

**FACULTY SENATE  
ANNUAL  
STANDING COMMITTEE REPORT**

*2020-2021 ACADEMIC YEAR*

*Prepared for the Central Washington University Faculty Senate*

**Faculty Senate Committee: Bylaws and Faculty Code Committee**

**Committee Chair:** *Laura Portolese*, **Co-Chair:** *Mary Radeke* (report author)

**Committee Representation:**

- Members: Jason Dormady, Laura Portolese, Mary Radeke, Nathan White
- Ex Officio Members: Greg Lyman, EC Representative
- Student Representatives: None
- Guests: None

**Committee Charges:**

The BFCC received the following charges from the Faculty Senate Executive Committee on September 8<sup>th</sup>, 2020.

- **BFCC20-21.01** Consider revising the language regarding benefits and privileges for Emeritus Faculty as outlined in Faculty Code, Section I.B.2 Timeline: Fall Quarter – High Priority.

Section I.B.2,c of the Faculty Code states that: “Emeritus status is a privilege and is subject to state ethics laws and the Washington State Constitution.” As part of your evaluation, please consider the specific scenarios under which a retired emeritus faculty can use state resources provided by the appointing department. In doing so, please consult the Revised Code of Washington (RCW) – RCW 42.52 Ethics in Public Service, to make sure that the language for Emeritus Faculty in Faculty Code is consistent with state ethics laws and Washington State Constitution. RCW 42.52 provides a broad citation over the use of state facilities and resources for state employees. In particular, please consult the following RCW 42.52.070 - Special Privileges; RCW 42.52.080 – Employment After Public Service; and WAC 292-110-010 – Use of State Resources.

- **BFCC20-21.02** Consider whether there are any changes to the Faculty Senate Bylaws or the Faculty Senate Faculty Code needed to deal with issues that have been exposed by the university response to the COVID-19 pandemic. Timeline: Fall Quarter.

- **BFCC20-21.03** (See Recommendations in this report) Continue working and moving forward the approved language for the CWUP and correlated language in Faculty Code that strengthen the code and shared governance and that would protect the Senate. Consider CWUP 2-10-220 as outlined in the year-end report. Timeline: Winter Quarter

Last year (2019-20) the BFCC unanimously approved language for the CWUP and correlating language to the Faculty Code that would strengthen the code and shared governance and that would protect the integrity of the Senate. Please move the language forward this academic year.

- **BFCC20-21.04** Consider creating language in the Faculty Senate Bylaws to change the membership of Faculty Senate committees to have only one member from the EC. Timeline: Spring Quarter

In the past, multiple EC members have been part of a FS committee for different reasons and specific/unique circumstances. Unfortunately, this have created multiple lines of communication with the EC, which results in confusion, delaying the movement of material from the FS committee to the EC. In addition, the independence of the FS committee is hampered with multiple members of the EC.

- **BFCC20-21.05** Review committee procedures manual and update as required. Timeline: Approve updated procedures manual by the last committee meeting of the year.

### **Report on the Activities of the Committee:**

- Virtual (Zoom) Meeting Dates and Times:
  - Fall 2020 Quarter Meetings: Time - 11:00am to 1:00pm. Dates - 9/14, 9/28, 10/12, 10/26, 11/16.
  - Winter 2021 Quarter Meetings: Time - 11:00am to 1:00pm. Dates - 1/11, 1/25, 2/8, 2/22, 3/15
  - Spring 2021 Quarter Meetings: Time - 11:00am to 1:00pm. Dates - 4/5, 4/19, 5/17, 6/7(TBA).

### **Motions (Motion No. and Current Status)**

- **Motion No. 20-20 (Passed 4/7/2021):** Recommends amending the Faculty Code to clarify language regarding emeritus professor status.

**Summary of changes:** In Fall of 2020, the BFCC committee was charged, by the EC, with the following (Charge BFCC20-21.01): Consider revising the language regarding benefits and privileges for Emeritus Faculty as outlined in Faculty Code, Section I.B.2. Timeline: Fall Quarter – High Priority.

