

**RULES AND PROCEDURES COUNCIL**  
**October 19, 2023 – 2:30PM**  
**Willow Room, Morris University Center**

**AGENDA**

**Members:**

Tim Kalinowski, Jason Stacy, Lynne Miller, Undrah Baasanjav (Atl-Shi Li), Andrew Wesemann, Bob Blackwell, Jodi Patton-Jordan, Jie Ying, Brad Reed, (open instructor)

- I. **CALL TO ORDER**
- II. **PUBLIC COMMENT**
- III. **ANNOUNCEMENTS**  
Introductions
- IV. **CONSIDERATION OF MINUTES**  
September 21, 2023
- V. **ACTION ITEMS**  
Modify Evaluation Process for 2023-24
- VI. **UNFINISHED BUSINESS**
  - a. **Lynne Miller – possible assistance by Bob Blackwell and Jodi Patton-Jordan :**
    - i. Identify Chancellor’s stated duties and responsibilities as well as the desired capabilities in advertisement for position; work with Constitution and Bylaws to get into appropriate governing documents; and see if any evaluation questions are outside of that scope.
    - ii. Identify Provost’s stated duties and responsibilities as well as desired capabilities in advertisement for position; work with Constitution and Bylaws to get into appropriate governing documents; and see if any evaluation questions are outside of that scope.
  - b. **Jason Stacy & Tim Kalinowski**
    - i. Review for amending/updating Appendix 3 of our Operating Papers.
  - c. **Tim Kalinowski, Jason Stacey, and Andrew Wesemann**
    - i. Figure out the current state of all Faculty Senate documents – whether recent amendments that were approved by the administration have been carried through; work to get changes passed by the Senate approved by the appropriate level of administration; and ensure all Councils have updated their papers to reflect those changes (in particular the scope of responsibility)

- d. **Tim Kalinowski (with review by Jason Stacey)**
  - i. Finalize and set for vote the operating papers for Budget, Finance, and Operations Council (including identifying any amendments to Bylaws for name change)
- e. **Jie Yan and Shi Li, if needed Andrew Wesemann**
  - i. Identify and review policies on distribution of senators – propose changes to the policy if needed; check to see if current distribution of senators conforms to policy
  - ii. Review policy and suggest changes for handling “designated alternates”
  - iii. Update/draft policy to address
    - 1. units that are not timely replacing senators that cannot perform their obligations
    - 2. selection process of instructors
    - 3. if too few Instructors volunteer to fill their allocated spots
    - 4. timely replacement of faculty members that leave the university

VII. **NEW BUSINESS**

Review task deadline document

VIII. **GUEST -**

None anticipated

IX. **REPORTS FROM COUNCIL CHAIRS**

N/A

X. **ADJOURNMENT**

**Files temporarily located under Faculty Senate, General, Files, Governance Council (Rules and Procedures) – Link to be provided via email**