**Full Senate Meeting**

**Minutes**

# April 19, 2022

**2:15 p.m.-4:15 p.m.**

**Zoom Webinar**

 **Senators in attendance:**

•Ahlawat, •Anderson, •Boateng, •Brandwein, •Connors, •DiVirgilio, •Donovan, •Dowdell, •Evans, ab-Farrokh, •Filardo, •Halper, •Logue, •Mack, •Marks, •Martinez, •, ab-Mayhall, •Moran, •Mulry, •Pintado-Casas, •Roebuck, •Rosen, •Sanchez, •Sargent, •Webber, •Wetzel, •White, •Yucetepe

**Student Representative:**

Vacant

**Guests:**

[•=present ex=Excused absent=ab]

Meeting called to order by Chairperson Donovan at 2:15 p.m.

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| 1. **Minutes** – April 5, 2022 Approved
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| * 1. **Motion:** DiVirgilio
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| * 1. **Second:** Mulry
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| Curriculum Items for Notification-Notification and Vote or None |
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| 1. **Old Business-**
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| * 1. **Spring 2022 Election update**
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| * + 1. Senator: will print and mail out pin# on Friday, and will go live this Saturday, April 23, 2022 and will continue until the last Friday of the semester. I will email out the pin numbers once they have been mailed; look for them in your home mailboxes. I have emailed senate candidates and requested a bio, no photos this year too complicated and 150 words paragraph. I will email out all on Friday, April 22, 2022. This year is not in alpha order, as per a request from a senator. This is the first time this year it will not be in alpha order, instead I have a high/low spread out.
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| * + 1. Chair: Final meeting of the senate, last meeting for the current senate and meeting of the new senate and first meeting of the new senate which is also our reorganization meeting will take place on May 18, 2022 at 11:00 am, Kean Hall, K-127. I will be reminding people between now and then to get on your calendars. There will be drinks and snacks. It’s the hammock day between commencements.
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| Chair: Update of the scanning of the senate documents to keep you updated short recap. We have a mini version of raiders of the lost ark. Estimated to have 300,000 document pages, Iron Mountain (scanning company) estimate of all the old course outlines and senate documents going back with a variety of binders, file cabinets, notebooks, you name it. We are making an effort to have those brought up to date and digitized to make easily accessible. We are already having issues with some older documents that have suffered some mouse damage, water damage and other kinds of things. Proposal submitted last year to administration. Iron Mountain made a proposal of one-stop shop; come in and take everything out, scan it, make sure scans are clean and legible, then they do the document processing. You have to look at every form, every piece of paper; some which are had written, type written, mimeograph and you have to figure out what is it PA? what is that number? what is the title? what is the date? make sure all that goes into the database so that the document is searchable. They would then create the final database and either store the documents or return them if we would want. The final decision this fall by the administration is to do in house. We would buy a scanner and hire student workers and a temp to supervise them. That will be the process moving forward. This was not created with the greatest of enthusiasm. Implementation has been a little slow. Still working with OCIS. We have a team in OCIS that is working on getting a scanner, database software. I assume set-up will be in the senate office, Hutchinson Hall. At some point and then hire temp that supervises and knows all the software/pro student workers who will actually be doing the page by page scanning. I have not forgotten. I am still working on this. It is moving forward a little slower, different way that we thought, but I will make sure we keep pressing forward. It is important that we have all of our history safe and secure and accessible to everyone.  |
| New Business- |
| University Senate Constitution |
| Chair: Major item of business for today is the University Senate Constitution. Brief recap under the expert leadership of Sucheta, the constitution committee has been meeting diligently since the winter. To look at first a number of senate constitutions from across the country from schools large and small, public and private to see how their constitution was set-up, what was in them, how they were framed, how they were organized and then to take the best practices from them put together into a DRAFT for us here at Kean University. Particularly keeping in mind that we are the one of a smaller number of schools that have a university senate as oppose to a purely faculty senate. A number of institutions have multiple bodies where they have a faculty senate, then they have a staff assembly, if you will, that represents the non-faculty groups as well as in some cases also a union in addition to that. We are one not the only one to have a non-faculty membership. We want to make sure we took care of that, as best as possible. At this point the DRAFT of the constitution has been sent out to some members of the administration to get some initial contact/feedback. It was sent to all senators to look at and make comments on that. The next steps on that will be to put the document on the senate webpage, everyone at Kean University can look at, people who have comments can submit those comments