

Governance Council
February 28, 2022
1pm-2pm
Zoom link

<https://wpunj.zoom.us/j/94408831778?pwd=a2YwSW1nUWFhVGhYMUJoSnd6V3BhUT09>

Call to order: 1:01pm

1. Attendance

- a. Present: E Galetz, F Lauby, G Marks, S Nyaanga, D Peck, E Pozzi
- b. Absent: J Prado, V Sharma, C Verceglia

2. Appointment of minute taker- Diana

3. Approval of 1/31/21 [Minutes](#)- Diana, 2nd Liz, approved by consent

4. [Const Amendment Student Ex Officio](#)- Approved at 2/22 Senate mtg. Constitutional Amendment approval by the Senate: F Lauby and J Prado attended the Senate meeting on February 22, 2022. The Constitutional Amendment submitted by the Governance Council (GC) was approved without discussion.

5. [Const Amendment procedure](#) -Gary Moved, Ellen 2nd, approved unanimously. Gary to send to SEC. The GC reviewed the proposed document. The basic concept is that a Constitutional Amendment (CA) goes to GC, the GC notes the date.

Should amendments by the Senate come back to the GC? If non-substantive then no; if substantive then yes, it needs to go back to the GC to make sure it does not conflict with other rules. The Parliamentarian typically decides if a proposed change is substantive.

Concerning the step of the President's approval: The Senate does not submit to the BOT--the President does. Should there be a way of tracking whether the amendment has been approved? G. Marks indicated there are tools that could track this but it could be cumbersome.

If there is internal recordkeeping by the GC to keep track of amendments, how would the GC find out? From the BOT meeting minutes and agendas. It would depend on the BOT getting the document from the President. Monitoring that would be the responsibility of the Senate, not the GC. There are not many amendments—four since 2017.

Should there be a procedure in the by-laws to remind the Senate Executive Committee to follow up? The procedure would need to be in the Constitution. This is more of a handbook prompt. There was a work flow document for things that are approved by the Senate. The Excel spreadsheet that accompanied the CA document can be a reminder to the Senate of where a CA is in the process. The Constitution (lines 221-223) outlines that the Chair of the Senate can submit a CA directly to the BOT. The President as a member of the Senate could be asked to approve an amendment at the meeting where it is approved by the Senate. "Submitted to the BOT and Notification to Senate Chair": Who does the submission to the BOT after the President approves an amendment?

The following changes were proposed: Original:

"Date of BOT Approval Notation of Meeting Minutes"

Proposed: "BOT Approval Notation of Meeting Minutes (citation of minutes)"

The last action is that amendments updated by the GC and posted to the Senate website The GC will send the document to the Senate Executive Committee.

6. New/Old Business: [Council Alignment Review](#)

- There are discrepancies between the Senate website and the Bylaws regarding Councils. Should each Council have a Council handbook? If the Senate website matches the bylaws it says "aligned."

- a. The GC needs to re-evaluate and address discrepancies. The recommendation is to reach out to Councils to see if there needs to be a handbook for any of the Councils. For example, the Elections Council has a manual but it may not be accurate. A handbook is a guide to institutional knowledge while a manual outlines procedures.
 - b. The 2017=2018 Senate Committee Elections document and the Elections Council Policy document should say "University Committee Elections" not "Senate Committee Elections."
 - c. "General Policies for Senate Committees..." These committees are not Senate committees. There are different rules for University Committees. The rules cannot be changed by the Senate, which has no oversight. The Committees (such as Promotion, UFRAC, etc.) are governed by the contract and/or the University administration
 - d. The GC should ask the councils if they want a handbook and the the GC would ask the Senate if the GC should review the handbooks periodically. Currently there appear to be handbooks or similar for the Elections Council. There was one for the Administration Assessment Council but that Council no longer exists.
 - e. There are two types of charges to Senate Councils: Standing and Priority. The Priority charges are time-limited.
7. February meeting date: At the next meeting we will assign Councils to GC members to update the status of alignment. The next meeting is tentatively scheduled for March 28, 2022. G Marks will confirm through a Doodle poll.
8. Adjournment: Meeting was adjourned at 1:58 p.m.