

BFCC  
March 6, 2023  
Minutes

**Members present:** Mary Radeke, Nathan White, Andrea Eklund and Melissa Scheil.

**Guests:** None.

Meeting called to order at 4:06pm

Motion to approve minutes from 2/6/23: Andrea, 2<sup>nd</sup>: Nathan, all approved.

### Chair Report

- Mary reported communication from Janet Shields about potential charge coming from EC: Diversity, Equity, and Inclusion (DEI) committee will become a Senate standing committee and will require a description in Faculty Code and Bylaws.
- Mary reviewed the motions presented at Senate on 3/1/23 as well as remaining charges that will go before Senate on April Senate meeting.
- Annual BFCC report has been started, Mary will send out draft when it is finalized.

### EC Report

- Andrea recapped the discussion of the DEI committee and potential charge. EC not yet ready to send the charge to us. EC is still deciding on committee membership, etc. EC hopes to get the charge to us because we will need this committee for next year. Andrea will check in with Mark and Janet. *We discussed the possibility of getting this into Bylaws this year (only requires 2 readings), and then possibly waiting until next year (due to the required 3 readings) to get this into Code. The issue is that BFCC would need to have this charge (for Code) by March 13<sup>th</sup> in time to put something together for Senate by April 1<sup>st</sup>.*
- Bylaws: Section II EC, C. Officers, 3. Chair-Elect, clarify duties. Section currently describes duties as, "The chair-elect shall serve as the liaison between the Council of Faculty Representatives and the EC." This is likely an error; the Chair-Elect serves as the BFCC liaison to the EC. Andrea will clarify this with the EC. No report on this from EC yet.

### Review of Charges

- Bylaws: Section II EC, C. Officers – Committee discussed the language in C. Officers, 3. Chari-Elect – Council of Faculty Representatives is at the State level (all of FLR for the WA state). Immediate Past-Chair is the liaison between EC and CFR. Additionally, there is no Past-Chair section.
  - Andrea also pointed out that Chair-elect is also the liaison between all other committees.

- Mary proposed to fix the section and send to Mark (jumping chair of command by not waiting for the official charge from EC). Andrea recommended waiting for clarification from EC and clarification on adding Past-Chair section.
  - Mary also pointed out that many of the changes may be clerical (his/her replaced with their). Andrea will check with EC to see if they are actually clerical. Melissa pointed out that seems like this would require a vote.
  - Section VII – Nathan pointed out that this is correct on his version. Mary will double check.
- BFCC Procedures Manual – changes made: 1) Section 4.5.1 Ensure that minutes are taken either by the secretary or administrative assistant; or, if neither of these is present, **take the minutes themselves** or assign a committee member to take minutes. 2) Section 5.4 Arrange location **and equipment needed for in-person meetings, and for telephone connections or presentations.** 3) new Section **6.4 Serve in place of the chair to present the committee’s motions to the Senate in the event the chair is unable to attend.**

Adjourned at 5:07pm.

Next meeting scheduled for March 13<sup>th</sup>, 2023.

#### **Status Report**

**BFCC22–23.01** Continue working and moving forward language for the **CWUP** policy language that strengthens the code and shared governance and that would protect the Senate. **Timeline:** Fall Quarter.

**Complete. Sent to EC on 1/30/23. No word as to when this will be added to CWUP.**

**BFCC22–23.02** Consider changes to Bylaws, Section I.C.1 regarding senate representation for departments. **Timeline:** Fall Quarter.

**Pending, waiting on communications from Mark Samples and Provost’s Office.**

**BFCC22–23.03** Review the Code and Bylaws for “gendered” language (his/her, etc.) and make recommendations for revisions as appropriate. **Timeline:** By the end of Winter Quarter.

**Review of Code complete, submitted to EC, waiting for response. Bylaws complete, waiting for response from EC regarding Chair Elect duties (Section II, C. 3.) and potential new section for Immediate Past-Chair duties.**

**BFCC22–23.04** Compare CBA and Code language regarding department chair elections and make recommendations for bringing them into alignment. **Timeline:** By the end of Winter Quarter.

**Received communication from EC regarding by proxy and online vote. Mary talked to Kara Gabriel and discussed simply referencing CBA in code rather than restating CBA.**

**Complete. Sent to EC on 1/30/23 – first reading of three on 3/1/23.**

**BFCC22–23.05** Review the process for departments to conduct elections for senators and make recommendations for updates as appropriate. **Timeline:** By the end of Winter Quarter.

- *For example, Senior Lecturers can currently vote for department chairs, but not department senators. Explore why this is currently the rule, and if Senior Lecturers should be added to senator elections.*
- *Departments are using several different methods, and votes may not be anonymous.*

**Complete. Sent to EC on 1/30/23 – first reading of thee on 3/1/23.**

**BFCC22–23.06** Review feedback and recommendations from the Distinguished Faculty Selection Committee, and consider changes to Code as appropriate. **Timeline:** Winter Quarter.

**Charge cancelled.**

**BFCC22–23.07** Consider revising the Budget and Planning Committee description in **Code** to improve clarity. **Timeline:** Winter quarter.

Mary sent email to Mark Samples requesting advisement on how to address lack of BPC representation on PBAC and if this changes the overall description of the committee. Mary also sent email to Jim Johnson to ask how BPC is communicating with PBAC (through Senate Chair and Past-Chair?).

**Third reading of three at Senate meeting on 3/1/23. Passed**

**BFCC22–23.08** Recommend revisions to Code and Bylaws to improve clarity and fix typos and errors. **Timeline:** Ongoing.

**Code complete. Bylaws complete, waiting for response from EC regarding Chair Elect duties (Section II, C. 3.) and new section for Past-Chair.**

**BFCC22–23.09** Review committee procedures manual and update as required. **Timeline:**

Approve updated procedures manual by last committee meeting of year.

Review completed on 3/6/23, changes voted and approved by BFCC. Will wait to send to Janet until the end of the quarter.