

Faculty Assembly Minutes  
November 29, 1973

Meeting convened at 12:15  
Minutes approved as read

Reports

1. Academic Affairs - Tierney

- a. Curriculum Committee recommended the adoption of 3(three) new courses (Economics 100, Office Administration, Business in a Changing Society)

Moved by Tierney, seconded by Oliver  
Motion carried

- b. Project grant proposals announcement will be distributed to faculty before the end of the semester

- c. Motion removed from floor

One representative from Associate Degree programs be included in membership of Curriculum Committee  
Motion carried

2. Faculty Affairs - Lindsay

- a. A committee has been formed to establish procedures for Faculty Club operation

- b. Faculty evaluation of Administration is still in Committee

- c. Faculty Handbook policies will be presented in total to the Assembly. Sabbatical leave policy still needs to be formulated

3. Student Affairs - McKenney

- a. A sub-committee is working on Counseling Services

4. Chairwoman reported that Administrative Council approved the leave policies as proposed by Committee W. Approval is subject to implementation in the budget.

Announcement that anyone wishing minutes of Administrative Council Meetings should contact Irene Brownfield.

OLD BUSINESS

1. Tabled amendments to draft the Constitution for a Faculty Senate--(I) "This constitution shall take effect as of March 1, 1974. The first senate election shall be presided over by an Ad Hoc Committee. In the first two weeks of February, 1974, the Faculty Assembly shall elect first Ad Hoc Committee members."

(II) "All meetings of the Faculty Senate shall be open to the College Community. All faculty members shall have the same floor privileges granted to members of the Faculty Senate. Others may be granted floor privileges by vote of the Faculty Senate."

Both Amendments carried

NEW BUSINESS

1. Discussion of the proposal to establish a Faculty Senate Relationship of Faculty Senate to Administrative Council was discussed
2. Tierney moved, Weiss seconded, that amendments to draft Constitution of Senate cease as of this date  
Motion carried
3. Chairwoman Dolive announced that Thieret had withdrawn his resolution concerning the energy crisis

Meeting adjourned at 12:55.

Respectfully submitted,

Lyle Gray, Secretary

Minutes taken by Marty Malloy

TO: Members of the Faculty Assembly

RE: Written Ballot in Faculty Senate

You have now received a copy of the final version of the "Constitution of the Faculty Government of Northern Kentucky State College."

Please indicate on the ballot at the bottom of this memo your vote.

-- A "Yes" vote indicates your agreement with the proposed constitution and will replace the present Faculty Assembly with a Faculty Senate

-- A "No" vote indicates disagreement

Please vote as Robert's Rules indicates that it will take two-thirds of the membership to approve this proposal.

Constitution  
of the  
Faculty Government  
of  
Northern Kentucky State College

Article I: The Faculty Government of Northern Kentucky State College exists:

1. To provide the Faculty with the opportunity to express opinions on all matters relating to the well-being of the college.
2. To allow the Faculty to participate effectively in the making of policies.
3. To provide efficient channels for the Faculty to meet its obligations to effectuate adopted policies.
4. To disseminate information so that policies and practices of schools and departments will be coordinated.
5. To conduct studies deemed essential to the further progress of the institution.
6. To evaluate institutional programs and practices and to urge such improvements as seem warranted.

Article II: Organization

- A. The General Faculty shall consist of all tenured and tenure earning faculty members holding an academic rank of instructor or higher and shall have officers selected as hereinafter provided.
- B. The Faculty Senate shall consist of the members of the General Faculty selected as hereinafter provided.

Article III: Powers

- A. The General Faculty in meeting assembled has all powers necessary to effectuate the functions enumerated in Article I.
- B. All powers of the General Faculty are exercised through the Faculty Senate except as limited by Art. VII, B and H.

Article IV: Officers

- A. The General Faculty and the Faculty Senate shall have a President, Vice President, Secretary, and Parliamentarian, elected as hereinafter provided.
- B. The officers of the Faculty Senate shall serve in their respective position as the officers of the General Faculty.

Article V: Selection of Officers and Members

- A. Members of the Faculty Senate are selected as follows:
  - 1. The President of the College, Vice President for Academic Affairs, Vice President for Administrative Affairs, and Dean of Student Affairs shall be ex officio members without vote. All elected members of Faculty Senate will serve one year term with eligibility of reelection.
  - 2. In the first week of March of each year all General Faculty members shall be provided a ballot listing those General Faculty members who consent to the listing and shall cast a vote for ten.
  - 3. In the second week of March of each year each department shall elect from those members, not already elected to the Faculty Senate, one representative.

For purposes of electing a representative to the Senate, Salmon Chase Law School shall be considered as one department.

All elected representatives shall take office at the first meeting of the Faculty Senate held on or after April 1.

4. The Executive Committee of the Faculty Senate then in session shall tabulate the results and select ten members receiving the largest number of votes.
  - a. The names shall be listed in order determined by the vote received
5. The newly constituted Faculty Senate shall elect its President, Vice President, Secretary, and Parliamentarian by majority vote of those present in April, by secret written ballot.
6. Vacancies in departmental memberships shall be filled by departmental elections per Article V.A.2. Notification of same shall be communicated in writing to the President of the Senate prior to the next Senate meeting. Vacancies in membership-at-large shall be filled by the Executive Committee from the top of the elections list.
- B. The faculty representative to the Board of Regents shall be elected following the guidelines provided by the Kentucky Revised Statute.