in and we’ll take a look at once again and try to get to a state of holding a vote at our final meeting, if not sooner. So far, the majority of comments that have come in have been primarily comments of typo, technical grammar that type of things with one exception. This is a DRAFT constitution google doc; this is what was shared so people can make comments. The main thing about the constitution “who constitutes the membership of the senate”? and how do we phrase that and the document as it reads now was designed to make sure that all full-time faculty, professional librarians, full time unit professional staff, this language came from Human Resources and from the KFT. The non-teaching members of the KFT. All full-time non-unit managers, and CWA support staff are the constituencies of the senate this would include the people who are for example: the MAD’s and other individuals who are in that grey area of being promoted or transferred out of the CWA, but are clearly not themselves administrative managers, so that we are trying to be as inclusive as we can of All of the individuals who are the subject of the administration as well as the which includes: CWA, all KFT administration are non-voting members of the senate. This is what it is right now; currently, administrators of Kean University are non-voting they are ex-officio members. This simply continues what we have at this moment. This does not exclude anybody who is a member of the senate, or eligible for a member of the senate from continuing in those rolls, what it is simply reinforcing shared governance is a three-legged stool; one leg is the union, one leg is the senate, and the third leg is the administration and the administration can’t both be its own and separate entity and a voting member of the second leg which is the senate. We want all the administrators to be non-voting members; we want them to come, we welcome their voice; we always have. We are simply stating the facts that they are non-voting members. Does it make sense to create a resolution to the president, and then the president would be one of the people who’s a member voting on whether or not that’s a good idea? This is not about disenfranchising anybody. If anything, we expanded the language to make it clear that full-time non-unit managers are included, and this is a Kean term, by the way. Kean has a variety of titles that are not in the civil service or in the state manuals in any way, shape, or form. The generic term that has been associated with them is Kean University non-unit manager. All of those folks are here and CWA support staff who are not currently a member are all included in this. All of us work so hard and to provide the quality and educational experience role for our students have a role and a voice in the senate. As you can see that’s been the hot spot for comments so far. All personal comments that I have gotten have been looks good, thanks so much Sucheta for all her hard work. |
| Question: Are lecturers are part of the full-time faculty?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chair: Yes, they are.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Senator: instead of you explaining that MAD’s are considered this or that can each thing that’s there like non-unit management titles that are at Kean be listed? so that it’s clearer to the constituents to understand where they fall in their representation here? As you define administration where does that line fall? Is that okay for chairs going back to executive director will remain where does that fall? So that we can truly reflect and everyone had a breath of who we are and can find themselves and not going to someone who has been here for 40 years and to explain how different we are from everybody else, even if this is a glossary? Also, how will this go out to a broader Kean community to be commented on? Will it be like the election with a series of emails asking for public comments and will there be listening sessions held to see what they want? |
| Chair: Yes, probably would be a glossary. I don’t think that’s a bad idea. Would be subject to amendment. Kean kind of invented the title of Managing Assistant Director that was not a thing in the prior constitution, so if there was a list in the prior constitution MAD’s would not be in it. It’s a fluid thing. I think a good one, don’t see why if Human Resources is willing to work with us that we couldn’t try to get those titles in there. Open to that and happy to work with Sucheta and the other members of the committee to see how we can clarify what those titles are. Just with the recognition, that we may have to modify as Kean itself modifies. I was told that there is some kind of suit to make us be in conformity with other titles in the state. The goal is to provide the largest opportunity for the Kean community to look at this document and provide feedback, so multiple emails, happy to send out, get the comments back. I don’t see why holding a workshop on just that purpose to get peoples feedback on if they prefer to send feedback in. We talked about the feedback from broader community put into a google doc or some form of a spread sheet with all the comments on so we can get the kind of feedback in. Yes, to everything. |
| Senator: I gave some dates in the election that need to be corrected. Its best to start backwards from the date of the reorganization meeting and count back like xx weeks before that this will happen. |
