**Clerk’s Committee Meeting Agenda Friday August 20, 2015 10:00 am**

1. Gathering and Moment of Silence *3 minutes*

**Attendees**: Dave Dobson, Bill Grubbs, Lisa McLeod, Anders Selhorst, Kathryn Shields, Sarah Estow, Beth Rushing

**Not in Attendance**: Steve Shapiro

**Minutes**: Kathryn

**Guidelines about Clerk’s Process and Procedures**

Minutes in alphabetical order, rotating

Guidelines: write more than just decisions

Points of discussion, explanation of decisions

Expectations of Confidentiality. Conversations are in confidence

Results are generally shared unless otherwise indicated as requiring more confidentiality.

Not say what a specific person said unless cleared with that person

Representing our divisions, reporting back without identifying specific individuals

Meet every week.

Friday before faculty meeting: set agenda for faculty meeting.

Post 24-hours in advance

Faculty Forums agenda needs to be set (curriculum, QEP, compensation committee)

1. Upcoming tasks
   1. **Curriculum Revision Process and Committee** *15 minutes*

In spring Faculty approved recommendations of the Initial Curriculum Committee

Ad-hoc staffing comes from Clerk’s (in practice with consultation with Nominating)

Thoughts on Nominating’s recommendations

How to integrate into the rest of faculty business

Have them update at every faculty meeting

Questions about the investment in the block scheduling trip to Iowa.

Funded through the President’s office.

Hopefully now it will be incumbent on that faculty to share their experience

General Education Revision Committee make-up: Melanie Lee-Brown (Bio/NatSci), Damon Akins (Hist/Hum), Drew Hays (Mus/Arts), Kyle Dell (PolSci/SocSci), Lavon Williams (SpSt/BPSS)

We approve this committee

as long as they agree to serve and will bring the names to Faculty in September

Support from Ed Support (a conversation to have in the future)

* 1. **Compensation Committee** *15 minutes*

From Jane’s charge:

**Membership**

* President Jane Fernandes, committee chair
* 4 Faculty members, recommended by the Clerk’s Committee, preferably from different disciplines and with varying lengths of service to the college, and at least one form the existing informal compensation study group
* 1 Administrator [not a senior staff member]
* 2 Staff Directors/managers
* 2 Professional staff
* 2 Hourly staff
* 2 Traditional-aged students [selected by the Community Senate]
* Institutional Research Director, *ex officio*
* Human Resources Director, *ex officio*
* Interim Academic Dean, *ex officio*
* 1 member of the Friends Center

Informal compensation committee members: Richie, Julie, Bob, Maria R., Kyle, Rob

Ask Maria and Richie to see who would be willing to serve

Benefits Committee. Natalya, Bryan, Liz Wade

Concerns about conversations regarding cutting retirement contributions

Send out a survey and gauge interest. We might get 25 and then have to pick.

Looking for varying levels of service representation

If more than we need volunteer, pass the names on to the committee

Share the names we chose at the Faculty Meeting and get approval

* 1. **Budget and SLRP changes** *5 minutes*
* There will be changes because of the way Jane wants to run things. SLRP has to be reinvisioned (SLRP II ended) and will have a new charge and be integrated into the handbook in the future. New, smaller planning group with a more current landscape. Faculty reps are important and will likely stay the same, though the percentage of faculty reps would be changed.
* Budget will likely change in charge and membership.
* It would be a good idea for an Org chart to be worked out with HR and shared with updates about points of contact for areas, programs, etc. Beth will take that concern forward.

1. Planning first faculty meeting (Wednesday September 2) *30 minutes*
   1. Updated committee rosters
   2. Starting curriculum process

Invite comments, how frequent should reporting be, what kind of input you want

Break into groups, come up with three most substantive concerns

Share and see what rises up

Early agreement for big principles shared over the course of the process

30 minutes

* 1. Improving discourse and collegiality

A summary of Quaker process (maybe by Wess).

Quaker Business Practice (respectful, listen, let the spirit of the meeting lead)

Worth a reminder that we are all in it together. Not about not disagreeing, just begin thoughtful, intentional, and courteous

Moving beyond the reluctance to experiment…

* 1. Request: Barb Boyette – New software: Read and Write

Seems more appropriate for a workshop

* 1. Request: Steve Shapiro – QEP presenting ideas

Approved a topic and need to approve a plan. We can get an update next week before finalizing the Faculty Meeting agenda.

1. Goals for the year *20 minutes*
   1. Reorganizing committee structure
   2. Thinking about departments, divisions, and governance
   3. Curriculum revision
   4. Others?
2. Request: Meet with candidate for interim VP of Finance and Administration *5 minutes*
   * 8-10 faculty, lunch Thursday 9/3

send a question along with the survey to get interest.

Will communicate via e-mail to have a list before next Friday