

COMMITTEE ON COMMITTEE (CONC) REPORT ON REVIEWED COMMITTEES

CIVIL SERVICE CONSULTATIVE COMMITTEE FACULTY CONSULTATIVE COMMITTEE P&A CONSULTATIVE COMMITTEE SENATE CONSULTATIVE COMMITTEE STUDENT SENATE CONSULTATIVE COMMITTEE

April 23, 2014

BACKGROUND OF CONC REVIEW OF COMMITTEES

The ConC charge was amended in February 2011 to include the following provisions:

- b. To meet during the fall semester with committee chairs, on a rotating basis determined by the committee, to review with each committee chair the charge to the committee and how well it has been functioning, and pursuant to these discussions, to make recommendations to the Senate Consultative Committee about any changes in committee structure, charge, or membership which it deems appropriate.
- c. To review and forward as appropriate to the University Senate any proposed changes to the charge, membership, or ex officio members for committees of the University Senate prior to approval from the University Senate.

The ConC began its review of the Senate committees in Fall 2011. This report is for the third set of committees undergoing review. The process was described in the initial letter to the committee chair (attachment) and consisted of 1) a meeting between the ConC Chair and the chair of the committee being reviewed, 2) a discussion at a meeting of the committee that would be moderated by two members of the ConC, and 3) the opportunity for confidential feedback after the meeting from members via email or phone calls.

The ConC determined that it would create a report to synthesize the feedback it received. The report would then be shared with each committee under review for additional comments before being presented to the appropriate Consultative Committee and Senate.

Types of Questions asked of the committee members:

1. Do the activities the committee has undertaken over the past few years reflect the committee's charge? Thinking of what the committee has done in the past few years, does the charge encompass these efforts?
2. Are there enough/too many members?
3. Is the membership distribution – type of members, gender, campus, etc. – adequate?
4. Are there other members of the University community that it would be appropriate to add, who would serve in an ex officio manner?

OVERALL COMMENTS AND RECOMMENDATIONS

ConC has five overall recommendations that came from this year's review process. These apply to all Senate Committees to greater or lesser degree but ConC wanted to be sure to address them all within this report:

1. The faculty, staff, and students serving on the consultative committees stated that there is a lack of support for serving on these bodies. Faculty members feel that service to the college or to increasing external funding is more valued by their department heads/chairs and deans. For academic professionals and civil service staff, the impression is that service is not valued by supervisors and therefore many times they are not permitted time to attend meetings. Students do not have control over their class schedules, especially as upper classmen, and are not excused from class for committee service. Therefore they have to choose between attending meetings and missing class. All groups could benefit from increased support at all levels.
2. A concern heard from the academic professionals, civil service staff, and students was that many system or Twin Cities campus issues are routed to the Faculty Consultative Committee (FCC), either before being brought to the Senate Consultative Committee (SCC) or in place of the SCC consultation. On SCC meeting dates, the FCC meets first and many times items from SCC agendas are first discussed by the faculty. This leads to shortened discussions at SCC as the faculty have already made all their points and sometimes already come to a decision. For other issues, discussions are scheduled only with the FCC, which does not allow staff and students the opportunity to share their recommendations on the topic.
3. The chairs of the four consultative committees are the spokespeople for their classifications on a system-wide basis. For this reason, they are often contacted by the media for a response to an issue on behalf of their representative group. Due to the role that these leaders need to fill, it is recommended that they be provided with media training from University Relations each year.
4. All the consultative committee members seemed unclear about what is included in each of their charges, what duties they are fulfilling, and what duties might need to be updated or deleted. The Committee on Committees (ConC) recommends that each committee review its charge this semester and send any revisions back to ConC by April 7 so that any revisions could be sent to the appropriate Senates for action by the end of the academic year.
5. ConC noted that the FCC leadership has monthly meetings with the President and Provost to discuss items before they reach the full committee or the broader University, but that there is no parallel structure for staff. As many staff concerns center on employment issues, the recommendation is that both the P&A leadership and the Civil Service leadership schedule monthly meetings with Vice President Kathy Brown to discuss issues of importance to each group. The meeting participants should include the chair, vice chair, past chair, and staff person from the consultative committee along with Vice President Brown and any additional staff members from OHR.

CIVIL SERVICE CONSULTATIVE COMMITTEE

The Review

Four members of the Committee on Committees (Nancy Fulton, Ann Hagen, Jay Hatch, and John Matheson) met with the committee on October 24, 2013. In addition, ConC Chair Stacy Doepner-Hove met with the Chair, Tom Sondreal, on October 10, 2013.

Issues identified by the Committee

After meeting with the CSCC and hearing from a variety of outside sources, the biggest issue identified by ConC is one of appearances. There is an external perception that CSCC inconsistently works on issues of importance to CS employees and an internal perception by CSCC that they are working on these matters throughout the year. This disjuncture is problematic and needs to be managed. The CSCC seems to be unaware of the topics that it should or could be addressing, which leads to few accomplishments to report at the end of each academic year. ConC feels that this is not a new issue for the CSCC but has carried forward from its time as the Civil Service Committee. Institutional memory is missing for most of the CSCC members and they do not utilize additional sources, such as staff or other Senate leaders, to provide information that they are lacking. Such lack of consistent voice from CSCC leaves an important component of the governance system underrepresented. Some CSCC members also feel that CSCC has been unable to effectively move important discussion forward due to the lengthy Office of Human Resources' (OHR) Job Family Studies. They express concern that OHR responds to CSCC concerns or questions by saying that these will be addressed either within the Job Family Studies or after the completion of the Studies.

The second issue identified is duties and responsibilities. Most CSCC members, including the chair, are unclear about the CSCC charge or Civil Service Senate bylaws and rules and therefore the responsibilities of these bodies. They also feel that most senators also do not understand their roles and that civil service employees do not know about this level of governance.

The issue expressed internally by CSCC members is membership recruitment and retention. There are many seats open on the CSCC, especially from the system campuses, that go unfilled and which lead to unrepresented areas during discussions. As CSCC members also serve as the chairs of the subcommittees, it is also difficult for many of these groups to function. Members noted that inconsistent supervisory support for University-wide involvement and professional development is one factor. The Human Resources job family study has also increased the turnover rate on this committee, leading to many new members with a lack of knowledge of the group and its processes.

Lastly the CSCC reported that the members do not know how to effectively move an item from its bodies to the University Senate for discussion or action.