| Chair: I have no input on that as I have not been involved in the elections. It’s a wise move. The exact dates of a calendar are flexible like moving a holiday. So, makes sense to start with the reorg date and start to count backwards two weeks before reorg; 5 weeks before reorg so that we can set a date and once we do we can start backwards. At this moment the university has not yet released the spring 2023 academic calendar, so we know when the semester will start after MLK day but do not know when spring break will be and we do not know when the last day of the semester date will be, or when commencement will be; we can affix the date for the reorg meeting but we can certainly say what happens when you move backwards from that. If you would figure out what those cycles are in a reverse count down order. |
| Senator: Will we be adding a parlementarian to the senate? Wanted to see what others thought and if that’s something we wanted to pursue? |
| Senator: I thought that was a great addition. |
| Chair: Process to push this out making sure we do that. We’ve got the reverse count down on the elections, going to look at a glossary of titles, this may force Human Resources to give us a list of all those titles. |
| Senator: Motion to post current constitution on our website? |
| Chair: If not up now will make sure the constitution gets posted. Information that should be there. This goes to getting all these documents scanned. It would be nice to have all these historical documents available. Anything we can get up on the website we will do. |
| Senator: Thank you Shareakah for your help in locating a document. We were trying to ascertain the founding for the College of business in Public Management of the 1980’s was a school then but we found it. If it was digitized it would have been faster to locate. I would like to clarify my comment in the document on the constitution. I’m all about inclusivity in the senate. This is a University Senate not a faculty senate, or a union senate and whatever we can do I’m all for that. |
| Chair: I certainly think that based on the documents we’ve seen from other senates this will make us the single most inclusive senate that we found anywhere in the country. The tradition tended to be that the different constituencies in those institutions were that were given a voice that had as separate voices. A faculty senate, a staff assembly and there was a third group and they had a union. They had separate entities, we’re one of the few that has actually combined them into one. We’re going to be doing some model work on that. |
| Chair: When was the College of Business and Public Management founded? |
| Senator: September of 1987; Discussed in the senate Spring 87, and then went before the Board of Trustees September 1, 1987. |
| Senator: Asks the University Senate to immediately Create an Ad Hoc Committee to study best practices in University Shared Governance with the members recommended by Senators and selected by the Senate Exec Committee. A committee formed that's representative includes an earnest invitation for inclusivity that includes the other branches of shared governance, senior admin and BOT member participation.  |
| Chair: Motion to create such a shared governance. Wonderful idea on personal basis. Would love that our BOT would participate as a point the BOT are ex-officio members have always been invited to our senate meetings. We have always asked them to come and speak and participate in our meetings. They have on occasion come to a meeting. Their presence has not been a regular thing. We would be a much stronger entity if the BOT would liaison to the senate. One of our members sitting as an ex-officio member on their group is critical to shared governance going forward as all of their members are welcomed to be here and be here with our panelist and speaking with us now. If anybody has any leverage to encourage them to do so. |
| Chair: Obviously we would reach out to the President and his Senior Administrators to participate. David Birdsell comes from Baruch College at Cuny. I have had long conversations with a number of Cuny Senate Presidents. They have a senate of senate presidents. Baruch in particular is noted to have an excellent shared governance and for having a great relationship between their president and their senators who meets with them regularly every month. Baruch College in particular excellent shared governance. Advocate to the Board for their senate so David would be a great voice to have on that, he comes from and institution with exceptional experience in this way. In fact, Cuny recognizes they are the leaders in this; not all the colleges are as equally. Moving forward if you see in the constitution it’s built around the notion having specific responsibilities on the part of the senate, on the part of the BOT and part of the administration and that’s why not only is the document important, but having the BOT recognize and adopt the constitution is also equally important; because that’s the shared part. If we say it has great, if they choose not to honor it or to agree to it or to use it then it’s the gift that’s been rejected. |
| Senator: What is the process for approval of a new constitution for University Senate? I imagine the entire constituency should be able to vote on something so important. |
| Chair: The process historically has been it is the responsibility that the senate members votes on the constitution, it was not a community vote. Some people who are going to be participants in the new constitution are not going to be able to vote on that constitution and amendments too. The process as discussed was for the document to be created by the committee, to initially be shared with the executive committee, to then be shared with the full senate, to then be shared with the entire campus community for feedback, further discussion by the senate members and a final vote by the senate to adopt. |