Article VI: Committees

- A. There shall be four standing committees of the Faculty Senate. The officers of the Senate shall be ex officio members of all standing committees.
- B. The Executive Committee shall, in addition to the officers of the Faculty Senate, consist of five members of the Faculty Senate elected by that body at its annual organizational meeting. The President of the Faculty Senate shall be Chairman.
- C. The following duties shall be the specific responsibility of the Executive Committee:
  1. It shall serve as the Committee on Committees.
  2. It shall serve as the advisor group of the Faculty Senate when called upon by an officer of the Administration. It shall refer to the appropriate committee or council any question of policy on which advice is sought and shall record in its minutes any recommendation on policy.

3. It shall receive the written reports of the committees of the Faculty Senate.
  4. It shall cause matters approved by the Faculty Senate to be brought to the attention of the appropriate administrative officer for action and shall report the action taken to the Faculty Senate.
  5. It shall take such emergency action as it finds necessary. Such action must be presented to the Faculty Senate at the next regular meeting of the Faculty Senate.
  6. It shall refer such matters as are designed by the Faculty Senate for study to the appropriate committee.
  7. It shall prepare the agenda for meetings of the Faculty Senate.
  8. It shall insure that nominations and elections are carried out as specified in the constitution.
- D. There shall be an Academic Affairs Committee, a Faculty Affairs Committee, a Student Affairs Committee. The Committees of Academic, Faculty Affairs, and Student Affairs shall adopt the by-laws which are subject to the approval of the Faculty Senate. Each standing committee shall consist of one elected representative from each department. Chairman of the committee shall be elected by the Faculty Senate. Each standing Committee shall elect Vice President and secretaries at its first meeting.

#### Article VII: Meetings

- A. The General Faculty shall meet at least once a year, the meeting to be convened by its president. The President of the College, Vice President for Academic Affairs or the Executive Committee of the Faculty Senate may on their own motion call additional meetings of the General Faculty while the college is in session.
- B. Should a petition signed by at least ten per cent of the General Faculty as exhibited on the official roster, requesting a meeting of the General Faculty and indicating proposed items of business be filed

with the President of the Senate, the Executive Committee shall call a meeting of the General Faculty to consider those matters. Such a meeting shall be held not later than two weeks, exclusive of holidays from that filing date of the petition. The filing of a petition challenging senate action shall be interpreted as a declaration that the General Faculty is asserting its jurisdiction.

- C. No meeting of the General Faculty called by the Executive Committee shall be held unless an agenda prepared by that Committee is distributed to all members of the General Faculty at least one week prior to the meeting date.
- D. The Faculty Senate shall meet once each month during both semesters and the summer session. Special meetings may be called by the President of the Faculty Senate. Regular meetings of the Faculty Senate shall be at three-thirty in the afternoon on the third Monday of each month. Emergency changes of date for regular meetings may be made by the Executive Committee, providing that written notice is given at least three days in advance of the meeting.
- E. The Executive Committee shall appoint a temporary chairman should neither the President nor Vice President of the Senate be able to attend any Senate meeting.
- F. All meetings of the Faculty Senate shall be open to the College Community. All faculty members shall have the same floor privileges granted to members of the Faculty Senate. Others may be granted floor privileges by vote of the Faculty Senate.
- G. Agenda items and supporting information shall be submitted to the Executive Committee of the Faculty Senate seven calendar days prior to the scheduled Faculty Senate Meeting. Items shall be placed on the agenda by the Executive Committee on its own motion or on motion of any member of the Faculty Senate, or by petition signed by at least ten members of the General Faculty. The agenda shall be distributed to members of the College Community in advance of Faculty Senate meetings.

- H. Minutes of the meetings of the Faculty Senate shall be distributed to members of the General Faculty. Minutes and agenda of the standing committees should be posted in the faculty lounge. Actions of the Faculty Senate shall become final fourteen (14) days following the official distribution of said minutes, unless the General Faculty asserts its jurisdiction.

Article VIII: Rules of Order

In the absence of any special rules of order which the General Faculty and Faculty Senate may adopt, Robert's Rules of Order shall govern the conduct of meetings.

Article IX: Quorum

A quorum for General Faculty meeting shall be fifty per cent of the number of General Faculty members.

A quorum for Faculty Senate shall consist of one-half of the elected membership of the Faculty Senate.

Article X: Senate Action

The president of the college may reject any action of the Faculty Senate. The Faculty Senate may by a two-thirds vote request the Faculty Regent to refer the matter to the Board of Regents.

Article XI:

This constitution shall take effect as of March 1, 1974. The first senate election shall be presided over by an Ad Hoc Committee. In the first two weeks of February, 1974, the Faculty Assembly shall elect five Ad Hoc Committee members.

Article XII: Amendments

This Constitution may be amended at any meeting of the General Faculty by a two-thirds majority of those voting provided the proposed amendment was included in the agenda and was available to the members of the General Faculty for one week before the vote is taken.