SPECIAL EXECUTIVE COMMITTEE MINUTES – Approved 9/15/05
August 15, 2005
University Hall, Room 277

Members Present: Born, Hellenbrand, Krane, McIntyre (Chair), Stepanek, Swerkes, Zvi

Excused: Basta, Howes, Macune, Schwartz

Guests: S. Dodson, P. Jennings, M. Neubauer, J. Schmidt-Levy

President McIntyre called the meeting to order at 1:35 p.m.

1. Announcements
   a. The bylaws state that in the event that an elected member of the Executive Committee is absent during an intercession, a special session, or during the summer, the President of the Faculty shall, in consultation with the committee, appoint a substitute from the Senate. Since we were concerned that there may not be a quorum at this meeting, McIntyre invited Michael Neubauer and Judy Schmidt-Levy (both on the Senate) to attend the meeting. The Committee members consented to this decision.

   b. McIntyre reminded the Committee that President Koester’s convocation speech will take place on Thursday, August 25 at 8:30 p.m. on the Oviatt Lawn.

2. Executive Session to Consider Report from Search and Screen Committee

   Penny Jennings and Snowdy Dodson (Chair of the Library Associate Dean search committee) met with the Committee to present the final report and describe the process followed in searching for an Associate Dean of the Library.

   MSP (Krane/Zvi) to approve the selection process for Associate Dean of the Library pending approval from JoAnn Fielder (Director of Equity and Diversity). Passed unanimously.
3. **Replacement for Lynne Cook on CSU Academic Senate**

Lynne Cook will be leaving the campus in Spring 06 so we need to replace her on the CSU Academic Senate. The bylaws state that in the event of an absence, the Faculty President shall be the first alternate, but if not able to serve, the Senate shall appoint one of its members to serve until the next annual election. A decision does not have to made today but McIntyre asked the Committee to think about who would be a good person to serve.

4. **New Business**

There was no new business.

Meeting adjourned at 2:05 p.m.

Submitted by: Heidi Wolfbauer, Recording Secretary