

Agenda

State of Connecticut
Board of Regents Faculty Advisory Committee
Friday, Sept. 20, 2013
2:00 p.m. – 5:00 p.m.
39 Woodland St. Hartford, Conn.

1. Call to Order
2. Review and acceptance of minutes from Aug. 23, 2013 meeting
3. Review by-laws revisions and consider for possible ratification (see attached)
4. Update on Chief Academic Officer job description and search
5. TAP Coordinating Council Update
6. Follow up on discussion with ConnSCU President Gregory Gray
 - a. BOR 23 Goals for President Gray
<http://www.ctmirror.org/political-mirror/2013/09/10/23-goals-new-president-connecticuts-largest-college-system>
 - b. Dr. Gray initiative to find specialization centers of excellence for various campuses
 - c. CSU, CTCs and COSC role in advancing higher ed in light of Connecticut's widening socio-economic inequalities.
 - d. Strategic plan and initiatives for Governor
7. Follow up on discussion on IT Governance with ConnSCU CTO Joseph McAuliffe
8. Discuss approach to minor revisions in FAC enabling legislation to make clear the chair and vice chair annual rotation; voting membership on key BOR committees, especially ASA.
9. Guidance for FAC chair in role as a member of the BOR (first official meeting Oct. 17)
10. Finance committee discussion on pension; latest media reports
11. Items for possible inclusion in the next meeting (Oct. 18), possible visit to CCSU and invitation to campus governance leaders, items for meeting with BOR Nov. 21
12. Other business

Adjourn

State of Connecticut
Board of Regents Faculty Advisory Committee Minutes
Friday, August 23, 2013
39 Woodland St.
Hartford, Conn.

Present: Vice Chair Stephen Adair, Alternate, CCSU; Peter Bachiochi, Member, ECSU; Christine Barrett, Member, SCSU; Ilene Crawford, Member, SCSU; Chair Tom Failla, Member, NCC; Nick Lefakis, Member, ACC; Patty O'Neill, Member, WCSU; Barbara Richards, Alternate, HCC; Mary Jean Thornton, Member, CCC.

Guests: Del Cummings, Alternate, 2014 – 2015, NVCC; Gregory Gray, President, CONNSCU; Braden Hosch, Board of Regents; Joe McAuliffe, Board of Regents; Kyle Thomas, Board of Regents; Judy Wallace, Alternate 2014 – 2015, MxCC;

1. Meeting was called to order at 10:04 AM.
2. Review of minutes from June 21, 2013 meeting. Motion to accept (Crawford/Thornton), 5 – 0 - 3
3. Discussion with ConnSCU President Gregory Gray (10:05 – 11: 20 AM)
 - a. Introductions
 - b. President Gray's Priorities
 - o Major priorities for immediate future include restoring trust and integrity to the CONNSCU system, development of infrastructure, and development of plan for higher education in Connecticut
 - o Development of infrastructure includes filling the following positions: Chief of Staff, Chief Financial Officer, Chief of Information Technology, Chief Academic Officer, and Chief of Public Relations
 - o The plan for higher education will focus on role of universities, role of Charter Oak, how any plan will be paid for (raising tuition is not a viable method nor is consolidation or closing of individual institutions), and a strong focus on student success.
 - o It is expected that the development of any plan will occur over the next 6 months.
 - c. FAC-BOR-GA relationship – including representation on BOR subcommittees
 - o The fact that there's no place for the FAC in CONNSCU organizational chart reveals the confusion surrounding which entity the FAC should make its recommendations to. President Gray indicated that FAC recommendations should go to the appropriate Board subcommittees, and further, that it was appropriate for the FAC to have a spot on any BOR agenda for 5 minutes to report FAC activity during every Board meeting.
 - d. ConnSCU Legislative Agenda –
 - o President Gray considers it his job to advocate for CONNSCU at the legislative level, and further, that CONNSCU must take advantage of the window of opportunity provided by this new beginning.
 - e. UConn Regional Campuses –the expansion by UConn of degree programs at multiple satellite campuses was discussed.

