

FSCR 02021

END-OF-YEAR REPORT: 2002-2003 TERM

COMMITTEE ON CAMPUS GOVERNANCE (COCG)

Date of First Reading: May 6, 2003

Date of Acceptance: May 6, 2003

Senate Sponsor: Committee on Campus Governance
Frank Mullins

- I. **Purpose:** This report reviews this year's actions of the committee and prospective actions recommended for next.
 - II. **Guidance:** None.
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End-of-Year Report: 2002-2003 Term Committee on Campus Governance (COCG)

The Committee on Campus Governance has met on a regular basis throughout the Academic Year to fulfill its responsibilities as outlined by the Senate Constitution. The following individuals served on our committee this year: Frank Mullins (Committee Chair), John Agada, Lynn Hobson, Alfredo Montalvo, Steve Neill, and Firooza Pavri. After a brief term ending on November 15, 2002, John Agada gave up his seat on the Faculty Senate and this committee. Mirah Dow, SLIM, stepped in to fill his seat.

Committee Responsibilities:

- (1) Election of the Second Vice President of the Faculty.
 - a. The nominating committee selected two candidates: Donna Allen and Terri Summey. Biographies were obtained from the two candidates and a ballot was prepared, printed, and mailed to all eligible voting members of the faculty. The ballots were returned to this committee for tabulation. 130 eligible faculty returned their ballots. Donna Allen was declared the winner and this was announced to the faculty at the next faculty senate meeting.
- (2) Collection of Committee Minutes.
 - a. All university-wide committees were contacted and asked to submit copies of their committee meetings throughout the year. A list of these committees was provided by the President's Office. Minutes were collected and compiled in a notebook for future reference.

- (3) Review of the new Policies and Procedures Manual
 - a. COCG was assigned a section (from chapter 3E to the end of the chapter) of the new Policies and Procedures Manual to review and identify any inconsistencies. No inconsistencies were found per se.

- (4) Review of University-Wide Committees.
 - a. All university-wide committees are to be reviewed once every four years according to the provisions of the Sunset Bill to determine whether each committee is functioning, what its current purpose is, and any suggestions it has for change in the committee function or structure. A notification of review and a review form were disseminated to each committee to be reviewed. Once reviewed, COCG then recommended whether the committee should continue to function for another four years or be discontinued as a campus recognized committee. A rotation schedule of reviews of the committees, last revised 2002, was used.
 - b. COCG reviewed nine committees:
 - (1) Athletic Advisory Board
 - 1. This committee established that its mission is to review, formulate and recommend policies for the operation of all intercollegiate athletics competition sponsored by the Department of Intercollegiate Athletics, and to promote an active interest in all intercollegiate athletics activities among the students, faculty, alumni, and friends of the University. Further, this committee serves the University community and all of the University's stakeholders with a primary focus on the student-athlete. No recommendations for changes in the present function/purpose were offered. COCG recommended that this committee continue for four more years.
 - (2) Classified Assembly
 - 1. Committee representatives (Jackie Scott and Nancy Standiferd) explained that the Classified Assembly provides a forum and a means of representation for classified employees to take an active role and have a voice in the life of the University. An active role was defined as communicating with selected representatives that will ultimately result in a conducive working environment for classified employees and a positive learning environment for students. There were no recommendations for change in the function/purpose offered. COCG recommended the continuance of this committee for another 4 years.
 - (3) Facilities Council
 - 1. Mark Runge, Chair, submitted information concerning this council and recommended that it continue because of the

personal belief that it is essential to have this type of campus wide committee to address common policies affecting the appearance of the campus. This committee consists of administrators, faculty, staff and students from several departments and colleges across campus having as their primary responsibility the review of any requests for modifications affecting the appearance or functions of the campus buildings and grounds. COCG recommended the continuance of this committee for another 4 years.

(4) Recreation Board

1. Per the request by Diane Bailiff, Vice-President for Student Affairs, this committee was not recommended for continuance at ESU. Varied committees within Student Affairs have already assumed its activities.

(5) Scholarship Board

1. Representing the Scholarship Board, Dr. John Schwenn explained that the purpose of the Board is to establish policies with regard to financial assistance for students, including scholarships, grants, loans, and employment. This committee serves the students, faculty, and staff of the University. Dr. Schwenn offered one recommendation for change in the function/purpose: that the Scholarship Board establishes policies with regard to financial assistance in the form of scholarships for students. COCG recommended this committee's continuance as an active committee for Emporia State University.

