



UNIVERSITY OF MARYLAND AT COLLEGE PARK

OFFICE OF THE PRESIDENT


May 28, 1993

RECEIVED

JUN 2 1993

UMCP
Campus Senate

MEMORANDUM

TO: Robert W. Lissitz
FROM: William E. Kirwan 
SUBJECT: *Staff Representation on the Academic Advisory Committee*

I have accepted the Campus Senate's May 6, 1992 recommendation to amend the Senate approved Academic Planning Advisory Committee document to include representation by a member of the staff. By copy of this memorandum, I am asking Provost Goldhaber to implement this change, effective academic year 1993-94.

WEK:jb

cc: Dr. Jacob K. Goldhaber



UNIVERSITY OF MARYLAND AT COLLEGE PARK
CAMPUS SENATE

May 12, 1993

To: William E. Kirwan
President, College Park Campus

From: Robert W. Lissitz
Chair, Campus Senate

Re: *Staff Representation on the Academic Planning Advisory Committee*

At its meeting of May 6, 1993, the Campus Senate amended and approved a report on staff representation on the Academic Planning Advisory Committee (APAC). The Senate approved an amendment to allow a staff member to serve on APAC. Before the document was amended only staff from the Academic Affairs Division could serve on APAC.

Mrs. Pat Moreland, Chair of the General Committee on Staff Affairs, presented the report on behalf of the Committee.

Attachment:

Staff Representation on the Academic Planning Advisory Committee
(Senate Document 92-93-36Z)



UNIVERSITY OF MARYLAND AT COLLEGE PARK
CAMPUS SENATE

May 12, 1993

To: William E. Kirwan
President, College Park Campus

From: Robert W. Lissitz
Chair, Campus Senate

A handwritten signature in black ink that reads "Robert W. Lissitz" followed by a stylized flourish and the date "1/ma".

Re: Actions of the Campus Senate - May 6, 1993

At its meeting of May 6, 1993, the Campus Senate took the following actions:

1. Adopted a Resolution on Education and Publicity for implementation of the *Code of Academic Integrity*;
2. Accepted an information report on the *Policy to Secure Written Excuses from the Health Center*;
3. Adopted a Resolution for *Staff Representation on the Academic Planning Advisory Committee*;
4. Approved *Revisions to UMCP Policy on Termination of Faculty Appointments during Financial Emergency*;
5. Approved the *Name Change for the Department of Human Nutrition and Food Systems to the Department of Nutrition and Food Science*;
6. Approved the Proposal to *Establish a Bachelor of Arts Degree in Women's Studies*;
7. Adopted a Resolution on *Differential Housing Costs for On-Campus Housing*;
8. Adopted a Resolution concerning *Athletic Council Membership Selection*; and finally
9. Adopted a Resolution for *Reactivation of Campus Parking Advisory Committee*.

Each of these formal actions is forwarded under a separate transmittal letter.

mas a:05-06-93.WEK

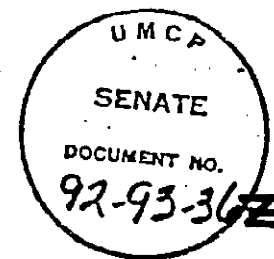
The *Policies on Supporting Majors, Double Degrees, and Double Majors* and Recommendation for *Funding for Replacement Parking* were deferred until the next scheduled Senate meeting.

Following my last full Senate meeting, I'd like to take a moment to express my appreciation to you for your continuing cooperation and commitment to shared governance through the Senate.

Attachments:

Letters of Transmittal (9)

cc: Dr. Marie Davidson, President's Office
Dr. Bruce Fretz, Provost's Office



UNIVERSITY OF MARYLAND AT COLLEGE PARK
CAMPUS SENATE

ABSTRACT FORM

SUBJECT: Staff Representation on the Academic Planning Advisory Committee (APAC)

Senate Document # 92-93-36 Z

Please write a brief ABSTRACT (less than three (3) paragraphs) of the Report or Resolution submitted.

