Executive Committee of the University Senate (ECUS)
Annual Report 2012-13

Committee Name: Executive Committee of the University Senate

Academic Year: 2012-13

Committee Charge:

V.Section1.B. The Executive Committee shall meet as needed throughout the year to facilitate the functioning of the University Senate. Meetings of the Executive Committee may be called by the Chair, the University President, or by written request from a majority of the Executive Committee membership. A majority of the Executive Committee membership shall constitute a quorum.

V.Section1.C. The duties of the Executive Committee shall include the following:

> V.Section1.C.1. The elected members of the Executive Committee shall constitute an advisory committee of the faculty to the University President.

> V.Section1.C.2. The Executive Committee shall set the agenda for regular meetings of the University Senate in compliance with II.Section3.A.4.

> V.Section1.C.3. The Executive Committee shall, as the need arises, appoint not less than three nor more than five impartial faculty members to serve as the informal body of inquiry (the "body of inquiry"), as described in the Policy Manual of the Board of Regents (803.1102), to mitigate the removal of any tenured or non-tenured faculty member. This body of inquiry shall be responsible for the determination of confidentiality relating to such informal inquiries, especially when sensitive information about particular individuals would be otherwise revealed. Should this body of inquiry fail to effect an adjustment (e.g be unable to negotiate a resolution), they shall advise the University President whether dismissal proceedings should be undertaken. The body of inquiry's recommendation shall not be binding on the University President.

> V.Section1.C.4. Except when the University Senate gives specific directions, the Executive Committee shall, when consideration is being given to referring any matter to a standing committee, determine the standing committee that shall have jurisdiction; provided, however, that nothing in this responsibility shall challenge the University President's authority and responsibility for interpretation of the Statutes and bylaws or for determining ultimate jurisdiction when conflicts arise.

> V.Section1.C.5. The Executive Committee may make editorial suggestions to the language of any motion, including a resolution, that is submitted for Senate consideration. The Executive Committee should apply this responsibility judiciously, noting that the purpose of this review is to improve clarity, remove ambiguity, and identify inconsistencies with superseding policy. Any such editorial suggestions are incorporated only after review and approval by the body submitting the motion.

> V.Section1.C.6. The Executive Committee shall appoint a Committee on Nominations as specified in V.Section1.D.1.

> V.Section1.C.7. The Executive Committee may recommend to the University Senate for their consideration and approval such standing and/or special committees as it deems necessary.

> V.Section1.C.8. The Executive Committee may consider and recommend to the University Senate any matters that are within the powers of the University Senate.

> V.Section1.C.9. The Executive Committee shall have the responsibility for initiating and maintaining a system of overlapping terms for elected University Senators.

> V.Section1.C.10. The Executive Committee shall ensure that up-to-date versions of any documents (e.g. statutes, bylaws, policy manuals, handbooks) that define or reference the governance structure in any unit of the University are archived in both "hard" and "electronic" format to facilitate access.

V.Section1.C.11. The Executive Committee shall be responsible for maintaining a calendar of governance meetings.

V.Section1.C.12. The Executive Committee shall ensure that its own minutes as well as those of the University Senate including all standing committees, sub-committees, and ad hoc committees of the University Senate are accessible to all members of the University Community

V.Section1.C.13. The Archivist of the University Senate shall be the University Archivist. In the absence of a University Archivist, the Executive Committee shall appoint an Archivist of the University Senate. The Archivist shall maintain a historical record of University Senate activity both on paper and electronically and make the electronic version of this archive available to the University Community.

V.Section1.C.14. The Executive Committee shall meet regularly with the Standing Committee Chairs to facilitate communication among the committees of the University Senate.

V.Section1.C.15. The Executive Committee shall ensure that these bylaws are followed.

V.Section1.C.16. The Executive Committee shall be responsible for operational matters of the University Senate including, but not limited to, consulted for Presidential Appointees (II.Section1.A.1), receive Corps of Instruction List (II.Section2.A.1), apportion elected faculty senator positions (II.Section2.A.2), receive election/selection procedures and results and announce results for academic units (II.Section2.A.3), Staff Council (II.Section1.A.3), students (II.Section1.A.4), conduct at-large elections (II.Section2.A.4), name a parliamentarian (II.Section3.B.3), receive operating procedures of committees (III.Section1), is one source that can initiate standing committee business (IV.Section1), receive motion text and disseminate agenda for Senate meetings (IV.Section2), receive and archive committee annual reports (IV.Section2), name facilitator and necessary voting proxies for standing committee chair elections (IV.Section3.A), receive committee composition report from Subcommittee on Nominations (V.Section1.D.2.d), receive or make motions for the addition of permanent subcommittees (V.Section2.A.3.a), and receive ad hoc committee charters (V.Section2.A.3.b).

