENATOR:** N. C. Paley – No report.

**XII. STUDENT SENATORS' REPORT** – No report (absent)

**XIII. Committee on Committees** – {*SEE Senate Actions; SEE Secretary's Report*}

**XIV. OLD BUSINESS:** - There was no Old Business.

**XV. NEW BUSINESS:** There was no New Business.

**XVI. ANNOUNCEMENTS:** There were no announcements.

Respectfully Submitted,

Barbara Kissel  
Recording Secretary

The following reports are appended to the minutes in the order that they are distributed:

- (1) Standing Rules of the Faculty Senate, submitted by K. Lawrence, Chair
- (2) Committee on Committees Report, submitted by J. Barry, Chair

**APPENDIX 1**  
**Standing Rules of the Faculty Senate**  
**submitted by K. Lawrence, Chair**

**STANDING RULES FOR THE FACULTY SENATE**

**A. MEETINGS OF THE SENATE AND THE SENATE STEERING COMMITTEE**

(1) Regular fall meetings of the Faculty Senate shall be held on the alternating Tuesdays according to the attached schedule, unless insufficient business warrants cancellation as determined by the Steering Committee or otherwise announced in advance by the Chair. Time of the meetings shall be 1:15 - 2:30 p.m. **Be on time.**

(2) Special meetings may be called by the Senate, or in cases of an emergency nature, by the Chair. Whenever possible, special meetings shall be 1:15 - 2:30 p.m., when the Senate does not meet, provided that classes are in session. Any member of the faculty may attend these meetings.

#### B. COMMITTEE REPORTS

- (1) Committee Reports shall be presented to the Faculty Senate during the "reports" portion of each meeting and electronically to the Faculty Senate Secretary.
- (2) Committee Reports shall include a rationale supporting the committee's recommendations, if any.
- (3) Resolutions and motions contained within or incidental to committee reports shall be presented, for information only, during the "reports" portion of each meeting. Limited questioning on the content of committee reports may be permitted by the Chair at the time that the report is presented.

#### C. AGENDA ITEMS

- (1) The Steering Committee shall determine the order of agenda items to be considered at each meeting of the Senate which shall be published one week in advance.
- (2) Except for matters of an emergency nature, which will be decided by a 3/4 vote, the appropriate committee or person shall publish the exact wording of all resolutions, main motions, and committee recommendations to all members of the Senate two weeks in advance of the meeting at which they will be considered.

#### D. SENATE DEBATE AND VOTING PROCEDURES

- (1) Debate shall not be in order unless a motion is pending.
- (2) All remarks shall be addressed to the Chair.
- (3) The Chair is empowered to enforce a time limit of three minutes per speech.
- (4) The motion "to reconsider and enter on the minutes" shall be out of order.
- (5) Senators are encouraged to yield the floor to guests in attendance who wish to speak.

- (6) Official liaisons shall be allowed to speak when recognized by the Chair. However, they shall not be allowed to offer motions or vote.
- (7) A roll call vote may be ordered on any motion by the request of five voting members of the Senate, or by the Chair.
- (8) Straw votes shall be illegal.

E. **DATES OF SUCCESSION FOR OFFICERS, STANDING COMMITTEES, AND CHAIRS OF STANDING COMMITTEES**

- (1) Newly elected officers shall assume office immediately following the last day of examinations in the spring semester.
- (2) Newly elected members of committees shall become active immediately following the last day of examinations in the spring semester.
- (3) Chairs of standing committees shall retain their chairmanship until the chairmanship election at the first committee meeting of the fall semester.

**APPENDIX 2**

Committee on Committees – Report to the Faculty Senate  
April September 2, 2014  
submitted by J. Barry, Chair

**Item #1**

The Committee on Committees recommends the following appointment. This requires confirmation of the Faculty Senate:

Academic Faculty Affairs Committee:

Social/Behavioral Sciences, 2013-15 (complete unexpired term): **Herb Haines**

**Item #2**

A call for nominations was issued for the following consultative search committees, and nominations received are noted below:

**Vice President for Finance and Management**

Two members elected by and from the professional staff reporting within the area of finance and management – **Rob Shutts, Pam Sullivan**

Two members elected by and from the academic faculty, including librarians – **Brice Smith**

One member elected by and from management/confidential – **Mark Prus**

One member elected by and from the classified staff reporting within the area of finance and management – **Michelle Congdon**

**Vice President for Institutional Advancement**

Two members elected by and from the professional staff reporting within the area of institutional advancement – **Tracy Rammacher, Michael Sgro**

Two members elected by and from the academic faculty, including librarians – **Brice Smith**

One member elected by and from management/confidential – **Greg Sharer**

One member elected by and from the classified staff reporting within the area of finance and management – **Melony Warwick**

One member selected by and from the Alumni Association – Cheryl Sullivan\*

One member selected by and from the Cortland College Foundation – Paul Blanchard\*

\*not Faculty Senate appointments

Since the number of candidates is equal to or less than the number of seats, the Faculty Senate Secretary can be asked to cast a single ballot for the nominations above. In accordance with the Handbook, the president will appoint members where there are insufficient nominees

### **Item #3**

A call for nominations was issued for the vacancies listed below, and nominations received to date are noted. The nomination deadline is Wednesday, September 3, 4:00 p.m.

#### **At Large:**

Faculty Senate Vice Chair

Faculty Senate Secretary

Faculty Representatives to the Student Senate

General Education Committee, Academic At Large – **David Smukler, Susan Stratton, Katrina Bratge** (all have indicated they will accept either the academic at-large or the School of Education seat)

#### **School Arts & Sciences:**

College Curriculum Review Committee (Math/Science)

Committee on Committees:

(Fine Arts/Humanities) – **John Hartsock**

(Social/Behavioral Sciences)

Committee on Teaching Awards (Arts & Sciences)

Committee on Teaching Effectiveness (Arts & Sciences) – **Katherine Hicks**

General Education Committee:

(Math/Science) – **Brice Smith**

(Social/Behavioral Sciences) – **Kevin Sheets**

Long Range Planning Committee:

(Math/Science) – **Jeff Werner**

(Social/Behavioral Sciences)

Student Affairs Committee:

(Fine Arts/Humanities)

(Math/Science)

#### **School of Education:**

General Education Committee, 2014-16 – **David Smukler, Susan Stratton, Katrina Bratge** (all have indicated they will accept either the academic at-large or the School of Education seat)

#### **School of Professional Studies:**

Committee on Teaching Effectiveness – **Helena Baert**

General Education Committee

Long Range Planning Committee

Student Affairs Committee

Senator

#### **Professional Staff:**

Professional Affairs Committee:

(Academic Affairs, 2 seats)  
(Information Resources)

Management/Confidential:  
Senator

Respectfully submitted,

Joanne Barry, Chair