

**Committee on Administration & Budget
Minutes**

Meeting Date December 17, 2024
Meeting time 10 AM - 11 AM
Location Virtual meeting

Attendance




Members

Name	Role	Attendance
Kathleen Connolly	co-Vice Chair	Present
Barbara DeBaryshe	co-Vice Chair	Present
Oceana Francis	Member	Present
Albert Kim	Member	Present
Theresa Kreif	Member	Excused
Jim Potemra	Secretary	Present
Mark Thorne	Chair	Present
Sarita Rai	SEC Liaison	Present

Guests

Name	Role	Attendance
None		

Subject	Discussion/Information	Action / Strategy / Responsible Person
Call to Order		Chair Thorne called the meeting to order at 10:05
Review of Minutes	CAB Minutes 20241203	Minutes passed with a vote of 6 in favor and 0 against
SEC Liaison Report	<p>SEC hopes that CAB will look into the rules of order and bylaws to see if they would like to make changes. E.g. unit/personnel would automatically follow reorganization and did not have to go through a lengthy process of first and second readings.</p> <p>The question remains about name changes of colleges and schools - can it be automatic without coming to CAB?</p> <p>SEC met with Boyd Ready, Parliamentarian and there will share 5 pointers about writing resolutions. Will send the slides</p> <ul style="list-style-type: none"> • Has to be factual • Whereas is not an argument for the final resolution - but what culminates to the resolution <p>Committees have a great deal of flexibility and aside from the rules of order for each committee - they can also make their standing rules of conducting business. Standing rules are akin to policy/procedures in parliamentary rule and can be voted and changes made by the committee. Rules of Order is how MFS conducts business and changes to be made must go through readings etc. Because it will change the whole structure of MFS.</p> <p>Reports from the Committee must be voted by the entire committee - and these will be permanent records.</p> <p>Minutes belong to the Secretary of the Committee and is a memo between the Chair and the</p>	

	Secretary for the purposes of recollection. It can be extensive President Wendy Hensel will address MFS on Jan 15.	
Unfinished Business	1. GenEd - Summary of proposed revisions to governance doc 2024, Faculty Governance of GenEd reline version FINAL, CAB recommendation and request to GEC	1. This has been tabled pending GEC re-organization.
Business	1. Revisions to MFS Rules of Order Section - First Reading to be presented at MFS 12/18 2. SEC requests to consider a rewrite of MFS bylaws to preclude updates following reorganization without full senate approval. 3. SEC requests CAB to consider the College of Education reorganization proposal and whether the motivation for the reorganization is sufficiently clearly stated.  reorg_proposal.pdf ,  reorg_consultation_request.pdf ,  reorg_cover_letter.pdf	1. Chair Thorne will present 2. CAB voted take up this issue; subcomm might be formed 3. Noted the request came with short turnaround; Chair to email SEC Chair to say CAB needs more time; Checklist for re-org is in our drive
Guest(s)	None	
Committee Reports	N/A	
Other	Schedule for Spring semester. Jan 21 Feb 4 and 18 Mar 4 and 18 Apr 1 and 15 May 6	CAB will continue to meeting the 1st and 3rd Tuesdays at 10:00
Adjournment		Meeting adjourned at 11:25

Respectfully submitted by CAB Secretary James Potemra.
Approved on January 21, 2025.