COMMITTEE NAME EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS)
MEETING DATE & TIME 01 FEBRUARY 2019; 2:00 –3:15
MEETING LOCATION BEESON HALL, ROOM 313

ATTENDANCE

MEMBERS		"P" denotes Present, "A" denotes Absent, "R" denotes Regrets	
P	Donna Bennett (Library, ECUS Member)	R	Glynnis Haley (CoHS, ECUS Member)
P	Alex Blazer (CoAS, ECUS Chair)	P	David Johnson (CoAS, ECUS Vice-Chair)
R	Kelli Brown (Provost)	P	John Swinton (CoB, ECUS Member)
R	Nicole DeClouette (CoE, ECUS Chair Emeritus)	P	Craig Turner (CoAS, ECUS Secretary)
R	Steve Dorman (University President)		

GUESTS	
Costas Spirou *Senior Associate Provost*	

	Italicized text denotes information from a previous meeting.		
	*Plain text denotes new discussion on old business.		

AGENDA TOPIC	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP {including dates/responsible person, status (pending, ongoing, completed)}
I. Call to order	The meeting was called to order at 2:11 pm by Alex Blazer (Chair), the delay from 2:00 pm to await quorum being established.		
II. Approval of Agenda	A **MOTION** *to approve the agenda* was made and seconded.	The agenda was approved as circulated.	
III. Approval of Minutes	A **MOTION** *to approve the minutes of the 7 Dec 2018 meeting of the Executive Committee* was made and seconded. A draft of these minutes had been circulated to the meeting attendees via email with no revisions offered. Thus, the minutes had been posted as circulated.	The minutes of the 7 Dec 2018 Executive Committee meeting were approved as posted, so no additional action was required.	

IV. Reports			

Presiding Officer Report
 	
Alex Blazer
	1. **ECUS and ECUS-SCC Workgroups**
	  a. Three workgroups submitted draft documents to ECUS, which will be discussed and possibly voted on during today's ECUS meeting:
	    i. Inventory and Review of Official Documents including but not limited to the Governance History, University Senate Handbook;
	    ii. University Senate Representation on University-Wide Committees;
	    iii. 2019-2020 Governance Calendar
	  b. Two workgroups submitted draft documents to ECUS-SCC, which will be discussed and voted on during today's ECUS-SCC meeting:
	    i. Bylaws Revisions – Scheduling Organizational Committee Meetings;
	    ii. Bylaws Revisions – Revising the Committee Structure, EAPC/APC
	2. **Foundation**
	  a. Donations to Date: $1256.00
	  b. December-January Expenses: $0.00
	  c. Remaining: $1256.00
	3. **Budget** (no change from Dec 2018)
	  a. 2018-2019 Budget $5000.00
	    i. Travel (USG Faculty Council Meetings): $675.00
	    ii. Office Supplies & Expenses (Printing, Retreat, etc.): $4325.00
	  b. Total Expended $3402.84		

	i. Travel (USG Faculty Council Meetings): $433.93 ii. Office Supplies & Expenses: $2968.31 c. Remaining $1597.16 4. **Next Meeting** We will discuss Foundation and Budget expenses.		
Presiding Officer Elect Report **David Johnson**	**Slate of Nominations** As Bob Orr retired from the university, the slate of nominees requires a replacement, and specifically Cindy Bowen replaces Bob Orr as Chief Information Officer Designee to RPIPC effective 16 Jan 2019. A motion with this revision will be presented at the 15 Feb 2019 university senate meeting contingent on an endorsement for the motion by ECUS-SCC. **Election Oversight** .No elected faculty senator election results have been received from the deans of the academic units. I will send an email reminder to each of the college deans. No action from the library is required this cycle as the term of each of its elected faculty senators extends beyond April 2019.		
V. Information Items Actions/Recommendations			
University Senate Budgets **Alex Blazer**	1. **Foundation Account** is now established and has a balance of **$1256.00**. 2. **Balance** The balance of the university senate budget ($5000 allocation annually) is presently at **$1597.16** as there were no expenditures since the last ECUS meeting. Anticipated expenditures include the reimbursement of attendance expenditures for USGFC meeting attendees <David Johnson and Glynnis Haley> for the spring 2019 USGFC meeting.		