Committee Calendar:

Regular Committee Meetings
Day: Friday
Time: 2:00-3:15pm
Location: Parks Hall 301
Dates: 2012 - August 24, September 28, October 26, November 30
                2013 - January 25, February 22, March 22

Meetings of Standing Committee Chairs with ECUS
Day: Friday
Time: 2:00-3:15pm
Location: Parks Hall 301
Dates: 2012 - September 7, October 5, November 2, December 7
                2013 - February 1, March 1, April 5

Executive Summary:

ECUS worked closely with the President and Interim Provost to investigate and resolve a number of significant issues as outlined below. Two motions were proposed and passed by the full University Senate; (1) Motion 1213.EC.001.O - Recommendation on University Senate Term Limits, and (2) Motion 1213.EC.002.P - Service Recognition Policy. The remainder of the committee's time was spent steering issues to the appropriate committee and coordinating the activities of the senate, committees, and subcommittees.

Committee Membership and Record of Attendance:

COMMITTEE OFFICERS: CATHERINE WHELAN (CHAIR), LYNDALL MUSCHELL (VICE-CHAIR) CRAIG TURNER (SECRETARY)

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

"P" denotes Present, "A" denotes Absent, "R" denotes Regrets, "N/A" denotes Not Applicable (not on committee)

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences								
Meeting Dates		08-24-12	09-28-12	10-26-12	11-30-12	01-25-13	02-22-13	03-22-13	
Janet Clark *EFS; CoAS; ECUS Chair Emeritus*		P	P	P	P	P	R	P	
Steve Dorman *University President*		N/A	P	P	P	R	R	P	
Paul Jones *Interim University President*		R	N/A	N/A	N/A	N/A	N/A	N/A	
Joshua Kitchens *EFS; Library*		P	P	P	R	P	P	R	
Matthew Liao-Troth *Interim Provost*		P	R	P	P	P	P	P	
Deborah MacMillan *EFS; CoHS*		P	P	P	P	P	R	P	
Lyndall Muschell *EFS; CoE; ECUS Vice-Chair*		P	P	P	P	P	P	P	
Craig Turner *EFS; CoAS; ECUS Secretary*		P	P	P	P	P	P	P	
Catherine Whelan *EFS; CoB; ECUS Chair*		R	P	P	P	P	P	R	

AGGREGATE ATTENDANCE RECORD FOR MEETINGS OF THE EXECUTIVE COMMITTEE AND STANDING COMMITTEE CHAIRS

"P" denotes Present, "A" denotes Absent, "R" denotes Regrets

Acronyms	EFS = Elected Faculty Senator; CoAS = College of Arts & Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences								
Meeting Dates		09-07-12	10-05-12	11-02-12	12-07-12	02-01-13	03-01-13	04-05-13*	
Janet Clark *EFS; CoAS; ECUS Chair Emeritus*		P	R	P	P	P	P	R	
Steve Dorman *University President*		P	R	P	R	R	R	R	
Joshua Kitchens *EFS; Library*		P	P	P	P	P	R	P	
Matthew Liao-Troth *Interim Provost*		P	P	P	R	P	P	P	
Deborah MacMillan *EFS; CoHS*		P	P	R	P	P	P	P	
Lyndall Muschell *EFS; CoE; ECUS Vice-Chair*		P	P	P	P	P	R	P	
Craig Turner *EFS; CoAS; ECUS Secretary*		P	P	P	P	P	P	P	
Catherine Whelan *EFS; CoB; ECUS Chair*		P	P	P	P	P	P	P	
Bryan Marshall *EFS; CoB; APC Chair*		R	R	P	P	P	P	P	
Susan Steele *EFS; CoHS; CAPC Chair*		P	P	R	P	P	P	P	
Leslie Moore *EFS; CoHS; FAPC Chair*		P	P	P	R	P	P	P	
Maureen Horgan *EFS; CoAS, RPIPC Chair*		P	P	P	P	P	R	P	
Dianne Chamblee *EFS; CoHS, SAPC Chair*		P	P	P	P	R	P	P	
John Swinton *EFS; CoB, SoCC Chair*		N/A	N/A	N/A	N/A	N/A	N/A	R	
Toi Franks *Staff Council Chair*		N/A	N/A	N/A	N/A	N/A	N/A	P	
Cody Allen *Student Government Association President*		N/A	N/A	N/A	N/A	N/A	N/A	A	

Note: Part of the 5 Apr 2013 meeting was a meeting of the Subcommittee on Nominations.