- f. CSU, CTCs and COSC role in advancing higher ed in light of Connecticut's widening socio-economic inequalities. The need to "brand" CONNSCU was discussed, and President Gray acknowledged the success of UConn in creating a brand, but also suggested that CONNSCU members take pride in what we do.
- g. TAP Framework and Structure going forward. NA.
- h. Developmental Ed. President Gray recognizes that developmental education needs to be addressed, and that ConnSCU will have to work with high school educators to improve the existing approach to developmental education, an approach that is underfunded.
- i. Tuition waivers and/or discounts across the system for employees and family members. President Gray mentioned that this was a workforce/union issue, but commented that there should be incentives for associate degree holders in the ConnSCU system to remain in the ConnSCU system.

4. Discussion on IT Governance with ConnSCU CTO Joseph McAuliffe (11:20 – 12:00 PM) Mr. McAuliffe described the governance structure he is developing, and welcomed feedback from faculty. The FAC discussed mechanisms for such feedback, including a joint faculty/CIO committee to review IT Policies I and II. An alternative mechanism would be for CIOs to work with existing Senate committees to provide input. Regardless of approach, the CIOs of individual institutions should be expected to seek faculty input.

5. Discussion and possible ratification of bylaws. Barbara Richards raised several issues regarding the role of alternates on the FAC, including, but not limited to: alternates serving as chair of FAC, the lack of an easy way to communicate with community college faculty, whether the 9 community college faculty members who ran for election to FAC, but were not elected act as a communication channel, etc. The FAC recommends that Barbara Richards explore these communication issues with individuals elected by the individual campuses. Tom Failla requested that any changes to proposed bylaws be forwarded to him, and the FAC will review and vote on them during the September meeting.

6. TAP Coordinating Council Update. Dr. Pat Hershey will continue working as coordinator for the TAP implementation at least through this fall semester.

7. BOR Strategic Planning Committee Meeting Update . Braden Hosch reported that the existing framework developed by the Strategic Planning Committee will serve as undergirding for President Gray's major plans. When President Gray's plan is released (expected in November), context will be provided that describes the relationship between the existing Strategic Plan and Gray's plan for moving forward.

8. FAC representation on BOR update. Language regarding the rotation of the FAC position as well as membership on key BOR committees should be drafted, and submitted to the Chairs of the Higher Education committee.

9. Other business. Motion: the FAC recommends that Mike Butcaris continue as Co-Chair of the PA 1240 Task Force (unanimous). Since Barbara Richards and Stephen Adair are stepping down from this task force, two members of the FAC will replace them.

10. Adjourned 12:50 PM.

Submitted: Patty O'Neill

ConnSCU Faculty Advisory Committee (FAC) to the Board of Regents Draft By-Laws 6-6-13; ~~rev 9-9-13;~~
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ARTICLE I – NAME, AUTHORITY AND DEFINITIONS

The name of this group is the **Faculty Advisory Committee to the Board of Regents (BOR) for Higher Education**. The Committee is established in accordance with Connecticut General Statutes § 10a-3a of the Connecticut General Statutes approved May 2, 2012 and shall be deemed a public agency within the scope of the Connecticut Freedom of Information Act as define in sections 1-200. Faculty refers to tenured or non-tenured full-time teaching faculty and administrative faculty who provide direct student services, except in the cases of representatives from Charter Oak State College, which does not employ full-time faculty.

ARTICLE II – FACULTY ADVISORY COMMITTEE FUNCTIONS

The Committee Shall:

