

**NTID Faculty Congress NFC Meeting Minutes**  
**November 28, 2017**  
**12 – 1:30 pm, SDC-2102**

**Chair: Jessica Trussell**  
**Vice-Chair: Edward Mineck**  
**Communications Officer: Austin Gehret**

**Attending:** Joseph Bochner, Catherine Clark, Tao Eng, Austin Gehret, Marcus Holmes, Adriana Kulakowski, Kim Kurz, Edward Mineck, Camille Ouellette, Mark Rosica, Jessica Trussell

**Absent:** Jennifer Gravitz

**Notetaker:** Firoza Kavanagh

Agenda Item	Discussion / Status	Action Items
1. Review Minutes	<ul style="list-style-type: none"> <li>• <b>Vote to accept prior meeting Minutes:</b>  Austin – motion to accept  Joe – second  Approved</li> </ul>	
2. Discussion of bylaw recommendations	<ul style="list-style-type: none"> <li>• <b>Proposed amendments and discussions regarding following sections:</b> <ol style="list-style-type: none"> <li>1. <b>PURPOSE</b> <ol style="list-style-type: none"> <li>a. &lt;&lt; no changes &gt;&gt;</li> </ol> </li> <li>2. <b>COMPOSITION</b> <ol style="list-style-type: none"> <li>a. Member Departments – Electing At-Large member.</li> </ol> </li> <li>3. <b>TERMS OF SERVICE</b> <ol style="list-style-type: none"> <li>a. Dispute Resolution</li> <li>b. Interruption of Service</li> </ol> </li> <li>4. <b>EXECUTIVE COMMITTEE</b> <ol style="list-style-type: none"> <li>a. Communications Officer duties</li> <li>b. Election of Officers</li> <li>c. Criteria for Membership</li> <li>d. Criteria for Officers</li> </ol> </li> <li>** <b>Borrowed Academic Senate sections deleted sections: **</b> <ol style="list-style-type: none"> <li>a. VI. Relationship to Academic Senate</li> <li>b. VII. College Committees</li> <li>c. VIII. NTID Senate Committees</li> </ol> </li> <li>5. <b>MEETINGS OF THE NFC</b> <ol style="list-style-type: none"> <li>a. Meetings Frequency</li> </ol> </li> </ol> </li> </ul>	<p><b>Jessica</b> – proposed amendments to be incorporated into by-laws.  <i>[Status: completed; updated draft of by-laws sent to NFC 11/28/17, 2:45pm]</i></p> <p><b>NFC</b> – Review updated by-laws draft prior to next meeting.  <i>[Status: ]</i></p> <p><b>NFC/Mark</b> – Investigate Robert’s Rules of order.  <i>[Status: ]</i></p> <p><b>Austin</b> – Send Robert’s Rules slides to Mark, Ed, Jess.  <i>[Status: completed 11/20/17]</i></p>

Agenda Item	Discussion / Status	Action Items
	<ul style="list-style-type: none"> <li>b. NFC Visitors</li> <li>c. Voting Quorum Ratios/Percentages</li> <li>d. Robert's Rules</li> </ul> <p>6. <b>MINUTES AND REPORTS TO FACULTY</b></p> <ul style="list-style-type: none"> <li>a. Communication Officer responsibilities.</li> <li>b. Newsletter or PR email to announce meeting minutes availability</li> </ul> <p>7. <b>AMENDMENTS OF THE BY-LAWS</b></p> <ul style="list-style-type: none"> <li>a. Amendment Procedures</li> <li>b. Voting Quorum Ratios/Percentages</li> <li>c. Final Review of Timelines: <ul style="list-style-type: none"> <li>i. Suggested revisions will be sent to NFC members for review one week prior to next meeting where by-law changes will be discussed.</li> <li>ii. If approved or modified, representatives will have four weeks in which to discuss these revisions with their home depts..</li> <li>iii. A quorum for the discussion of such amendments shall be 2/3 of the Congress' full membership and then a 2/3 vote of all members present needed to pass a motion.</li> </ul> </li> </ul>	
Next Meeting	<ul style="list-style-type: none"> <li>• <b>Tuesday Dec 5:</b> Vote to propose changed by-laws</li> </ul>	