VI. Unfinished Business Review of Action & Recommendations, Provide updates (if any) to Follow-up			

Inventory and Review of Official Documents of the University Senate
 	
Nicole DeClouette
John Swinton
	7 Sep 2018
	1. *At the 2018 Governance Retreat, Nicole DeClouette and John Swinton agreed to serve as the ECUS work group on this initiative.*
	2. *Presently other obligations are taking precedence for both Nicole DeClouette and John Swinton, and they anticipate making some progress on this initiative by the 5 Oct 2018 ECUS meeting.*
	3. *A brief discussion included the following talking points.*
	   a. *There is a list of official documents in the supporting document University Senate Highlights for the 2018 governance retreat which includes university senate mission, vision, beliefs, governing concepts, meeting etiquette, governance history, and the university senator handbook.*
	   b. *A suggestion was made to fold all of these official documents into the university senator handbook (as chapters) updating as necessary the documents for accuracy, currency, as well as for compliance with university senate bylaws AND adding a revision process. In this way, there will be only one official document to maintain going forward.*
	
	5 Oct 2018		

	As both John Swinton and Nicole DeClouette had extended regrets and were unable to attend this meeting, Alex Blazer read into the record their update.		

The governance history has been reformatted (larger font) and added as a proposed new section to the university senate handbook. Our next step is to bring this history and references to university senate bylaws up to date. After that, we will draft a proposed revision process to guide future handbook updates.

2 Nov 2018
John Swinton and Nicole DeClouette provided the following update. The work on this project is ongoing. To date, proposed revisions include the following.
1. *All official documents of the university senate have been folded into the university senator handbook.*
2. *An editorial pass has been made through the entire handbook to propose updates that promote clarity, readability, compliance and consistency with current university senate bylaws, and updates to reflect any recent changes to the university senate that affect the current content.*
3. *Some events were added to the governance history so that it includes the most recent events of the kind it has been documenting.*

Yet to do is
1. *Draft a proposed revision process to guide future handbook updates.*

Suggestions from the floor were as follows.
1. *Some items such as the governance history may require updates every year. There might be a separate revision process for*

	these regular recurring updates from the revision process for less frequent updates. 2. *The Past Presiding Officer should chair the handbook review committee annually as that individual would have the most intimate knowledge of the most recent activity of the university senate.* **7 Dec 2018** *John Swinton provided the following update.* 1. *We continue to work on drafting a revision process for the university senate handbook.* 2. *We also received a suggestion from Alex Blazer to include a one page summary of voting practices of the university senate detailing who votes for what.* *Comments from the floor included* 1. *A request that the draft be finalized for ECUS review at its 1 Feb 2019 meeting to allow sufficient time to present the motion to revise the handbook to the university senate during the 2018-2019 academic year. John Swinton anticipated this request would be easily accommodated.* **1 Feb 2019** John Swinton provided the following update. 1. The draft set of updates to the university senate handbook were circulated with the meeting agenda for your review. 2. Updates include editorial modifications throughout the document to correct typos and offer revisions to reflect changes since the last time the document was approved. 3. All other official documents are now a part of the university senate handbook, most notably the governance history.		

	4. We welcome your proposed editorial revisions to the draft as well as any other feedback you wish to offer at this time. ECUS Deliberation 1. Several ECUS members indicated that they had no editorial revisions to offer and complimented the work group on its draft. 2. It was suggested that the handbook revision process be modeled after the university senate bylaws revision process, specifically first/second readings, editorial and non-editorial revision processes, and two-thirds majority of those casting votes be the threshold for adopting revisions by the university senate. 3. Other editorial revisions were welcomed via email and will be incorporated into the draft for ECUS review at its 1 Mar 2019 meeting.		
University Senate Representation on University-Wide Committees: **Alex Blazer**	<u>**2 Nov 2018**</u> *Alex Blazer provided the following context.* 1. *In October, Executive Cabinet reviewed and confirmed the compositions, charges, and meeting schedules for all university committees and task forces, including committees that do not require University Senate representation.* 2. *The intention is to make the committees and task forces available on both the University Senate website and a university website to be determined.* 3. *Alex Blazer and Craig Turner reviewed the University Senate representation part of the document and would like ECUS to think about 1) how the call for volunteers for representatives can be systematized, and 2) who should represent University Senate on*		

