## Minutes

College Senate

November 27, 2012, 12:15 p.m. Bedsole Conference Room

**Meeting Start Time:** 12:15 p.m.

**Members Present:** Tim Carmody, Tim Jenkins, Ricardo Pita, Billy Kavula, Mary Krizan, Meg Smith, Stephanie Girard, Todd Warren, Andrew Tumminia, Steve Almquist, Robert Thompson, Emily Fife

**Members Absent:** Mary Catherine McKinley, Gabriel Wagner, Samantha Church

**Primary Business:**

* Approval of minutes from 10/16/2012
* Discussion of by-laws. A draft of the by-laws was created by a sub-committee (Samantha Church, Steve Almquist, and Ricardo Pita). The draft was emailed to the College Senate by Tim Carmody on 11/26. See by-laws below.

College Senate

By-Laws

As of November 16, 2012

**Overview**

The College Senate shall serve as the collegial, deliberative and consultative body charged with considering matters of institutional concern to the College. Regarding such matters, it will function as the main body of communication among the faculty, staff and students. The co-chairs of the College Senate shall meet regularly with the President and report to the Board of Trustees at its regular meetings.

**Article I: Purposes**

Specifically, the College Senate will:

1. Oversee the college-wide Councils.
2. Serve as the communication vehicle for the Councils.
3. Facilitate the functioning of the Councils.
4. Make or withhold recommendations on Council reports of actions taken and work in progress, and communicate those recommendations both to the Councils and to the President of the College.
5. Consider issues of college-wide importance.
6. Create and/or eliminate Councils as deemed appropriate.
7. Refer issues to the appropriate Council and ensure appropriate coordination of all Council actions.
8. Meet at the discretion of the co-chairs, but at a minimum of two times per semester.

**Article II: Membership and Terms of Service**

All terms of service are for the academic year (this needs discussing with the Senate. What happens in the summer). The College Senate shall have no more than 15 members: three students; six faculty; and six staff. The members are composed of the following:

**Students (3):**

1. Elected by the Student Government Association.
2. Serve one year terms.
3. Can be reelected.

**Faculty (6):**

1. One member from each Council.
2. Two at large members elected by the Faculty Assembly.
3. Serve three-year terms.
4. Can be reelected for two consecutive terms (total 6 years of service).

**Staff (6):**

1. One member from each Council.
2. Two at large members elected by the Staff Assembly.
3. Serve three-year terms.
4. Can be reelected for two consecutive terms (total 6 years of service).

Faculty and staff terms shall be staggered, with 1/3 of the members rolling off each year.

In the event that a member of the Senate shall need to be replaced (this needs further discussion with the Senate):

1. Student members will be selected by the Student Government Association.
2. Faculty members will be selected by Faculty Assembly.
3. Staff members will be selected by the Staff Assembly.

**Officers of the Senate:**

1. The College Senate shall operate with co-chairs - one faculty member and one staff member and a recorder.
2. The officers will be elected by the members of the Senate for two-year terms.
3. The terms of the co-chairs will be staggered.
4. The recorder may use outside assistance to capture the meeting notes.

**Article III: Conduct of Business**

1. The Senate shall meet at the discretion of the co-chairs, but at a minimum of two times per semester.
2. The Co-chairs set the agenda for Senate meetings and schedule reports from Councils.
3. The meetings of the Senate shall be open for attendance by members of the community to listen to the proceedings.
4. The recorder shall post Senate meeting times and locations on the College’s intranet at least two business days prior to the meeting.
5. The recorder shall post Senate meeting minutes within one week (5 business days) of the meeting. Minutes will be posted on the College’s intranet.
6. Quorum (2/3 of the senate members present – 10 members) must be reached in order for the Senate to hold a vote.
7. At the first full Senate meeting each academic year, each Council shall provide a full list of council membership, including terms and affiliation (faculty, student, staff).
8. Voting – voting is limited to members of the Senate present. Co-chairs may not vote. In the event of a tie, 2 additional votes will be taken. After the 3rd vote, issues or ideas are referred back to originating source for further refinement. Voting will be done in this order – voice, hand, secret ballot.

**Article IV: Flow of Information**

**A great deal of Senate discussion needs to happen here! Questions we had while developing this section:**

 **Who is defining issues of college wide importance?**

 **Can issues of college wide importance come from anywhere?**

 **Does the Senate send everything it considers back to the President?**

**Although we don’t have answers to the above questions, we tried to determine a flow of information. It is below.**

1. Once an idea/issue is brought up to the Senate, the Senate may:
	1. Refer to one of the established councils to review;
	2. Create an ad hoc council to review;
2. Councils will have 20 working days to review idea/issue and report back to the Senate.
3. After receiving information from the council(s), the Senate will have 10 working days to present findings to the President.

**Other Business:**

* Discussion of proposal to transition from Public Safety Department to a Campus Police Department with sworn officers
	+ This discussion will be continued in the following councils: Student Success Council; Budget Advisory Council; Council on College and Community Wellbeing
	+ The co-chairs of the College Senate will write letters to the co-chairs of the various councils requesting that they discuss this issue before the next Senate meeting [see attached letters]
	+ The co-chairs of the various councils will submit written notes to the co-chairs of the Senate before the next College Senate meeting

**Next Meeting:** January 29, 12:15, Bedsole Conference Room. We will continue to discuss and seek to vote on by-laws.

**Meeting Adjourned:** 1:20 p.m.

November 29, 2012

The President has requested that the College Senate review a proposal to transition our existing Public Safety Department to include sworn police officers. The members of the Senate request the College & Community Well Being Council examine how this change pertains to the issues of alcohol and drug policy, the college civility and the living environment of the campus.

Please research and report on how the incident of the student shooting by campus police at the University of South Alabama relates to this proposal.

The College Senate will convene again on January 29th, and requests that the College & Community Well Being Council submit a written assessment of their findings by Friday, January 25th.

Sincerely,

Tim Carmody, Co-chair

Tim Jenkins, Co-chair

November 29, 2012

The President has requested that the College Senate review a proposal to transition our existing Public Safety Department to include sworn police officers. The members of the Senate request the Budget Advisory Council examine how this change will impact the budget.  We would like the council to investigate the costs for start-up as well as the increased annual budget after the first year, this would include uniforms, equipment, new hires, training and salary adjustments.    Also, will there be any changes needed to the College Insurance policies?

The College Senate will convene again on January 29th, and requests that the Budget Advisory Council submit a written assessment of their findings by Friday, January 25th.

Sincerely,

Tim Carmody, Co-chair

Tim Jenkins, Co-chair

November 29, 2012

The President has requested that the College Senate review a proposal to transition our existing Public Safety Department to include sworn police officers. The members of the Senate request the Student Success Council examine how this change pertains to our campus environment, particularly in the realm of attractiveness of our campus to students and parents.

The College Senate will convene again on January 29th, and requests that the Student Success Council submit a written assessment of their findings by Friday, January 25th.

Sincerely,

Tim Carmody, Co-chair

Tim Jenkins, Co-chair