

**Faculty Assembly Meeting
Minutes for February 26, 2019
3:30-5:00 pm
Blow Hall Board Room**

Officers Present: Jack Martin (President), Tom Ward (Vice President), Chris Abelt (Secretary) and Cathy Forestell (Faculty Representative to the Board of Visitors)

Other Members Present: David Armstrong, Mark Brush, Lynda Butler, Carl Friedrichs, Jennifer Kahn, Rowan Lockwood, Michael Luchs, Alan Meese, Jennifer Mellor, Pieter Peers, Christy Porter, John Riofrio, Scott Swan and Megan Tschannen-Moran

Members Absent: Sophia Serghi, Molly Swetnam-Burland

Others in Attendance: Michael Halleran (Provost), Terry Meyers (Parliamentarian), Bill Horacio III (Director, Parking & Transportation), Bonnie Mahar (Parking & Transportation) and Mark Patterson (Ombudsperson)

1. Call to order

Mr. Martin called the meeting to order at 3:32 pm.

2. Approval of the Minutes for January 29, 2019

The minutes were approved unanimously.

3. Provost's Report

Rowan Lockwood and Jeffrey Bellin will receive Virginia Outstanding Faculty Awards. The state budget has moved past the conference stage. Pending approval by the governor in April there will be a 3% across the board raise for faculty. The BOV may reduce the proposed tuition increase in exchange for additional state funding. The budget adds three positions for Data Science. The budget allows for creating a memorandum of understanding with the state for additional degree recipients in computer science. The budget also allows for the establishment of institutional participation and performance agreements, and they may offer some flexibility in enrollment management.

4. Innovation Institute

Mr. Luchs presented a proposal for an Innovation Institute. The goal is to innovate and to help people to be more innovative. Other institutions have such institutes, and some even have a chief innovation officer. The College has several innovative units (makerspace, entrepreneurship center), but not a central location. The proposal calls for a 80,000 sq ft building with 3-4 centers and supporting offices, an integrated makerspace for production, an auditorium and 2 studio classrooms in addition to office space and a café. The members of the Assembly are asked to provide feedback and to suggest how to move forward.

5. Plans for the Faculty Survey

Mr. Swan reported for the faculty affairs committee. The committee will look at the results of the HR survey and the fitness and wellness survey from last fall that are relevant to faculty. These

results will be incorporated into the faculty survey. At this point the survey will be delayed to next fall. The committee will also examine the possibility of using a third party survey ([HERI](#)) while maintaining longitudinal data.

6. Proposed changes to the Faculty Assembly By-laws

Article 1 changes were approved unanimously. The proposed changes to Article II were amended to split Section 8 to an additional Section 9 as follows:

Section 8. The faculty representative to the Board of Visitors shall not serve as an officer of the Assembly or as a member on the Committee on Academic Affairs, the Committee on Faculty Affairs, or the Committee on Planning and Resources.

Section 9. The appointed NTE representative (when one is serving on the Assembly) shall not serve as an officer of the Assembly.

The original proposed changes to Article II were approved with the above amendment. The track changes to Articles I and II are appended to these minutes.

7. Parking (Bill Horacio)

Bill Horacio (Director, Parking & Transportation) gave a presentation on the current state of parking and transportation. Parking is part of Auxiliary Enterprises, and as such must be self-supporting. Because of limited parking William and Mary operates under a destination parking model. Users should know where they can park and limit point-to-point parking. In the triad of convenient, inexpensive and abundant, only two of the three can be satisfied under a demand-driven model. One big issue is that special groups coming to campus can disrupt availability on a particular day. Faculty decal purchases are down by nearly 500 this year. Several ideas for expanding parking are being explored. An external consultant (Walker) will assess parking on March 11. A link to the complete presentation is [here](#).

8. Adjourn

The remaining agenda items were tabled and the meeting was adjourned at 5:07 pm.

