ESF
Academic Governance Meeting

12 October 2021
ESF Academic Governance Agenda

1. Welcome / Call to Order/Acknowledgement
2. Approval of Past Minutes
3. Executive Chair Report – G. Scott
4. President Report – J. Mahoney / D. Newman
5. Live/preferred name process – Rebecca Hoda-Kearse
6. Middle State Update – Sophie Gublo-Jantzen
7. Committee Reports
   a. Research
   b. Awards
   c. Library
   d. University Faculty Senate
8. Old Business
9. New Business
      (Available on the academic governance website)
10. General Good and Welfare
11. Adjourn
Virtual Sign-in QR Code

Instructions:
- Using your “smart phone”, open an internet browser.
- Click in the search dialog.
- Locate and select the “Scan” icon while pointing the phone at the QR code.
- Accept the redirection to the Socrative website
- Type your name when prompted

https://b.socrative.com/login/student/
Room: ESFAG
Executive Chair Report
Gary M Scott

Upcoming meetings
Thank you to the Bylaws subcommittee
Requests for committee representation
USA Fall Break Resolution
### Academic Governance Meeting - 2021-2022

<table>
<thead>
<tr>
<th>Academic Governance Executive Committee</th>
<th>Academic Governance Meeting</th>
<th>Notes</th>
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<tbody>
<tr>
<td>11:00a - 12:20p</td>
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<tr>
<td>408 Baker</td>
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<td>Tuesday, August 31, 2021</td>
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<td>Tuesday, November 9, 2021</td>
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<td>Tuesday, December 7, 2021</td>
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<td>Tuesday, January 11, 2022</td>
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<td>Tuesday, February 8, 2022</td>
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<td>Tuesday, March 8, 2022</td>
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<td>Tuesday, April 5, 2022</td>
<td>Tuesday, April 19, 2022</td>
<td>AG@2:30p / Awards</td>
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<td>Tuesday, April 26, 2022</td>
<td>Thursday, May 5, 2022</td>
<td>Meeting</td>
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ESF Academic Governance
Thank you to the Bylaws Committee

- Bylaws/Standing rules will be discussed later in the meeting

- Over a year of work to understand and streamline our bylaws

- Neal Abrams
- Ray Appleby
- David Newman
- Aaron Rounds
- Gary Scott
- Matt Smith
- Erin Tochelli
College-wide Personal Safety Committee
Kelly Berger

- “…one-third thereof shall be appointed from a list of faculty members that contains twice the number to be appointed which is provided by the largest faculty organization on such campus.”
  --Education Law sec. 6431

- Seeking 8 to 9 names as candidates for appointment
- Send (self-)nominations to me at gscott@esf.edu
College Retention Council
Kitty McCarthy

- The primary goal of the ESF Retention Council is to identify key factors that affect student success and retention within the College community and recommend interventions that address these factors. We want to retain students by devising common sense, campus-wide strategies that empower students to persist to graduation.

- Seeking a faculty member recommendation from AG
- Send (self-)nominations to me at gscott@esf.edu
Fall Break Resolution
USA – Lexi Chipules

- **Be it resolved,** that the college observes Indigenous Peoples Day on October 11th and allocates at least one day of rest; and,

- **Be it further resolved,** that the college registrar permanently adds a fall break in observance of this holiday to the academic calendar starting in the fall of 2021 and all future fall semesters; and

- **Be it further resolved,** that USA understands the complexity of this request in regards to scheduling laboratory courses and that we recommend applying the same policies used during the week of Labor Day to hold such courses; and,

- **Be it finally resolved,** that this document reflects the attitudes and decisions made by the SUNY ESF Undergraduate Student Association Senate and copies shall be sent to President Joanie Mahoney, CFO and Vice President for Administration Joseph Rufo, Provost and Vice President for Academic Affairs David Newman, Vice Provost and Dean for Student Affairs Anne Lombard, Director of Student Involvement and Leadership Laura Crandall, Chair of the Board of Trustees Matthew Marko, Chief Diversity Officer Malika Carter, Academic Governance Chair Gary Scott, SUNY Student Assembly President Bradley Hershenson, Syracuse University Student Association President David Bruen, Graduate Student Association President Melanie Berger, College Registrar Leslie Rutkowski, and the ESF Student body via the ESF Students Email Listserv.
Moving Forward