- A. Assist the Board in performing its statutory functions
- B. Advise the BOR, the management of the Connecticut State College and University System (ConnSCU) and the General Assembly on matters of policy and faculty concerns regarding higher education
- C. Expect the BOR and system management shall provide in a timely manner the information, materials and resources necessary for the Committee to carry out its assisting and advisory functions.
- D. Provide a mechanism to discuss issues of importance to faculty across the seventeen (17) institutions within the ConnSCU system and to provide specific recommendations and, as necessary and appropriate, proposals on system academic policies, including approval of new proposals or changes to existing strategies, plans policies and procedures. With respect to recommendations or proposals, the Committee will seek comment at its meetings or through e-mail from campus governance leadership and faculty. Any dissenting or “minority opinion” of the Committee with rationale shall be included in any recommendations forwarded.
- E. Operate and be guided by the principles and standards stated in the American Association of University Professors 1966 Statement on Government of Colleges and Universities
<http://www.aaup.org/file/statement-on-government.pdf>
- F. Meet at least biannually with the BOR. Agendas shall be prepared for such meetings and shall be distributed by the board prior thereto and shall consist of matters recommended for inclusion by the BOR chair and the Committee. The BOR chair shall preside over such meetings and Committee members shall have the right to participate in all discussions and deliberations but shall not have the right to vote at such meetings in accordance with the provisions of Connecticut General Statutes § 10a-3a (Sect. 1 (d))
- G. Report annually in January to the joint standing committees of the General Assembly having cognizance of matters relating to higher education and appropriations, regarding the performance of its statutory functions and its biannual meetings with the BOR in accordance with the provisions of Connecticut General Statutes § 10a-3a (Sect. 1 (e))

ARTICLE III – OFFICERS

Officers of the Committee shall be the Chair, Vice Chair, and Recording Secretary. Officers shall be elected ~~in even number years annually in January by the members. The election of officers should be completed no later than February.~~ –The term of office for officers is ~~two years, one year. For each two year election cycle, the~~ The chair and vice chair shall ~~rotate annually, rotate~~ between a member or

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alternate representative from the Connecticut State Universities (CSU) in even numbered years and the Connecticut Community Technical Colleges (CTC) in odd numbered years. in accordance with Public Act 12-7 Sect. 1 (c).

Their duties shall be as follows:

~~1.~~ A. The Chair:

~~a.~~ 1. a. To prepare agendas in collaboration with the vice chair and FAC.

~~b.~~ To provide an opportunity for members to review proposed agendas before meetings for the purpose of suggesting additions or changes

~~c.~~ To convene Committee meetings and in the event of unexpected developments related to weather or other emergencies cancel or postpone meetings through notification to the secretary of the BOR for proper public notice.

~~2.~~ 1. To conduct all meetings of the Committee guided by Robert's Rules of Order 11th Edition. In the event of any inconsistency between Robert's Rules and these by-laws, the by-laws shall take precedence.

~~3.~~ 2. To work with the President and Vice Presidents of the ConnSCU system to facilitate a meaningful assisting and advisement role for the Committee

~~4.~~ 3. To represent the positions of the Committee to the BOR, management of the ConnSCU system and the joint standing committees of the General Assembly having cognizance of matters relating to higher education and appropriations

~~5.~~ 4. To designate Committee representatives to attend meetings of the Board and its committees and other meetings deemed by the committee to be important to faculty interests.

~~6.~~ 5. To assure through the secretary of the BOR that:

a. Meeting agendas, minutes and materials relevant to current Committee activity are posted on a timely basis on the BOR's public website in accordance with Connecticut Freedom of Information Act requirements.

b. Committee membership list and contact information are on file with the BOR secretary or designee and posted on the BOR website provided members and alternates agree to have this information posted on the website.

~~7.~~ 6. To access the Committee's system e-mail account with approval from the Committee for the purpose of broadside communications to solicit suggestions and/or comments on matters of importance

B. The Vice Chair:

1. To assume the duties of the Chair in his or her absence

2. To assist the Chair in the fulfillment of his or her duties

3. To provide campus governance leaders with an annual attendance report for Committee members and alternates and to include the report in the minutes of the meeting after the report is sent.

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C. The Recording Secretary:

1. Maintain attendance records
2. Record ~~votes and~~ minutes ~~post~~ votes and ~~distribute draft~~ minutes of each meeting ~~to the members for their review in accordance with Connecticut General Statutes § 1-225 (see appendix)~~
- ~~3. Provide revised electronic copies to the Chair and Vice Chair for posting on the BOR's public website~~

ARTICLE IV -- OTHER COMMITTEES

The Committee may establish any other committees or task forces that are necessary to carry out Committee responsibilities. Each committee may be chaired by a Committee member. Faculty not on the Committee may serve as members of such committees or task forces.

