

Lee, Lori

From: Lee, Lori
Sent: Tuesday, August 31, 2004 5:37 PM
To: Lee, Lori
Subject: FW: Agenda for Officers' Meeting with Administration on 9-1-04

From: Lee, Lori
Sent: Tuesday, August 31, 2004 5:35 PM
To: Ballard, Steve; Smith, James LeRoy; Lewis, Michael J; Lehman, John; Rigsby, Catherine; Anderson, Patricia; Tovey, Janice
Cc: Jordan, Gail Lee; Whitehurst, Debbie; Finch, Ellen; Pio, Margaret Autele
Subject: Agenda for Officers' Meeting with Administration on 9-1-04

Noted below is the agenda for the meeting of the Faculty Officers with the Chancellor and Vice Chancellors scheduled for **Wednesday, September 1, 2004**, at 4:00 p.m. in 103 Spilman. Please call the Faculty Senate office at 328-6537 if you have any questions. Thank you.

Faculty Officers' Meeting with the Chancellor and Vice Chancellors

Discussion Topics

- Faculty Senate September 14, 2004, Meeting Agenda.
http://www.ecu.edu/fsonline/FacultySenate/AGENDAS/fsa9_04.htm
- Formation of a Committee to Draft Search Committee Guidelines.
- Final approval of revisions to Appendix D.
- Final approval of revised Appendix Y.
- Orientation for new administrators, as detailed in Appendix L.
- Research Institute.
- Include all Faculty Officers in Board of Trustees get-togethers.

Informal Faculty Officers Meeting

Tuesday, August 31, 2004

Items for discussion with the officers

✓ Plan to have Catherine meet with the Chancellor for 30 minutes prior to the full officers' and VC's meeting at 4:00 each month.

← Staff Senate meetings (attached)

~~contact~~ ? ask vchair to work with

✓ Possible candidates for Vice Chair of the Faculty.

✓ Chancellor's Retreat was only a one day event with only Dr. Ballard's executive council attending. He abbreviated the retreat and limited the attendance to a very few.

✓ Problems over summer with the Appellate Hearing Committee.

Appendix D Section V.B.1. states: Upon organization, the members of the Hearing Committee shall elect a chair and a secretary. **The chair and the secretary of the committee are to be appropriately trained in accordance with guidelines and procedures jointly established by the faculty officers and chancellor.** Should any committee officer be absent at the beginning of a hearing, the committee shall elect an alternate officer for the purposes of the hearing. **(Faculty Senate Resolution #03-49, pending final approval)**

Once approved, who oversees the training? How soon should this be done?

✓ New pictures for the Administrative Picture book can be arranged by calling Pamela Cox at 328-6468 ext. 240. Her hours are 8-1:00, Monday – Thursday.

← The Administrative Council no longer exists, should the seat be eliminated from the Faculty Senate?

rewrite manual w/ new title?

C will meet w/ Ballard & discussed

← Committee to draft Search Committee Guidelines – has it been formed?

✓ Faculty members on VC search committees

✓ Status of Appendix Y

BOT approval on 9-24?

C will talk w/ Ballard

Faculty Officers w/Steve Ballard, Jim Smith, Mike Lewis and John Lehman (1 hour)

4:00 – 5:00 in 103 Spilman

Wednesday, September 1, 2004

Wednesday, October 6, 2004 Lehman out

Wednesday, November 3, 2004

Wednesday, December 1, 2004

Wednesday, January 19, 2005

Wednesday, February 16, 2005 Lehman out

Wednesday, March 9, 2005

Wednesday, April 6, 2005

Possible items for discussion with Chancellor and Vice Chancellors

- ✓ Orientation for new administrators, as detailed in Appendix L. •
- ✓ Final approval of Appendix Y. •
- ✓ Final approval of revisions to Appendix D. •
- ← Student Computer Technology Fee is the lowest of the 15 NC campuses. •
Included all Faculty Officers in Board of Trustees get-togethers. •
Has the Committee to draft Search Committee Guidelines been formed? •
- ← ~~Research Institute~~ •
- ← Mendenhall Student Center Remodeling

discuss again later
C will follow up w/ Bruce Flye

One on One with Dr. Ballard

Problems over summer with the Appellate Hearing Committee.
David Dosser appointed to Athletic Director Task Force

Research Institute

"K" - Patricia left
off of football
tickets
+ only invited to /
others were invited to all -