Shortened spring semester

- *Spring 2021 shortened by one week due to Covid*
- *Spring 2022 and moving forward has also been shortened*

<table>
<thead>
<tr>
<th>First day of Classes</th>
<th>Last day of Classes</th>
<th>Number of days</th>
<th>Number of Weeks</th>
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<td>2017.01.17</td>
<td>2017.05.02</td>
<td>105</td>
<td>15</td>
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<td>2018.04.30</td>
<td>104</td>
<td>15</td>
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<tr>
<td>2019.01.14</td>
<td>2019.04.30</td>
<td>106</td>
<td>15</td>
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<td>2020.01.13</td>
<td>2020.04.28</td>
<td>106</td>
<td>15</td>
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<td>2021.02.08</td>
<td>2021.05.07</td>
<td>88</td>
<td>13*</td>
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<td>2022.01.18</td>
<td>2022.04.26</td>
<td>98</td>
<td>14</td>
</tr>
<tr>
<td>2023.01.17</td>
<td>2023.04.25</td>
<td>98</td>
<td>14</td>
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*No spring break
National Farmers Day

- Thank a farmer
- Buy from a local farmer
- Start a garden

Alternatives
- National Gumbo Day
- National Pulled Pork Day

https://nationaltoday.com/national-farmers-day/
President’s Report

Joanne Mahoney
David Newman
Lived/preferred name process

Rebecca Hoda-Kearse
Lived Name @ESF

LNC Committee:
Rebecca Hoda-Kearse
Kerrie Findlay
Kailyn Wright
Amelia Hoffman
STUDENT RESPONSES TO THE RECENT CHANGES

“This makes me so happy, thank you for doing this.”

“Thank you for making this an option!”

“This is great inclusion and belonging practice. #proud”
Updates

1. Look out for an email with answers to FAQ’s about the process and resources.
2. Join a focus group to contribute to the ongoing process

11/1: Students, 2pm  Faculty and Staff 4pm
11/2: Faculty and Staff, 2pm  Students, 4pm
What to say when a student asks “Can I go by a lived name?”

Professor: “Yes, [lived name], absolutely! You can add a lived/preferred name, and your pronouns if you’d like, to your myESF Banner profile to update the ESF system. After you do that, you can fill out the Lived Name survey which offers additional customization in SU and Centennial Hall systems. If you have questions you can email livedname@esf.edu”
Want to learn how to support students better?

- Visit the OIDE SafeZone web page to attend a SafeZone training, or request a training for your department.
  - [www.esf.edu/ide/safe-zone.htm](http://www.esf.edu/ide/safe-zone.htm)
- Upcoming Trainings
  - In-Person, Gateway 240: Wednesday, October 13th 2:00pm-3:30pm
  - Virtual: Thursday, October 14th 3:00pm-4:30pm
  - In-Person, Gateway 240: Monday, November 15th 11:00am-12:30pm
Thank you for your support!

If you have questions please email livedname@esf.edu
Middle States – Team Chair Visit

Sophie Gublo-Jantzen
Team Chair Visit - 10/13/2021, 1:15 – 2:15

• MSCHE Self-Study Process – Prior to full team visit, this is an opportunity for campus constituencies (faculty, staff, students) to learn more about their role in the reaccreditation process.

• Virtual Visit – Registration required: https://syracuseuniversity.zoom.us/meeting/register/tJMrfuCrqDoqHNRLbn2iv2byXFI-hfU4IQHV

• To learn more about the ESF re-accreditation progress so far, go to: http://www.esf.edu/middlestates
Committee Reports

Research
Awards
Library
University Faculty Senate
Committee Reports

Research
ESF Committee on Research

McIntire/Stennis Proposal
Submission Deadline
October 18, 5 pm
Mission:
The mission of the RAC is to assist the ESF Vice President for Research (VPR) and the institution in improving and expanding research, creative activity, innovation and scholarship by providing input and recommendations to the VPR.