| Chair: I have spoken with a large number of senate presidents here in the state and another state. Sadly, we are not alone in not have establishing a relationship with our BOT in particular as we might like. Those institutions that function highly and well do so where there is a solid relationship between the parties, the administration, the Board, the senate and in relation to certain issues the union. That’s what we would like to have here. As part of a new day here at Kean University we’ve got new administration, the senate, the board and new members on the Board. In the long run we all know that Board members come and go, Presidents come and go, Administration; it’s the faculty and staff that create/maintain the institution over a decade and we all share the interest of providing the highest level of experience. We can for our students and when we all know each other, talk to each other and work together that’s where that happens.  |
| Senator: Is It possible we can get a list of colleges and universities and their reps you have spoken with? |
| Chair: I would be happy to share with you. We have reference to all documents and people we have talked to. |
| Senator: I don’t think the sources are going as an addendum; but we can provide you with that. The committee that was constituted there was an announcement that went out to the university community for volunteers. I myself have looked at at least thirty different constitutions. Substantial differences: some constitutions that are 150 pages; some are 8 or 9. We have tried to create a constitution by taking good things from all those different constitutions. If you look at the constitution one of the threads throughout is shared governance. Craig has sent out this document to the administration and we are building a DRAFT, we are willing to change, have a discussion, etc. and we are waiting for that. In terms of even creating shared governance we identified in this document different committees and that may be something that is subject to further discussion, if there should be more committees or less committees; but on each committee I left space for the administration to have their representatives because there is no point in having committees where there are the three legs include administrative personnel in all of that. That will take place after we have the discussion. So, hopefully based on comments from the senate and from the administration we can revise and finalize the constitution. The goal is to get the senate to approve after the modifications are made and simultaneously does not work with administration because the constitution does not serve any purpose if the BOT have not approved it. The last constitution was never approved. |
| Chair: Correct, the 2010 Constitution was never reviewed, acted on or discussed by the BOT. There was an earlier version in the 1990’s and 1980’s but the current constitution has no shared governance because it never was recognized by prior president or BOT. |
| Senator: When was the current constitution that was not recognized was written or approved by the senate? |
| Chair: May 2010 no exact date. Working with Rowan University we’re in the process of revitalizing the council of university/state senate so that all of the 8 state colleges/universities the senates will have a group from basically their executive meeting at least once a semester to share constitutions, what’s going on, resources, etc., they are happy to co-sponsor this, going to try and get this kicked off so this kind of shared information and history and resources across all the campuses across the state we’ll be more active and easier to do now we have internet and we have zoom. |
| Senator: Many faculty and the senate participate in the recognition of the document. They didn’t approve or recognize it, so when they need to make some modifications then it looks as if it works for some but not for others. We decide the members of the faculty senate/university senate, do a revised for shared governance. If they do not recognize, then we cannot function. It would be much better if they both recognize and appreciate this constitution, if not, what are we doing here.  |
| Chair: it’s been an interesting situation for those of you that have been here 15 years or longer to be in a kind of shared governance limbo that we are in now and have been over the prior period of time where we failed to have that relationship with the Board that we used to have when we sat with the BOT, when we had senate representatives on the Board committees. Where the BOT viewed us and acknowledged their relationship between president board and senate and I think we are at a pivotal moment. There’s an emphasis on shared governance across the country, we’ve seen institutions under attack by legislative groups and other groups to curb a number of things that go on on-campus, in the classrooms, what’s taught, how it’s taught and different responses to those challenges by a variety of administrators, Board members, some in favor, some oppose to academic freedom and faculty/staff control over what goes on in their institutions and all of that is a part of shared governance. Right now we have a resolution before the BOT, which I’m still waiting to hear what the president’s position is on that. I hope to hear from him maybe this summer. We’re going to try to get the Board to respond to the request for an ex-officio member on the BOT, which they can do without any legislative action. We’re not changing the law. Would be nice if Governor appointed a Board member to be a faculty member. An ex-officio member is a good start and would put us back at the table and say you are a part of what we do and we are able to make decisions and deliberations. How they react will be an indication of shared governance. This document in its final form will be the next indicator of their attitude towards us and how this institution functions. |
