

**DRAFT Meeting Minutes**  
**UNIVERSITY SENATE MEETING**  
**Friday, September 29, 2023**  
**3:00pm – 5:00pm**

Link: <https://luc.zoom.us/j/89161093460>

**Senators Present:** Bill Adams, Minerva Ahumada, Emily Barman, Ben Bryan, Sophie Buchman, Noah Butler, Cara Forster, Lisa Gillespie, Matt Hejna, Bridie Hulsebosch, Stacey Jaksa, Tom Kelly, Theresa Krafcsin, Peter Lachman, Rachel Leamon, Conner Scholze, Lauren Schwer, Oliver Schramm, Lisa Marie Thomas, Mark Torrez, Paige Warren, Matt Williams, Mustafa Anwar (*ex officio*), Margaret Callahan (*ex officio*), Keith Champagne (*ex officio*), Jim Devery (*ex officio*)

**Absent:** Abby Abuya, Luis Flores, Casey Welby, SGAC Representative (not yet identified)

**Quorum (14 needed):** 22 present at the start of the meeting; quorum is satisfied.

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Chair Ahumada called the meeting to order at 3:04pm.

- I. **Review of the preliminary agenda and call for motions to amend**
  - a. No amendments made to the agenda.
  
- II. **Approval of Minutes from May 5, 2023**
  - a. Minutes approved by a vote of 20 Yay and 3 Abstain.
  
- III. **Chair Report**
  - a. Volunteers/Nominate in other University bodies
    - i. School of Communication Dean Search: Sen. Hejna volunteered.
    - ii. School of Social Work Dean Search: Sen Forster volunteered.
    - iii. Graduate Studies Coordination Board: Sen. Miller volunteered.
    - iv. Benefits Advisory Committee (Staff Representative): Provost Callahan to share.
  
  - b. Educational Affairs Committee BOT
    - i. Paul Roberts reported 84.5% retention as of September 13.
    - ii. Kana Henning, Senior Associate Vice President for Facilities, gave update on Interdisciplinary STEM building as of June 8.
  
  - c. Chair Ahumada attended New Faculty Orientation and first Faculty Council meeting. Chair Ahumada attended the first Staff Council meeting, however, another member of Senate will need to attend in the future due to Chair Ahumada having class during their meeting time.
  
  - d. Senate Changes: Jeremy Mixell and Tavis Jules both left the University. They were replaced by Sen. Thomas and Sen. Gillespie, respectively.
  
  - e. University Senate Budget: There is \$6,000 for student assistant support (works with Gina in the Office of the Provost) and \$10,000 in non-salary available.

**IV. Update on Dean Searches – Provost Callahan**

- a. Dean search for the School of Continuing & Professional Studies will be starting soon and a Senate representative will be needed. Time commitment is not overly burdensome. Sen. Hejna added that sitting on the search committee for the SOC Dean has been rewarding and that Senators can contribute without having experience in that specific academic college/school. Sen. Miller volunteered.
- b. Provost Search was paused due to a small pool of applicants. The search firm is back up and reviewing candidates again.
- c. SOC and SSW Dean searches are moving ahead with search firms.
- d. VP for Faculty Relations search is coming soon. Markeda Newell has been serving in this role on an interim basis since Badia Ahmad left the University.
- e. Benefits Advisory Committee staff representative is needed. Sr. VP Kelly added that the representative does not have to be a Senator, just must be nominated by the Senate. Sen. Hejna volunteered.

**V. Discussion: Modality of Senate General Assembly Meetings**

- a. Sen. Hejna indicated desire to have meetings on Zoom, offered in a hybrid manner, or bring people together on each campus. Sen. Miller, Sen. Williams, and Sen. Buchman agreed.
- b. Mustafa Anwar named that sharing content on Zoom can be more accessible.
- c. Sen. Adams mentioned during Senate elections last year that several potential candidates asked about whether the meetings would happen on Zoom.
- d. Jim Devery stated that Faculty Council adopted the 3-campus model because of the difficulty with HSC being so far away. They went to this model so that people could talk in-person following the adjournment with the meeting vs. everyone immediately logging out of Zoom.
- e. Based on the feedback, Chair Ahumada dismissed option for a rotating in-person schedule. Proposed October Senate meeting to remain on Zoom and November meeting to try the 3-campus model.
  - i. Sen. Adams moved to vote on Senate meeting modality.
  - ii. Jim Devery added that Faculty Council has a meeting modality requirement in their bylaws and suggested checking Senate bylaws.
  - iii. Chair Ahumada tabled the voting stating the Senate bylaws will be checked, and if allowable, Senate will vote at the October meeting for future meeting format.

