**Clerk’s Committee Meeting Minutes**

**February 2, 2015, 8:30-9:45 AM**

**Academic Dean’s Conference Room / King Hall 101**

**Present**: Zhihong Chen (Recording Clerk, recorder for this meeting), Dave Dobson (Clerk), Sherry Giles (BP&SS), Edwins Gwako (Social Sciences), Tim Lindeman (Arts), Lisa McLeod (Humanities), Jeffrey Ray (SGA Representative), Steven Shapiro (Natural Sciences & Mathematics).

**Not present**: Adrienne Israel (Vice President and Academic Dean), Colin MacIntosh (Student Senate Representative).

1. The committee gathered near the appointed hour with a moment of silence.
2. **Approval**: The committee approved the minutes from Jan. 26 Clerk’s meeting.
3. **Discussion: Tuition Remission Policy Issue**

The committee approved its position statement on the Tuition Remission Policy changes. The Clerk will formally forward this statement to the President.

1. **Discussion: QEP Topic Proposal and Background Material**

The committee discussed the proposed QEP topic and approved the distribution of the QEP topic proposal statement as well as the supporting material that Steve prepared to the Feb. 4 faculty meeting for approval.

1. **Approved Agenda Items for Feb. 4 Faculty Meeting**
2. QEP topic proposal
3. President Jane Fernandes on Enrollment Restructuring and New Hiring
4. Jane Fernandes on the Selection Process for the Next Academic Dean

[The committee recommended to have a separate Q & A session for b and c.]

1. Steve Shapiro on Honorary Degree Recipient Visit
2. Silent Announcements
3. **Discussion: Faculty Position Requests**

The Clerk’s Committee is now able to accept faculty position requests for next year. The committee discussed the procedure and approved the position request description that Dave forwarded before the meeting. The committee also decided the following specific deadlines for position requests:

Feb. 16: Departments and programs intending to submit a position are requested to notify the Clerk by this date. A short email will suffice. This notification does not commit the department to submitting a request.

March 23: Position requests to be submitted electronically to the Clerk. Endorsements by the Division Chair and the Interdisciplinary Studies Division Chair must be received by this date.

April 6: Clerk’s Committee communicates its final recommendations to the president.

The Clerk will confirm the dates with both Jane Fernandes and Adrienne Israel.

**[NOTE: These dates were later adjusted to allow time to consider them appropriately]**

1. **Review: Committee Status Reports from Clerk’s Liaisons**
2. Plans for this process

Deferred to next meeting.

1. Benefits Committee

The committee briefly talked about the issues and concerns that Natalya Shelkova raised in her Faculty Benefits Committee mid-year report. No further discussion was conducted due to the time limit.

1. The meeting closed with a moment of silence.

Submitted by Zhihong Chen.