ARTICLE V – ELECTIONS AND MEMBERSHIP

Members shall serve terms of two (2) years provided full-time employment is maintained. New members shall take office in January of ~~even-odd~~ number years following elections conducted by campus governance bodies every two years in the spring semester of the immediately previous ~~oddeven-~~ numbered year. Newly elected members may attend meetings in the fall semester to help assure continuity between the outgoing and incoming Committee members but the newly elected members will not have voting power until they take office in January. Details of the election process, the Committee's role, explanations and rationale are recorded in the May 16, 2013 Special Meeting Minutes on the BOR website and shall provide guidance to future Committees on the conduct of uniform, fair, open elections in accordance with the provisions of Connecticut General Statutes § 10a-3a (Sect. 1 (b)).

- A. The Committee shall be composed of ten (10) voting faculty members and eight (8) alternates who shall be elected by their peers in accordance with the provisions of Connecticut General Statutes § 10a-3a (Sect. 1 (a))
 1. There shall be three (3) faculty voting members and one (1) alternate representing the four (4) Connecticut State Universities (CSU) elected by full-time faculty. The alternate will rotate among the four universities on an annual basis in the following order WCSU (2012) CCSU (2013) ECSU (2014) SCSU (2015). ~~and so forth~~ By January 2016, the CSU representatives on the FAC shall determine a four-year cycle for rotating the alternate member among the representative campuses. The selection of a Chair or Vice-Chair may be considered in this determination.
 2. There shall be one (1) at-large voting representative and one (1) alternate from among all of the CSUs' administrative faculty who provide direct student services elected by full-time administrative faculty.
 3. There shall be three (3) faculty voting members and three (3) alternates from among the 12 (12) Connecticut Community Technical Colleges (CTC). One representative and alternate each will be elected from among the four (4) large, four (4) medium and four (4) small schools as determined by full-time faculty headcount by full-time faculty within each of the three (3) groupings. The alternates are the runners up in each of the three elections.
 4. There shall be one (1) at-large voting representative and one (1) alternate from among all of the CTCs' administrative faculty who provide direct student services elected by full-time

administrative faculty from all twelve (12) colleges. The alternate is the runner up in voting across the twelve (12) campuses.

5. There shall be one (1) faculty voting member and one (1) alternate elected by a majority vote of the Academic Council of Charter Oak State College (COSC).
 6. There shall be one (1) administrative faculty voting member and one (1) alternate elected by a majority vote of the COSC Academic Council.
- B. Alternates may speak at meetings, make motions, be named by the FAC to represent it on other committees or boards, or serve as officers or chairs of task forces.
- C. In the event that a vacancy occurs when both the member and designated alternate are no longer able to serve, the chair shall request that the campus governance body or bodies involved in conducting the biennial elections for that seat hold a special election within 30 days during the fall-spring academic year and within 30 days of the start of the next semester should the vacancy occur during the summer intercession. The remainder of an unfulfilled term shall be completed by that representative and alternate.
- D. A Committee member may resign by sending a written letter to the Chair, Vice Chair, Alternate and the Campus Governance Leaders at the institution or institutions he or she represents. The member's designated alternate shall become the voting member upon acceptance of the resignation at a regular meeting of the Committee. The Campus Governance bodies shall have the option to conduct a special election for a new representative, who may be the alternate or other eligible faculty, within 30 days in the fall-spring academic year and within 30 days of the start of the next semester should the resignation be accepted during the summer intercession. In the case of the CTCs, if the alternate becomes the member, the runner up in the election shall become the new alternate.
- E. Committee members shall notify the Chair, Vice Chair and their designated Alternate if they are unable to attend a meeting. The designated Alternate shall assume the member's voting powers in the member's place. In the event a member does not report for the meeting and/or does not make notification, the presiding meeting officer (chair or vice chair) may designate the Alternate to vote in place of the missing member. In the case of the CTCs, if the designated Alternate is not present at the start of the meeting, the presiding officer for the meeting (chair or vice chair) may designate another faculty or administrative Alternate present from the CTCs to serve in the member's place on a rotating basis carried over from the previous meeting in alphabetical order by last name. In the case of CSUs and COSC, if the designated Alternate is not present at the start of the meeting, the presiding meeting officer (chair or vice chair) may designate either a faculty or administrative alternate to fill a missing member's place on a rotating basis carried over from the previous meeting in alphabetical order by last name.
- F. A Committee member who does not report for three consecutive regular meetings without making prior notification of the absences with reasons to the Chair, Vice Chair and Alternate may be eligible for removal by a two-thirds vote of the Committee at the discretion of the Chair in consultation with campus governance leaders he or she represents. In the event of such removal, the Campus Governance bodies shall have the option to conduct a special election for a new representative, who may be the alternate or other eligible faculty, within 30 days in the fall-spring academic year and within 30 days of the start of the next semester should the resignation be accepted during the summer intercession. In the case of the CTCs, if the alternate becomes the member, the runner up in the election shall become the new alternate.
- G. Duties of the members shall include at a minimum:
1. Attend and participate in meetings of the Committee, or ensure that an alternate will attend

