



EMORY
UNIVERSITY

University Senate

Emory University Senate
November 29, 2022
3:00 – 5:00 pm EDT
Jones Room, Woodruff Library, 3rd Floor

Meeting Agenda

- | | |
|-----------|--|
| 3:00-3:10 | Welcome , Approval of Consent Agenda (October minutes) (Alicia DeNicola, University Senate President) |
| 3:10-3:40 | Title IX update (Nicole Babcock and Maurice Middleton) |
| 3:40-4:10 | Office of Provost, Awards and Development (Joel Baumgart) |
| 4:10-4:45 | Student Recruitment Panel (Kelley Lips, Oxford; John Latting, ECAS; Lisa Muirhead, Nursing; Libby Egnor, Goizueta) |
| 4:45-5:00 | Fringe Benefits Committee Report (Amy Chen) |
| 5:00-5:30 | Executive Session |
| 5:30 | Adjournment |

Executive Session addendum for November 29, 2022 University Senate Meeting

Senate Secretary Position Proposal

The Senate Secretary is a voting, ex-officio Officer of the University Senate who serves on the Senate Executive Committee alongside: President, Past President, President-Elect of the Senate; the President of the Graduate Student Government Association; the President of the Student Government Association; the President of the Student Government Association of Oxford College; the Chair of the Emory University Postdoctoral Association; the President, Past-President, and President-Elect of the Employee Council; and non-voting administrative support for the University Senate (Senate by-laws: Article IV: Section 2(a))

The Secretary of the Senate shall be elected annually from the voting membership of the Senate at the same meeting at which the President of the Senate is elected (Article IV: Section 1: (e))¹

The University Senate By-Laws are relatively silent on the duties of the Senate Secretary.

Proposal for the University Senate: To ratify an “in-house” (i.e. no permanent change in the by-laws) understanding of these duties as follows for the purpose of recruiting a Senate Secretary and providing guidance for the executive committee and the person elected into that position. As listed here the secretary would be responsible for overseeing University Senate Committees and being a working and voting member of the Senate Executive Committee**². These duties would include:

- I. All communications with Senate Committee Chairs, including reminders about member selection and roster updates, as well as committee meeting minutes and general familiarity with what the committees are doing³
- II. Work with Senate President to prepare Senate Executive Committee agendas and Full Body Meeting agendas
- III. Develop orientation/transition protocols and documents for officer positions as well as new Senate members: Some ideas previously mentioned were recording welcome videos with the Senate President that we could send to new members to help them get acquainted with the Senate (especially if they miss the first meeting with the intro slides), professional development and networking programming for Senate members.
- IV. The ability & willingness to interact and meet with committee chairs, etc., learn about committees and their work, structures, etc. The Senate Secretary would be the point person providing oversight and advice on Senate Committees to the Executive Committee

¹ A Secretary of the Senate was elected at the end of the 2021-22 academic year, but left Emory University over the summer after their election. Because there is less than a year left in this term, the Executive Committee has the option of appointing a secretary until we can hold an election at the end of the academic year.

² Thank you to Administrative Assistant Grace Goh for providing the original framework and the University Senate Executive Committee for their editing and additional suggestions

³ While the responsibilities of the Senate Secretary are not clearly stated (and are in fact almost completely silent), the administrative duties of the Senate Administrative Assistant are relatively clear. This understanding of Senate Secretary duties overlaps with the administrative responsibility of “maintaining rosters” and adds it to the responsibilities of the US Secretary, it may also displace some of the stated duties of the administrative assistant in terms of “coordinating speakers” since a high percentage of our speakers consist of committee chairs reporting on their committees.