<h1 style="text-align:center">Annual Report</h1>

Committee Name: Sub-Committee on Nominations (SCoN)

Academic Year: 2021-2022

Committee Charge:

V. Section1.D.2. *Duties*. The duties of the Subcommittee on Nominations shall include the following.

V.Section1.D.2.a. *Executive Committee*. The Subcommittee shall nominate candidates to serve on the Executive Committee for approval by the membership of the University Senate in compliance with V.Section1.A.

V.Section1.D.2.b. *Standing Committees*. The Subcommittee shall nominate candidates to serve on the Standing Committees of the University Senate for approval by the membership of the University Senate in compliance with III.Section2, IV.Section4, V.Section2.A.2, V.Section2.A.4, and V.Section2.C.

V.Section1.D.2.c. *Subcommittees*. The Subcommittee shall nominate candidates to serve on any permanent subcommittees of the University Senate, with the exception of the Subcommittee on Nominations, for approval by the membership of the University Senate in compliance with III.Section2, V.Section2.A.3.a and V.Section2.A.4.

V.Section1.D.2.d. *Officers*. The Subcommittee shall nominate candidates to serve as the officers of the University Senate, specifically the Presiding Officer, the Presiding Officer Elect, and the Secretary, for approval by the membership of the University Senate in compliance with II.Section4.A and II.Section4.B.

V.Section1.D.2.e. *Compliance Report*. The Subcommittee shall prepare a report that demonstrates that the composition of all committees complies with the requirements of these bylaws. Such a report shall be submitted to the Executive Committee when the initial committee recommendations are made and any time that changes are proposed to committee membership.

Committee Calendar:

The Subcommittee on Nominations (SCoN) conducted business via email and during ECUS/Standing Committee Chair (ECUS/SCC) Virtual Meetings.

Regularly scheduled meetings of ECUS with Standing Committee Chairs

Date	Location	Time
9/3/21	Webex meeting	3:30 pm
10/1/21	Webex meeting	3:30 pm
11/5/21	Webex meeting	3:30 pm
1/7/22	Webex meeting	3:30 pm
2/11/22	Webex meeting	3:30 pm
3/4/22	Webex meeting	3:30 pm
4/8/22	Webex meeting	3:30 pm

Executive Summary:

1. The SCoN drafted two motions for the revised slate of nominees for university senate officers (Secretary, Presiding Officer Elect), university senate committee members (APC, ECUS, FAPC, RPIPC, SAPC, DEIPC) for review and vote at the following meetings:

   a. Friday 17 Sep 2021 3:30p–4:45p Webex (University Senate)
   b. Friday 21 Jan 2022 3:30p–4:45p Webex (University Senate)

2. At the Friday 22 Apr 2022 2:00p–3:15p 2021-2022 University Senate meeting, the SCoN held an election between two elected faculty senator nominees for Presiding Officer Elect: Nicholas Creel and Rob Sumowski. All virtual or in-person attending members of University Senate had the opportunity to vote by secret ballot using Qualtrics. Rob Sumowski was the nominee with the majority of votes and was named the Presiding Officer Elect for 2022-2023 University Senate.

3. For review and vote at the Friday 22 Apr 2022 3:30p–4:45p 2022-2023 Organizational Meeting, the SCoN drafted a motion for the slate of nominees for university senate officers (Secretary, Presiding Officer Elect), university senate committee members (APC, ECUS, FAPC, RPIPC, SAPC, DEIPC), and individuals who will serve as university senate representatives on university committees external to the university senate during the 2022-2023 academic year.

Sub-Committee Membership and Record of Attendance:

V.Section1.D.1. *Composition*. The Subcommittee on Nominations is a subcommittee of the Executive Committee whose members and chair are appointed by the Executive Committee.