Composition:
The RAC will be comprised of a diverse set of successful research, scholarly and entrepreneurial faculty that represent the depth and breadth the faculty. Non-faculty members may be added as needed. The RAC Chair will be an active member of the Committee of Research and will be selected by the VPR in consultation with the COR Chair(s). RAC members will be identified by the VPR in consultation with the RAC Chair and will serve for at least one year.
Committee Reports

Awards
Katherina Searing
2021-2022 SUNY Chancellor’s Awards for Excellence

Please consider nominating a deserving individual!

**Categories:**

**Professional Staff:**
Excellence in Professional Service

**Faculty:**
Excellence in Scholarship and Creative Activities
Excellence in Teaching
Excellence in Faculty Service
Excellence in Librarianship
Excellence in Adjunct Teaching (very few eligible)

Prenomination form available online: [https://www.esf.edu/acadgov/awards.htm](https://www.esf.edu/acadgov/awards.htm)
Due: October 15, 2021; Questions: kbsearing@esf.edu

The awards committee will review these pre-nominations and if approved, will subsequently request supporting documentation for completion of a full nomination.
Committee Reports

Library
Read and Publish Agreement with Cambridge

• Provides a sustainable, affordable Open Access publishing provision.
• One-time cost adjustment, caps inflation at 1.5% for the contract term.
• ESF faculty do publish in CUP titles, typically 1-3 times per year.
• Only one article would have to be published for us to “break even” on the cost adjustment. Average APC with CUP is $3,255 (does vary by title).
• No cap on the number of articles ESF faculty can publish.
Read and Publish Agreement with Cambridge

• Expands access (with full post termination access) to the CUP portfolio, with about 45 of those titles relevant to ESF curriculum and scholarship.

• Top “turnaways”

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<tr>
<th>Title</th>
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<tbody>
<tr>
<td>Parasitology</td>
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<tr>
<td>Paleobiology</td>
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<tr>
<td>Journal of the Marine Biological Association of the UK</td>
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<tr>
<td>Geological Magazine</td>
</tr>
<tr>
<td>Bulletin of Entomological Research</td>
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<tr>
<td>The Journal of Agricultural Science</td>
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<tr>
<td>Journal of Fluid Mechanics</td>
</tr>
<tr>
<td>The Lichenologist</td>
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<tr>
<td>Econometric Theory</td>
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<tr>
<td>Journal of Tropical Ecology</td>
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Committee Reports

University Faculty Senate
University Senate Report  
Fall 2021 Plenary Report

- **Thursday 10/7 7:30pm-9pm**

  - Campus faculty/staff can serve on UFS standing committees – don’t need to be Senators or Campus Governance Leaders. Committee details and registration can be found at [http://www.sunyufs.us/committee-application-page.html](http://www.sunyufs.us/committee-application-page.html)

- **Specialized and Statutory Sector meeting**
  
  - Raised the question of academic freedom and SUNY support for faculty and staff regarding an incident at Maritime where students took exception with a faculty member and he was escorted off campus without proper chain of command or due process. Professor was completely cleared and reinstated a year later.
  
  - Raised the question of guidance from SUNY regarding the linked issues of course modality and student accommodation, especially for Covid-related problems? Where does the authority and responsibility rest on course modality given how tightly it is linked to curriculum decisions, and how it is affected by interaction with other mandates such as quarantine time?
  
  - Appleby was approved as the Alternate Specialized/Statutory Sector Representative
University Senate Report
Fall 2021 Plenary Report

- **General meeting Friday 10/8 8:30am-5:00pm**
  - Stressed the importance of the sector meetings. Trying a new format with the Chancellor this year to avoid the elaborate preambles and “airing of grievances.” Executive Committee chooses 2 topics.
  - Currently 10 presidential searches in various stages and for SUNY provost
  - Will hold election for UFS VP/Secretary at this plenary
- **Discussion with the Chancellor**
  - Moratorium on study abroad hopefully lifted for spring ’22 semester. Expect news by November.
  - Telecommuting – Working with unions and GOER to give campuses the flexibility to decide
  - Would like to mandate that all SUNY employees be vaccinated but that will take much negotiation. Currently focused on mental and physical health.
  - Sees on-line offerings as a huge opportunity to increase declining enrollment.
University Senate Report  
Fall 2021 Plenary Report

