

REDBOOK and Bylaws Committee of the Faculty Senate (RBC)

Meeting date and time: Monday September 16, 2024, 9amEST

Attendees: Christopher Tillquist, Michael Cunningham, Scott Silva, Hugh Shoff, Cherie Dawson-Edwards

Minutes prepared by Andrew Winters

Topic	Discussion	Outcome/Follow up
Welcome new member	Welcome to new member Hugh Shoff	N/A
Meeting cadence	Discussed monthly meeting date and time for the 24/25 academic year	Committee members agreed to the 3 rd Monday of each month at 9am EST for a virtual meeting
New business	Arts and Sciences Bylaws	RBC committee members to review document
	Library Personnel Document	RBC committee members to review document
	<p>Charge by Provost office: Examine unit personnel documents to gather sections pertaining to the annual merit review process and the assignment of salary increases based on them. This includes the “personnel document” itself, bylaws and any dean’s guidelines.</p> <p>If no policy/procedure is found regarding either annual merit review or the criteria for salary increases based on them, please consult senators and then older faculty members in those units to ascertain where they think such policy/procedure is written.</p> <p>Discussion of some units having divisions by department.</p>	RBC committee members to divide units among committee members and review documents.

Old business	College of Business Bylaws-approved by RBC	Presented to Faculty Senate for a first reading in September 2024 meeting.
	Faculty Senate Bylaws-electronic voting on non-election related matters- Approved by RBC	Presented to Faculty Senate for a first reading in September 2024 meeting.
System for transferring documents	During Summer 2024, RBC Chair AMW and VP for Faculty Affairs CD-E worked with IT to develop a system (via Onbase) for transferring documents between the unit, Provost office, RBC, and Faculty Senate.	System in pilot phase. Documents approved by RBC and Faculty Senate currently with Provost office are: Kent School Personnel document Nursing Personnel document Library Bylaws School of Music Policy document
REDBOOK presentation	Provost office requested the RBC and University Counsel provide a presentation to units on the REDBOOK.	Will continue the discussion in October meeting.
Next meeting		Monday October 21, 2024, at 9am via Zoom