

Redbook Committee

Meeting date and time: Monday September 25, 2023 at 2:30pm EST

Attendees: Andrew Winters, Patrick Harris, Michael Cunningham, Scott Silva, Christopher Tillquist, Eugene Mueller, Cherie Dawson-Edwards

Topic	Discussion	Outcome/Follow up
Committee charge	FS Chair E. Mueller charged the committee	The committee can now move forward with regular business
Elect a chair	Committee members discussed options for chair. A. Winters agreed to be chair	Unanimous agreement for A. Winters to act as chair of the RBC.
Elect representative to the XC committee	Committee members discussed options for serving on the XC committee. A. Winters agreed to be representative.	Unanimous agreement for A. Winters to serve as RBC representative on the XC committee.
Elect representative to the FS DEIAB committee	Committee members discussed options for serving on the FS DEIAB committee. C. Tillquist agreed to be representative.	Unanimous agreement for C. Tillquist to serve as RBC representative on the FS DEIAB committee.
Communication preferences	Committee members discussed options for communication. The preference is to conduct business in the monthly meetings as much as possible. Also agreed to use Card Box for committee documents.	Use monthly meetings to conduct business with judicious use of email communication in between meetings. When emailing, state the committee's name and purpose of email in subject line. Use Card Box for committee documents.
Scheduling monthly meetings	Committee discussed and agreed on the 4 th Monday of each month at 2:30pm EST. S. Silva has clinic on the 4 th Monday and may need to step away from the meeting at times.	October 23, 2023, at 2:30pm EST November 27, 2023, at 2:30pm EST December meeting will be scheduled if needed. January 22, 2024, at 2:30pm EST February 26, 2024, at 2:30pm EST March 25, 2024, at 2:30pm EST April 22, 2024, at 2:30pm EST May 27, 2024, at 2:30pm EST June 24, 2024, at 2:30pm EST
Current list of priorities	Documents for RBC to review: School of Nursing Personnel document	RBC to review School of Nursing personnel documents.

	Documents sent from RBC to units: Kent School Personnel document Documents sent to full FS for first reading: School of Law Bylaws Redbook Chapter 4	In October 2023 FS meeting, second reading and a vote for School of Law Bylaws and revisions to the Redbook Chapter 4