- **Campus and System COVID response** – SUNY COO Beth Berlin – slides available at: 
  - SUNY mandates indoor masking for all and testing for all unvaccinated. Campuses may implement more stringent measures.
  - Responsibility of campuses to enforce testing and impose discipline, including suspensions of students and employees.
  - Student vaccination mandate will be on-going, not just to the end of this semester. Likely to be a booster mandate after full FDA approval.
  - Mandate for all SUNY System M/C employees to be vaccinated

- **SUNY’s new DLE**
  - Goal is a unified DLE. It is important to have all campuses on board.
  - D2L provides exceptional migration support.
  - Issues for ESF?
University Senate Report
Fall 2021 Plenary Report

- Saturday 10/9 8:30am-1:30pm
- Resolutions

- OP/GOV:
  - VII.1(a) Plenary meetings typically shall be held in-person. If the Executive Committee determines it to be necessary for public health or safety reasons, the meeting shall be held via synchronous video technology. Members are expected, when feasible, to have their video enabled throughout the meeting. Non-member participants are expected, when feasible, to enable video when recognized to speak.
    - For: 37 / Against: 3 / Abstain: 2

- COMM:
  - Regarding the Executive Budget: Urge the Governor for more public funds to be directed to public education and for SUNY to be less dependent on tuition
    - For: 40 / Against: 0 / Abstain: 2
University Senate Report  
Fall 2021 Plenary Report

- **OP:**
  - Support for the Chancellor, unions and GOER to implement a permanent, more flexible telecommuting policy
  - For: 27 / Against: 14 / Abstain: 2

- **UG:**
  - Contact Hours Policy for Applied Learning Experience
  - For: 39 / Against: 1 / Abstain 3

- **UG:**
  - In support of AAUP’s statement of firm opposition to a spate of legislative proposals being introduced across the country that target academic lessons, presentations, and discussions of racism and related issues in American history in schools, colleges and universities
  - For: 37 / Against: 0 / Abstain: 0
Old Business
Bylaws and Standing Rules

Bylaws - Structural issues of academic governance

Standing Rules - Procedural issues of academic governance

- Streamlining of AG Committees to 6 standing committees
  - Academic Affairs Committee
  - Faculty and Staff Affairs Committee
  - Student Affairs Committee
  - Research and Scholarship Committee
  - Executive Committee
  - Awards Committee

- Streamlining of various processes (e.g., search committees, etc.)
- Greater use of ad hoc committees to handle specific issues
- Being brought forth for discussion and adoption
Bylaws

Membership

1. Faculty.
The Faculty of the State University of New York College of Environmental Science and Forestry shall be composed of the Chancellor of State University and the President of the College; members of the College having academic rank, senior research associates, research associates, and research assistants. These Faculty members shall be members of Academic Governance.

2. Staff Representatives.
Thirty (30) members of the non-Faculty professional staff who are elected through a College-wide electoral process shall be members of Academic Governance. Those non-Faculty professional staff in Unclassified Service are eligible to be elected.

3. Student Representatives.
Sixteen (16) student representatives, eight (8) each representing the Graduate Student Association and the Undergraduate Student Association shall be members of Academic Governance.
Bylaws

Executive Committee

- Primary roles essentially remains the same

- Membership adds three at-large members to get greater representation from the community
  - Faculty member (without continuing appointment)
  - Faculty member (with continuing appointment)
  - Staff representative
Bylaws

Academic Affairs Committee

This committee is charged with all matters of the College’s instructional program. The committee shall assess the College curriculum; set standards for evaluating student academic performance and academic integrity; create, review and assess academic policies from matriculation through graduation; promote, support, and evaluate instructional quality; provide consultation in areas of academic technology and instructional spaces; review and consult on changes to academic programs, including creation and discontinuation of programs; and consult with ad hoc committees to review petitions, probations, academic suspensions, and dismissals.

