

In Attendance

Nancy Boynton, Beez Schell, Ivani Vassoler-Froelich, Sally Turner, Jonathon Woolson, Jodi Rzepka, Jim Davis, Cindy Thorp, Susan Spangler, Kate Mahoney, Dawn Eckenrode, Lisa Melohusky

Absent

John McCune

Agenda

Approve by-laws

Stagger terms

Voting on co-chairs

Brainstorming ideas for promoting the Mentoring and Associates programs this Fall.

Vote on creating a seat for FSA

Jodi is going to speak to CSEA about Jodi Reed to see if they have a recommendation. Also mention to this Executive Board that we would like to be on their schedule.

Review of Bylaws

- The following member seat as changed:
 - The removal of the Ed Tech position to make an Ex-Officio position(s) to cover all PDC members
- The following member seat was added
 - The addition of Katie Thies and the creation of an FSA position
- The following member seat is up for consideration
 - Jodi Rzepka is MC, how does that affect her role on the board since these positions were meant to be UUP? While there is nothing in writing about MC we feel that Jodi adds to board and would like to consider how to handle this.
- How will the board find members when appointments are completed?
 - Was there a problem with appointments?
 - With the appointments some people were appointed without volunteering. This may have caused people to feel they were being personally singled out. While this seemed to be the case it may just be that the volunteers spoke direction to their Dean and/or VP and did not send anything to Dawn. Elections could be considered but there is concern that they may cause the people to get in that have the most name recognition. One solution is to ask the volunteers to write a statement why they would like to be on the board. Then the VP or Dean would asked to pick from the group of people that volunteered.
 - For the first board an announcement was made on the list serv, then it went to Deans and VPs and an appointment was made in each area.
 - We will continue with the volunteer process and the appointment by supervisor
- Bylaw #4 If a person knows they will be absent should they vote via an absentee ballot? Yes an absent member should be allowed to send in a vote.
- Should the bylaws be presented to the President so that he can approve or at least be aware of them?

- Beez believes we should, it is good press and gets out all the work that has already been done. When the President reviews we would be looking for recommendations. How often should they be reviewed? At least at the start and then if there are changes. These bylaws should be also seen by the VPs.
 - The final decision is to send the bylaws to the VPs and the President as an FYI but it does not need to be in the bylaws. If we don't hear back from any of these people we will assume agreement.
- **Additional Recommendation for the Bylaws**
 - Jonathon would like a way for all SUNY Fredonia employees to find the information about the board and the decisions it makes. The director and members of the PDC will post the minutes on the PDC Board website linked to the PDC website. The minutes will be posted in a public forum where business process will take place in another forum.

CSEA Member Seat

Do we need to have an ASU (Administrative Services Unit) OSU (Operational Services Unit) representation on the Board and not just a CSEA representative? The CSEA board may be able to make a recommendation. Instead of the addition of the ASU and OSU member can the board set up regular meetings with a group of individuals consisting of these members. Should the CSEA member be from the CSEA Executive Committee? It may be more important and effective to outreach to this group of employees. Jodi is going to speak to CSEA about Janet Reed (possible CSEA employee to join the board) to see if they have a different recommendation. Jodi will also ask the Executive Board that the PDC Board be added to schedule as needed.

Adjunct Seat

Should we add an adjunct representative? Can the full time faculty representatives represent the adjuncts as well? The board does not need to represent every single area by having a person from each area sitting on the board. These meetings are open and anyone may attend and discuss new ideas and programs.

Voting

Approval of Mission

Motion for approval for the Mission, Nancy Boynton

Second Jim Davis

Passes with 100% approval

Election of Co Chairs

Beez Schell: Nominate Dawn Eckenrode as Co-Chair

Sue Spangler: Nominate Lisa Melohusky as Co-Chair

Passes with 100% approval

Addition of FSA Seat

Nancy Boynton moves to add a seat to the board for an FSA member

Jim Davis Seconds

Passes with 100% approval

The Boards mission, new seat, and change of Lisa's title will be added to the website

Staggering Release of Board Members

- 1 Year term: Nancy Boynton, Dawn Eckenrode and Jim Davis.
- 2 Year Term: Jonathon Woolson, Kate Mahoney, Sally Turner, and John McCune
- The at-large position term and appointment will be controlled by the Director of the PDC

Ideas for promoting Center Programs

- Beez would really like the Board to promote the Associates program. The first step is to find people that would be good for the program. The Leadership Academy on October 3rd would be a good place to discuss the Associate Program.
- Mentoring Program starts October 14th with a training workshop. 20 pairs have been made and will meet on a regular basis for 1 year.
- Nancy suggests that the PDC contact the chairs via email to offer again to come to department meetings to discuss what the PDC is offering.

Space

The move for Maytum Hall is going to be connected to the final space for the Center. Is there a way that the Center can have some input on what changes are being made?

New Business

- Jim would like to recommend that we find ways to send out information about the upcoming activities. Should it be monthly, weekly, in paper, via email. What other options are there to advertise? The chairs should get the list of activities each month asking them to share it with the department. Board members will also be sent a list of upcoming activities to hang on bulletin boards in their buildings.
- The workshop Energize Your Classroom sounds like a great workshop. Can an equivalent workshop be offered as Energize Your Department?