Motions brought to the Senate floor:

Motion 1213.EC.001.O - Recommendation on University Senate Term Limits
Motion Text - To endorse the term limits recommendation as outlined in the attached document.
Document provided in **Appendix A-1**.
Motion approved by Senate at February 15, 2013 meeting.
- Discussion at November 30, 2012 ECUS meeting
    - For the last several years, there has been an extremely brief recurring conversation within the Subcommittee on Nominations (late in March or early April) on instituting term limits for elected faculty senator positions. This is usually brought up and then it is noted there is not time to consider it as the senate year is nearly at an end. There have been concerns expressed to Catherine Whelan from representatives from five different departments for consideration of term limits. The rationale offered for term limits were either that an existing incumbent continues to be re-elected (or in some cases re-appointed) even though others are interested and willing to serve and some elected faculty senators would like to be able to say something like "I'd be willing to serve again, but there are term limits. All good things must end."
    - Points of conversation by those present included agreement with the idea of term limits as well as reluctance to impose the term limits at the university level as the democratic process should handle this and there is also advantages to having members with institutional memory of the university and senate serving on the university senate.
    - A perspective that term limits were part of the election procedure set at the academic unit level was offered. This would suggest that the faculty of an academic unit could apply term limits as part of setting the election procedures for the academic unit. This perspective seemed to resonate with those present.
- Discussion at January 15, 2013 ECUS meeting
    - Catherine Whelan presented a statement she had drafted on term limits for elected faculty senator positions and circulated this statement to ECUS for review.
    - The statement provides "units" with elected faculty senator positions the opportunity to include, at their discretion, term limits as part of their elected faculty senator election process.
    - Minor amendments were made to the draft.
    - The committee agreed that Catherine Whelan should present the amended draft to the University Senate at its February 15, 2013 meeting as an item of the ECUS report.

Motion 1213.EC.002.P - Service Recognition Policy
Motion Text - To recommend as University Policy the proposed Service Recognition Policy as outlined in the supporting document and to endorse the guidelines and procedural recommendations made therein.
Document provided in **Appendix A-2**.
Motion approved by Senate at April 19, 2013 meeting.
- Discussion at March 22, 2013 ECUS meeting
    - Concerns: Leading up the recent service recognition ceremony, several concerns were heard regarding service recognitions. Among these concerns were
        a. A failure to recognize all the years for employees who had non-contiguous service.
        b. The timing: scheduling the ceremony during a class meeting time rather than a common meeting time block.
        c. Recognition Lag: (being recognized for your nth year of service late in your (n+1)st year where n = 10, 15, 20, 25, 30, …) This concern was expressed primarily by members of the faculty.
    - The Proposal: A proposal called " Service Recognition Policy" was reviewed by the committee. The main concerns were addressed as
        a. The proposal advocates for all years of service being recognized including noncontiguous years of service. Further, it proposes that each year (Aug 1) all supervisors will receive a list of employees and service time and will be asked to review with each employee they supervise the service time showing and either confirm that time as accurate or offer a correction to the time. This should ensure that the service time of each employee is accurately recorded.

     b. The service recognition ceremony will be scheduled during a common meeting time rather than a class time. In particular for 2013-2014, the service recognition ceremony will be combined with the State of the University address by the University President and is slated for Friday 17 Jan 2014 at 2 pm with a Campus Reception to follow at 3:30 pm.

     c. The service recognition lag concern will be addressed for faculty by first recognizing faculty eligible for the service recognition at the earliest opportunity – a faculty meeting in August prior to classes beginning. For 2013-2014, this is scheduled for Friday January 16 at 9:30 am wherein a variety of faculty recognitions will be made, among them years of service recognitions. The formal recognition (receiving of the token) will be done at the January ceremony, yet the eligible faculty members will be recognized in front of their peers at the August faculty meeting.