| Senator: If the Board doesn’t approve or recognize the Constitution there will be no committee next year. We have a curriculum, no business and don’t do anything. We have senate, we have university representation, we have shared governance and we are working in this environment, we are the senate faculty, we are representing the university. |
| Chair: Whatever happens it should be widely publicized. It will either be a model of positive shared governance particularly from an institution that has the history that we have or it will be a model of continued problematic relations. Either way a number of people are looking at what we are doing and how we’re doing it. The idea we are a university senate is intriguing to a lot of institutions as they recognize there are other voices they should be listening too, as they have historically not listened to as a faculty senate. |
| Senator: What is the faculty senate presence at Board meetings in general? Do we have a presence? How often is that presence and about the ex-officio member, regardless if it was ever in the role; would you for see that the president of the faculty senate would be an ex-officio member? |
| Chair: In general, there is at most universities a relatively positive working relationship between the senate/faculty or university senate and their Board. This generally includes some sort of representation to/on the Board included representation/participation in various committees with the exclusion of a personnel committee or any personnel acts; it would be inappropriate for an involved personnel. It varies across institutions in the country. There are other institutions that have had icy relationships between their board and faculty and staff; in some cases, it is spelled out in law. California is a leading example in the nation, where their senate rights are spelled out in law and how it is done they are guaranteed a spot at the table and they have responsibilities in terms of budget review and other things. Other states have much less to say about it or don’t say much of anything and it becomes an ad hoc policy, from leadership to leadership in our case the relationship has been more positive than it is now it’s a particularly better when Ron Applebaum was President. He worked to help have a positive relationship with the Board. The president doesn’t appoint the Board members. We are now referred to as observers in the audience, who have the right to request 3 minutes just as anyone else. Generally is written as the president of the senate and or his or her designee in some cases the president does that role, other cases they do have a particular individual designated to do that reflects on the individual president so it can go either way. |
| Senator: if we don’t have an constitution approved by the Board, we don’t really have a guide book on what to do; we meet here every two weeks or so; we talk about that, but really is our time spent worthwhile to be considered ? if this constitution or a constitution is not approved that is evident from the candidates who self-nominated themselves for the senate; as well as for the university committees that interest has been declining and part of the reason why is they are not considered important there work is not considered important. What is our role other than coming here and speaking about these issues that we think are important if we don’t make any difference; then there is no point to having a senate. We can do many other things within the two and a half hours and we all have a lot to contribute to the university and I hope the administration will take a look at it the same way we’re not adversarial to the administration and that’s my hope. |
| Chair: Having a monthly sit down with the university president is important, you get to know them as a person, they get to know you and have those kinds of conversations and dialogue about important issues and same when that relationship exist with the Board. We are in the beginning days of this presidency and this is the time when it’s no longer brand new, no longer COVID; what is this relationship going to be like. The support from the senate on the part of the president and the Board and how we’re going to react to what their decisions are. |
| Senator: Motion to create an ad hoc committee on best practices in university shared governance is their discussion on the motion? |
| Senator: What is the nature of such committee? |
| Senator: Working committee to improve shared governance at Kean University; have discussions and the objective would be let’s together with all three branches; have that conversation and look at what would be best for unity communication moving forward. |
| Senator: What are the functions and actions of such committee? |
| Senator: Inspired by Kean University in a renaissance right now and going forward with that hopefulness to create a vision on behalf of our constituency of how we would work together of the best practices. An idea put out there to see if others are interested. |
| Senator: I don’t oppose the best practice; we vote the constitution, approve the constitution and we form the committees and we will move forward. |
| Senator: Make sure we are following our very own constitution right now whether they approve the constitution or not. |
| Senator: A Committee with intentions should have an end. Just as the constitution had an end. It shows that an actual committee should have a document. If so there should be a change to do something we are action oriented we are, making us seem less like a talking body but a talking body that does action. |
