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Memorandum

Faculty Senate

To: Louise Pagotto, Interim Chancellor
 From: Susan Inouye, Chair, Faculty Senate
 Lynn Hamada, Vice Chair, Faculty Senate

July 1, 2016

Thank you for your prompt response to our memorandum requesting approval with errors corrected of the ratified Constitution and Bylaws. We have corrected the voting percentage errors in the attached document.

We have separated the Memorandum of Understanding concerning Teaching Equivalency support for the leadership of the Faculty Senate, as you requested, and have attached the MOU as a separate PDF document.

With respect to your request that we justify the level of support that is laid out in the MOU, we want to acknowledge that the level of support is higher than what is listed in the MOU that was incorporated into the 2003 Constitution. However, in the last five years or more (to the best of our knowledge), the Vice Chair was receiving three credits per semester even though this level was not officially stipulated in the 2003 Constitution's attached MOU. The same is true for the Curriculum Committee Chair/ Co-Chairs. For the past several years, there have been two co-chairs who each receive three credits per semester. Because this year's officers were nominated and elected with the expectation that they would receive the same level of support as had been granted several previous slates of officers, we ask that you provide this level this year.

In the last two years, the Secretary duties have changed as the Faculty Senate has moved toward a more transparent model, by creating and maintaining a public website, which includes the Action Request log which is continuously updated by the Secretary and the Chair. Also, one of the major revisions in the 2016 Constitution/Bylaws is that the Executive Committee works in consultation with the Chair on decision-making. This was intended to allow for a more transparent process, but it increases the workload of all members of the Executive Committee. The Executive Committee meets a minimum of two meetings per month, and the Secretary prepares and distributes minutes of these meetings, as well as the General Meeting minutes. While Executive Committee minutes were listed as Secretary duties in the 2003 Constitution, we are unable to find any record of such minutes in the Faculty Senate archives. For the past year, the Secretary has prepared and distributed these minutes, and will continue to do so, according to the 2016 Bylaws. The following is a table that estimates time spent on various Secretarial duties:

Activity	Time Spent
Record and prepare minutes of General Faculty Meeting	8 hours/month
Record and prepare minutes of Executive Committee Meetings	8-12 hours/month
Organize and distribute Action Request correspondence	20-30 minutes per AR (avg. 2/month)
Compile year-end report to include all votes cast during AY	Estimate 1-2 hours/month

Maintain and preserve copies of all official documents	Estimate 1-3 hours/month
Collaborate with facilitators of any Senate sponsored event (e.g. Forums) to record and distribute minutes	8 hours/ month
Miscellaneous executive committee responsibilities	Estimate 1-2 hours/month

While clerical support has been a part of the past MOU, it has not actually been provided, and much of the clerical work has been performed by the Secretary and Chair. In the revised Bylaws, preservation and archival duties that might normally fall to clerical support were incorporated into the Secretary position out of concern over recent gaps in Faculty Senate records that will likely impact future governance and accreditation activities. In view of these facts, we feel that the compensatory time requested for the Secretary is a reasonable request.

During this academic year we will be monitoring the amount of work that is done by the vice chair, the secretary, and the Curriculum Committee co-chairs to determine how much TE compensation is required and will submit a report, and a revised MOU, if necessary, at the end of the year.

Thank you.

Sincerely,

Susan Inouye
Chair, Faculty Senate
Lynn Hamada
Vice Chair, Faculty Senate