(6) Special Events

1. This committee affirmed that it is to provide students and the university community at large with university-wide events that heighten cultural awareness. The board based upon funding requests from student organizations, universities divisions, and community groups makes recommendations. It also has the responsibility for producing a monthly calendar of events. COCG voted to recommend this committee continue for 4 more years.

(7) Student Publications

1. This committee, per Articles II and XII of our Constitution, serve the ESU student body by getting general policy and providing guidance and direction for the official student newspaper and yearbook of the University. The committee members of this committee recommended it be continued. COCG agreed with this recommendation.

(8) Animal Care and Use

1. This committee is federally mandated and meets semi annually with special meetings being called at times. Committee functions well and efficiently. Records

collected by the committee are public. Both representatives of the committee (Cathy Grover and Richard Schrock) had no recommendations for change. COCG recommended this committee's continuance.

(9) Human Subjects

1. This committee is federally mandated. Procedures for granting approvals for use of human subjects in research projects were explained. The committee representatives (Bob Grover and Pam Fillmore) confirmed that the committee is working efficiently but recommended that the term limits might be imposed on members serving on the committee. Currently members serve until they choose to step down. It was suggested that four or five year rotating term limits be used. COCG recommended continuance of this committee.

(5) Notification of Administrator Evaluation

- a. COCG was responsible for notifying the Faculty Senate of the 2002-2003 that the following administrators were scheduled to be evaluated: Director, Library Services, V.P. for Academic Affairs, Associate V.P. for Information Technology, and Associate V.P. for Academic Affairs/Dean of Enrollment Management.
- b. COCG alerted the faculty senate that the Associate V.P. for Information Technology evaluation would need to be delayed until next year because of the length of time this person had been in his present position.

(6) Notification of Senate term expirations

- a. COCG was directed to notify department chairs of needed elections for senators to replace senators on the faculty senate whose terms have expired. To expedite the procedure, 18 individuals were identified as having terms expiring in the spring, 2003. Of these 18, three were identified, as serving for four consecutive years and therefore, could not be reelected to serve. The individual departments held elections and a list of re-elected or new senators was sent to President-Elect of the Senate, Marvin Harrell. This list was compiled and saved for future use.

(7) Compilation of Committee Volunteers

- a. As part of COCG's annual responsibilities in the Senate, this committee compiled a list of all university-wide committees that might have openings for the coming year and sent a letter to all full-time ESU faculty and unclassified non-teaching personnel asking that they indicate their willingness to serve on the University boards, councils, committees and task forces which may have vacancies for 2003-2004. Each individual was asked to make a first, second, and third choice. Acceptance of volunteers will continue until May 9, 2003 at 5:00pm. COCG will then

compile the people's choices and forward the results to the President of the University.

- (8) Bills prepared and submitted to the Faculty Senate
- a. Second Vice President
 - (1) COCG was given the assignment by the President of the Faculty Senate to look at this committee's past year (2001-2002) recommendation to move the length of term of service for Faculty Senate officers from four years to three. The members felt that the term of service should remain at four years but the obligations of service given to the second vice president should be revised. These revisions will assure the organization of the Second Vice President's personal duties/obligations so that his/her following three-year commitment as a Faculty Senate officer will not be compromised.
 - (2) FSB 02010 was written to revise the Constitution and Bylaws concerning the Second Vice President. This bill was then disseminated to the Voting Faculty of ESU for approval. To date, 41 yes and 1 no have been received. Voting will be closed on May 9, 2003 at 5:00 pm.
 - b. HIV/AIDS Policy and Guidelines
 - (1) Based on the recommendations of Dr. Diane M. Bailiff (Vice President for Student Affairs), the COCG discussed and decided that the HIV/AIDS Committee be dissolved. There was a general agreement that this committee is no longer needed. Currently, the ESU Health Center performs the tasks originally assigned to the HIV/AIDS Committee.
 - (2) FSB 02009 was written to revise the HIV/AIDS Policy and Guidelines found within the Constitution and Bylaws. These revisions moved supports to the Student Health Center for better development, implementation, and maintenance of all comprehensive programming, counseling, and testing concerning HIV/AIDS.

COCG would like to thank Barbara Kern (Public Service Administrator, Academic Affairs Office), Phyllis Wenger (Administrative Assistant, President's Office), and Jen Griesemer (Student Secretary, Faculty Senate) for all their support to COCG and its chair throughout the academic year 2002-2003. This committee demonstrated professionalism and dedication to the betterment of the University and for this, I commend the COCG members.

Dr. Frank Mullins, Chair of COCG, 2002-2003

Provide comments about this report to your department's senator or to President Ron Keith at KeithRon@emporia.edu.