Prepared by Chris Abelt

Bylaws

ARTICLE III

Meetings

Section 1. Regular Meetings. The regular meetings of the Assembly shall be held at least once per semester, and not more often than once per month. Regular meeting dates shall be announced at least ten days in advance. ~~published in advance in an appropriate university publication.~~

Section 2. Agenda. Items may be placed on agendas for regular meetings by the President of the Assembly, by the Executive Committee, by any committee of the Assembly, or by any two members of the Assembly. Items to be placed on the agenda shall be submitted to the Secretary at least ten days prior to the next regular meeting.

Section 3. Special Meetings. Special meetings of the Assembly may be called by the President of the Assembly or by the Executive Committee and may be called upon the written request of ten members of the Assembly. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least ten days' notice shall be given.

Section 4. Quorum. A majority of all voting members of the Assembly shall constitute a quorum. A majority of all voting members of a committee shall constitute a quorum on that committee.

Section 5. Meetings of the Assembly are open to attendance by all members of the university community. However, the Assembly may move into executive session by a majority vote of the Assembly members present.

Section 6. The Assembly may invite persons who are not members of the Assembly to speak. Non-members may also be granted the privilege of the floor by the presiding officer.

Section 7. Voting on motions shall normally be viva voce or by show of hands, but five members may require a roll call vote upon any motion. There shall be no proxy votes. A faculty member who will be absent from a meeting may appoint as an alternate member for that meeting any person from his or her constituency who recently has served on the Assembly. Such alternate members shall have the same debating and voting privileges as the regular members they replace.

ARTICLE II

~~Election of Officers and Committees, and Duties of Officers~~Officers

Section 1. The Officers of the Assembly shall be the President of the Assembly (hereinafter, “the President”); the Vice-President and President-Elect (hereinafter, “the Vice-President”), who shall succeed to the Office of President ~~the on~~ July 1 following his or her ~~assumption of the Vice-Presidential duties~~term as Vice President; and the Secretary. Each of the officers shall represent a different constituency.

Section 42. Officers shall serve one-year terms and shall assume their duties on July 1.

Section 53. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Assembly (see VIII).

Section 46. President. The President shall preside over meetings of the Assembly and of the Executive Committee~~and shall appoint a Parliamentarian. The Parliamentarian shall attend all Assembly meetings and advise the Chair on parliamentary procedure. The President~~He or she shall serve on all long-range planning or long-range advisory committees of the university.

The President shall appoint a Parliamentarian, who shall attend all Assembly meetings and advise the President on parliamentary procedure.

Section 75. Vice President. The Vice-President shall perform the duties of the President during his or her absence and shall serve on all long-range planning or long-range advisory committees of the university. The Vice President shall coordinate faculty presentations to the Board of Visitors. The Vice President shall recommend a slate of candidates at the Annual Meeting (IV.2).

Section 86. Secretary. The Secretary shall: maintain the membership roster; prepare and distribute to each member of the faculty the agenda for regular meetings at least ~~ten~~seven calendar days prior to the meetings; prepare and ~~distribute~~publish the minutes of meetings of the Assembly, as well as the Assembly’s reports and resolutions,~~except for those of executive sessions, to members of the Assembly, to the President of the university, to the Provost and other concerned parties, and to the university Archivist; and shall have published in an appropriate publication a report to the faculty of the business conducted in each meeting.~~

Section ~~97~~. When ~~either~~ the elected President, Vice ~~-~~President, or ~~the~~ Secretary is unable to take office, or is unable to complete a term of office, a replacement shall be elected to complete the term, by the means described in IV.1-2 Article II, Section 3, to complete the term.

Section ~~108~~. ~~Neither t~~The faculty representative to the Board of Visitors ~~nor the appointed NTE representative (when one is serving on the Assembly)~~ shall not serve as an officer of the Assembly or as a member on the Committee on Academic Affairs, the Committee on Faculty Affairs, or the Committee on Planning and Resources.

Section 9. The appointed NTE representative (when one is serving on the Assembly) shall not serve as an officer of the Assembly.