Section I.B.2,c of the Faculty Code states that: “Emeritus status is a privilege and is subject to state ethics laws and the Washington State Constitution.” As part of your evaluation, please consider the specific scenarios under which a retired emeritus faculty can use state resources provided by the appointing department. In doing so, please consult the Revised Code of Washington (RCW) – RCW 42.52 Ethics in Public Service, to make sure that the language for Emeritus Faculty in Faculty Code is consistent with state ethics laws and Washington State Constitution. RCW 42.52 provides a broad citation over the use of state facilities and resources for state employees. In particular, please consult the following RCW 42.52.070 - Special Privileges; RCW 42.52.080 – Employment After Public Service; and WAC 292-110-010 – Use of State Resources.

Based on this request for review of the policy, the committee reordered and slightly reworded the language in d to state: “to facilitate the emeritus faculty member’s voluntary participation in and support of the university, emeritus faculty: may participate in academic, social, and other faculty and university functions; and shall be listed by name and ascribe to the faculty member’s highest rank or title in the university catalog.

- The committee added language around budget and availability, and to be reviewed yearly for staff ID cards, parking permits, office space, and clerical support, computer and department equipment.
- The committee also rewrote the section on emeritus faculty to have the same library, email, software download privileges, also based on budget and availability.

**Justification of changes:** The EC request review of this language in order to make the privileges and rights of emeritus faculty clearer. This change delineates the privileges granted based on budget and availability and notes the privileges of emeritus faculty that should be granted in stronger terms.

**Budget implications:** The BFCC does not expect there to be budget implications with this change.

## 2. Emeritus Faculty Appointments

a. Faculty, who are retiring from the university, may be retired with the honorary title of “emeritus” status ascribed to their highest attained rank or title. The emeritus status is recommended for faculty members who have an excellent teaching, scholarly, and service record consistent with their appointments.

- i. A normal requirement for appointment to the emeritus faculty is ten (10) years of full-time service as a member of the teaching faculty.
- ii. Any eligible faculty member may be nominated, including self-nomination, for emeritus status to the department chair.

Nominations shall include a current vitae and may include letters of support.

- iii. A simple majority of the eligible faculty in a department as defined in I.B.1.a.iv must approve the recommendation of emeritus status. Departments must adhere to the simple majority vote.
- iv. The BOT may grant emeritus status to any faculty member at their discretion.

b. Process:

- i. The department chair will send the nomination to the college dean with a copy to the nominee. The dean will arrange for a department vote of all eligible faculty.
- ii. The college dean will then forward the nomination to the provost with a recommendation of action and the results of the faculty vote. The provost will then submit the nomination to the Board of Trustees with a recommendation of action and the results of the faculty vote and a copy of the recommendation by the dean.

c. Emeritus status is a privilege and is subject to state ethics laws and the Washington State Constitution. University-related activities that are not part of any part-time employment at the university as described in the CBA are considered “volunteer hours.” These volunteer hours must be reported to the university payroll office by any emeritus faculty member every quarter for insurance purposes and for Department of Labor and Industries reporting.

d. To facilitate the emeritus faculty member’s voluntary participation in and support of the University, emeritus faculty:

- i. may participate in academic, social and other faculty and university functions;
- ii. shall be listed by name and ascribed to the faculty member’s highest rank or title in the university catalog;

Based on budget and availability and to be reviewed yearly, emeritus faculty:

- iii. shall be issued staff ID cards and parking permits each year without charge;

- iv. may be assigned an office;
- v. may have clerical support;
- vi. shall have access to computer or department equipment with technical support and maintenance as outlined by [WAC 292-110-010](#), and by permission of program, department, and dean;
- vii. shall have the same library privileges, email account, email support service, software downloads, and technical support, as regular faculty per Information Services (IS) policy;
- viii. shall receive university publications without charge;
- ix. shall qualify for faculty rates at university events, if available;
- x. may serve on any committee in ex officio, advisory, or consulting capacity according to expertise and experience.

- **Motion No. 20-21 (Passed 4/7/2021):** Recommends amending the Faculty Code to add language regarding emergency situations.

**Summary of changes:** In Fall of 2020, the BFCC committee was charged, by the EC, with the following:

BFCC charge 20-21.02: Consider whether there are any changes to the Faculty Senate Bylaws or the Faculty Senate Faculty Code needed to deal with issues that have been exposed by the university response to the COVID-19 pandemic. Timeline: Fall Quarter

Based on this request of this language, here is a summary of the changes:

- Define “adequate consultation” with faculty in emergency situations.
- Provide clearer language for expectations for communication in emergency situations.
- Address summer consultation, timing, and expectations with faculty.

