

REDBOOK and Bylaws Committee of the Faculty Senate (RBC)

Meeting date and time: April 7, 2025

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	SPHIS submitted unit Bylaws documents for review.	RBC approved the change and will forward to General Counsel 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.	Discussion on the proposed amendment. Further information needed before the RBC makes a recommendation on next steps.
Outdated wording in the FS Bylaws	Senator Rachel Howard from ULF brought to the attention of the RBC chair the naming of the University Libraries system is outdated	RBC chair discussed with the chair/vice-chair of the FS, and the RBC will conduct a review of the FS Bylaws for outdated names/language.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. Changes to be presented to FS in May 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.	This agenda item was presented to FS in April 2025 meeting. Modification was approved.
System for transferring documents: During Summer 2024,	There are unit legacy documents which are following the former review process	Legacy documents approved by RBC and FS:

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.	<p>of: REDBOOK And Bylaws Committee to Faculty Senate to General Counsel to 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"> 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) 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 May meeting.
Next meeting		May 12, 2025