ConC Recommendations for this Committee

First, ConC recommends that welcome packets be created for the chair, vice chair, CSCC members, and senators that outline their separate duties and responsibilities. These documents should be reviewed annually during orientations or first meetings of the year.

Second, after developing a list of potential items for the year, CSCC should invite the Senate Consultative Committee Chair to an early meeting to discuss the process for moving these items to the University Senate when appropriate. CSCC should also utilize its seats on the Senate Consultative Committee as well as the employee consultative committee chairs and vice chairs meetings as ways to discuss items of importance to the entire University.

Third, ConC recommends that CSCC develop contacts at each of the system campuses and its representative units in the Twin Cities to build connections to increase recruitment of new members. For the Twin Cities, this might mean considering smaller representative units. Time should also be spent at a CSCC meeting or a Civil Service Senate meeting to discuss recruitment of new members and ways that current members can participate.

Fourth, ConC recommends that CSCC focus on its succession planning and instilling more knowledge in the vice chair during his/her year in this position so that he/she has a thorough understanding and adequate knowledge base when assuming the chair position. CSCC should consult with PACC as it already has a succession plan for its leadership and uses current and past PACC leadership as mentors for both the CSCC chair and vice chair.

Finally, ConC learned that the Faculty Consultative Committee has monthly, pre-scheduled meetings set for the chair and vice chair to meet with the President and Provost and can use these meetings to discuss employment matters before they are presented to the full committee. ConC recommends that CSCC have monthly meetings scheduled, but that these meetings take place with the Vice President for Human Resources. Additionally, the chair and vice chair could meet with the President one or two times per year in addition to the meetings that are currently scheduled with CSCC and the Civil Service Senate.

List of Significant Activities from 2011-12 to 2012-13

2011-12

Items sent to the Civil Service Senate for action/discussion

- None

Items sent to the Civil Service Senate for information

- None

Significant consultation

- Job Family Study.

Other

- Selected floating holidays
- Offered StrengthsFinder assessment to a interested Civil Service employees

2012-13

Items sent to the Civil Service Senate for action/discussion

- None

Items sent to the Civil Service Senate for information

- None

Significant consultation

- Equitable P&A and Civil Service parental leave policies
- Job Family Study

Other

- Offered StrengthsFinder assessment to interested Civil Service employees

FACULTY CONSULTATIVE COMMITTEE

The Review

Four members of the Committee on Committees (Doug Ernie, Nancy Fulton, Richard McCormick, and Steven Pearthree) met with the committee on November 7, 2013. In addition, ConC Chair Stacy Doepner-Hove met with the Chair, William Durfee, on October 2, 2013.

Issues identified by the Committee

The only obstacle identified by the Faculty Consultative Committee (FCC) was the representation of system campus faculty on FCC and the Faculty Senate. At this time, there are only tenure-track Rochester faculty so while they do have seats on the Faculty Senate, they cannot be represented on the FCC until they are tenured.

Faculty at Crookston and Duluth are unionized (all at Crookston and all but AHC faculty at Duluth) and the Office of the General Counsel has ruled in the past that faculty from these campuses cannot serve on either FCC or the Faculty Senate. This leaves two campuses almost completely unrepresented and means that the Morris campus is the only system campus with voting seats on both the FCC and Faculty Senate.

ConC Recommendations for this Committee

ConC recommends that the FCC consult with the Office of the General Counsel regarding ways that Crookston and Duluth unionized faculty might participate in the governance process. Additionally, as soon as there are tenured faculty members at Rochester, a seat should be added for this campus on the FCC.

List of Significant Activities from 2008-09 to 2012-13

No information submitted

P&A CONSULTATIVE COMMITTEE

The Review

Four members of the Committee on Committees (Nancy Fulton, Ruth Lindquist, Steven Pearthree, and Steven Yussen) met with the committee on October 16, 2013. In addition, ConC Chair Stacy Doepner-Hove met with the Chair, Cynthia Murdoch, on October 2, 2013.

Issues identified by the Committee

Overall the review committee members felt that the P&A Consultative Committee (PACC) was running well. One reason is due to the strength of the past and present leadership through a succession plan that is in place to provide experience to future leaders by having them progress from vice chair/chair-elect to chair and then past chair. However, one issue with this system is that most P&A serve on one-year contracts, which means that there is no guarantee that someone will be at the University for the three years required in the succession plan.

An issue identified by PACC was the lack of minority and system campus members on its committee. While system campus members serve on the P&A Senate, it is much harder for them to be involved on PACC. Historically, the P&A executive committee has also had a lack of representation from minority members. There is hope that as minority representation increases on the P&A Senate these individuals will consider service on PACC.

A second issue was the lack of support for governance service by P&A in many areas of the University. There is no consistent way to report service to governance as part of performance evaluations for those individuals who do serve.

Lastly, while PACC felt that it was able to hold meetings each year with senior leaders, these meetings are scheduled infrequently during the year. They feel that they do not have quick access to administrators if an issue arises between the scheduled meetings and it is not always possible to schedule a senior administrator to attend PACC meetings on short notice. The topics that need to be discussed can be of a sensitive nature that might be handled outside a committee meeting format.

ConC Recommendations for this Committee

PACC should continue to recruit minority members to the P&A Senate. During the election process additional attention should be directed toward minority and system campus members to increase their representation on PACC.

ConC learned that the Faculty Consultative Committee has monthly, pre-scheduled meetings set for the chair and vice chair to meet with the President and Provost and can use these meetings to discuss sensitive matters. ConC recommends that PACC have monthly meetings scheduled, but that these meetings take place with the Vice President for Human Resources. Additionally, the chair and vice chair could meet with the President one or two times per year in addition to the meetings that are currently scheduled with PACC and the P&A Senate.

