**Subject:** Agenda for Penn State York Campus Senate Meeting

**Date and Time:**  August 19, 1:00-2:30 p.m.

**Location:** Online Zoom meeting

**Attendees:** T. Allison, R. Bartell, Y. Botanov, J. Burkholder, W. Cantor, M. Casteel, M. Coyle, J. Crivaro, J. Downing, B. Eshbach, A. Fetterman, D. Folkers, R. Foschia, S. Foster, G. Gawo, J. Giguere, S. Gill, A. Giorgioni, F. Haag, A. Harmon-Krtanjek,H. Hartman, C. Heydl-Cortinez,A. Kara, J. Kasten, A. Landis, D. Latzko,M. Lorenz, F. Lugemwa,A. Mahmood,M. Marcus, S. Molly May, S. Molloy, M. Muller,J. Nesbitt, M. Nicholas, J. Owen,J. Petko, M. Ritchey, H. Sarafian, A. Seidel, J. Siddique, A. Siddiqui,N. Sloboda, J. Smeltzer,A. Vardo-Zalik, E. Wenk, S. Lentz, J. Royer,S. Ruch, R. Service, A. Caldwell, D. Christiansen, R. Farrell, H. Gumke, T.McKenzie, J. Unangst, S. Shaffer, and C. Wood.

**This meeting was recorded via zoom.**

**I. Approval of minutes from the April 23, 2020, Senate Meeting**

**Minutes are approved**

**II. Communications from administration, faculty, and committees**

A. Announcements from the Chancellor, Dr. Dave Christiansen

There is a lot of uncertainty going into the semester. Lots of possible scenarios of how it will play out, but we may need to make a quick pivot (all remote, pause in classes). Be aware that there are a lot of conversations going on about this for backup plans. There is a possibility that some campuses may remain while others close. Shut down may be campus by campus but this will be informed by the state. There will be difficulties. We need to be patient. If you are having difficulties reach out to Bob and support services. THEY ARE HERE FOR YOU!

B. Announcements from the Director of Academic Affairs (DAA), Dr. Bob Farrell

Echoes chancellor’s sentiments. We have all been working really hard. Again, be understanding. Nobody is in this alone. Administration, instructional designer, and colleagues are all here for support. We are getting 6-foot-poles for classrooms to rearrange furniture if needed. Return to work requests were placed for thirty-nine faculty members, eleven were not approved for unknown reason. Standby for those emails. If you are not cleared by Friday, do the email thing (email Bob Farrell and Bob Lehman prior to travel to campus) to follow protocol. If you received the email that you are approved, you do not need to call ahead or send an email ahead of time. Just minimize your time on campus. Also, keep weekend visits to a minimum and limit visits to offices so we know what needs cleaned. No police service is active on the weekend.

C. Announcements from University Senators, Deirdre Folkers and Dr. Jennifer Nesbitt

Deirdre Folkers: No meeting yet. There was an informal meeting for COVID that was University Park (UP) specific. One thing that came out of it was a video that was mentioned at town hall. It gives examples of best practices on interactions on campus.

D. Announcements from Senate Committee Chairs

Nope.

E. Announcements from Faculty Council Representatives, Drs. Joe Downing and Joy Giguere

Nothing to report. The group has not met yet.

F. Announcements from Faculty
Barb Eshbach: Resources from Hathi Trust- there are only so many copies we own. Students can check out for one hour and then its automatically renewed until someone else needs. Make sure to tell students to return the book as soon as they are done using it, so others have access.

Joy Giguere: Holding faculty learning community on anti-racism. Reminder: Suzanne Shaffer and Joy would like to finalize their list of participants. Suzanne will put out a google form.

G. Announcement from Staff Advisory Council Chair, Jane Pflaum

Jane is not with us, but Joe Royer provided a report.

Joe Royer: The bylaws were amended to have voting rights for council chair. Works in progress: onboarding and orientation for new employees. Hiring managers checklist on the website more documentation coming soon. The 25Live Committee (room reservation and campus calendar system) made recommendation to the chancellor to change the procedure for using that system. Should be implemented in the spring and they will provide guidelines. Coordinating United Way campaign. Next Tuesday there is a meeting to determine the details. Campaign will be completely virtual this year (probably October to mid-November). There is an interactive workshop for working out of the workplace set for September 24, 11:30 a.m.-12:30 p.m. A workshop on the power of positive thinking is set for October 13 (time is TBD).

