

**College Faculty Senate Meeting – March 20, 2007**  
**College of Journalism and Communications**  
(approved March 27, 2007)

Senate members in attendance: Dave Carlson, Johanna Cleary, Julie Dodd, Mary Ann Ferguson, Bridget Grogan, Juan-Carlos Molleda, Cynthia Morton, Henri Pensis and Marilyn Roberts

Also attending: John Wright and Linda Hon

Dodd called the meeting to order at 9:35 a.m.

**Minutes**

**Motion:** Ferguson moved and Pensis seconded that the minutes from the Senate's second meeting on March 6 be approved. The motion passed unanimously.

Dodd shared that following formal approval of meeting minutes, they will be placed on Senate's space on the College's website. There also was a discussion as to the level of detail that the Senate minutes should contain. The initial meeting primarily had focused on budgetary issues, which contained very specific details. Roberts stated that according to the official Roberts rules of order minutes should reflect the broad topical areas of discussion. She felt that the Senate's minutes were in keeping with the recommended guidelines. Carlson will be responsible for seeing that each meeting's approved minutes are posted on the College's website.

**Major Discussion Items**

Dodd stated that the main topic was the continuation of the discussion of the Shared Governance Committee's recommendation for the establishment of an Ad Hoc Planning and Budget Committee. Dodd turned the meeting over to Ferguson for explanation of specific changes to the document since the last meeting and specific Sunshine law implications for selecting representatives to serve on the committee. She shared that after checking with the Attorney General's website regarding the Sunshine Law if departmental chairs were given the right to vote on the committee, it would prohibit without notice their discussion with the dean or among themselves of any matters that may be coming before the committee. Therefore, the wording on the revised document from the Shared Governance Committee states that, "The Department Chairs, in their capacity as staff of the College administration, shall be invited to all meetings of the Committee," which encourages their presence at the meetings without restricting their ability to communicate individually with the dean regarding planning and budgetary matters. Further discussion continued about the benefits and concerns of departmental chairs regarding the proposed ad hoc committee.

**Motion:** Carlson moved the acceptance of the proposal to establish an Ad Hoc Planning and Budget Committee. Pensis seconded the motion. Further discussion continued that refined the wording through friendly amendment. Motion passed as amended unanimously.

Dodd discussed the information and procedures that needed to be shared in departmental faculty meetings to elect representatives to the approved Ad Hoc committee. The following should be nomination considerations: 1) there will be a standing meeting time; 2) meetings may be called on short notice twelve months a year; 3) preparation for meetings is required; 4) term of service will be at least one year with possibility of two year term; 5) ability to read or willingness to learn budgetary spreadsheets; and 6) ability to work as an effective team member on College-level issues.

Dodd instructed senators to meet with their departmental chairs to discuss the criteria and voting procedures. Chairs are encouraged to have this as the first or an early item on the meeting agenda. Ferguson will send the newly approved version of the Ad Hoc Planning and Budgeting Committee document for distribution to all faculty members. She also stated that the Attorney General's webpage specifically says that the name of the person who voted has to be written on the ballot:

<http://myfloridalegal.com/sun.nsf/manual/A47B8F3E8F3CCCDF852566F300582C91>.

She referred the senators to a quote from the manual that states:

6. May members of a public board vote by written or secret ballot?

Board members are not prohibited from using written ballots to cast a vote as long as the votes are made openly at a public meeting, the name of the person who voted and his or her selection are written on the ballot, and the ballots are maintained and made available for public inspection in accordance with the Public Records Act. See, AGO 73-344. Cf., AGO 78-117 (in the absence of statutory authority, proxy voting by board members is not allowed).

By contrast, a secret ballot violates the Sunshine Law. See, AGO 73-264 (members of a personnel board may not vote by secret ballot during a hearing concerning a public employee). Accord, AGOs 72-326 and 71-32 (board may not use secret ballots to elect the chairman and other officers of the board).

### **Other Items**

Ferguson also announced that two vacancies remained on the University of Florida Faculty Senate from the College of Journalism and Communications. She particularly encouraged the Advertising and Telecommunications departments to nominate persons for these openings due to there being no representative currently from these departments. These nominees will be voted on by the College faculty.

Dodd also asked senators to share with departmental faculty the discussion regarding the College budget at the initial Senate meeting, as well as the reason that the Shared Governance Committee was still functioning and their remaining work with the College's Constitution.

Carlson asked Wright if the deadline of the annual self-report could be moved later to not conflict with the end of semester grades deadline. Wright said that he would look at the university timeframe to see if adjustments could be made.

Hon shared the progress that the status of the examination of classroom furniture and technology needs.

Dodd stated that discussion items at the next meeting, scheduled for March 27, would include reports of the departmental meetings on the selection of representatives to the new Ad Hoc Planning and Budget Committee, the Shared Governance Committee's progress, and the classroom assessment. Additionally Dodd suggested that at future meetings there may be discussions of the College's cycles and explanations of the Foundation by Wright and Hon. Roberts was asked to consider sharing in the future an overview of the Pappas Report to the Board of Regents regarding higher education in Florida.

A motion was moved and passed to adjourn the meeting at 10:32.

Respectfully submitted,  
Marilyn Roberts

Attachment: Ad Hoc Planning and Budgeting Committee document approved 3-20-07

**Ad Hoc  
Joint Senate/Dean Planning and Budget Committee  
(Approved 3/20/07 by CJ&C Faculty Senate)**

It is the responsibility of the Planning and Budget Committee to consult with and make recommendations to the Dean to help ensure efficient and effective execution of the budget to help achieve optimal performance levels across all segments of the College community. The Committee also will help facilitate easier understanding of the budget process for members of the larger College community.

The Planning and Budget Committee shall be composed of six members of the faculty, including one from each department, one representing the non-department affiliated faculty, a senator appointed by the Senate, and the Dean (or designate).

Except in cases of replacement upon resignation or leave, each faculty member of the Committee shall be elected by the faculty of the units for a period of two years. The terms of office are staggered, so that the faculty elects half the members of the Committee each year. Each year the Committee elects its own Chair who regularly reports to the faculty and to the College Faculty Senate.

The Committee shall review the operating budget and budgetary needs of the College and shall advise the Dean and report to the Senate on such issues as: the allocation of resources; strategic planning; revenue enhancement; the budgetary implications of various decisions, staffing levels, and allocations of non-faculty personnel.

The Dean will convene the Committee when important budget decisions are pending. Other matters may be brought before the Committee at the discretion of the faculty, the College Faculty Senate, or the Dean. The Department Chairs, in their capacity as staff of the College administration, shall be invited to all meetings of the Committee.

The Planning and Budget Committee is responsible for reporting to the Senate and is an advisory body to the Dean, who has ultimate responsibility for the College budget. The goal is to strive to optimize the financial resources available to meet the goals of the College.