List of Significant Activities from 2011-12 to 2012-13

2011-12

Items sent to the P&A Senate for action/discussion

- Resolution in Opposition to the Proposed Constitutional Amendment that defines Marriage as between one Man and one Woman

Items sent to the P&A Senate for information

- Outstanding Unit Award Recipient

Significant consultation

- None

Other

- Representative on 27 pay period working group

2012-13

Items sent to the P&A Senate for action/discussion

- Revised mission statement and advocacy document
- P&A Senate restructuring due to office decommissioning and redistricting
- Resolution on a Smoke-free Twin Cities Campus

Items sent to the P&A Senate for information

- Outstanding Unit Award Recipient
- Welcome packet created for new senators, alternates, and leaders

Significant consultation

- 27 pay period plan
- Wall Street Journal article and legislative response regarding too many administrators
- Job Family study and classification
- Amendments to the Administrative Policy on Appointments of Academic Professional and Administrative Employees

Other

- Discussion of IT Governance
- Follow-up to 2013 Teaching Award nomination process

SENATE CONSULTATIVE COMMITTEE

The Review

Three members of the Committee on Committees (Doug Ernie, David Kirkpatrick, and Sarah Waldemar) met with the committee on November 21, 2013. In addition, ConC Chair Stacy Doepner-Hove met with the Chair, William Durfee, on October 2, 2013.

Issues identified by the Committee

The most significant issue identified by the Senate Consultative Committee (SCC) members was the lack of clarity between agenda items for SCC and the Faculty Consultative Committee (FCC) and the cancellation of meetings due to lack of agenda items. SCC members felt that meetings should not be cancelled as there are always issues that pertain to the University as a whole and can be discussed. Members also felt that sometimes issues are sent to and discussed by the FCC when they should be discussed by SCC. On a related note, many times FCC discusses an issue when it meets from 1:00-3:00 pm, and then the same issue is on the SCC agenda from 3:00-4:00 pm on the same day. This leads to a lack of discussion by SCC as FCC members have already expressed their views and sometimes already come to a decision. Additionally some FCC members leave before SCC meetings start when the topics are the same and they have already spoken.

The next issue expressed is the lack of reports, either oral or written, by each Senate/consultative committee as to items on which it is working that might intersect with another Senate/consultative committees. Members felt that this would be a good use of SCC meeting time, but there is no evidence that it has ever been done.

Another item of concern is the lack of diverse representation on SCC. There are only two P&A and two civil service seats on SCC, which are both filled by the chair and vice chair. Unless these leadership positions are filled by system campus or minority representatives, views from these segments of employees are missing. Additionally, some FCC leave at the start of SCC meetings and many student members do not attend, which leads to a greater lack of diversity.

The last issue is that almost no SCC members had read the charge to the committee and therefore did not understand the role for this committee. This lack of understanding might contribute to decreased attendance by some groups at SCC meetings.

ConC Recommendations for this Committee

ConC recommends that the path for agenda items for FCC and SCC be clarified and that any items which go beyond the faculty be automatically routed to the SCC for discussion. ConC also recommends that discussions of the same agenda item not be scheduled at back-to-back FCC and SCC meetings. As the FCC meets on a much more frequent basis, if the faculty need to discuss an item separately, it should be done on a different meeting date.

Next, ConC recommends oral reports from each Senate/consultative committee become a part of each SCC agenda to increase communication between the groups. The reports should serve as a way to generate agenda topics and find ways to for the separate consultative committees to work together on issues.

Then ConC recommends that there be more robust annual training provided for SCC members with emphasis on how this committee differs from the other consultative committees.

Lastly, SCC should review its membership to determine if the current mix of faculty, students, and staff represents the diversity of the University or if a change is required.

List of Significant Activities from 2008-09 to 2012-13

No information submitted

STUDENT SENATE CONSULTATIVE COMMITTEE

The Review

Three members of the Committee on Committees (Shawn Curley, Ann Hagen, and Sarah Waldemar) met with the committee on November 21, 2013. The current charge, membership, and the letters to the committee chair were distributed to all members (attachments). In addition, ConC Chair Stacy Doepner-Hove met with the Chair, Prahith Chakka, on October 9, 2013.

Issues identified by the Committee

Student Senate Consultative Committee (SSCC) identified attendance as its main issue. They believe that this has two main causes. First is that participation in governance is not a legitimate absence from classes, SSCC members cannot always schedule classes around meetings, and some faculty do not permit missing class to attend meetings. This means that there is not a consistent group of members at each meeting to carry issues between meetings. Second is that most members of SSCC are new each year, sometimes including the chair, which makes it hard to build momentum between years and consequently for members to see the value in attendance.

The next issue is that while SSCC feels that the administration reads its resolutions, many times the only response is that the student opinion has been acknowledged. This is not helpful for SSCC, the Student Senate, or the larger student body. Instead, SSCC would like fuller responses, including to which office an issue is being sent by the President's Office for further action so that there is the opportunity for follow-up.

The last issue is one of visibility for SSCC and the Student Senate. Members noted that there are many layers of student governance at each campus which makes it hard for the general population to know what is being done by each group. Without this visibility, it is hard to recruit new members each spring for open positions. When questioned if it would be better to hold elections fall semester, SSCC agreed that it would be hard to recruit SSCC and Student Senate members if separated from the spring election processes for other student governance positions.

ConC Recommendations for this Committee

ConC recommends that SSCC plan for providing continuity to its members between years. While a succession plan, like those in place for the P&A Consultative Committee and Civil Service Consultative Committee, might not work due to the short commitment by most members, newly-elected chairs and vice chairs should meet with the outgoing chair and vice chair each spring to pass along information. Additionally, the chair should meet early each fall with the leaders from the other consultative committee to talk about issues of mutual concern.

ConC also recommends that the SSCC leadership meet with a representative from the Office of the President to explain their concern regarding responses to their resolutions and determine how responses can be prepared that would be useful to both parties.

List of Significant Activities from 2008-09 to 2012-13

2008-09

Items sent to the Student Senate for action/discussion

- Resolution on Textbooks
- Resolution on a Tuition Cap
- Resolution on a Twin Cities Smoking Ban
- Resolution on an All-Campus vote for student fee increases
- Resolution on Opportunity Minnesota
- Statement on Student Access to Student Release Question Data

- Resolution on Transparency for the University of Minnesota Leadership

Items sent to the Student Senate for information

- None

Significant consultation

- None

Other

- Approved increase to Student Senate stipends
- Tuition and textbook costs
- Student Rating of Teaching responses and their release
- Student governance coordination

2009-10

Items sent to the Student Senate for action/discussion

- Discussion with Regent Maureen Ramirez
- Resolution on Email to Faculty Encouraging Release of Course Evaluations
- Resolution on Student Senate input to the advancing excellence steering committee
- Resolution on Makeup Work for Legitimate Absences - Sickness of Minor Dependents
- Resolution on Makeup Work for Legitimate Absences - Mandatory Graduate and Professional School Interviews
- Resolution on Makeup Work for Legitimate Absences – Student Senators