	academic committees as well as non-academic committees which already have staff and student representation. One possible way to systematize is to have SCoN put out a call for university senate representative volunteers from elected faculty senators in coordination with the standing committee preference surveys conducted in the spring. ***Executive Committee Deliberation*** *1. All present supported the idea of adding this duty to the responsibilities of the Subcommittee on Nomination (SCoN) and ideally being able to annually handle all the university senate representative selections at the same time as the committee slate is constructed. It may take some time to reach this goal. A key step would be to check in annually with Executive Cabinet to confirm the status of existing committees calling for university senate representatives as continuing or terminating and to become aware of any new committees for the coming year that would require a university senate representative. Follow-up on the placement of the university senate representative could occur at the governance retreat, if necessary* *2. If an election is needed to identify a university senate representative, all university senators would vote when the committee is nonacademic while only elected faculty senators would vote when the committee is academic.*	

	3. Some university senate representative positions might be skill-set-oriented and require the successful candidate to possess certain expertise. *4. Some university senate representative positions may naturally align with the scope of one of the standing committees and so it may make sense to select the individual from that committee. As one example, parking is within the scope of RPIPC; university senate representatives to parking committees might appropriately be selected from the membership of RPIPC.* *5. All present supported the selection of an elected faculty senator for university senate representatives when the committee already had appropriate student and staff representation in its membership. Those committees of an academic nature might appropriately not include a staff member, while nonacademic committees typically include staff, students, and faculty in the membership.* *6. The selection pool for university senate representatives might be broadened to corps of instruction faculty as the number of university senate representatives needed meets or exceeds the number of elected faculty senators available.* *Alex Blazer noted his intention to seek more information from Executive Cabinet for some of the committees (that want a university senate representative) in the current inventory to address some questions that emerged during review of the draft. After that confirmation,*		

Alex intends to review and revise the details in the inventory document and bring it back for committee review as early as the 7 Dec 2018 ECUS meeting and no later than 1 Feb 2019 ECUS meeting.
 	
7 Dec 2018
While two committees need to be confirmed and a few details need to be clarified, the majority of the review is complete. Once polished, the document will be shared with President Dorman for publication on both the University and University Senate websites. Following up on our November discussion regarding elected faculty senators as well as those from certain committees and those with certain skill sets serving on particular committees, the proposed procedure for the identification and appointment of University Senate representatives to university-wide committees is as follows:
  o   *In February, SCoN confirms both the status (terminating, continuing, new for following year) of each committee for the following year as well as whether the current representatives will continue serving on their university-wide committees next year and makes a list of representative openings.*
  o *In March, SCoN includes University-Wide Committee preferences in the Standing Committee Preference poll sent to Elected Faculty Senators. The preference poll should include not only committee preference, but level of interest in serving on the committee.*		

o *At the University Senate Organizational Meeting, the University Senate reviews the proposed slate of university senate representative nominees for university committees in addition to the slate of nominees for university senate officers and positions on university senate committees. In each case, the university senate can approve the slate either as presented or with revisions.*

o *During the academic year, when a representative resigns from a committee or a representative is needed for a new committee, SCoN calls for a replacement or volunteer, subject to the approval of the university senate at its next meeting.*

Those present supported the proposed process and Alex Blazer indicated his intent to finish the draft by the 1 Feb 2019 ECUS meeting so that the process could be implemented this spring semester. Alex Blazer invited all members to review the draft document that had been disseminated at today's meeting and send him an email with suggested revisions or corrections (if any) to the draft.

1 Feb 2019
Alex Blazer had circulated the most current draft of this document to the members of ECUS along with the meeting agenda.
Craig Turner had replied to Alex Blazer prior to the meeting with annotations for updates to the current draft. A hard copy of this annotated draft was circulated to all present at the meeting. The annotations included an implicit suggestion to list positions rather than people in contact and composition sections, some