**VI. 2023-2024 Senate Executive Committee Elections**

- a. Sen. Leamon provided insights on serving as Secretary *pro tem* last year and reported it was positive.
- b. Chair Ahumada asked for nominations.
  - i. Secretary: Sen. Hulsebosch elected by a vote of 23 Yay and 1 Abstain.
  - ii. Secretary *pro tem*: Sen. Miller elected by a vote of 23 Yay and 1 Abstain.

**VII. Senate Newsletter Update**

- a. Vice Chair Jaksa met with ITS and Staff Council representatives to gather more information on how Staff Council instituted and maintains their newsletter. ITS does not create listservs at this time due to upcoming software changes.
- b. Staff Council utilizes “mail chimp” which has a great deal of intuitive functionality and allows for analytics regarding open rates and click rates.

- c. Mail chimp requires folks to “opt in” to the newsletter so there will be a need to spread the word about the University Senate newsletter. Ideas for sharing include: with HR for new employee orientation, within annual HR updates, with Staff Council, with Faculty Council, and within other newsletters for students, staff, and faculty. Other ideas for distribution will be requested from the Senate.
- d. Mail chimp is free for newsletters with less than 1,000 subscribers and then requires payment at increasing tiers based on number of subscribers. In order to have access to full analytics, 24/7 customer support, and other features, a “standard” account is required which costs \$20/month. Recommendation to vote on approving the payment at the “standard” account level.
  - i. Sen. Williams moved to vote on paying for mail chimp. Sen. Leamon seconded.
  - ii. Senate will pay for mail chimp by a vote of 20 Yay and 2 Abstain.

**VIII. Small Group Discussion by Committee**

- a. Chair Ahumada charged each committee to set an agenda to work from and determine a committee chairperson and meeting schedule.
- b. Academic Affairs & Research Committee
  - i. Chairperson: Sen. Hejna
  - ii. Agenda: Reaching out to past members of this committee, meeting with counterpart committee on Faculty Council, planning to reach out to Provost Callahan and Vice Provost Singh.
  - iii. Meetings: Scheduling committee meetings to coincide with future Senate meetings
- c. Budget & Strategic Planning Committee
  - i. Chairperson: Sen. Krafcisin
  - ii. Agenda: Want to invite Sr. VP of Finance (Wayne Magdziarz) to future meeting, would like to contribute to Senate newsletter, interested in update on unionization of certain faculty positions, want to invite new VP of HR (Janice Parks) to future meeting after they start
    - 1. Sr. VP Kelly commented that Janice will be *ex officio* member of Senate
  - iii. Meetings: 3 meetings scheduled to coincide with future Senate meetings
- d. Diversity Committee
  - i. Chairperson: Sen. Williams
  - ii. Agenda: SCOTUS Affirmative Action decision – would like to reach out to Office of Admissions, VP of DEI, Dean of IRJ
    - 1. Share what their areas are doing
    - 2. Bring resolutions to the Senate afterwards
    - 3. Organizing forums with the University community to discuss these topics
    - 4. Sen. Warren suggests to add READI and the Anti-Oppressive Pedagogy of FCIP to the outreach list.
- e. Student Development and Success Committee
  - i. Chairperson: Sen. Butler

- ii. Agenda: CURA Network, wellness and well-being, belonging and identity, economic insecurity
- f. Faculty Affairs and Staff Affairs Committee
  - i. Chairperson: Sen. Leamon
  - ii. Agenda: One of biggest areas of focus is work modality (continued discussion from last year), plan on reaching out to Staff Council and Faculty Council to streamline discussion and efforts and work with new VP of HR
- g. Bylaws and Elections Committee
  - i. Chairperson: Sr. VP Kelly
  - ii. Agenda: Reviewing line of succession and nomination process to make it more clear, review proposal of number of committees and their subject matter

Sen. Krafcsin motioned to adjourn. Sen. Williams seconded.

Chair Ahumada adjourned the meeting at 5:01pm.

*Respectfully submitted, SPJ 10/19/2023*

**Senate Meeting Schedule for Academic Year 2023-24**

General Assembly Meetings

• <del>September 29</del>	<del>3:00-5:00PM</del>	<del>Zoom</del>
• October 27	3:00-5:00PM	Zoom
• December 1	3:00-5:00PM	Zoom
• January 26	3:00-5:00PM	Zoom
• February 23	3:00-5:00PM	Zoom
• March 29	3:00-5:00PM	Zoom
• May 3	3:00-5:00PM	Zoom

Executive Committee Meetings

• <del>September 15</del>	<del>4:00-5:00PM</del>	<del>Zoom</del>
• <del>October 13</del>	<del>4:00-5:00PM</del>	<del>Zoom</del>
• November 17	4:00-5:00PM	Zoom
• January 12	4:00-5:00PM	Zoom
• February 9	4:00-5:00PM	Zoom
• March 15	4:00-5:00PM	Zoom
• April 19	4:00-5:00PM	Zoom