-   Endorsement: After hearing the proposal in its entirety, a motion that ECUS sponsor the proposal entitled "Service Recognition Policy" as a formal motion for consideration by the 2012-2013 University Senate at its 19 Apr 2013 meeting was made, seconded, and approved with no further discussion.

Other Significant Deliberation (Non-Motions):

Policy, Procedures, and Practices Manual:

Catherine Whelan worked with Tom Ormond and Mike Digby to review the reorganization of the manual. Craig Turner provided additional feedback to Mike Digby to inform the process.

At the October 26, 2012 ECUS meeting, a motion was approved to acknowledge the excellent work on the PPPM by Dr. Mike Digby and authorize him to take the proposed next steps, to
  a. modify section titles to support better indexing and facilitate the search/find function of the PPPM
  b. coordinate the reformatting of existing policy statements in the PPPM, as necessary, to align them with the current standardized university policy format template and refer the existing and reformatted versions to ECUS for steering to itself or other university personnel or committees to review the reformatted versions with respect to modification (if any) to the intent of the language articulating the policy statement or its associated procedure (if such procedures are present),
  c. identify and collate conflicting versions of policies and refer these to ECUS for steering to the appropriate individual or policy committee for review and conflict resolution, and
  d. identify the practices and procedures that are either inconsistent with the perceived current practice or procedure and/or for which there is no individual (position) responsible and authorized for their maintenance and refer these to ECUS for steering to appropriate individuals or committees for review.

Further work will be undertaken over the summer to prepare materials for presentation at the August 2013 Senate Retreat.

Emergencies and Communication Channels in Classrooms:

A proposal to explore the feasibility of having communication channels available in classrooms was made. Such channels might facilitate contact of information technology assistance for projection systems or contact of public safety in an emergency.

At the March 15, 2013 University Senate meeting, Toi Franks indicated that VOIP phones will be installed in all classrooms during the Spring Break (March 25-29, 2013).

Faculty Development opportunities to assist faculty in working with Students with Disabilities:

Students with disabilities are increasingly common. Faculty training opportunities for dealing with the variety of disabilities, such as high functioning autism and Asperger's, is desirable. This may be particularly relevant if the disability could be disruptive to the classroom learning of other students.

Katy Washington provided a report to the 2012-2013 University Senate at its March 15, 2013 meeting. This report summarized the role of the Office of Disability Services and extended an invitation to faculty and staff to call on them for any training in this area that may be needed.

Governance Calendar: http://events.gcsu.edu/governance

Significant changes to the Governance Calendar structure were discussed and endorsed by ECUS. In addition, it was noted that the governance calendar is appropriately considered a prioritization calendar as it indicates which meetings have priority in a given block.

Changes include:

- Replace department, college committee, and college meetings with simply college meetings and defer the designation of these meetings (as college, college committee, and department) to the discretion of the colleges. This provides more flexibility for colleges to customize the meeting schedule. For the purposes of this discussion, the library was considered a college. Reduce the number of these meetings from 12 to 8 per semester.
- Schedule senate committee meetings followed by ECUS/SCC meetings on the same Friday rather than on separate
- Fridays. Reduce the number of these meetings from 7 each for the academic year to 6 each for the academic year.
- Reduce the number of senate meetings from 7 per academic year to 6 per academic year.
- Replace the University Chairs Council meetings with open meeting blocks and make the calendar more purely a calendar of governance meetings. University Chairs Council would have flexibility to select meeting times from the open blocks available.
- Roll professional development meeting type into the open category.
- Classify the reduced meetings above into open. Open meeting blocks increase from 2 in 2012-2013 to 24 in the proposed 2013-2014 calendar.
- Continue to keep University-wide meetings on the calendar at one per semester.

Electronic Presence (Website and Electronic Tools) of the University Senate:

A number of concerns about the current electronic presence were identified (including but not limited to the following):

a. dysfunctional agenda tool,

b. glitches in the online motion database,

c. absence of staff support given the recent departure of Jay Lancaster,

d. consideration of moving certain existing pages behind the firewall while leaving a public presence for the university senate, and

e. scattered presence among many sites (senate.gcsu.edu, us.gcsu.edu, senator database, minutes.gcsu.edu, etc.) rather than a single unified presence.