On March 2, 1993, the Executive Committee charged the Staff Affairs Committee to consider the proposal to modify the membership of the Academic Planning Advisory Committee (APAC) to allow for staff representation. In response to the charge, the Staff Affairs Committee has prepared a resolution to amend the constituting APAC document so that a staff member can be appointed. Staff will be defined as currently listed in the Plan of Organization and the By-laws of the Campus Senate.

Pat Moreland, Chair

(Signature, Chair of General Committee)

(Signature, Chair of Adjunct Committee)

Committee Name: General Committee on Staff Affairs

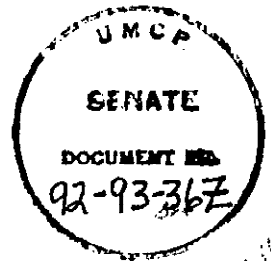
For CSO Use Only: Date Submitted to Campus Senate Office _____ Discussed at Campus Senate Meeting _____

APPROVED

Campus Senate ACTION

MAY 6 1993

UMCP
Campus Senate



UNIVERSITY OF MARYLAND AT COLLEGE PARK
CAMPUS SENATE

Staff Representation
on the
Academic Planning Advisory Committee (APAC)

Motion

5. The Provost, in consultation with the Senate Executive Committee, shall appoint a staff member who has the experience and position to contribute to and participate in the discussion of long-range planning and allocations of resources for the academic programs at College Park.

May 6, 1993

DISCUSSION

The Staff affairs Committee is introducing a resolution to amend the membership of APAC to include staff representation.

Staff shall be defined as currently listed in the Plan of Organization for the University of Maryland at College Park and the Bylaws of the Campus Senate.

We recommend the following resolution to be included as #5 of the Senate Resolution on APAC, approved April 10, 1989 to read as:

4/2/92

* * * *

APPROVED

MAY 6 1993

GENERAL COMMITTEE ON STAFF AFFAIRS

UMCP
Campus Senate

Chair:

Patricia Moreland

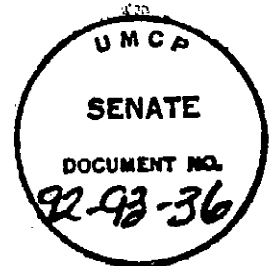
Ex Officio Members:

Robert Munn
Lander Medlin
Debbie Read
Stan Kinder

Committee Members:

Gary McMillan
Cynthia Hale
Sue Elliott
Anne Petrone
Jordan Thomas
Tom Barrett
Tom Smith
Mary Saffell

Danielle Biller
John Menard
Larry Lauer
Charles Beatty
David Cooper
Diana Nagel
Lawrence Almengor
Brenda Dixon



UNIVERSITY OF MARYLAND AT COLLEGE PARK
CAMPUS SENATE

TRANSMITTAL FORM FOR REPORT/PROPOSAL/RESOLUTION

Date presented to Senate 4/19/93

To: Campus Senate

From: General Committee on Staff Affairs

Subject of Report: Staff Representation on Academic Planning Advisory Committee (APAC)

Date of Charge to Committee (if applicable): March 2, 1993

Routing Is:

(Check only one)

☐ to Executive Committee and does not require Senate action

☒ to the Senate (circle one) [for information only] [for discussion only] [for Senate action]

Enclosed Report contains: (Complete for reports requiring Senate action)

(Check only one)

- ☐ a (circle one) [new] [replacement for existing] [amendment to existing] campus policy. (Text of amendment keys to existing policy; replacement or amendment indicates where campus policy is published.)
- ☐ comments and recommendations on policy submitted to committee for review. (Recommendations numbered and in bold.)
- ☐ a (circle one) [curricular or academic/administrative proposal] [plan of organization] for Senate approval. (Senate does or does not ratify; cannot amend.)
- ☒ proposed amendment to (circle one) [Campus Plan of Organization] [Senate Bylaws]. (Sections to be amended are specified in text of amendment; additions in bold, deletions bracketed.)
- ☒ resolution or motion for Senate debate and action. (Resolutions clearly numbered and in bold.)