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2. Maintain understanding of the concerns of their campus constituents and represent their interests, while prioritizing the academic functioning of the entire system
3. Maintain communication between the Committee and the campus governance bodies they represent

ARTICLE VI -- MEETINGS

- A. Regularly scheduled public meetings shall be conducted. The frequency (monthly is recommended), location and timing of regular meetings shall be determined by the Committee and posted ~~semi-annually~~ on the BOR website and filed with the Secretary of State's Office through the BOR secretary no later than January 31 ~~and June 30~~, with updates provided as necessary in between for special meetings or schedule changes. Such interim public notice shall be made at least 24 hours before the scheduled meeting time on ~~the~~ BOR website and filed with the Secretary of State's Office, through the BOR secretary in accordance with Connecticut General Statutes § 1-225 (see appendix)
- B. A quorum for a meeting shall consist of six (6) members or alternates serving in place of ~~their~~ designated a member. Any action of a majority of a quorum shall be an act of the Committee. However, in absence of a quorum, those present may take action on provisional basis, which measures may be raised for consideration by any member at the next meeting of the Committee.
- C. Only members or their alternates acting in their place who are physically present shall be permitted to vote. There will be no provision for absentee or proxy voting.
- D. The agenda shall be determined by the Chair and/or by majority vote of the FAC at the previous meeting. Each agenda will carry an item titled "agenda items for possible inclusion at the next meeting" The proposed agenda shall be distributed to members for comment one week prior to the date of the meeting. The final agenda shall be posted on the BOR website and filed with the Secretary of State's Office 24 hours before the meeting in accordance with Connecticut General Statutes § 1-225 (see appendix).
- E. Minutes shall be kept of all Committee meetings and distributed to members and posted in draft form on BOR website within one week after the meeting. The committee will review the minutes and make any necessary revisions at the next meeting and the minutes with any revisions will then replace the draft minutes on the BOR website. If there are no revisions, the draft minutes will stand and the word draft removed.

ARTICLE VII – Parliamentary Authority

Roberts Rules of Order shall govern meeting proceedings where they are not in conflict with these by-laws, the Committee's statutory authority and rules of society

ARTICLE VIII -- AMENDMENTS

The by-laws may be amended by a majority of the membership. Any proposed amendment to the by-laws must be voted on for adoption at a regular meeting subsequent to the one where it was introduced. The by-laws will be automatically amended to reflect changes in institutional names.

