

**University Council Cabinet
Meeting Summary
January 29, 2024
3:30 – 4:30 p.m.
130 Burruss Hall & Zoom Videoconference**

Present: Cyril Clarke (co-chair), Joe Merola (co-chair), April Myers, Kim O'Rourke, Dwayne Edwards, Evan Lavender-Smith, Robert Weiss, Janice Austin, LaTawnya Burleson, Kiera Schneiderman & Rachel Maizel

Absent with notice: Amy Sebring, & Julie Ross

Absent: Menah Pratt

Dr. Clarke called the hybrid meeting to order at 3:30 p.m. A quorum was present.

1. Adoption of Agenda

A motion was made to amend the agenda by adding an informational item regarding the transfer of the engineering mechanics program from BEAM to ME under the other discussion items section of the agenda. The motion to amend the agenda was seconded and the motion passed. A motion was then made, seconded, and approved to adopt the amended agenda.

2. Actions/Decisions

1. A request was made to remove the Commission on Faculty Affairs Resolution CFA 2023-24C – Resolution to Form a Task Force to Study Instructor Workloads and Salaries from the consent agenda for a brief comment to be made.
2. The consent agenda, which consisted of the University Council meeting agenda for February 5, 2024, was approved.
3. The cabinet approved CFA Resolution 2023-24C- Resolution to Form a Task Force to Study Instructor Workloads and Salaries.
 - a. A suggestion was made that the resolution specify that the recipients of the task force report would be the President and Executive Vice President and Provost.
 - b. An additional suggestion made was that the resolution could reference the guidelines that were developed in 2022 on the creation of work groups. The guidelines reside on the Virginia Tech policies website:
<https://policies.vt.edu/assets/Guidelines-for-Creation-of-Work-Groups-and-Other-ad-hoc-Committees.pdf>
4. The Cabinet began discussions on the proposed changes to the University Council Constitution. This discussion will continue at the February 12, 2024, meeting.

3. Adjournment - There being no further business, the meeting was adjourned at 4:42 p.m.