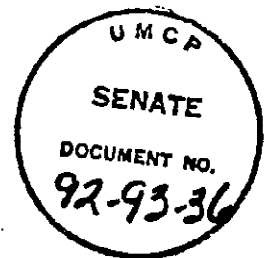
Senate should vote: (Complete for reports requiring Senate action)

(Check only one)

- ☐ on resolutions or recommendations one by one. (Each distinguished, numbered, and in bold. Full report may also contain supporting information.)
- ☒ in a single vote. (Material to be voted on in bold. Full report may also contain additional information.)
- ☐ to endorse entire report. (All aspects of the report subject to amendment; adoption indicates Senate support for everything in report.)

Senator who will present the report: Pat Moreland, Chair

Presenter's telephone extension: x4-7677



UNIVERSITY OF MARYLAND AT COLLEGE PARK
CAMPUS SENATE

ABSTRACT FORM

SUBJECT: Staff Representation on the Academic Planning Advisory Committee (APAC)

Senate Document # 92-93-36

Please write a brief **ABSTRACT** (less than three (3) paragraphs) of the Report or Resolution submitted.

On March 2, 1993, the Executive Committee charged the Staff Affairs Committee to consider the proposal to modify the membership of the Academic Planning Advisory Committee (APAC) to allow for staff representation. In response to the charge, the Staff Affairs Committee has prepared a resolution to amend the constituting APAC document so that a staff member can be appointed. Staff will be defined as currently listed in the Plan of Organization and the By-laws of the Campus Senate.

Pat Moreland, Chair

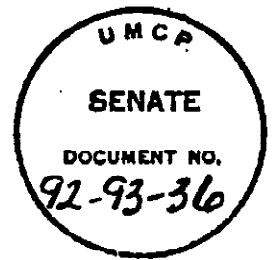
(Signature, Chair of General Committee)

(Signature, Chair of Adjunct Committee)

Committee Name: General Committee on Staff Affairs

For CSO Use Only: Date Submitted to Campus Senate Office _____ Discussed at Campus Senate Meeting of _____

Campus Senate ACTION



UNIVERSITY OF MARYLAND AT COLLEGE PARK
CAMPUS SENATE

General Committee on Staff Affairs

Staff Representation
on the
Academic Planning Advisory Committee (APAC)

Discussion

The Staff Affairs Committee proposes a resolution to amend the membership of Academic Planning Advisory Committee (APAC) to include staff representation.

Staff shall be defined as currently listed in the *Plan of Organization* and the *Bylaws* of the Campus Senate.

We recommend the following resolution to be included as #5 of the Senate Resolution on APAC, approved April 10, 1989 to read as:

MOTION

5. The Provost, in consultation with the Senate Executive Committee, shall appoint a staff member from the Division of Academic Affairs who has the experience and position to contribute to and participate in the discussion of long-range planning and allocations of resources for the academic programs at College Park.

Passed

April 2, 1993

GENERAL COMMITTEE ON STAFF AFFAIRS

Chair:

Patricia Moreland

Ex Officio Members:

Robert Munn
Lander Medlin
Debbie Read
Stan Kinder

Committee Members:

Gary McMillan	Danielle Biller
Cynthia Hale	John Menard
Sue Elliott	Larry Lauer
Anne Petrone	Charles Beatty
Jordan Thomas	David Cooper
Tom Barrett	Diana Nagel
Tom Smith	Lawrence Almengor
Mary Saffell	Brenda Dixon



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UNIVERSITY OF MARYLAND AT COLLEGE PARK Campus Senate

COUNSELING CENTER

April 2, 1993

MEMORANDUM

TO: Dr. Robert Lissitz, Campus Senate Chair

FROM: Pat Moreland, Staff Affairs Chair

SUBJECT: Recommended Language for Staff Representative on APAC

In response to your charge, the Staff Affairs Committee has prepared a resolution to amend the constituting APAC document so that a staff member can be appointed. We offer the following resolution to be included as #5 of the Senate Resolution on the Academic Planning and Advisory Committee, approved April 10, 1989 as attached:

5. The Provost, in consultation with the Senate Executive Committee, shall appoint a staff member from the Division of Academic Affairs who has the experience and position to contribute to and participate in the discussion of long-range planning and allocations of resources for the academic programs at College Park.

