

REDBOOK and Bylaws Committee of the Faculty Senate (RBC)

Meeting date and time: No formal meeting in January. Communication via email.

Members: Michael Cunningham, Christopher Tillquist, Hugh Shoff, ex-officio member Cherie Dawson-Edwards

Minutes prepared by Andrew Winters

Topic	Discussion	Outcome/Follow up
Unit document review	Currently no unit documents with RBC for review.	
Proposed amendment to the REDBOOK	Faculty Senators Michael Cunningham, Natalie Polzer, Bonnie Fonseca-Greber and Allison Ogden proposed an amendment to the REDBOOK Section 3.2.5 Acting and Interim Dean.	Will provide document to the RBC for comment. Further discussion to take place in February 2025 meeting.
Proposed amendment to the FS Bylaws	At the recommendation of General Counsel, #9 of the FS Bylaws can be removed: #9 states: EFFECTIVE DATE These Bylaws and any amendment hereto shall be effective upon approval by the Board of Trustees.	Will provide document to the RBC for comment. Further discussion to take place in February 2025 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.	There are unit legacy documents which are following the former review process of: REDBOOK And Bylaws Committee to Faculty Senate to General Counsel to Vice Provost for Faculty Affairs to Board of Trustees. There are also unit documents following the new process of: REDBOOK And Bylaws Committee to General Counsel to REDBOOK And	Legacy documents approved by RBC and FS: <ol style="list-style-type: none"> 1. School of Nursing Personnel document (reviewed by GC-back with unit for edits) 2. University Libraries Bylaws document (reviewed by General Counsel-back Vice Provost for Faculty Affairs) 3. School of Music Personnel document (reviewed by General Counsel-back Vice Provost for Faculty Affairs) 4. College of Business Bylaws (under review by General Counsel)

	Bylaws Committee to Faculty Senate to Vice Provost for Faculty Affairs to Board of Trustees.	<p>5. Kent School of Social Work Personnel document (under review by General Counsel)</p> <p>New process documents:</p> <ol style="list-style-type: none"> 1. University Libraries Personnel document (approved by REDBOOK And Bylaws Committee with Vice Provost for Faculty Affairs) 2. Arts and Sciences Bylaws document (approved by RBC with Vice Provost for Faculty Affairs)
REDBOOK presentation	Provost office requested the RBC and University Counsel provide a presentation to units on the REDBOOK.	Will continue the discussion in January meeting.
Next meeting		February 2025