Items sent to the Student Senate for information

- None

Significant consultation

- Student Senate and student committee member retreat
- Student release questions
- Rochester representation on SSCC and Student Senate
- Shared governance
- Additions to legitimate absence policy
- Presidential search

Other

- Online learning/education
- Future Financial Resources task force report
- Campus safety
- Student scholarships and financial aid
- Textbooks

2010-11

Items sent to the Student Senate for action/discussion

- CLA 2015 Report
- Memorandum of Understanding
- Resolution on a Student Evaluation of Teaching Award
- Sustainability efforts at Twin Cities and Morris
- Resolution to create a sustainable legacy fund
- Supporting the efforts of work group promoting academic civility
- Student Senate election best practices and issues
- Statement supporting the comprehensive waiver for student health benefits

Items sent to the Student Senate for information

- None

Significant consultation

- Shared governance and Memorandum of Understanding
- Student release questions

Other

- Presidential search
- Excused absence policy

- Best practices to increase voter turnout in spring elections
- Sustainability and the University's carbon action plan
- Collegiate/student fees
- Mission statement

2011-12

Items sent to the Student Senate for action/discussion

- Resolution on Academic Advising
- Resolution on Bicyclist and Pedestrian Concerns
- Resolution on Excused Absence for Election Day Voting
- Resolution on Increased Transparency in Collegiate Fees Processes
- Resolution on Opposition to the Proposed Constitutional Amendment that Defines Marriage as Between One Man and One Woman
- Student Lobbying
- Student Conduct Code amendments
- Resolution supporting the real food challenge

Items sent to the Student Senate for information

- None

Significant consultation

- Grade data on transcripts
- Gender neutral housing

Other

- Student Affairs Committee work group report
- Absence policy for student senators
- Twin Cities Smoking Ban
- Differential Tuition and fees
- Decrease in transfer students admitted to the University

2012-13

Items sent to the Student Senate for action/discussion

- Resolution in support of the federal DREAM Act and institutionalized aid
- Resolution on Open Access Textbooks
- Resolution on a Smoke-free Twin Cities Campus
- Resolution on the Constitutional Amendments on Voter Identification
- Medical Amnesty

Items sent to the Student Senate for information

- Resolution on Opportunity Minnesota
- Statement of Support for President Kaler's Budget Request for the University of Minnesota
- Letter regarding a Tobacco-Free Twin Cities Campus from the AHC Student Consultative Committee

Significant consultation

- Smoke-free Twin Cities Campus

Other

- Medical Amnesty
- Green revolving fund/sustainability/renewable energy at each campus
- Excused absences for student senators
- Open access textbooks
- Light rail transit and a fare-free zone
- IT Governance
- Student release questions
- Opportunity Minnesota
- DREAM Act

APPENDIX 1

Information Presented to Each Committee

A. Letter sent to Each Committee Chair from the Chair of the Committee on Committees – August 2012

DRAFT of letter to committee chairs to initiate the ConC's rolling review process in Fall 2012

[date]

Dear [colleague],

As part of its regular function, each year the Committee on Committees (ConC) asks Senate committee chairs and others for recommendations for committee membership. A second function of our committee is to communicate with all committees on a routine basis to ensure that their charges are current and that the committee feels comfortable working to achieve that charge; this review process occurs on a 4-5 year average cycle.

We are a few years into this process and the Civil Service Consultative Committee is one of the groups that we will interview this fall. As the first step in this process, I would like to meet with you to get your views on your committee's charge and capacity. Following that meeting, a few members of the ConC will be an agenda item at a fall semester meeting of your committee, preferably October or early November, to review and discuss the committee charge with the committee. We will invite all members of the committee and its staff to give their input through email in the weeks following this meeting.

Members of the ConC will then draft a report, to be shared with you, for consideration by the ConC as a whole. Should our discussion result in any recommendation for change in committee structure, charge, or membership, our written recommendation would be sent to the Senate Consultative Committee and to the University/Faculty Senate at large, as is spelled out in our charge as follows:

"b. To meet during the fall semester with committee chairs, on a rotating basis determined by the committee, to review with each committee chair the charge to the committee and how well it has been functioning, and pursuant to these discussions, to make recommendations to the Senate Consultative Committee about any changes in committee structure, charge, or membership which it deems appropriate."

c. To review and forward as appropriate to the University/Faculty Senate any proposed changes to the charge, membership, or ex officio members for committees of the University/Faculty Senate prior to approval from the University/Faculty Senate."

(For the entire text of the ConC charge, please see <http://www1.umn.edu/usenate/charges/concch.html>)

I look forward to our conversation about your committee's work. We look forward to having the chance to speak with you about CSCC. If it would be more efficient, Becky Hippert from the Senate office can work to set up a time when we can get together to talk about the committee. Just let me know what might work best for you.

Also, please let me know by Friday, September 27 at which October or November meeting ConC members can be invited to your committee's meeting to hold a discussion. Thank you for your time and support in this review process.

Sincerely,

Stacy Doepner-Hove
Chair, Committee on Committees

B. Committee Charges

Civil Service Senate Bylaws, Article X., Section 5

A. CIVIL SERVICE CONSULTATIVE COMMITTEE

The Civil Service Consultative Committee shall represent the civil service staff and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Civil Service Consultative Committee shall serve as the consulting body to the president and as executive committee of the Civil Service Senate.

Membership

The Civil Service Consultative Committee shall consist as follows of 13 voting members:

- (1) A Chair;
- (2) A Chair-elect;
- (3) one member from Crookston;
- (4) one member from Duluth;
- (5) one member from Morris;
- (6) one member from Rochester;
- (7) two members from the Twin Cities – Academic Affairs;
- (8) three members from the Twin Cities – Academic Health Center;
- (9) two members from the Twin Cities – At-Large;

The members from campus positions (numbers 3-9 above) shall be members of the Civil Service Senate at the time of election and elected by the Civil Service Senate. These members shall be nominated and elected subject to the following provisions:

- A call for nominations for the campus positions shall be made to the Civil Service Senate. The call shall include a nomination form. All current Civil Service Senate members are eligible to run for these positions.
- Nominations shall remain open for at least one month.

In the case of a tie, the Senate staff person shall choose the successful candidate by lot.