Appendix

C.G.S. Sec. 1-225. (Formerly Sec. 1-21). Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on web sites. Notice of special meetings. Executive sessions.
(<http://www.cga.ct.gov/current/pub/chap014.htm#Sec1-225.htm>)

I. Agendas of Regular Meetings

The agenda of the regular meetings of every public agency, except for the General Assembly, shall be available to the public and shall be filed, not less than twenty-four hours before the meetings to which they refer, (1) in such agencies regular office or place of business, and (2) in the office of the Secretary of the State for any such public agency of the state, in the office of the clerk of such subdivision for any public agency of a political subdivision of the state or in the office of the clerk of each municipal member of any multitown district or agency. For any such public agency of the state, such agenda shall be posted on the public agencies and the Secretary of the States web sites.....

Secretary of the State requirements for regular meeting agendas

1. Agenda to be submitted to this office in a pdf format.
2. Agenda should be sent as soon as it is available. Note requirements of the statute above.
3. Send agenda to the following email address and indicate that it is an agenda and the name of the agency and committee if applicable.

Email address: lead@ct.gov

II. Regular Meeting Notices

Each such public agency of the state shall file not later than January thirty-first of each year in the office of the Secretary of the State the schedule of the regular meetings of such public agency for the ensuing year and shall post such schedule on such public agencies Internet web site, if available...

Secretary of the State requirements for regular meeting notices

1. Send notice in a pdf format
2. Note the requirements of the statute above for when the notices are due.
3. Send notice to the following email address and indicate that it is a “notice of regular meetings,” name of the agency and committee if applicable.

Email address: lead@ct.gov

III. Special Meeting Notices

(d) Notice of each special meeting of every public agency, except for the General Assembly, either house thereof or any committee thereof, shall be posted not less than twenty-four hours before the meeting to which such notice refers on the public agency's Internet web site, if available, and given not less than twenty-four hours prior to the time of such meeting by filing a notice of the time and place thereof in the office of the Secretary of the State for any such public agency of the state

Secretary of the State requirements for special meeting notices

1. Send notice in pdf format
2. Note the requirements of the statute above
3. Send notice to the following email address and indicate that it is a "special meeting notice" name of agency and committee if applicable.

Email address: lead@ct.gov

IV. Minutes

The meetings of all public agencies, except executive sessions, as defined in subdivision (6) of section 1-200, shall be open to the public. The votes of each member of any such public agency upon any issue before such public agency shall be reduced to writing and made available for public inspection within forty-eight hours and shall also be recorded in the minutes of the session at which taken. Not later than seven days after the date of the session to which such minutes refer, such minutes shall be available for public inspection and posted on such public agency's Internet web site, if available, except that no public agency of a political subdivision of the state shall be required to post such minutes on an Internet web site. Each public agency shall make, keep and maintain a record of the proceedings of its meetings.

**No requirement to notify the Secretary of the State related to the minutes of regular meetings. Exception to this requirement can be found in C.G.S. § 1-210.
(<http://www.cga.ct.gov/current/pub/chap014.htm#Sec1-210.htm>)**

If you have specific questions regarding your agency's Freedom of Information requirements contact the Freedom of Information Commission at 860-566-5682 or foi@ct.gov

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Sources:

CGS - Public Act 12-7

<http://www.cga.ct.gov/2012/act/pa/2012PA-00007-R00SB-00042-PA.htm>

Roberts Rules of Order - Bylaws Chapter 20

http://westsidetoastmasters.com/resources/roberts_rules/chap20.html

University of South Florida System Faculty Advisory Council Bylaws

http://www.usfsm.edu/faculty/facultysenate/fac_minutes/bylaws_revised_24may11.pdf

Maryland Higher Education Commission Faculty Advisory Council

<http://www.fac-mhec.csmd.edu/bylaws.htm>

University of Texas System FAC

<http://www.utsystem.edu/utfac/guidelines.html>

University of North Carolina Board of Governors FAC Formation Letter and Roster and Functions

http://faccoun.unc.edu/wp-content/uploads/2012/10/Ross-RigsbyLetter_08Oct2012.pdf

http://faccoun.unc.edu/wp-content/uploads/2012/10/FACULTY-ADVISORY-COUNCIL_Roster-and-Functions_2012Oct11.pdf