As to the question of defining who is "STAFF" at the University, the Mercer study recommended the following four categories for non-faculty employees:

1. Officers
2. Professional and Administrative Staff
3. Support, Technical and Entry-level Professional
4. Service and Maintenance Staff

We would recommend that, until the Personnel Department can provide the names and numbers of people in these various classifications, that staff be defined as currently listed in the Plan of Organization and the By-laws of the Campus Senate. After the new classification program is implemented, the Senate should reconsider the group representation in the Senate.

Attachments: Charge to Committee
Senate Resolution on APAC 4/89

4/8/93 To EC



UNIVERSITY OF MARYLAND AT COLLEGE PARK
CAMPUS SENATE

March 2, 1993

To: Pat Moreland, Chair, General Committee on Staff Affairs
From: Bob Lissitz, Chair of Senate
Subject: Membership Changes to APAC for Staff Representation

Date of Charge to Committee: March 2, 1993

Charge to Committee:

The Executive Committee asks the General Committee on Staff Affairs to consider the proposal to modify the membership of the Academic Planning Advisory Committee (APAC) to allow for staff representation. As you know, the Executive Committee endorses staff representation on APAC, but believes that the issue should be clarified on the floor of the Senate in response to a carefully drafted motion.

Staff Affairs is asked to consider the following specific issues:

1. Define "staff" — *Below DPT Chair — From Academic Affairs — in a position of responsibility*
With the implementation of the Mercer Study in the campus personnel classifications, *to continue* the definition of "staff" as provided by Mercer should be explicitly defined.
2. Prepare motion(s) to amend the constituting APAC document so that a staff member, as defined by your committee, will sit on APAC.

Documentation:

Memo from the Executive Committee endorsing staff representation on APAC dated February 14, 1993 creating APAC (Senate Document 88-89-87) approved by the Campus Senate April 10, 1989.

Written transcript of Campus Senate meeting of April 10, 1989.

Expected Report Date to Executive Committee: March 11, 1993

cc: Dr. William Walters, Chair ERG

mas apac.sa



UNIVERSITY OF MARYLAND AT COLLEGE PARK

CAMPUS SENATE

February 14, 1993

To: Senate Committee on Staff Affairs
From: Campus Senate Executive Committee
Subject: Staff Representation on APAC

Cherow. Lacey

A sub-committee of the Senate Executive Committee consisting of Christopher C. Davis, Cynthia Hale, and Mary E. Knish met to discuss the issue of University staff representation on APAC. They had been previously provided with relevant documentation concerning the creation of APAC and its constitution. They found no stipulation in these documents that a staff member be a member of APAC nor is there any stated restriction on staff membership. The subcommittee also felt that many occasions existed in which input from a staff member would have been useful to the deliberations of APAC. The full Executive Committee discussed the findings of the sub-committee and agreed unanimously (with one abstention) that the Provost should appoint a staff member to APAC.



UNIVERSITY OF MARYLAND AT COLLEGE PARK

CAMPUS SENATE

February 14, 1993

To: Senate Committee on Staff Affairs
From: Campus Senate Executive Committee
Subject: Staff Representation on APAC

Cher W. Lewis

A sub-committee of the Senate Executive Committee consisting of Christopher C. Davis, Cynthia Hale, and Mary E. Knish met to discuss the issue of University staff representation on APAC. They had been previously provided with relevant documentation concerning the creation of APAC and its constitution. They found no stipulation in these documents that a staff member be a member of APAC nor is there any stated restriction on staff membership. The subcommittee also felt that many occasions existed in which input from a staff member would have been useful to the deliberations of APAC. The full Executive Committee discussed the findings of the sub-committee and agreed unanimously (with one abstention) that the Provost should appoint a staff member to APAC.