H. Announcements from Staff

Andrew Caldwell: The link to the advisers meeting this afternoon is available in chat and email. We will discuss the grade forgiveness policy and questions from advisers. Traffic in the office has been high. Expecting busy add/drop period. Space is not ready, so will be completely virtual until that time. All appointments through the fall will be virtual. Refer students to call through the regular number or email through group email address so they can get help.

Ryan Service: Admission events will be virtual. The Virtual Penn State Day Open House is set for Saturday, October 10. More to come.

H. Announcements from Student Governance, Khara James

Not present.

I. Announcements from Senate Chair, Joan Smeltzer

List of senate meetings September 17, October 15, November 12, and December 10, all at 12:15-1:30 p.m. All will be held via Zoom. Recordings and chat log will be provided on the Canvas page. Charge meeting is coming, keep an eye out for the doodle poll if you are a committee chair. Check out the Canvas space for senate business. Feedback welcome! Make sure to share the unit election results with Dr. Farrell and Joan. Wrapping up the committee lists which will be sent out today. Let Joan know if any changes are needed.

J. Announcements from Senate Chair-Elect, Dr. Anne Vardo-Zalik

No announcements.

**III. Unfinished Business**

**IV. New Business**

Mark Casteel: Possible revision to voting section of Campus Senate constitution. Most constitutions have voting in the bylaws section. Since ours is already approved by the University Senate, better off making a simple amendment.

Joan Smeltzer: This motion will legitimize electronic voting permanently. Will not be voting on this motion today. Being brought forward to consideration and discussion. May also be able to bring in more voters because attendance is not required. Will be brought forward for a vote at our next meeting.

* **Presentation of motion to revise Article V, section 4 of the Campus Senate Constitution**

**(*add actual motion here)***

Proposed revisions to Constitution to allow for electronic voting

**Proposed changes are italicized in red. Deleted wording is indicated by strikethrough**.

**Section 4: Voting**

Eligibility to vote: All members as defined in Article III, Sections 1, 2, 3, and 4.

Unless otherwise stated, motions shall be carried by a simple majority of the members present in a legally constituted quorum. Voting concerning individuals will be by secret ballot, *either paper or electronic, and returned to the Secretary. Two persons designated by the Chair may assist the Secretary in tallying the vote if requested by the Chair. The Secretary will inform the Chair of the results.* ~~Two persons designated by the Chair may assist the Secretary in tallying the vote if requested by the Chair. The Secretary will inform the Chair of the results. and tallied by two persons designated by the Chair.~~ All other voting will be by voice*, including in-person and remote electronic meetings,* or show of hands, unless a majority approves voting by ballot or by roll call.

Absentee voting on a specific motion or motions shall be permitted, but such a vote shall not be allowed as part of the quorum count. Absentee votes must be delivered to the Chair, in writing, prior to the meeting.

* Vote to suspend the voting rules of Article V, section 4 to permit electronic voting for Promotion and Tenure (P&T and Teaching Line Promotion Committee Chairs and Core Members during this meeting
* Elections for Chair of P&T, P&T Core Committee, Teaching Line Promotion Committee Chair, and Teaching Line Promotion Core Committee

**MOTION FROM Anne Vardo-Zalik to temporarily suspend voting rules so that we can appoint promotion committees. Seconded by Mark Casteel. Motion passes with 43 green check and 0 red X responses.**

Bob Farrell: Up for six-year review is Jess Petko in biology; fourth-year is Sonia Malloy in human development and family studies, second-year Bobby Foscia in corporate communication. Teaching line is Bob Bartel in information sciences and technology and JeanMarie St. Clair Christman in human development and family studies. Committees need two reviewers in the discipline. If not available on campus, will reach out to other campuses.

**Voting: P&T chair ballot was incorrect. The ballot was fixed and a revote was taken.**

**Promotion and Tenure Committee (P&T)**

Chair: Jennifer Nesbitt

Core members: Anne Vardo-Zalik and Amber Seidel

Alternate: Andy Landis

**Teaching line promotion committee elections:**

Chair:Harley Hartman

Core members: Bill Cantor and Emily Wenk

Alternate: TBD

**V. Forensic Business**

None

**VI. Adjournment**

Fred Haag motioned to end meeting with a gas mask on. Mark Casteel seconds without a gas mask on.

**VII. Next Meeting:** September 17, 12:15-1:30 p.m.

Proposals for new business by committees must be distributed to all members at least 72 hours prior to the meeting at which they are to be discussed. Except as otherwise provided, all meeting notices and agenda shall be distributed at least 48 hours in advance. Please get materials to the secretary in time for distribution.