| Chair: good idea to an extent that the other 2 entities are open to participating openly and receiving such a report in the spirit in opening such practices. If you had senate president and some exec team and some board members to work together and look at this and say these are the best practices, then that would be the perfect example of shared governance. The offer is not bad but we are still waiting on an answer on the constitution.  |
| Senator: I think shared governance should also begin within our own body and this institution; if we are setting up committees and the same faces are represented all the time that’s not shared governance. The best practice should be; I have been here for 35 years and have never been asked to sit on any committee a part from the constitution committee. Shared governance should not be so prequel to the extent that the same faces keep showing up. If the admin was to set-up a committee and they ask us for representation and always the same faces are showing up; we are not practicing our own principle of shared governance. It should be expansive enough to cover all constituents in our body; it can be departments or people with different orientations and so forth. My observation is almost every committee that we have here has not been expansive, always the same people on all the committees. Point of the matter everyone has something to offer, wisdom is not just in one place; ideas would be better in multiple and are coming from different angles within our body; not just in one place and or the same faces. |
| Chair: In defense of my predecessor and all the people that serve on committees the reality is the 10% rule; 10% of the people at any institution do 90% of the work. If we haven’t been asking enough people directly that’s a problem. When we do anything we always ask for volunteers/participate and it’s usually the same people. It is a new day and we have 100 new faculty. We can and we should be more inclusive, we can and we should encourage more people to step forward. We end up with a lot of committees and not enough people because people don’t run. Anyone can run for any of these committees. When we track people down it ends up being the same people. We should re-institute the selective service here at Kean University to ensure we have as wide as spread as possible.  |
| Senator: How do we achieve shared governance and is a committee an answer to that? What’s a clear answer? |
| Chair: Shared governance; it’ s like a relationship between three entities the reality is you can’t have a working relationship unless all parties are willing to work at it. Our history is not all want to be in the relationship; or work at it. We haven’t had a lot of answers or an positive answer yet. |
| Senator: the one issue is that with new faculty coming in; understandably they will not want to serve on the senate when they have to focus on research. If there was some explicitly statement or policy from the provost office that involvement with the senate would be strongly a plus with faculty getting tenure. If they did it early in their careers and all those relatively new people and want to get involved and we should set up a mentoring system on a committee someone, an experienced member to guide them. |
| Chair: In my own department I have encouraged their 2nd year to get on a committee to be brought on slowly. We can look to do that in a more formalized way. May be appropriate for the provost office to weigh in on this to help the new faculty understand how this fits in. the fact that we don’t have a faculty or staff development center is disappointing. I remember people form the senate coming and talking to us and gave us the opportunity to reach out to those people |
| Senator: spoke with provost office and they will be hosting the new faculty this year. I’m willing to speak on the behalf. seems like the provost office agrees that that has been missing. |
| Chair: New faculty orientation this past fall did not have any space for the senate to talk to the new faculty. The new provost gave me some of his time before the new faculty to talk about the senate. His office has now taken that and will not do in the fall and said there is a support for the senate and anyone who wants to volunteer that would be great. Thank to Dr. Birdsell for bringing us back into that. That’s an example of shared governance. |
| Chair: Next full senate meeting president will be attending. Worked with Dr. Salvatore to get him to come to a meeting this semester. One of the questions that we would pose to him would certainly revolve around shared governance and his position on the BOT resolution and on the constitution if not in any specifics but at least in the moving it forward. The university president is not just a supporter of the senate but an advocate for the senate and for the role the senate plays. An advocate for saying they are part of the conversation and come to agreement on, it’s pretty universal at any university that things go better when the senate is involved in the decision making and the implementation. A very full and productive meeting. Look forward to your thoughts and feedback to the constitution. We will get the 2010 up on the webpage, will try to get from Human Resources a glossary of titles so we can thing about how we include them in the document look forward to seeing everyone at next meeting.  |
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# Meeting adjourned at 4:30 p.m.

# Next Meetings

* 1. Executive Committee Meeting – May 10, 2022 – Zoom at 2:15 p.m.
	2. Full Senate Meeting – May 3, 2022 – Zoom Webinar at 2:15 p.m.

**For assistance in logging in, etc.:**

Co-Hosts

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