	editorial revisions to make the document more consistent, a clarification of the listing to include university senate representatives to university wide committees as well as positions (SCoN Chair, USGFC Representative, Electronic Presence Liaison) filled by members of the university senate. A protocol for the case when two or more candidates accept nominations for a university senate representative position was established, specifically to forward ALL nominations to the university senate for a vote. Alex Blazer invited other revisions be emailed to him and he will fold the suggestions into a draft for ECUS review at its 1 Mar 2019 meeting.		
2019-2020 Governance Calendar **Alex Blazer**	**5 Oct 2018** *An extremely rough draft of the 2019-2020 Governance Calendar was handed out to those in attendance. University senate officers Alex Blazer, David Johnson, and Craig Turner comprise the work group to draft this calendar for ECUS review. The due date for completion is 1 Apr 2019.* *All events on the draft require confirmation. There is room for more flexibility than is often the case. As one example, spring 2020 classes begin on 6 Jan 2020 and this allows the option for the meetings on 6 Dec 2019 to be shifted to 10 Jan 2020.* *The Provost requested a copy of the draft calendar be sent to her by email so that she could share it with the Executive Cabinet to facilitate confirmation of events. Craig Turner indicated that he would forward a copy to the Provost.* **2 Nov 2018**		

An extremely rough draft of the 2019-2020 Governance Calendar was handed out to those in attendance. University senate officers Alex Blazer, David Johnson, and Craig Turner comprise the work group to draft this calendar for ECUS review. The due date for completion is 1 Apr 2019.

It was noted that the extremely rough draft results from taking the previous year's governance calendar and updating the calendar dates and year while trying to keep all events placed as consistently as possible. All events on this extremely rough draft are in red print to indicate that confirmation of each is required. The current phase is to confirm events that are advertised on the calendar such as academic calendar breaks, start of classes, final exam week, faculty contract start/ end dates, winter break, state of the university address, new faculty orientation, service recognition ceremony, inclusive excellence day, common reader, etc.

Alex Blazer had agreed to contact individuals to confirm some of these events and had done so. He reported that the service recognition ceremony would immediately follow the state of the university address on the 2019-2020 governance calendar. During his consultations, Alex received a suggestion to clarify that certain breaks were for the academic calendar and not necessarily for staff. This would include fall break, spring break, and particularly Thanksgiving break. Said another way, distinguish academic calendar break days from days on which the university is officially closed.

The work group intends to meet prior to the 7 Dec 2018 ECUS meeting to review the

placement of the actual governance meetings (department, college, university senate and its committees, ECUS-SCC) in the Friday from 2:00p to 5:00p common meeting blocks with the goal of making their relative placement as consistent as possible. Historically, university senate committee meetings are placed at 2:00p – 3:15p the first Friday of the month, while university senate meetings are placed at 3:30p – 4:45p on the third Friday. .One change that was proposed was to shift the organizational meetings of standing committees during which committee officers are elected from April to the governance retreat.

7 Dec 2018
2019-2020 Governance Calendar was handed out to those in attendance. University senate officers Alex Blazer, David Johnson, and Craig Turner comprise the work group to draft this calendar for ECUS review. The due date for completion is 1 Apr 2019.
The work group met 13 Nov 2018 to review the placement of the actual governance meetings (department, college, university senate and its committees, ECUS-SCC) in the Friday from 2:00p to 5:00p common meeting blocks with the goal of making their relative placement as consistent as possible.
- *This was done with most months having the university senate committee and ECUS=SCC meetings on the first Friday, College meetings on the second Friday, and department and university senate meetings on the third Friday.*
- *One exception is Feb 2020 when the state of the university address and service recognition ceremony are*

scheduled for the second Friday displacing the college meetings to the fourth Friday of February.		

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- *The terms Break and Holiday are applied to events for which classes are cancelled or the university is closed, respectively.*
  - o *For example, during the two-day Fall Break in October 2019, classes do not meet and the university is still open with staff reporting to work.*
  - o *The Wednesday immediately preceding Thanksgiving is labeled Thanksgiving Break as again classes are cancelled and the university is still open with staff reporting to work. In contrast, the Thursday and Friday of Thanksgiving week are labeled Thanksgiving Holiday Break as the university is closed in addition to classes being canceled.*
  - o *January 1, 2020 is labeled New Year's Day Holiday to reflect the university is closed yet classes were not cancelled as this day falls in the break between fall and spring semesters.*
- *The work group requests endorsement of its proposed placement of the governance meetings into the Friday afternoon common meeting blocks.*

*A **MOTION** to endorse the proposed placement of the governance meetings into the Friday afternoon common meeting blocks was made, seconded, and approved with no dissenting voice.*

