

**Faculty Affairs Committee Minutes**  
**Monday, November 14, 2016**  
**3:00 – 4:00 p.m.**  
**Cottonwood Room/Union**

Present: John Francis, Amy Memmer, Barbara Scofield, Crystal Stevens, Roy Wohl, Corey Zwikstra

Guest: Shaun Schmidt

Chair Crystal Stevens called the meeting to order at 3:05 p.m.

1. Approval of Minutes from October 12 and September 26 meetings  
The minutes were sent to the committee prior to the meeting for review. The minutes were approved and will be forwarded to Faculty Senate.
  
2. Shaun Schmidt had asked the Faculty Affairs committee to review draft language which was sent to the committee members prior to the meeting. This draft language dealt with clarifying the role of the Secretary of the Faculty Senate. Additional handouts were distributed at the meeting which providing evidence of the multitude of tasks associated with the Secretary position.

After some discussion, and review of the Senate Constitution, it was determined there isn't a description of what the President does so therefore there shouldn't be any further description for the Secretary. However, all members agreed the Secretary for Faculty Senate should have 1/8 reassigned time. The wording for the agenda should be:

"The President of the Faculty Senate shall ordinarily receive one-quarter reassigned time and clerical support from the office of the Vice President of Academic Affairs. The Secretary of the Faculty Senate shall ordinarily receive one-eighth reassigned time."

A motion and second was received. After further discussion, the members passed the motion. The agenda item will be moved forward to the Faculty Senate.

Meeting was adjourned at 3:40 p.m.