Approximately equivalent to the current CoC
Bylaws

Student Advancement Committee

This committee is charged with considering all matters affecting student life on campus. The committee shall provide consultation on policy directions and issues relating to students’ co-curricular experiences, faculty-student-staff interactions, programs, and services throughout the college. These responsibilities may include, but are not limited to: considering and recommending policy or procedure changes that directly concern students; presenting Academic Governance with resolutions passed by Undergraduate and Graduate Student Associations; supporting and representing students and their needs for study, meeting, dining and socializing spaces; serving as a review body for ESF policy changes to the Student Handbook; acting as liaison on matters that pertain to the interface between athletics and instruction and; matters that pertain to the interface between ESF student housing and academic and student affairs. This committee will also organize the solicitation of nominations for recognition of exemplary students for the Chancellor’s Award for Student Excellence.

■ Approximately equivalent to the current Student Affairs Committee
Bylaws

Faculty and Staff Advancement Committee

The Faculty and Staff Advancement Committee serves the College community to provide input, insight, recommendations, and review to the policies and procedures that pertain directly to faculty and staff. The responsibilities of the committee will include contribution to and review of policies and procedures that affect faculty performance, development, evaluation, promotion, tenure, engagement, academic freedom, involvement in governance, professional standards, ethics, access to College resources, faculty and staff welfare, and other similar issues that may arise. The committee is an advocate for the promotion and advancement of equitable practices that support the growth, vibrancy, and quality of all faculty and staff members.

■ New committee
Bylaws

Research and Scholarship Committee

This committee shall be concerned with the development of and updates to policies regarding research development, support, and administration. It shall liaise with various college units that support research activities. This committee shall work to establish policies and initiatives pertinent to graduate student research, the management of research proposals related to funding initiatives administered by the Office of Research Programs (ORP), and the recognition of research achievements. This committee shall also work with other committees to raise awareness of the college’s research program through the organization of the annual conferences.

Additionally, this committee will work to ensure the ESF community has access to the resources needed to further ESF scholarship. This can include advising and informing decisions, problem-solving content and access to content issues, and serve to facilitate two-way communication between faculty and students and administration at the College level.

Essentially unchanged from the Committee on Research
Bylaws

Awards Committee

This committee, in order to exercise its responsibility for the nomination and solicitation of awards on behalf of the Membership, shall be concerned with: the solicitation of nominations and testimony for (1) SUNY Chancellor’s Awards for Excellence for a) faculty service b) librarianship c) professional service d) scholarship and creative activities and e) teaching, (2) SUNY Distinguished Professorships, (3) SUNY/ESF Honorary Degrees and (4) other awards designated by the Executive Committee of Academic Governance, in accordance with SUNY and ESF guidelines, as appropriate; the review of nominations and supporting documentation; making recommendations to the President for the above-mentioned awards; the oversight of nomination package preparation; and the maintenance of college-wide records of awardees. This committee shall be concerned with the development of and updates to policies regarding research development, support, and administration. It shall liaise with various college units that support research activities. This committee shall work to establish policies and initiatives pertinent to graduate student research, the management of research proposals related to funding initiatives administered by the Office of Research Programs (ORP), and the recognition of research achievements. This committee shall also work with other committees to raise awareness of the college’s research program through the organization of the annual conferences.

Essentially unchanged from the Awards Committee
Bylaws

Subcommittees and Ad hoc Committees

The Executive Committee may appoint or abolish subcommittees and ad hoc committees necessary to fulfill the responsibilities of Academic Governance. Each Standing Committee, in order to fulfill its responsibilities as outlined herein, may recommend to the Executive Committee the establishment of subcommittee or ad hoc committee to more effectively organize its work or carry-out a special project. The chair of each subcommittee or ad hoc committee must be a member of a Standing Committee. conferences.

- **Expectation is to make greater use of ad hoc committees**
  - *Allow participation without the commitment of being a committee member*
  - *Participate on committees where there is a vested interest*
Bylaws

- Meetings
- Consultation
- Bylaws and standing rules revisions

Essentially Unchanged
Standing Rules
Staff Representation

The 30 Staff Representatives shall be chosen by election with half of the Staff Representatives being elected in alternate years for two-year terms. All non-Faculty professional staff eligible to be Staff Representatives per the Bylaws may vote for the Staff Representatives. Elected Staff Representatives shall be available to serve on Standing Committees and the various Ad Hoc Committees and Subcommittees formed.