**Justification of changes:**

The EC requested review of this language in order to make the expectations for communication in emergency situations clearer. These changes address expectations, timing, and consultation of faculty in regular times, but also in emergency situations.

**Budget implications:**

The BFCC does not expect there to be budget implications with this change.

## **Preface**

### History

CWU faculty first created a “Faculty Code of Personnel and Policy” during the 1946-1947 academic year, which was subsequently approved by the faculty, president and BOT. This Code approved an 11-member Faculty Council that in 1962 became the Faculty Senate. With the approval of a CBA in 2006, the BOT approved an Interim Faculty Code and charged a group with equal representation from the Senate and the administration to create a new Faculty Code reflecting the conditions of the post-CBA environment. What follows is the result of that collaboration.

### Shared Governance

Constituents: President, Board of Trustees, students, faculty, staff, alumni, and community members.

Shared governance is both an iterative planning process and a collaborative culture in which relevant constituents of Central Washington University commit themselves to being partners in aligning their priorities to accomplish the mission of the University. Shared governance functions through an organizational structure that fosters active collaboration, transparency, accountability, understanding, and acceptance of compromise, mutual respect, and trust.

For effective shared governance, we, as a university, must strive to improve our commitment, culture, collaboration, accountability, and transparency.

Commitment in shared governance consists, not only of written statements of support for shared governance, but also the creation and maintenance of mechanisms to allow for the allocation of time and resources to effectively carry out shared governance.

Our informal, collective network of attitudes, behaviors, and assumptions comprise our culture. Improvements in culture come from a commitment from university constituents to jointly consider difficult issues and to jointly develop strategic directions. Faculty should be a critical part in discussions surrounding themes central to the university mission. These themes include student outcomes, university revenue models, and campus capacity.

Meaningful participation by all relevant constituents during the formative stages of planning encompasses the ideal of collaboration in shared governance.

Shared governance is bolstered by consensus and clarity about who makes each type of decision on campus, as well as what role they have in the decision-making process. This clarity results in greater accountability.

Clear and honest communication by decision-makers to relevant constituents regarding the rationale for proposals and decisions aids transparency in shared governance. Shared governance calls for a commitment on the part of faculty, the BOT and the administration to work together to strengthen and enhance the university. Shared governance is based on the principle that the division of authority and decision-making responsibility between faculty and administration should be based primarily on distinctive expertise and competence, and the legal responsibilities of each group as

articulated in Washington State Law, the CBA and the Faculty Code. While the CBA strengthens that mission through evaluations of faculty, the Faculty Code and Senate helps guarantee administrative quality through meaningful evaluations of the university administration. Such evaluations include regular evaluation periods, publication of results (in the form of data) to pertinent stakeholders and clear statements on the use of evaluations of administrators by the BOT and its administrative agents.

University and College committees – be they ad hoc or standing and regardless of their originating body – serves as the most vital centers of such collective decision-making and consultation. As such, the BOT, its administrative agents, faculty, staff, and students must all be allowed the opportunity to choose their own representatives for committees.

Additionally, the administration and faculty must mutually commit to the time and supportive resources necessary for shared governance.

The Senate serves as the broadest representation of faculty at which the administration is present, and consultation with a quorum of the Senate functions as the most basic level of meaningful consultation between the Faculty and the Administration. **Consultation with the Executive Committee Chair and/or the Executive Committee (EC) alone does not constitute adequate consultation with the faculty. Even in emergency situations (including official declarations of exigency), the Administration and EC should adhere to broad consultation on issues of governance shared with or delegated to the faculty. Faculty, in turn, should be attentive and responsive to communication from the Administration and efforts of the EC and Senators to elicit feedback in a timely manner.**

Shared governance acknowledges the interdependence among the BOT, its administrative agenda, faculty, staff, and students as well as the diverse expertise, talents, and wisdom that resides in each party. As such, shared governance requires that meaningful consultation rely on broad distribution of information to all stakeholders prior to making decisions. It also recognizes that unilateral actions as well as attempts to circumvent consultation damages the letter and spirit of shared governance. Commitment to this system will create a culture of mutual trust and respect, transparency, collaboration, and accountability.