Once elected, the Civil Service Consultative Committee members will relinquish their unelected seats in the Civil Service Senate.

In case of a vacancy, the Civil Service Senate shall hold a special election until the next general election.

Procedures for the election of the chair-elect are set out in Article IX, Section 5(a) of the Civil Service Senate Bylaws.

Duties and Responsibilities

Consultative

- a. To discuss with the president and other University officers issues or policies of the University of concern to civil service staff and, as appropriate, to make recommendations concerning such matters to the Civil Service Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the Civil Service Senate.
- c. To consult with the president or senior academic officers on planning and on the annual budget and the biennial request.
- d. To advise the president on major administrative appointments and to participate in the selection process.
- e. To receive from any civil service staff notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees of the Civil Service Senate, which includes the authority to require that any committee of the Civil Service Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any civil service staff who wishes to present a proposal to the Civil Service Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the Civil Service Senate.
- d. To convene on a regular basis the chairs of Civil Service Senate committees as a coordinating committee to discuss and track agenda items.
- e. To serve as a coordinating body between the president and the Civil Service Senate or a committee of the Civil Service Senate.
- f. To be responsible for the preparation and distribution of the agenda for each meeting of the Civil Service Senate in accordance with the Constitution, Bylaws, and Rules of the Civil Service Senate.
- g. To recommend, with the approval of the Civil Service Senate, such rules of procedure as are not provided in the Constitution or Bylaws.

- h. To keep the published Constitution, Bylaws, and Rules of the Civil Service Senate up to date.

Executive

- a. To execute duties assigned by the Office of Human Resources Civil Service Employment Rules.
- b. To serve as a deliberative body of the Civil Service Senate on all major items it deems necessary and appropriate.
- c. To act on behalf of the Civil Service Senate when a decision is required prior to the next scheduled meeting of the Civil Service Senate and when a decision is required when it would not be possible to convene a special meeting of the Civil Service Senate in a timely fashion; such actions will be reported to the Civil Service Senate at its next meeting and the Civil Service Senate may then overrule the Civil Service Consultative Committee.
- d. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- e. To appoint or assist in appointing, when requested, civil service members of Senate and non-Senate committees.
- f. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- g. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Civil Service Senate.
- h. To dispose of business which appears to be not germane to the purposes of the Civil Service Senate.
- i. To make editorial changes in Civil Service Senate policies and documents (including the constitution, bylaws, and rules) to reflect changes in titles of administrative offices or officers; the changes will be reported to the Civil Service Senate for information.

1. Ex Officio Members of Civil Service Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation including voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed by the committee chair as specified in the following provision. Committee chairs who serve ex officio on other committees may designate a representative from their committees to attend in their place.

- Civil Service Consultative--past chair of the Civil Service Consultative Committee if they are not a current member; Office of the Vice President for Human Resources

H. FACULTY CONSULTATIVE COMMITTEE

The Faculty Consultative Committee shall represent the faculty at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Faculty Consultative Committee shall serve as the consulting body to the president and as executive committee of the Faculty Senate.

Membership

The tenured and tenure-track faculty of the Twin Cities campus and those tenured and tenure-track faculty members on the Duluth campus eligible to vote in elections for the Senate shall elect 9 members, and the tenured and tenure-track faculty of the Morris campus shall elect one faculty member. Faculty members shall be nominated and elected by procedures established by each campus faculty, subject to the following provisions:

- All members of the Faculty Consultative Committee shall hold regular appointment at the rank of professor, associate professor, or assistant professor. Individuals holding, in addition to their professorial title, a University position carrying as any part of its title, for any percentage time, president, vice president, chancellor, provost, dean, executive director, librarian, counsel, attorney, or chief of staff at a collegiate or central administrative level may not serve on the committee. Individuals holding, in addition to their professorial title, an administrative appointment as department chair or department head (or its equivalent, such as center director) are eligible to serve on the committee.
- Each campus faculty shall submit a slate of twice as many candidates as are to be elected from its numbers. These candidates shall be nominated and certified as available according to procedures set forth by each campus assembly. The clerk of the campus assembly shall distribute election ballots and slates to all faculty members eligible to vote for members of the Senate and shall receive all returns. The election shall be held and completed by the end of spring semester. In case of a tie, the clerk shall choose the successful candidate by lot.
- For the purposes of this section only, the faculty on the Duluth campus who are eligible to vote in Senate elections shall be considered a part of the Twin Cities campus: They shall be eligible (1) to vote in elections for the Faculty Consultative Committee and (2) for nomination and election to the Faculty Consultative Committee in accord with the provisions established in these bylaws.
- The Nominating Subcommittee is responsible for identifying Twin Cities faculty candidates for the Faculty Consultative Committee. The Nominating Subcommittee shall consist of the Twin Cities voting members of the Faculty Consultative Committee (except the chair and vice chair), the chairs of Senate committees who are ex officio members of the Faculty Consultative Committee, and the immediate past voting members of the Faculty Consultative Committee. A faculty member must be eligible to serve on the Faculty Consultative Committee to serve on the Nominating Subcommittee. The Nominating Subcommittee shall elect a chair from among its members. The Nominating Subcommittee shall nominate twice as many faculty candidates for the Faculty Consultative Committee, who are confirmed as willing to serve, as are to be elected each year from the Twin Cities campus and from those faculty from the Duluth campus eligible to vote in Senate elections. To achieve balanced representation across the Twin Cities campus, the Nominating Subcommittee may choose to pair candidates. The final slate of candidates shall be announced in the Faculty Senate docket for a spring semester meeting. Additional nominations of eligible faculty, confirmed as willing to serve, may

be made by: (1) petition of 12 voting members of the Twin Cities faculty, provided that the petition is in the hands of the clerk of the Senate the day before the Faculty Senate meeting; (2) nomination on the floor of the Faculty Senate by members of the Twin Cities Faculty Delegation when the slate is presented. If the nominees are paired, any additional nomination shall specify against which pair the nominee will run. The clerk of the Senate shall present the slate to the Twin Cities Faculty Delegation for its approval. In the event there are additional nominations, the Twin Cities Faculty Delegation will reduce the slate to twice the number to be elected by voting by secret ballot. The slate as approved shall be presented to the faculty for an election, conducted in accordance with the preceding paragraph of the Faculty Senate Bylaws.

In case of a faculty vacancy, the remaining members of the Faculty Consultative Committee by majority vote shall fill the vacancy by interim appointment until the next general election.