*Staff Representation
on APAC*

UNIVERSITY OF MARYLAND AT COLLEGE PARK

COUNSELING CENTER

December 14, 1992

MEMO

TO: Dr. Earlean M. McCarrick
Chair of Transition Committee

FROM: Pat Moreland, Chair of Staff Affairs Campus Senate

SUBJECT: Staff Representation - Shared Governance

Attached is a proposal the Staff Affairs Committee has presented to the Senate Executive Committee regarding staff participation on various committees.

We are concerned about the lack of staff representation on a number of Senate committees, as well as APAC. We believe that staff participation in these groups would be a valuable resource, not only as a source of information and perspective to the academic members of the committees, but also as a vehicle to communicate committee proposals and philosophies to the non-academic parts of the campus.

A subcommittee has been formed to discuss an addition of a staff member to APAC. I would like to request the transition committees opinion as to the requirements of having an appropriate member of the staff on APAC in the spirit of **shared governance**. I look forward to your reply. Please contact me if you need additional information.

cc: Senate Executive Committee
Enclosure

*Bob - this
is what I
sent to Earlean*

[Signature]

12/10/92 ECH

MEMORANDUM

To: Campus Senate Executive Committee
From: Christopher C. Davis *ced*
Date: December 4, 1992
Subject: Staff Representation on APAC

A sub-committee of the Senate Executive Committee consisting of Christopher C. Davis, Cynthia Hale, and Mary E. Knish met today to discuss the issue of University staff representation on APAC. We had been previously provided with relevant documentation concerning the creation of APAC and its constitution. There is no stipulation in these documents that a staff member be a member of APAC nor is there any stated restriction on a staff member being a member of APAC. We discussed whether APAC in its discussion of academic issues could benefit from staff input, and agreed that under certain conditions it could. We did not feel that the presence of a staff member on APAC was necessary from a communication or openness standpoint, since APAC frequently must deal with matters in a confidential manner. APAC exists to provide advice on academic policy, and on occasion such policy matters might benefit from the professional input of staff. For this reason, we agreed that the Provost should feel free to appoint an appropriately expert staff person to APAC during any period that the Provost thinks their input would be beneficial to the committee. However, we also agreed that if the Provost judged that the academic matters expected to be discussed by APAC in a given academic year would not benefit from staff input, then the Provost should not be obligated to appoint a staff person to APAC. Although we expect that the Provost would choose a professional staff member from the Associate staff, we do not believe that this should be a requirement. If, in the judgement of the Provost, a member of the classified staff was deemed to possess the qualities required, then such an individual could be appointed to APAC.

1/14/93 TO EC



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OCT 22 1992

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Campus Senate

UNIVERSITY OF MARYLAND AT COLLEGE PARK

COUNSELING CENTER

October 15, 1992

Dr. Robert Lissitz
Chair, Campus Senate
1100 Marie Mount Hall
Campus

Dear Bob:

I would like to call to your attention three concerns of the Staff Affairs Committee.

1. When elections to the 1993-94 Senate occur, 16 out of 19 staff members will rotate off the senate. All of the active staff senators will retire. This lack of continuity undermines the effectiveness of the Senate and puts "our issues" at risk. When a new plan of organizations is established, we would like the terms of staff senators staggered.
2. Many of the staff categories designated for representation in the Senate are being phased out under the new "Pay Program." Any reorganization of staff representation to the Senate should reflect this change and should apportion staff senators from the three new categories: (1) Service and Maintenance, (2) Support, Technical and Entry-Level Professional, and (3) Professional and Administrative Staff.
3. We are concerned about the lack of staff representation on a number of Senate committees, as well as APAC. We believe that staff participation in these groups would be a valuable resource, not only as a source of information and perspective to the academic members of the committees, but also as a vehicle to communicate committee proposals and philosophies to the non-academic parts of the campus. We would like to begin a dialogue about this matter in the Executive Committee.

Your assistance in this matter will be greatly appreciated.

Cordially,

Patricia Moreland
Chair, Staff Affairs Committee

1/28/93 TO EC