#### Authority

Legal authority is lodged in the BOT and delegated, through the president, to the administration and the faculty. The university present discharges this responsibility through a system of academic colleges, departments and programs, non-academic divisions, and other units. The faculty discharges its responsibility through (a) a system of programs, departments and colleges designed to plan, develop, and implement programs and policies inherent to the unit; (b) the Senate; and (c) university, college, and department committees.

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#### A. Faculty Rights

All faculty members have the right to:

1. participate in faculty and university shared governance by means of a system of elected faculty representatives on committees and councils at the departmental, college, university and Senate levels;
  - a. Among the rights valued by the Senate is the right of any faculty member to speak on issues pertaining to their responsibilities. The Faculty Senate provides a protected environment in which faculty may engage in speech and actions (including voting) without fear of reprisal or admonition by their supervisors or administration. Faculty members who feel their rights under this Code have been violated may file a complaint as outlined in Faculty Code Section III.G.d.
  - b. Be treated fairly and equitably and have protection against illegal and unconstitutional discrimination by the institution.
  - c. Academic freedom as set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, American Association of University Professors (AAUP) and Association of American Colleges, now the Association of American Colleges and Universities (AAC&U), with 1970 Interpretive Comments (AAUP), and the CBA.
  - d. Access to their official files, in accordance with the CBA.
  - e. Access (according to appropriate work assignment) to accurate **and timely** budgetary, enrollment, retention, and alumni data for reasons of recruitment, retention, fundraising, budgeting and unit governance.
  - f. **Clear and direct (when possible) communication from the Administration.**
  - g. **In emergency circumstances these rights serve as guiding principles, though their application requires flexibility on the part of both the Faculty and Administration.**

## B. Faculty Responsibilities

### 1. Principal Areas of Collective Faculty Responsibility

Collectively, the faculty has principal responsibility for academic policies and academic standards for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status (as defined in the CBA), and those aspects of student life which relate to the educational process. Principal responsibility means that faculty, through the Senate and its committees, make decisions in consultation with the provost, deans, and other administrators, subject to the approval of the president and the BOT **and in a reasonable and timely manner.**

These areas include

- a. curriculum, including program revision, criteria for addition and deletion of courses, and standards for granting degrees;
- b. subject matter and methods of instruction, including education policies, assessment of student learning, and grading standards;
- c. governance of the General Education Program at the university;
- d. scholarship, including research and creative activity, freedom of scholarly inquiry and standards for evaluation of faculty scholarship;
- e. implementation of CBA processes, including development of substantive content regarding faculty status, including faculty ethics, peer review in hiring, tenure, promotion, post-tenure review, and merit;
- f. those aspects of student life that relate to the academic experience, including student academic ethics and academic co-curricular policies;
- g. criteria for admissions to undergraduate matters;



- h. criteria for admissions to graduate programs and selection of graduate students;
- i. participation in accreditation and assessment.
- j. consultation and recommendations to administration during emergency situations where academic policies and standards may change due to student and university needs.

- **Motion No. 20-39 (Passed 5/5/21):** Recommends amending the Faculty Senate Bylaws to amend Section III. C. Membership.

BFCC charge 20-21.04: Consider creating language in the Faculty Senate Bylaws to change the membership of Faculty Senate committees to have only one member from the EC. Timeline: Spring Quarter

**Summary of changes:** Adding language to Faculty Senate committees (Bylaws) to clarify when a Faculty Senate Executive Committee member can serve on a Faculty Senate committee.

**Justification of changes:** The language applies to all standing committees, and placement in the bylaws makes it more visible. The proposed language protects the Executive Committee and Faculty Senate in the long term, by making standing committee membership specific and straightforward. Language such as this can assist in clarity of policy in instances of turnover

### III. Senate Standing Committees

#### C. Membership

1. Executive Committee Membership on Faculty Senate committees shall be as follows:
  - a. An Executive Committee member may not be a member of any other standing committee aside from the one with which they liaise.
  - b. Standing committees may not have more than one Executive Committee member at any given time unless specified in the Faculty Senate Bylaws.
  - c. Once a senator is elected to the EC, that senator shall step-down from any Faculty Senate standing committees on which they serve.
    - i. If the loss of a member negatively impacts the standing committee, the Executive Committee Chair will work with the standing committee chair to mitigate the impact.
2. The membership of the General Education Committee shall consist of:
  - a. GE Curriculum and Assessment Subcommittee:

- i. one (1) faculty member from each academic college and one(1) faculty member from the library;
  - ii. General Education Chair;
  - iii. one (1) student selected by ASCWU, non-voting; and
  - iv. the Associate Provost designee, ex officio, non-voting.
  - v. Registrar designee, ex officio, non-voting
- b. GE Coordination and Management Subcommittee:
- i. seven (7) faculty members elected as general education pathway coordinators;
  - ii. General Education Chair; and
  - iii. one (1) student selected by ASCWU, ex officio, non-voting.

3.. The membership of the Academic Affairs Committee shall consist of:

- a. two (2) faculty from each college with the exception of the Library,
- b. one (1) student selected by ASCWU,
- c. one (1) ex officio non-voting representative of the provost, and
- d. one (1) ex officio non-voting representative of the registrar, and
- e. the chair of the Academic Department Chairs Organization (ADCO) as an ex officio non-voting member.

4. The membership of the Curriculum Committee shall consist of:

- a. two (2) faculty from each college,
- b. one (1) faculty from the Library,
- c. one (1) student selected by ASCWU,
- d. the Director of Academic Planning, ex officio, non-voting,
- e. the Registrar (or a designee), ex officio, non-voting, and
- f. the Dean or Associate Dean from CAH, COB, CEPS, COTS and the Library, ex officio, non-voting.

5. The membership of the Bylaws and Faculty Code Committee shall consist of five (5) current or recent past senators, as follows:

- a. the chair of the committee shall be a current senator;
- b. one member (but not the chair) shall be the Senate chair-elect; and
- c. each of the other three (3) members shall be either a current senator, or a faculty member who has been a senator (not just an alternate) within the previous ten years.

6. The membership of the Evaluation and Assessment Committee shall consist of five (5) faculty members (one from each college plus one from the library), nominated and ratified to staggered terms. One (1) student selected by ASCWU, non-voting.

7. The membership of the Budget and Planning Committee shall consist of:

- a. two (2) faculty each from CAH, COTS, CEPS, CB,
- b. one (1) faculty from the Library,
- c. one (1) senior lecturer faculty member,
- d, two (2) Academic Department Chairs Organization (ADCO) representatives as ex officio voting members, and

e. two (2) Faculty Senate Executive Committee representatives as ex officio voting members.

- **Motion No. 20-51(Second reading of two on June 2, 2021):** Recommends amending the Faculty Senate Bylaws to amend Section as outlined in Exhibit B.

BFCC charge 20-21.05: Review committee procedures manual and update as required. Timeline: Approve updated procedures manual by the last committee meeting of the year.

**Summary of changes:** The new proposed language changes the make-up of the BFCC committee to allow for greater participation by all. The wording changes does the following:

- Three members of the committee can be a senator OR alternate who have served within the last ten years (as opposed to language that states members must be a current senator not an alternate, within the past ten years)
- If alternates apply to be on committee, they should comment on their Faculty Senate experience.

**Justification of changes:** This change allows for greater participation by present OR past senators and alternates. This opens up more opportunity for faculty to engage in service and involvement in Faculty Senate.

### III. Senate Standing Committees

#### C. Membership

4. **The membership of the Bylaws and Faculty Code Committee shall consist of five (5) senators or alternates, as follows:**

- a. the chair of the committee shall be a current senator;
- b. one member (but not the chair) shall be the Senate chair-elect; and
- c. **each of the other three (3) members shall be either a current senator, a current alternate, or a faculty member who has been a senator or alternate within the previous ten years. Alternates should comment on their level of involvement in Faculty Senate when they apply.**

#### **Recommendations:**

Regarding BFCC charge 20-21.03, in which the Executive Committee encouraged the BFCC to “continue working and moving forward the approved language for the CWUP and correlated language in Faculty Code that strengthen the code and shared governance and that would protect the Senate. Consider CWUP 2-10-220 as outlined in the year-end report. Timeline: Winter Quarter.”