Articles II, Section 2(f), Article IV, Section 2(f) and Article VI, Section 2(e) of the Rules governing absences from committee meetings and Article I, Section 4 and Article III, Section 4 of Bylaws governing absences from Senate meetings shall apply to the Faculty Consultative Committee.

The chair of the Faculty Consultative Committee shall be elected by their respective members from among their number for a one-year term of office. Chairs shall be eligible for re-election to that position. The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.

The ex officio members of the Faculty Consultative Committee are:

- The vice chair of the Faculty Senate (ex officio voting).
- The chairs of the Academic Health Center Faculty Consultative, Educational Policy, Faculty Affairs, Finance and Planning, and Research Committees (ex officio nonvoting).
- The past chair of the Faculty Consultative Committee for the year following his or her service as chair, irrespective of the term to which that individual was originally elected (ex officio voting).
- One representative of the faculty on the Duluth campus eligible to vote in Senate elections (ex officio non-voting). This representative shall be elected in accord with procedures established by the eligible Duluth faculty. The ex officio Duluth representative may send an alternate to Faculty Consultative Committee meetings.
- The faculty legislative liaison(s) (ex officio non-voting).

Duties and Responsibilities

Consultative

- a. To discuss with the president and other University officers issues or policies of the University of concern to the faculty and, as appropriate, to make recommendations concerning such matters to the Faculty Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the Faculty Senate.
- c. To consult with the president or senior academic officers, in cooperation with the Finance and Planning Committee, on planning and on the annual budget and the biennial request.

- d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- e. To receive from any faculty member notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees of the Faculty Senate, which includes the authority to require that any committee of the Faculty Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any faculty member who wishes to present a proposal to the Faculty Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the Faculty Senate.
- d. To convene on a regular basis the chairs of Faculty Senate committees as a coordinating committee to discuss and track agenda items.
- e. To serve as a coordinating body between the president and the Faculty Senate or a committee of the Faculty Senate.
- f. To be responsible for the review, approval, and distribution of the docket for each meeting of the Faculty Senate.
- g. To recommend, with the approval of the Faculty Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- h. To keep the published Constitution, Bylaws, and Rules of the Faculty Senate up to date.

Executive

- a. To serve as a deliberative body of the Faculty Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the Faculty Senate when a decision is required prior to the next scheduled meeting of the Faculty Senate and when a decision is required when it would not be possible to convene a special meeting of the Faculty Senate in a timely fashion; such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee.
- c. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, members of non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.

- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Faculty Senate.
- g. To dispose of business which appears to be not germane to the purposes of the Faculty Senate.
- h. To approve editorial changes in existing administrative policies previously approved by the Faculty Senate and in Faculty Senate documents (including the constitution, bylaws, and rules), and to reflect changes in titles of administrative offices or officers; the changes will be reported to the Faculty Senate for information.
- i. To correct grammatical and punctuation errors and to approve other non-substantive technical amendments in existing administrative policies previously approved by the Faculty Senate and in Faculty Senate documents (including the constitution, bylaws, and rules); such actions will be reported to the Faculty Senate at its next meeting and the Faculty Senate may then overrule the Faculty Consultative Committee.
- j. To provide for a Business and Rules Committee composed of the Chair and Vice Chair of the Faculty Consultative Committee, the Clerk of the Senate, and the Vice Chair of the Senate. The Chair of the Faculty Consultative Committee shall serve as chair of the Business and Rules Committee. The Business and Rules Committee shall be responsible for preparing the docket of the Faculty Senate, which shall be submitted to the Faculty Consultative Committee for review and approval.

(Updated 4/3/14)

1. Ex Officio Members of Faculty Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation except voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed from each of the offices as specified in the following provisions and shall have the authority to designate someone to attend meetings in their place. Committee chairs who serve ex officio on other committees may designate a representative from their committees to attend in their place. The Faculty Senate vice chair may not designate an alternative representative to the Faculty Consultative Committee.

- **Faculty Consultative**--Vice chair of the Faculty Senate (voting), past chair, Faculty Consultative Committee (voting, if not otherwise a voting member); Chairs of the Academic Health Center Faculty Consultative, Educational Policy, Faculty Affairs, Finance and Planning, and Research Committees; elected representative from the Duluth faculty eligible to vote in Senate elections; Faculty Legislative Liaison(s)

P&A Senate Bylaws, Article VIII., Section 5

A. P&A CONSULTATIVE COMMITTEE

The P&A Consultative Committee shall represent the P&A at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The P&A Consultative Committee shall serve as the consulting body to the president and as executive committee of the P&A Senate.

Membership

The P&A Consultative Committee shall consist of at least six voting members as follows and ex officio representation as specified by vote of the P&A Senate:

- (1) A Chair;
- (2) A Chair-elect;
- (3) the Chair(s) of the Benefits and Compensation Subcommittee;
- (4) the Chair(s) of the Communications Subcommittee;
- (5) the Chair(s) of the Outreach Subcommittee;
- (6) the Chair(s) of the Professional Development and Recognition Subcommittee.

These members shall be members of the P&A Senate at the time of election and elected by the P&A Senate. Members shall be nominated and elected subject to the following provisions:

- A call for nominations for the chair-elect and subcommittee chairs shall be made via email to the P&A Senate and at a P&A Senate meeting. The call shall include a nomination form. All current P&A Senate members and alternates are eligible to run for these positions.
- Nominations shall remain open for at least one month.
- The chair-elect and subcommittee chairs shall be elected at a P&A Senate meeting from nominations received in advance of the meeting or those from the floor of the P&A Senate.
- If there is a contested election for any office, subsequent runoff ballots shall be held among the candidates receiving at least 25% of the votes cast, until one candidate receives a majority of votes cast. In the case of a tie, another ballot shall be taken.
- If any member is not re-elected by his or her unit constituency, or if that unit's representation on the P&A Senate is changed, the member may continue to serve as on the P&A Consultative Committee if elected as a member and if their chair term limit has not expired.

Once elected, the P&A Consultative Committee chair and chair-elect will relinquish their unit-elected seats in the P&A Senate.

In case of a vacancy, the P&A Senate shall hold a special election until the next general election.

In the event that no candidate for the chair-elect is identified, the incoming chair will continue to fill the duties of the chair-elect until a special election is held to fill the chair-elect position.

