

## **ACADEMIC SENATE EXECUTIVE COMMITTEE MEETING**

**February 16, 2016**

### **MINUTES**

#### **PRESENT**

Valerie Foster, President  
Shelagh Rose, Vice-President  
Stephanie Fleming, Secretary  
Jay Cho, Treasurer

#### **ABSENT**

#### **CALL TO ORDER**

The meeting convened at 1:04 pm.

#### **APPROVAL OF MINUTES**

Minutes from the February 1, 2016 meeting were approved unanimously with no changes.

#### **PUBLIC COMMENT**

None

#### **CREATION OF February 22 AGENDA**

The group began the discussion by reflecting on M. Michelson's public comment from 2/8/16. One of her comments was regarding the need for Executive Committee members to chair Senate committees. President Foster presented a list of committees that needed chairs and each member of the Executive committee was encouraged to use the drop down menu to apply.

The group discussed the old business that needed to be on the agenda and agreed to place the ethics statement, BP/AP 4300, the draft, bylaw 5.1, committee on committee and recommendations.

The group also agreed to place new business on the agenda including BP/AP 4021, AP 7212, and AP/BP 4050.

#### **PRESIDENT'S REPORT**

Treasurer Cho updated the group on the proceeds raised at the Valentine's Day mixer. Since donors could choose one of three funds, he was working on totaling the amounts for each group.

The group reviewed Robert's Rules of Order including the handout that had been presented to the Senate Board last fall semester and the list of "past practice" items noted from meetings and the parliamentarian. V. Foster suggested that Secretary Fleming add these items to the handout so that the Senate could formally vote on them to maintain consistency.

#### **ANNOUNCEMENTS**

None

#### **ADJOURNMENT**

The meeting adjourned at 1:57 pm.