

REDBOOK and Bylaws Committee of the Faculty Senate (RBC)

Meeting date and time: No formal meeting in February. 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 March 2025 meeting.
Outdated wording in the FS Bylaws	Senator Rachel Howard from ULF brought to the attention of the RBC chair the naming of the University Libraries system is outdated	RBC chair discussed with the chair/vice-chair of the FS, and the RBC will conduct a review of the FS Bylaws for outdated names/language. These changes will be made and reported to the FS as an informational item in Spring 2025.
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 be presented to the FS in the March 2025 for a discussion and subsequent vote
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	There are unit legacy documents which are following the former review process of: REDBOOK And Bylaws Committee to Faculty Senate to General Counsel to	Legacy documents approved by RBC and FS: 1. School of Nursing Personnel document (reviewed by GC-back with unit for edits)

Onbase) for transferring documents between the unit, Provost office, RBC, and Faculty Senate.	<p>Vice Provost for Faculty Affairs to Board of Trustees.</p> <p>There are also unit documents following the new process of: REDBOOK And Bylaws Committee to General Counsel to REDBOOK And Bylaws Committee to Faculty Senate to Vice Provost for Faculty Affairs to Board of Trustees.</p>	<ol style="list-style-type: none"> 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) 5. Kent School of Social Work Personnel document (under review by General Counsel) <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		March 2025