Articles VIII, Section 2(d) of the Rules governing absences from committee meetings and Article I, Section 5 and Article VII, Section 4 of Bylaws governing absences from Senate meetings shall apply to the P&A Consultative Committee.

Duties and Responsibilities

Consultative

- a. To discuss with the president and other University officers issues or policies of the University of concern to P&A and, as appropriate, to make recommendations concerning such matters to the P&A Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the P&A Senate.
- c. To consult with the president or senior academic officers on planning and on the annual budget and the biennial request.
- d. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- e. To receive from any P&A notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees and subcommittees of the P&A Senate, which includes the authority to require that any committee or subcommittee of the P&A Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any P&A who wishes to present a proposal to the P&A Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the P&A Senate.
- d. To serve as a coordinating body between the president and the P&A Senate or a committee of the P&A Senate.
- e. To be responsible for the preparation and distribution of the agenda for each meeting of the P&A Senate in accordance with the Constitution, Bylaws, and Rules of the P&A Senate.
- f. To recommend, with the approval of the P&A Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- g. To keep the published Constitution, Bylaws, and Rules of the P&A Senate up to date.
- h. To ensure a smooth leadership succession by conferring with the Outreach Subcommittee no later than December 31, to ensure that the Outreach Subcommittee enacts a plan to solicit nominees for the chair-elect and subcommittee chair positions.

Executive

- a. To serve as a deliberative body of the P&A Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the P&A Senate when a decision is required prior to the next scheduled meeting of the P&A Senate and when a decision is required when it would not be possible to convene a special meeting of the P&A Senate in a timely fashion; such

actions will be reported to the P&A Senate at its next meeting and the P&A Senate may then overrule the P&A Consultative Committee.

- c. To examine any action relevant to P&A taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, P&A members of Senate and non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the P&A Senate.
- g. To dispose of business which appears to be not germane to the purposes of the P&A Senate.
- h. To make editorial changes in P&A Senate policies and documents (including the constitution, bylaws, and rules) to reflect changes in titles of administrative offices or officers; the changes will be reported to the P&A Senate for information.

Advocacy

- a. To assess and monitor University policy and the administration thereof with the goal of achieving equity across employee groups and among individual employees.
- b. To actively and regularly raise issues significant to P&A employees with University administration and governance.
- c. To educate and engage P&A employees in issues and policy affecting the employee group.

(Updated 2/7/14)

1. Ex Officio Members of P&A Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation including voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed by the committee chair as specified in the following provision. Committee chairs who serve ex officio on other committees may designate a representative from their committees to attend in their place.

- P&A Consultative--past chair of the P&A Consultative Committee

Student Senate Bylaws, Article VI., Section 5

D. STUDENT CONSULTATIVE COMMITTEE

The Student Consultative Committee shall represent the students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Student Consultative Committee shall serve as the consulting body to the president and as the executive committee of the Student Senate.

Membership

The Student Consultative Committee shall be composed of:

- one student from the Crookston campus
- one student from the Duluth campus
- one student from the Morris campus
- one student from the Rochester campus
- four students from the Twin Cities campus, as follows:
 - two graduate/professional students
 - two undergraduate students
- the chair and vice chair of the Student Senate

With the exception of graduate/professional student representatives, student members shall be elected and/or appointed in accordance with procedures determined by the respective campuses' student constituencies, subject to the following provision: at the time of their election, Twin Cities undergraduate students shall be members of the University Senate. A student member will relinquish their seat in the University Senate upon election to the Student Senate Consultative Committee.

Graduate and professional student representatives shall be elected by the graduate and professional student senators at a special spring semester session of the Student Senate attended only by student senators elected for the following year.

Student vacancies shall be filled in accordance with procedures determined by the respective campuses for the balance of any unexpired term until the next regular election.

The chair of the Student Senate shall also serve as the chair of the Student Consultative Committee. The vice chair of the Student Senate shall also serve as the vice chair of the Student Consultative Committee. Chair and vice chair elections should be subject to the following provisions:

- If either the chair or vice chair has already been elected to the Student Consultative Committee as a regular member, he or she must concede his or her prior position to another student, to be chosen as soon as possible by the appropriate student constituency.
- The chair and vice chair shall not be from the same campus. In the event that no one is nominated for the vice chair position from a separate campus, the position will be open to all qualified members of the Student Senate.
- The chair of the Student Senate shall be elected by the Student Senate in accordance with the Senate Constitution, Article 5, Section 3 (a).
- The vice chair of the Student Senate shall be elected by the Student Consultative Committee in accordance with the Senate Constitution, Article 5, Section 3 (a).
- The chair and vice chair are eligible for re-election to these positions.

The seven members who serve on the Senate Consultative Committee shall be composed of:

- one student from the Crookston campus
- one student from the Duluth campus

- one student from the Morris campus
- one student from the Rochester campus
- two students from the Twin Cities campus, as follows:
 - one graduate/professional student
 - one undergraduate student
- the chair of the Student Senate

The Student Consultative Committee will vote to determine which Twin Cities campus students will serve on the Senate Consultative Committee.

Duties and Responsibilities

Consultative

- a. To meet separately from the Senate Consultative Committee as a consultative body, when necessary, to discuss with the president, or others, matters of concern to the student body.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the Senate.
- c. To advise the president on procedures for making major administrative appointments and to participate in the selection process.
- d. To receive from any student notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees reporting to the Student Senate, which includes the authority to require that any committee reporting to the Student Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any student who wishes to present a proposal to the Student Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To serve as a coordinating body between the president and the Student Senate or a committee reporting to the Senate.
- d. To prepare and approve the agenda for each meeting of the Student Senate in accordance with the Constitution, Bylaws, and Rules of the University Senate.

Executive

- a. To serve as a deliberative body of the Student Senate on all major items the Student Senate deems necessary and appropriate.
- b. To act on behalf of the Student Senate when a decision is required prior to the next scheduled meeting of the Student Senate and when a decision is required when it would not be possible to convene a special meeting of the Student Senate in a timely fashion; such actions will be reported to the Student Senate at its next meeting and the Student Senate may then overrule the Student Senate Consultative Committee.

- c. To examine any action taken affecting students by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the Student Senate.
- e. To appoint or assist in appointing, when requested, members of non-Senate committees.
- f. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- g. To dispose of business which appears to be not germane to the purposes of the Student Senate.