A work group (Catherine Whelan, Bryan Marshall, Josh Kitchens, Craig Turner, and Matthew Williams) met and drafted a plan to streamline the senate's public web presence and house much of the existing content in a space that would require Unify authentication for access. The streamlined public web presence will include information on how site visitors can request information about the senate. The university senate graduate assistant, Matthew Williams, has been in communication with the staff of the university webmaster to explore the details on implementing the changes recommended by the workgroup.

Broadcasting University Senate Meetings:

The exploration of feasibility and desirability of making the viewing of a live broadcast of meetings of the University Senate available to the university community and requiring authentication (with the existing CAS ID and password if possible) to view these meetings was proposed for consideration.

The Spring 2013 University Senate meetings were recorded and made available for online viewing the week following the meeting.

University System of Georgia Faculty Council (USGFC) Representative:

The existing selection process of the USGFC representative was determined by Motion 1011.EC.001.R to be the selection of the Presiding Officer Elect of the University Senate. Concerns from the recent two representatives, Jan Clark and Catherine Whelan, were that a term of service of a single year may be too brief a time to participate

meaningfully on the USGFC. Consideration of both a longer term of service than a single year as well as the addition of the nomination of one or more candidates for the USGFC Representative position to the work of the Subcommittee on Nominations were proposed for further consideration.

After consideration of a number of alternatives, the committee consensus was to continue the current practice that the Presiding Officer Elect serve as the institutional USGFC representative. This requires no further action as this practice has been formalized via motion 1011.EC.001.R.

Committee Reflections:

- ECUS Operating Procedures are provided in Appendix B of this document.
- ECUS meetings were generally productive and efficient. There was some repetition of announcements from the ECUS meeting to the ECUS/Standing Committee Chairs meeting, particularly from the President and Interim Provost. The change of meeting schedule for the coming year should address this issue. With the combined meeting to immediately follow the ECUS meeting, we could ask the President and Provost to simply provide one report at the start of the combined meeting.

Committee Recommendations:

- Continue to ensure regular campus-wide communication from the University Senate with updates of upcoming motions and committee deliberations.
- Encourage committee officers to utilize the Graduate Assistant.
- Continue to invite campus leaders and administrators to Senate meetings, giving them a few minutes to introduce themselves and their division/department.
- Request that committee chairs provide only a brief summary of their committee activities, focusing primarily on motions and major deliberations. They do not need to provide a blow by blow description of each minute of their committee meetings.

Recommend items for consideration at the governance retreat:

Officer Training:
Additional training and/or guidance should be provided to committee officers with respect to the development of policies, use of the policy template, wording of motions, and the appropriateness of supporting documentation.

Committee Operating Procedures:
Provide a session at the retreat that allows committees to begin work on their operating procedures. This should ensure that the first meeting of the senate calendar will not be taken over by this task.

Appendix A-1: University Senate Term Limits

The University Senate envisions a university that celebrates an effective system of governance in which information is widely shared and understood, where every voice in the university community is heard and honored, and that actively involves all affected individuals in the decision-making process. Furthermore, it is believed that everyone shall have the right to participate in the governance of the University and shall have the right to be heard, without repercussion, regardless of position, rank, or level of authority.

In response to concerns about access to representation on the University Senate, the members of the 2012-2013 University Senate request that your unit give consideration to the creation of term limits for your elected faculty senator positions. We do not want to impose a "one-size-fits-all" rule for all units on campus. Rather, our intent is for you to give deliberate thought to how you want to be represented.

In some units, the election of a senator is a truly democratic process with a number of nominations. In other units, it involves someone "taking one for the team" by agreeing to serve. Most units are probably somewhere in between. In order to prevent elections being dominated by someone in power, or having an individual continue to serve under duress, it may be beneficial to create term limits to ensure greater involvement by a variety of individuals across campus.

Please note that the Senate is not requiring term limits. Creation of term limits will be entirely up to the unit and will simply become part of your election procedures.

Two examples of how term limits might be applied are provided below:
1. An elected faculty senator may serve no more than two consecutive terms. After sitting out for one term the individual may then be re-elected.
2. The elected faculty senator position will rotate through all eligible faculty members within the department.

Notes:
a. A "unit" may be defined as a division, department, school, or college.
b. An elected faculty senator term is for 3 years.
c. Senate terms commence at the beginning of the April organizational meeting of the University Senate.
d. Faculty must have completed at least two years of service at Georgia College to be eligible to serve as an elected faculty senator.
e. Any member of the university community may volunteer to serve on a University Senate Committee for a one year term (consecutive terms are permitted).