Meeting Dates	2021-09-03	2021-10-01	2021-11-05	2022-01-07	2022-02-11	2022-03-04	2022-04-08	Present	Regrets	Absent
Alex Blazer *EFS, CoAS, ECUS Secretary*	P	P	P	P	P	P	P	7	0	0
Hauke Busch *EFS, CoAS, ECUS Chair Emeritus*	P	P	P	P	P	P	P	7	0	0
Cathy Cox *University President*	NA	NA	R	R	R	R	R	0	5	0
Steve Dorman *University President*	R	R	NA	NA	NA	NA	NA	0	2	0
Jennifer Flory *EFS, CoAS ECUS Vice-Chair*	P	P	P	R	P	P	P	7	0	0
Catherine Fowler *EFS, CoHS ECUS Chair*	P	P	P	P	P	P	P	7	0	0
Karl Manrodt *EFS, CoB ECUS Member*	P	P	P	R	P	P	A	5	1	1
Lyndall Muschell *EFS, CoE ECUS Member*	P	P	R	P	P	P	P	6	1	0
Lamonica Sanford *EFS, Library ECUS Member*	P	P	P	P	P	P	R	6	1	0
Costas Spirou *Provost*	P	P	P	P	P	P	P	7	0	0
Nicholas Creel *APC Chair*	P	P	P	P	P	P	P	7	0	0
Linda Bradley *DEIPC Chair*	P	P	P	P	P	P	P	7	0	0
Sabrina Hom *FAPC Chair*	P	P	P	P	P	P	P	7	0	0
Damian Francis *RPIPC Chair*	P	P	P	P	A	P	R	5	1	1
Gail Godwin *SAPC Chair*	P	P	P	P	R	P	P	6	1	0

V.Section1.D.1.a. *Minimal*. The membership of the Subcommittee on Nominations shall include, but not be limited to the Executive Committee, the Standing Committee Chairs, the Student Government Association President and the Staff Council Chair.

The chair of the SCoN, Jennifer Flory, was appointed by ECUS. The SCoN membership includes the following individuals:

- **Executive Committee**: Alex Blazer, Hauke Busch, Cathy Cox/Steve Dorman, Jennifer Flory, Catherine Fowler, Karl Manrodt, Lyndall Muschell, Lamonica Sanford, and Costas Spirou
- **Standing Committee Chairs**: Nicholas Creel (APC), Linda Bradley (DEIPC), Sabrina Hom (FAPC), Damian Francis (RPIPC), and Gail Godwin (SAPC)
- **Student Government Association President:** James Robertson
- **Staff Council Chair**: John Jackson

Motions brought to the Senate floor:

Motion Number	Motion Text	Senate Action
2122.CON.001.O	To endorse the revised slate of Senate nominees for the 2021-2022 senators and Senate committee members, as proposed by the supporting documents	Recommend to University President to Approve
2122.CON.002.O	To endorse the revised slate of Senate nominees for the 2021-2022 senators and Senate committee members, as proposed by the supporting documents	Recommend to University President to Approve
2122.CON.003.O	To endorse the Slate of Nominees for the 2022-2023 University Senate Officers and Committees as proposed in the supporting documents.	Recommend to University President to Approve

Other Significant Deliberation (Non-Motions):

- *Reviewing University-Wide Committees with Senate Representation*
  - We are unsure of the status of the following committees.
    - Enterprise Risk Management Task Force
      - Director of Internal Audit Stacy Mulvaney said to contact the President's Office.
      - Mary Beth Pennington said that Mark Pelton had been assigned committee chair and that he would reach out to Alex about committee composition after talking with the former committee.
    - Public Art Committee
      - The University Architect is supposed to be chair. That position remains vacant after the retirement of Michael Rickenbaker.
      - Per Mark Bowen: This is a conversation that has been elevated to the VP and Provost level for direction. At this time, I am not sure what process will be used to determine a new chair. I am sorry I am not able to give you a definitive answer. (Bowen email 4/18)
  - The Technology Infrastructure Advisory Committee changed names to the Infrastructure and Security Advisory Committee.
  - We added Information Technology Council to our list.
  - We removed the University Senate Electronic Presence Liaison as it is a nonexistent position.
  - We removed the 25Live Governance and Implementation Group per Kay Anderson's instructions.
  - We removed the following committees from our list since University Senate representation is not required.
    - Administrative Systems and Banner Advisory Committee
    - Faculty Salary Review Task Force
    - General Education Committee
    - Graduate Council

- ▪ Sustainability Council
- ▪ Web Oversight Committee

Committee Reflections and Recommendations:
- Our Governance Retreat is scheduled for Monday, August 8, 9:00 a.m.-12:30 p.m. at First United Methodist Church, Milledgeville.
- It is recommended that the Committee Officer Elections and Orientation take place during the senate retreat for any standing committees who did not have a quorum at the organizational meeting in April.
- The outgoing chair of the SCoN has made a draft of the 2023 University Senate Standing Committee Preference and University Committee Survey with the committees updated to reflect the active list.

2021-2022 ECUS OPERATING PROCEDURES
Endorsed by ECUS at its August 9, 2021 meeting (by email)

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.
   - Ensuring committee motions proposed for University Senate consideration are entered into the online motion database.
   - Ensures committee meeting times and meeting agenda are advertised on the University Senate website.
   - 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 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 and secretary 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)
- The voting status of each member of ECUS is articulated in the University Senate Bylaws.
- 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.