(Updated 4/21/14)

1. Ex Officio Members of Student Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation except voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed from each of the offices as specified in the following provisions and shall have the authority to designate someone to attend meetings in their place. Committee chairs or members who serve ex officio on other committees may designate another representative from their committees to attend in their place.

- **Student Consultative**--Student Member of the Educational Policy Committee, Student Member of the Finance and Planning Committee, and Student Member of the Student Affairs Committee. (All are chosen at the discretion of the Student Senate Consultative Committee.)

University Senate Bylaws, Article II., Section 5

I. SENATE CONSULTATIVE COMMITTEE

The Senate Consultative Committee shall represent the faculty, academic professionals, civil service staff, and students at large and not the individual campuses, institutes, colleges, schools, or departments of the University.

The Senate Consultative Committee shall serve as the consulting body to the president and as the executive committee University Senate.

Membership

The Senate Consultative Committee shall be composed of the 10 elected members of the Faculty Consultative Committee, the immediate past chair of the Faculty Consultative Committee, 7 elected students, 2 academic professionals, 2 civil service members, and the vice chair of the University Senate

The chair of the Faculty Consultative Committee shall serve as chair of the Senate Consultative Committee.

Articles II, Section 2(f), Article IV, Section 2(f) and Article VI, Section 2(e) of the Rules governing absences from committee meetings and Article I, Section 4, Article III, Section 4, and Article V, Section 4 of Bylaws governing absences from Senate meetings shall apply to the Senate Consultative Committee.

Duties and Responsibilities

Consultative

- a. To meet with the president or other University officers to discuss issues or policies of the University of concern and, as appropriate, to make recommendations concerning such matters to the University Senate.
- b. To initiate whatever studies it deems necessary and appropriate or to request such studies from the president or senior academic officers or from committees of the University Senate.
- c. To consult with the president or senior academic officers, in cooperation with the Finance and Planning Committee, on planning and on the annual budget and the biennial request.
- d. To receive from any faculty member, academic professional, civil service staff member, or student notification of concerns which may require consultation with the president or senior academic officers.

Steering

- a. To superintend and direct all committees of the University Senate, which includes the authority to require that any committee of the University Senate report on any matter within its jurisdiction within 30 days.
- b. To receive recommendations of any faculty member, academic professional, civil service staff member, or student who wishes to present a proposal to the Senate and to refer or act upon such recommendations as it deems appropriate.
- c. To route to the appropriate body all documents, proposals, or papers on any matter pertaining to the affairs of the University Senate.
- d. To convene on a regular basis the chairs of the major University Senate committees as a coordinating committee to discuss and track agenda items.
- e. To serve as a coordinating body between the president and the Senate or a committee of the University Senate.
- f. To prepare and distribute the agenda for each meeting of the University Senate in accordance with the Constitution, Bylaws, and Rules of the University Senate. Notwithstanding any other provisions in these Bylaws or the Senate Rules, the Senate Consultative Committee shall have final authority over the docket of the University Senate meetings.
- g. To recommend, with the approval of the University Senate, such rules of procedure as are not provided in the Constitution or Bylaws.
- h. To keep the published Constitution, Bylaws, and Rules of the University Senate up to date.

- i. To convene as needed joint meetings (1) of the Civil Service Consultative Committee, the Faculty Consultative Committee, and the Professional and Administrative Consultative Committee, or (2) the Faculty Consultative Committee and the Professional and Administrative Consultative Committee, to discuss new administrative or regental policies, or changes to existing policies, that apply (1) to all individuals in their capacity as employees of the University or (2) to faculty members and professional and administrative staff. Such meetings will not consider policies that have a direct effect on students.

Executive

- a. To serve as a deliberative body of the University Senate on all major items it deems necessary and appropriate.
- b. To act on behalf of the University Senate when a decision is required prior to the next scheduled meeting of the University Senate and when a decision is required when it would not be possible to convene a special meeting of the University Senate in a timely fashion; such actions will be reported to the University Senate at its next meeting and the University Senate may then overrule the Senate Consultative Committee.
- c. To examine any action taken respecting the University by the Board of Regents, the central administration, or by another individual or body having any relationship with the University.
- d. To appoint or assist in appointing, when requested, members of non-Senate committees.
- e. To appoint special committees or subcommittees or to employ other devices which it deems necessary and appropriate.
- f. To report regularly on any matters which, in its judgment, should be brought to the attention of the University at large or specifically to the attention and consideration of the University Senate.
- g. To provide for a budget subcommittee of the University Senate composed of the vice chair of the University Senate as chair, and the chairs and vice chairs of the Civil Service, Faculty, P&A, and Student Consultative Committees. The Clerk of the Senate shall be an ex officio member of the subcommittee.
- h. To provide for a Business and Rules Committee composed of the Chair and Vice Chair of the Faculty Consultative Committee, the Chair and one additional member of the Student Senate Consultative Committee, one academic professional member of the Senate Consultative Committee, one civil service member of the Senate Consultative Committee, the Clerk of the Senate, and the Vice Chair of the Senate. The Chair of the Senate Consultative Committee shall serve as chair of the Business and Rules Committee. The Business and Rules Committee shall be responsible for drafting the docket of the University Senate but final authority for approving the docket shall rest with the Senate Consultative Committee.
- i. To dispose of business which appears to be not germane to the purposes of the University Senate.

- j. To make editorial changes in University Senate policies and documents (including the constitution, bylaws, and rules) to reflect changes in titles of administrative offices or officers; the changes will be reported to the University Senate for information.
- k. To correct grammatical and punctuation errors and to approve other non-substantive technical amendments in existing administrative policies previously approved by the University Senate and in University Senate documents (including the constitution, bylaws, and rules); such actions will be reported to the University Senate at its next meeting and the University Senate may then overrule the Senate Consultative Committee.

(Updated 10/9/2012)

1. Ex Officio Members of University Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation except voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed from each of the offices as specified in the following provisions and shall have the authority to designate someone to attend meetings in their place. Committee chairs who serve ex officio on other committees may designate a representative from their committees to attend in their place. The University Senate vice chair may not designate an alternative representative to the Senate Consultative Committee.

- Senate Consultative--Vice chair of the University Senate (voting); past chair of the Faculty Consultative Committee (voting if not otherwise a voting member); Chair of the Finance and Planning Committee; Chair of the Educational Policy Committee; elected representative from the Duluth faculty eligible to vote in Senate elections