Approval Date:
ECUS – 1/28/13
University Senate – 2/15/13

Appendix A-2: Service Recognition Policy

Policy Statement:

Georgia College & State University shall have a Service Recognition Program that recognizes employees for their length of service to the University. Recognitions will be made in accordance with the procedures outlined in this document and the USG Board of Regents *Policy on Employee Recognition Programs*.

Definitions:

- **Employee:** Includes faculty and classified employees.

- **Faculty**: The faculty shall consist of the corps of instruction and the administrative officers as defined in Section 300 of the Policy Manual of the Board of Regents of the University System of Georgia.

- **Classified Employees**: Classified employees shall consist of the professional and administrative employees and staff defined as follows:

    - **Professional and Administrative Employees**: All employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities, and who are not identified as faculty or graduate assistants, shall be designated as Professional and Administrative Employees.

    - **Staff**: All employees who are not exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) shall be designated as staff.

- **Regular Employment:** Employees who are employed for a continuous period that is expected to exceed six (6) calendar months shall be known as "regular" employees. Regular positions with a work commitment of half-time or greater are benefits eligible.

Keywords:

Service recognition; length of service

Reason for the Policy:

A Service Recognition Program supports the University's strategic initiative to recruit and retain highly qualified faculty and staff who are invested in the university's mission, its students, and its commitment to reason, respect, and responsibility. It is an institutional priority to expand opportunities to celebrate faculty and staff achievements and to build community.

Employee service recognition acknowledges that the contributions of Georgia College employees are critical to fulfilling the University's mission. Each employee makes a difference and as such, the University should endeavor to identify means by which meaningful recognition occurs.

Proposed Outcomes:

- Service awards are presented to employees in recognition of length of service.

- An employee receives his or her first service award for ten (10) years of eligible service. Thereafter, the employee receives service awards in five-year intervals as eligible service accrues.

- One or more Service Recognition Ceremonies will be held annually to acknowledge employees who meet the specified length of service milestones.

Applicability of the Policy:

This policy applies to all Georgia College faculty and classified employees who are employed at least half-time. Student workers and graduate assistants are not eligible for length of service recognition.

Related Policies:

This policy shall replace the "Service Awards" entry in the current Georgia College & State University Policies, Procedures, and Practices Manual.

USG Policy on Employee Recognition Programs:
http://www.usg.edu/hr/manual/employee_recognition_programs

Procedures:

1. The Office of Human Resources and Employee Relations shall be responsible for identifying employees to be recognized based on the eligible service criteria.
   - Employees shall be recognized at the Service Recognition Ceremony that next occurs after they reach the specified years of eligible service.
   - A list of all employees, including their length of service, shall be distributed to supervisors by August 1st each year. Supervisors shall be responsible for confirming with the employee that the length of service is accurate. Discrepancies shall be reported immediately to the Office of Human Resources and Employee Relations.
   - To assist in the identification process, employees with discrepancies or unusual service records (e.g. non-continuous service, leave of absence, part-time to full-time) are encouraged to complete the Employee Service Update Form and submit it to the Office of Human Resources and Employee Relations.

2. An employee receives his or her first service award for ten (10) years of eligible service. Thereafter, the employee receives service awards in five-year intervals as eligible service accrues.

3. The following criteria shall be used to determine eligible service:
   - Eligible service commences on the initial date of employment at Georgia College.
   - Eligible service is based on an employee's total service with the University and includes all periods of regular employment; this does not mean the service must be consecutive years.
   - For faculty, an academic year appointment for 9, 10, or 11 months is considered the equivalent of a 12-month appointment for calculation of eligible service.
   - An approved leave of absence of one year or less is not deducted from the length of service.
   - Leave without pay status is not included in eligible service.
   - Military leave with pay status is included in eligible service.