15 staff positions will be eligible for reelection each spring. For a slate of 15 positions, each voter will rank the top 10 candidates from 1-10, with 1 being the highest rank. If there is not a full slate of candidates (there are fewer than 15 nominees for 15 positions), the Executive Committee may appoint representatives from among eligible staff.
Standing Rules
Student Representation

The eight (8) undergraduate representatives shall consist of the President of the Undergraduate Student Association and seven (7) additional undergraduate students elected by the members of the Undergraduate Student Association. The eight (8) graduate representatives shall consist of the President of the Graduate Student Association and seven (7) additional graduate students elected by the members of the Graduate Student Association. Each respective Student Association shall develop such election processes and communicate the processes to Academic Governance. The Student Representatives are expected to serve on Standing Committees, Search Committees, and the various Ad Hoc Committees and Subcommittees formed. The undergraduate representatives and the graduate representatives shall be appointed by their respective student organizations.
Standing Rules
Removal From Office

Officers and committee members may be removed from office by a vote of the membership following complaint to the Executive Committee and review and recommendation by the Executive Committee. The decision shall be made by no less than a two-thirds (2/3) majority of those voting (exclusive of abstentions).
Standing Rules
Various Process Clarifications

- Electronic balloting
- Committee membership and voting
- Process for consultation
  - Several separate documents incorporated into Standing Rules and some clarifications made
Standing Rules Consultation

AGEC triages new and revised policies at an early stage to determine desired level of consultation:

- **Tier 1:** academic, content negotiable
- **Tier 2:** academic, content non-negotiable
- **Tier 3:** non-academic

AG consults differently based on triage decision:

- **Tier 3:** stakeholder ID communication
- **Tier 2:** stakeholder ID implementation communication
- **Tier 1:** policy content timeline, stakeholder ID revision process, final approval implementation communication

AGEC drafts recommendations for policy implementation and campus communication:

- AGEC Initial Review (Triage)
- AGEC Final Review (Tier 1 only)
- AGEC takes actions to support implementation & communication

Policy Impact Statement

ESF Administration follows standard operating procedures with University Counsel, CFO, CDO, Exec Cabinet, etc. but makes time for AGEC triage (30 days) and Tier 1 review (60 days).

Policy Impact statements and/or revision proposals should be triaged by AG before moving to final policy template stage.

AG can help identify stakeholders in all cases (Tiers).

AG may request extension of triage and review period for Tier 1 actions.

AG can help with implementation and communication steps including gathering feedback, for all Tier 1 and 2.

Can help with communication for Tier 3 if desired.
Standing Rules
Consultation

Consultation Concerning Appointment and Re-appointment of Academic Vice-presidents and Deans

1. Faculty, staff, and students shall be represented on all administrative searches where the primary duties of that position are to work closely with faculty and students or where consultation with Academic Governance is required by the SUNY Policies of the Board of Trustees.

2. When the committee is being formed, the Executive Committee shall be consulted by the administration in advance as to the composition of the committee and shall jointly with the administration select the faculty and staff representatives of the committee.

3. The committee shall represent the broad diversity of the College with respect to rank and academic unit.

4. The College President shall appoint the chair of any administrative search committee.

5. Provost searches shall have majority representation from faculty (including academic department chairs), at least one member of the professional staff, and at least one member of the student body.
Bylaws and Standing Rules

Process Forward

1. Discussion at Academic Governance Meeting
2. Final version distributed to the membership
3. Vote on the Bylaws within 14 days
4. Vote on the Standing Rules by the Executive Committee
5. Next Meeting: Presentation of the Standing Rules to Academic Governance
6. Implementation of the new Bylaws and Standing Rules

*Translation of the committee memberships*

*Appointment of immediately necessary ad hoc committees*
New Business
Adjourn

https://www.onephotophoto.com/