

## **Executive Committee Minutes**

*Tuesday, October 1, 2019  
3:00 – 5:00 pm, 275 Sacramento Hall  
Approved: October 15, 2019*

### **Call to Order:**

Regular Meeting: 3:00 – 3:05 pm  
Executive Session: 3:05 – 3:15 pm  
Regular Meeting: reconvened at 3:15 pm

### **Roll Call:**

Adam Rechs, Amber Gonzalez (absent), Andrew Hertzoff, Anne Lindsay (absent), De-Laine Cyrenne, Harvey Stark, Israel Flores, Jeff Dym, Kitty Kelly, Philip Flickinger, Rafael Diaz, Sue Holl (absent), Tracy Hamilton

### **Guests:**

Academic Affairs: Provost (Interim) Perez, Dean German, Interim Vice Provost DeGraffenreid and Miller

#### Colleges:

A&L: Associate Deans Wilson Ramey  
CBA: Associate Dean Wilson  
CEE: Associate Dean Wimbush  
Faculty Senate: Parliamentarian Krabacher  
Student Affairs: VP Mills  
President's Office: VP Vermeire

**Executive Session:** Administrative position

### **Open Forum:**

**Grounds Maintenance:** Concern was expressed about the dirt that is blown in the air onto bicyclists from the air blowers used by the Grounds crew when the campus community is arriving for work. The Chair will follow-up.

**Agenda:** The agenda was approved as published.

**Minutes:** Approved – September 24, 2019

**From the Chair:** No items

### **From the Provost:**

UEI, Inc. Fictitious Name: UEI, Inc. is applying for a fictitious name: Sacramento State Sponsored Research. It was suggested that the word "University" be added.

**Senate Standing Rules:** Language to address requirements to be a constituted committee/subcommittee and quorum was reviewed. The item will be placed on the October 3 Senate agenda as a Consent Action item.

**Search Committee – AVP for Enrollment and Student Services:** The names of Amber Gonzalez and Tracy Hamilton will be placed on the October 3 Senate Agenda as a Consent Action item.

### **Policy Referrals**

Collegiality Policy: At the September 24 meeting, Exec discussed faculty interactions on Senate committees. As part of that discussion it was noted that the last update to the Collegiality Policy was March 7, 1996. Exec felt that discussion should take place to determine if a review was warranted. Discussion included:

- Moving the last sentence of the policy to become the first sentence of the policy.
- Discuss how to make people aware of the policy.
- The policy pertains more to administrators to guide them in their interactions with faculty.
- Concern was expressed that Department Chairs could use policy to potentially evaluate faculty behavior in the RTP process.
- The Hornet Honor Code and Shared Governance seem to also address how faculty should interact.

The policy was referred to the Faculty Policies Committee as a low priority item (to be reviewed once FPC has completed the reviews of policies already assigned to the Committee). FPC will be asked to 1) review the policy and recommend amendments or address whether or not there is a need for the policy; 2) look at collegiality as a separate entity; and 3) consider the comments provided by the Executive Committee. FPC's recommendations are due to the Senate Chair by March 20, 2020.

Emeritus Status Policy: The Provost, in consultation with the President, has requested the Policy on Emeritus Status be reviewed by the Senate. Suggested updates were provided with three main changes addressed:

1. Administration of the policy move from Human Resources to Academic Affairs:
2. Requirement that the Dean and the AVP for Research, Innovation, and Economic Development give approval for submitting grants. These individuals can ensure that the proposals submitted are appropriately resourced to ensure success.
3. Provide a mechanism where emeritus status is not automatically given upon retirement at the age of 50 with 5+ years of service.

This item was referred to the FPC (with a 'medium' priority), taking into account the following comments discussed at the Executive Committee:

- The suggested change #1 (above) is not within the Senate's purview and is something that is up to the Administration to change.
- The purpose of suggestion #2 is to ensure that emeritus faculty cannot apply for a grant unless they have received permission from the appropriate administrators so as not to disadvantage current faculty if resources are limited.
- The intention of suggestion #3 is to deny emeritus status for cause, but the idea of revoking emeritus status for cause is also an option.
- Procedures: Need to be developed and should address an appeal process and a review period if emeritus status is denied.

**Committee Appointments: e-WPAFs Advisory Committee – Faculty Representatives:** Minor amendments were made to move the charge of the committee to the first paragraph. The call will be sent out to faculty.

**Faculty Representatives on Administrative Search Committees:** A general discussion took place of how to more effectively get faculty to serve on search committees.

**Call for faculty representatives:** Calls for faculty representatives on search committees will be customized for each call and will include the following information.

- **Position:** Why the position is important to the University.
- **Experience:** If desired experience is needed or if the call is for everyone.
- **Timeline/Meetings:** When possible, all meetings dates/times should be provided vs. general time periods) as well as location of meetings (on or off campus and if off campus travel information)
- **Attendance:** Mandatory attendance at meetings vs zooming.
- **Required meetings:** HR meets with committee to go over rules, regulations, confidentiality agreement, etc.
- **Workload and additional duties:** File review, escorting a candidate to meetings/lunch/dinner/campus tour, etc.

#### **Interest and Service**

- Getting people to decide if it is time worth spent. Some faculty may feel not experienced enough to serve on a committee. Everyone has a voice.
- At some levels the responsibilities need to be addressed – service. There are faculty that always volunteer, sometimes volunteer or never volunteer.
- Getting people involved in committee work:
- Need to open up the conversation about service.

#### **Acknowledgement of Service (RTP)**

- In addition to the appointment letter, faculty should receive a thank you letter for their service. The letter would include the importance of their contribution.
- Service on committees should be adequately recognized for RTP (although that is up to individual departments).
- Publicly recognize faculty who have serviced on committees.

#### **Additional comments:**

- An on-line training is being looked at the provides the conditions of the search and certifies for two years which would eliminate workplan meeting.
- Depending on the administrative unit responsible for the search, review of applications, mandatory meeting attendance, etc. may vary. Caution was expressed about HR or the administration pre-screening applicants too much prior to convening a search committee. Simple required qualifications can be reviewed by HR but the search committee needs to be able to review applications and determine who will be invited for campus interviews.

**Adjourned:** 4:50 pm