Forms:

Employee Service Update Form – *to be created*

Contacts:

Office of Human Resources and Employee Relations; hr@gcsu.edu, 478-445-5596

Approval Date:

ECUS – 3/22/13
University Senate – 4/19/13

Appendix B: Committee Operating Procedures
2012-2013 ECUS OPERATING PROCEDURES - Adopted 9/28/12

1. The Executive Committee of the University Senate
   - is a faculty advisory body to the University President,
   - sets the agenda for regular meetings of the University Senate,
   - is the steering committee of the University Senate,
   - reviews motions and resolutions submitted for University Senate consideration,
   - is responsible for ensuring the implementation of the nomination and (s)election processes for senators, appointees, volunteers, and standing committee officers,
   - is responsible for the maintenance and dissemination of meeting minutes,
   - ensures that governance documents are up-to-date and accessible (including statutes, bylaws, handbooks, and calendars), and
   - archives records of University Senate activities in coordination with the University Archivist.

2. The Executive Committee members will work cooperatively as a team for the good of the University, the University Senate and the Committee. To realize this objective, members should
   - attend and participate in all scheduled meetings,
   - communicate respectfully, openly, and candidly with each other,
   - seek out and identify agenda items for discussion,
   - resist communicating on behalf of the committee without consultation with the ECUS officers, and
   - copy the committee when communicating on its behalf.

3. Committee Officer Responsibilities

   - Chair (Presiding Officer)
     - Drafts, in consultation with the committee, the tentative agenda for committee meetings
     - Distributes each tentative agenda to the committee via email prior to the committee meeting
     - Be contacted by committee members extending regrets prior to a scheduled committee meeting
     - Presides at committee meetings
     - Entering committee motions proposed for University Senate consideration into the online motion database
     - Advertising committee meeting times and meeting agenda to the university community
     - Presents the ECUS report to University Senate at scheduled University Senate meetings
     - Others as defined/assigned by the committee

   - Vice-Chair (Presiding Officer Elect)
     - Assumes all duties and responsibilities of the chair in the absence of the chair
     - Others as defined/assigned by the committee

   - Secretary
     - Be contacted by committee members extending regrets prior to a scheduled committee meeting
     - Drafts, in consultation with the committee, the minutes for committee meetings
     - Posts committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
     - Others as defined/assigned by the committee

4. Communication
   - Communicate via the ecus@list.gcsu.edu email list with the 72-hour rule – a member of the Executive Committee has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestions
   - Notify the committee chair (catherine.whelan@gcsu.edu) and secretary (craig.turner@gcsu.edu) to extend regrets prior to scheduled committee meetings.

5. Duration of Meetings
   - Committee meetings shall be no more than seventy-five (75) minutes in duration unless otherwise agreed to by a motion to extend the meeting duration

6. Agenda

- A tentative agenda for the next meeting of ECUS is drafted by the ECUS Chair and is informed by consultation with the entire committee just before adjournment of the previous meeting whenever possible.
- Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.
- The tentative agenda is distributed to the committee members, and standing committee chairs when appropriate, by the ECUS Chair as early in the week of a meeting as possible and is finalized in consultation with the other members of ECUS.
- Drafts of supporting documentation for agenda items are provided to the committee members, and standing committee chairs when appropriate, prior to the meeting whenever possible to encourage and facilitate review prior to the meeting. Unless requested of the ECUS Chair or in the case where the document has not been previously distributed, members will bring their own copies of materials (agenda and supporting docs) to the meeting.

7. Deliberation and Parliamentary Authority

- Deliberation is informal until there is a motion for committee consideration in which case Robert's Rules apply.
- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Executive Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order the University Senate or Executive Committee may adopt.

8. Quorum & Voting

- A majority of the Executive Committee membership shall constitute a quorum. (Article V, Section 1.B)
- Each of the ECUS members listed in the University Senate bylaws is a voting member of the committee except the ECUS Chair Emeritus who serves as an ex officio non-voting member.
- Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval.
- In all committee votes, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of quorum.

9. Minutes

- ECUS members review the initial draft of the minutes of the University Senate meetings prior to distribution to the University Senate.
- The ECUS secretary shall prepare a draft of the minutes of each committee meeting and may request guidance from the committee during a meeting to inform the preparation of this draft.
- This draft of the minutes is circulated to the committee for review prior to posting.
- If suggested revisions are offered, the revised minutes are again distributed to the committee for review.
- The minutes are posted as soon as possible after the review process concludes.
- Except for the minutes of the final meeting of the academic year, the approval of the previous meeting minutes is an item on the agenda of each ECUS meeting.

10. Amendment of these operating procedures

- These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision(s) is/are considered. Any such revision(s) that are approved are effective immediately following the committee vote.