**Clerk’s Committee Meeting Minutes**

**March 30, 2015**

**Dean’s Conference Room/King Hall**

Attending: Caleb Anderson (Student Senate), Zhihong Chen (Recording Clerk, also recorder for this meeting), Dave Dobson (Clerk), Sherry Giles (Business & Policy, and Sports Studies), Edwins Gwako (Social Sciences), Tim Lindeman (Arts), Lisa McLeod (Humanities), Jeffrey Ray (SGA), Steve Shapiro (Natural Sciences & Mathematics).

Not Attending: Adrienne Israel (Vice President for Academic Affairs & Academic Dean).

1. The committee gathered near the appointed hour with a moment of silence.
2. **Approval**: The minutes from March 23 Clerk’s Committee meeting were approved with minor adjustments.
3. **Approved Agenda for Faculty Meeting on April 1, 2015**
4. Possible Brief Announcement by Stephanie Hargrave on Assessment

Since the division meetings were cancelled in order to have the called faculty meeting on Wednesday, the Clerk’s Committee discussed what to do with the division meeting agenda and whether we need to spend some time on it at the April 1 faculty meeting. It was suggested that most of the agenda items for the division meetings could be addressed through email. Dave will contact Stephanie Hargrave asking whether she has anything new to announce about assessment at the beginning of this meeting. The division chairs will meet this Wednesday to decide whether they still need a special division meeting time.

1. For Approval: Final Slate of Nominees
2. For Approval: Revisions to the English Major

It was noted that the English Department did not meet the Student Senate to discuss the revisions. While communicating with Dave, the department suggested that they have addressed the students’ concerns in the proposal. The student member of this committee decided to stand aside and let the proposal be forwarded to the April 1 faculty meeting for approval.

1. Continuing Discussion on Salaries

Dave received a few proposals on the salary issue from a couple of faculty over the past several days. One of the proposals calls for inviting those who have received bonuses to return those bonuses to the college to help ease our current budget deficit and reduce the need to lay off employees. The Clerk’s Committee discussed this proposal. The stronger voice at this meeting was that we should wait for more information on the bonuses from the Board before we make such a demand. The Board members had listened to our concerns and had promised to get some more information on the bonuses to us. We need to understand the context before pushing on this request.

Dave has also written a list of possible proposals for faculty consideration based on faculty comments at the called-faculty meeting as well as responses he heard since the meeting. The Clerk’s Committee discussed his proposals together with the other proposals made by another faculty member. There are overlaps between these two documents. The committee adjusted Dave’s proposals in order to incorporate the other proposals from the faculty.

The Clerk’s Committee approved to forward Dave’s proposals to the April 1 faculty meeting with the following adjustments:

* On the 2nd paragraph in “The Future” section: change the word “faculty” to “faculty and staff” in the following sentence: “and salary distribution among *faculty* members that fairly reflects …”; and delete “with regard to gender, race, age, or country of origin” in the last sentence.
* On the 1st paragraph in “The Future” section: change the word “propose” to “request”, and change “administrative staff” to “senior administrative staff.”
* On “The Present” section: the 2nd paragraph is fine; the 1st paragraph can be replaced by the language in another faculty’s proposal on the same issue.
* On “The Past” section: change the word “administrators” to “senior administrators and others listed on IRS Form 990” in the 1st paragraph; delete the 2nd paragraph; and combine the 3rd and 4th paragraphs into one.

The Clerk’s Committee also discussed some other related topics, including:

* Whether or not to set up a timeline for the salary policy issue. It was decided that this could be a topic of discussion for the April 8 forum.
* When to include the staff in this conversation? The decision was that the April 8 forum will be for both faculty and staff. Dave will make announcement inviting staff to the forum.
* There were some other proposals by some faculty at the called faculty meeting, such as voiding Kent’s contract with the College. The Clerk’s Committee decided to mention this, but not propose this at the April 1 faculty meeting since we are still waiting for more information. If the faculty raises this issue and has consensus on it at the April 1 faculty meeting, they can still pass a proposal on this.

The Clerk’s Committee also decided to first get approval on the salary policy proposal before moving on to discuss the other proposals on the list at the faculty meeting.

1. **For Discussion: Procedure for Reviewing Position Requests**

The Clerk’s Committee did not discuss this in detail due to a lack of time. It was briefly mentioned that a replacement needs to be found for Sherry as she can’t participate in this discussion. Zhihong can’t participate in the discussion either, but no replacement for her is needed as Lisa represents the Humanities Division during the discussion. We need to figure out whether student representatives should be invited into this discussion.

1. **For Discussion: Topic for April 8 Faculty Forum**

Deferred.

1. **For Discussion: Invitation from Jane to Begin Work on Salary Policy**

Deferred.

1. **For Discussion: Restricting Access to the Moonrm Website**

Undecided due to a lack of enough time for discussion.

1. **The meeting closed with a moment of silence.**

Submitted by Zhihong Chen.