Language for the CWUP and correlating language for the Faculty Code was approved by the BFCC during the 2019-20 academic year. As noted in Jason Dormady's BFCC year end 2019-2020 report, this language was approved by President Gaudino, however, the Chair of the Executive committee advised that the BFCC not move forward with the motion at that time so that a more thorough review may be done by the EC and President Gaudino. As noted, Jason Dormady's report strongly recommended that the EC include the charge for the 2020-2021 year. The 2020-2021 BFCC reviewed and reapproved the language, resubmitted it for approval. EC reapproved the language and submitted it for reapproval to President Gaudino. As of this writing, President Gaudino has not yet approved the language. It is the hope of the BFCC that this language is approved Fall Quarter, 2021 by incoming president, James Wohlpart.

### **Items of Interest:**

2020 BFCC Chair Report Summary:

- FS meeting 9/16/2020

Verbal report: New BFCC Chair and Co-chair: Laura Portolese and Mary Radeke, respectively. The committee will be working on Emeritus language, looking at the Faculty Code to see if there needs to be any additions or changes around COVID-19. The committee will also look at CWUP language around shared governance and to put in language limiting membership on Senate committees to one member of the Executive Committee.

- FS meeting 10/7/2020

Written report: Bylaws and Faculty Code Committee Report The BFCC met on September 28, 2020 at 11 a.m. The committee reviewed charge BFCC20-21.01 which is: Consider revising the language regarding benefits and privileges for Emeritus Faculty as outlined in Faculty Code, Section I.B.2. The committee is in the process of reviewing and revising the language based on RCW42.52.070, RCW 42.52.080 and WAC 292.110.010. The committee needs additional information, and at the next meeting on October 12, will refine potential language. The committee, at the next meeting, will also review charge BFCC20-21.02 which is: Consider whether there are any changes to the Faculty Senate Bylaws or the Faculty Senate Faculty Code needed to deal with issues that have been exposed by the university response to the COVID-19 pandemic.

- FS meeting 11/4/2020

Written report: The BFCC met on October 12, 2020 at 11 a.m. The committee reviewed charge BFCC20-21.01 which is: Consider revising the language regarding benefits and privileges for Emeritus Faculty as outlined in Faculty Code, Section I.B.2. The committee is in the process of reviewing and revising the language based on RCW42.52.070, RCW 42.52.080 and WAC 292.110.010, and awaiting feedback from the EC. The committee met again on October 26. We reviewed charge BFCC20-21.02 which is: Consider whether there are any changes to the Faculty Senate Bylaws or the Faculty Senate Faculty Code needed to deal with issues that have been exposed by the university response to the COVID-19 pandemic. We are drafting potential language to address this issue.

- FS meeting 1/13/21

Written report: The BFCC met on November 16. The committee reviewed feedback from the EC on charge number one, which revolves around language for emeritus faculty. The committee reviewed the suggestions and made wording changes. It was sent back to the EC on November 16 for additional feedback. The committee also worked on charge number two, which revolves around faculty code and emergency situations. The committee revised draft language and sent to the EC on November 16. The committee will meet on an as-needed basis during the winter break to firm up any additional changes on those two charges from the EC, so the proposed changes can be reviewed by faculty senate in January 2021.

- FS meeting 2/3/21, no report.

- FS meeting 3/3/21

Written report: BFCC met on February 8. The committee discussed revising language to charge one based on emailed feedback from a senator. The next senate meeting will be the second reading of charges one and two. The committee discussed charge three and will be speaking with EC to get clarity around how they'd like to move forward with this charge. The committee also worked on charge four, which is focused on membership of EC members on FS committees. The committee will put forward language for charge four to EC to obtain initial feedback.

- FS meeting 4/7/21

The BFCC met on 3/15/2021. The committee discussed feedback received by the EC on charge 3 and 4 and revised. The committee will be sending draft charge 3 and 4 to the EC, and are hopeful both charges can be on the April FS meeting agenda. The committee agreed to review BFCC procedures and manual (charge five), and discuss at our first meeting of spring quarter. BFCC20-21.03 Continue working and moving forward the approved language for the CWUP and correlated language in Faculty Code that strengthen the code and shared governance and that would protect the Senate. Consider CWUP 2-10-220 as outlined in the year-end report. Timeline: Winter Quarter BFCC20-21.04 Consider creating language in the Faculty Senate Bylaws to change the membership of Faculty Senate committees to have only one member from the EC. Timeline: Spring Quarter

- FS meeting 5/5, no report.