	An editorial suggestion from the floor was to insert academic year – replacing Faculty Contract Start Date with Academic Year Faculty Contract Start Date (1 Aug 2019) and Faculty Contract End Date with Academic Year Faculty Contract End Date (7 May 2020) – as there are also faculty with fiscal year contracts starting 1 July and ending 30 June. This suggestion was accepted and incorporated into the draft. *What remains is to confirm the events marked in red and Provost Brown indicated her willingness to facilitate most of those confirmations as Academic Affairs oversees these events.* *Once these events are confirmed, the draft calendar can be circulated for review and feedback to department chairs and deans by the provost and also be presented for review and feedback to the university senate at its 15 Feb 2019 meeting. Any feedback received from these reviews can be processed at the 1 Mar 2019 ECUS meeting. The calendar can then be adopted by ECUS at either its 1 Mar 2019 meeting or its 29 Mar 2019 meeting to comply with the 1 April completion deadline The latest draft (dated 13 Nov 2018) of the 2019-2020 Governance Calendar was handed out to those in attendance. University senate officers Alex Blazer, David Johnson, and Craig Turner comprise the work group to draft this calendar for ECUS review. The due date for completion is 1 Apr 2019.* *The work group met 13 Nov 2018 to review the placement of the actual governance meetings (department, college, university senate and its committees, ECUS-SCC) in the Friday from 2:00p to 5:00p common meeting blocks with*		

	the goal of making their relative placement as consistent as possible.
	• *This was done with most months having the university senate committee and ECUS=SCC meetings on the first Friday, College meetings on the second Friday, and department and university senate meetings on the third Friday.*
	• *One exception is Feb 2020 when the state of the university address and service recognition ceremony are scheduled for the second Friday displacing the college meetings to the fourth Friday of February.*
	• *The terms Break and Holiday are applied to events for which classes are cancelled or the university is closed, respectively.*
	    o *For example, during the two-day Fall Break in October 2019, classes do not meet and the university is still open with staff reporting to work.*
	    o *The Wednesday immediately preceding Thanksgiving is labeled Thanksgiving Break as again classes are cancelled and the university is still open with staff reporting to work. In contrast, the Thursday and Friday of Thanksgiving week are labeled Thanksgiving Holiday Break as the university is closed in addition to classes being canceled.*
	    o *January 1, 2020 is labeled New Year's Day Holiday to reflect the university is closed yet classes were not cancelled as this day falls*		

	in the break between fall and spring semesters. • *The work group requests endorsement of its proposed placement of the governance meetings into the Friday afternoon common meeting blocks.* *A **MOTION** to endorse the proposed placement of the governance meetings into the Friday afternoon common meeting blocks was made, seconded, and approved with no dissenting voice.* *An editorial suggestion from the floor was to insert academic year – replacing Faculty Contract Start Date with Academic Year Faculty Contract Start Date (1 Aug 2019) and Faculty Contract End Date with Academic Year Faculty Contract End Date (7 May 2020) – as there are also faculty with fiscal year contracts starting 1 July and ending 30 June. This suggestion was accepted and incorporated into the draft.* *What remains is to confirm the events marked in red and Provost Brown indicated her willingness to facilitate most of those confirmations as Academic Affairs oversees these events.* *Once these events are confirmed, the draft calendar can be circulated for review and feedback to department chairs and deans by the provost and also be presented for review and feedback to the university senate at its 15 Feb 2019 meeting. Any feedback received from these reviews can be processed at the 1 Mar 2019 ECUS meeting. The calendar can then be adopted by ECUS at either its 1 Mar 2019 meeting or its 29 Mar 2019 meeting to comply with the 1 April completion deadline.*		

	1 Feb 2019 Alex Blazer noted that the placement of governance meetings for February 2020 to April 2020 (coded in blue print in the draft) were revised due to the change in date for the State of the University Address and Service Recognition Ceremony to the first Friday in February 2020. He further noted that all advertised events had been confirmed with their respective point persons. A question from the floor was made to seek confirmation of the governance retreat placement and it was confirmed that the governance retreat was appropriately placed on 13 Aug 2019. A **MOTION** *to endorse the proposed placement of the governance meetings into the Friday afternoon common meeting blocks and to accept the advertised events (State of the University Address, Academic Year Faculty Contract Start/End Dates, New Faculty Orientation, etc.) that are presently included in the calendar* was made, and seconded. • A **MOTION** *to amend the draft governance calendar by interchanging the placements of the governance meetings in the 2:00pm to 5:00pm time slots for 6 Mar 2020 and 13 Mar 2020* was made and seconded. The primary rationale offered for this modification was so that the university senate committee meetings were not scheduled for the Friday immediately preceding spring break. This motion to amend was approved with no further discussion and no dissenting voice.		

	The main motion (as amended) was endorsed with no further discussion and no dissenting voice. The endorsed draft governance calendar will now be circulated for review and feedback to department chairs and deans by the provost and also be presented to the university senate for review and feedback at its 15 Feb 2019 meeting. Any feedback received from these reviews can be processed at the 1 Mar 2019 ECUS meeting. The calendar can then be adopted by ECUS at either its 1 Mar 2019 meeting or its 29 Mar 2019 meeting to comply with the 1 April completion deadline.		
VII. New Business Actions/Recommendations			
At-Large Election **David Johnson**	During the preparation of these minutes, a draft of the at-large election procedures were circulated by email for review and approval. The draft was adopted as amended by an email vote with no dissenting voice and all elected faculty senators on ECUS voting. A call for nominations for at-large elected faculty senator position with a 2019-2022 term of service was issued to the corps of instruction faculty 5 Feb 2019 by Shea Council on behalf of David Johnson.		
Open Discussion	Alex Blazer invited open discussion. 1. **Faculty Salary Review Task Force** John Swinton noted that the Executive Cabinet has now decided to defer implementation of the recommendations of the task force to no earlier than Fiscal Year 2020 (1 June 2019 to 30 June 2020).		

VIII. Next Meeting (Tentative Agenda, Calendar)			
1. Calendar	15 Feb 2019 @ 3:30pm Univ. Senate A&S 2-72 01 Mar 2019 @ 2:00pm ECUS Parks 301 01 Mar 2019 @ 3:30pm ECUS-SCC Parks 301		
2. Tentative Agenda	Some of the deliberation today may have generated tentative agenda items for future ECUS and ECUS-SCC meetings.		Alex Blazer to ensure that such items (if any) are added to the agenda of a future meeting of ECUS or ECUS-SCC.
IX. Adjournment	As there was no further business to consider, a **MOTION** *to adjourn the meeting* was made and seconded.	The motion to adjourn was approved and the meeting adjourned at 3:18pm. Note a motion to extend the meeting long enough to hear the university senate budget update was made, seconded, and adopted at 3:15pm.	

Distribution:
First;   To Committee Membership for Review
Second: Posted to the Minutes Website
Approved by:_____
Committee Chairperson (Including this Approval by chair at committee discretion)

COMMITTEE NAME EXECUTIVE COMMITTEE OF THE UNIVERSITY SENATE (ECUS) WITH STANDING COMMITTEE CHAIRS
COMMITTEE OFFICERS ALEX BLAZER (CHAIR), DAVID JOHNSON (VICE-CHAIR), CRAIG TURNER (SECRETARY)
ACADEMIC YEAR 2018-2019

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR
"P" denotes resent, "A" denotes Absent, "R" denotes Regrets

Acronyms		EFS = Elected Faculty Senator;									
		CoAS = College of Arts and Sciences, CoB = College of Business; CoE = College of Education; CoHS = College of Health Sciences									
Meeting Dates		9/7/2018	10/5/2018	11/2/2018	12/7/2018	2/1/2019	3/1/2019	3/30/2019	Present	Regrets	Absent
Donna Bennett *EFS; Library; ECUS Member*		P	P	P	P	P			5	0	0
Alex Blazer *EFS; CoAS; ECUS Chair*		P	P	P	P	P			5	0	0
Kelli Brown *Provost*		P	P	R	P	R			3	2	0
Nicole DeClouette *EFS; CoE; ECUS Chair Emeritus*		P	R	P	R	R			2	3	0
Steve Dorman *University President*		R	R	R	R	R			0	5	0
Glynnis Haley *EFS; CoHS; ECUS Member*		P	R	P	P	R			3	2	0
David Johnson *EFS; CoAS; ECUS Vice-Chair*		P	P	P	P	P			5	0	0
John Swinton *EFS; CoB; ECUS Member*		P	R	P	P	P			4	1	0
Craig Turner *EFS; CoAS; ECUS Secretary*		P	P	P	P	P			5	0	0

CHAIRPERSON SIGNATURE _____ DATE _____-(Including this Approval by chair at committee discretion)