2023 Fall Core Committee Meeting
November 15-16, 2023
David L Lawrence Convention Center
Pittsburgh, PA
Approved by Core: January 15, 2024

INTRODUCTION

A summary of action items precedes the minutes. The minutes provide more details and highlights of discussion. Unless otherwise noted, approvals are based on the POD Network Levels of Consensus Scale (see Appendix). Items that require a formal vote (in favor/opposed) are indicated.

SUMMARY OF ACTIONS TAKEN Wednesday, November 15, 2023

Consensus Vote E-Minutes:

Approve E-Minutes summarizing decisions made by the Executive Committee and Core Committee since the June 2023 Core meeting - APPROVED (1s and 2s) - See Appendix A

Professional Development Committee:

Majority Vote: Do you approve the recommended Governance Manual changes by the Professional Development Committee in section "IV.B.4.7. Professional Development Committee (PDC)":

Committee Leadership Structure and Responsibilities
The committee uses a Chair, Chair-Elect and Past Chair rotation. Up to two (2) members of the PDC can serve at a time in each position. In addition to general expectations for standing committee Chairs as described above, the Chair(s) of PDC serves a one-year term, working closely with the Past Chair(s) and Chair(s)-Elect. Each October, prior to the leadership transition that coincides with the annual conference, the committee reviews the responsibilities of Chairs and the time commitment required by each position. Members of the committee interested in serving as Chair-Elect are invited to self-nominate or to encourage colleagues to self-nominate. The Chair(s)-Elect retain(s) this position for one year preparing to take on the role of Chair(s) after the

annual conference of the following year when the term of the previous Chair(s) ends.

If the Chair is not a member of the Core Committee, a committee member who also serves on the Core Committee will function as Core Representative for the PDC. Ideally, at least one member of the PDC will be a current member of the Core Committee.

APPROVED: Unanimously

Conference Committee
Majority Vote: Do you approve the recommended Governance Manual changes by the Conference Committee in section "IV.B.4.2. Conference Committee":

New Committee Structure for In-person
2 Conference Co-Chairs
2 Program Co-Chairs
1 DEI (Inclusion) Chair
1 Accessibility Chair
1 Data Management Chair
The POD Network Executive Director

New Committee Structure for Online

1 Online Chair (when online format is offered)
1 Online Program Chair (Two year term same as in-person rotation)
The POD Network Executive Director
1 Data Management Chair

NOT APPROVED: None in favor, 15 opposed, 2 abstained

SUMMARY OF ACTIONS TAKEN Thursday, November 16, 2023

Election of President-Elect
Majority Vote:
Approve the election of self-nominee Carl S Moore as the president-elect, term to begin after the Spring Core Meeting - APPROVED (unanimous)

Interpretation of the Governance Manual, Conference Committee section
  Consensus Vote:
    Do you affirm the interpretation of the GM that Danielle has set out in that the Conference Committee is charged with creating the program experience for the conference and that the executive director is charged with determining the sites, with sites being inclusive of the modality of (on-the-ground sites and online sites)?

    APPROVED: all ones and twos

MINUTES, WEDNESDAY, NOVEMBER 15, 2023

Present: Stacy Grooters (President), Carole Hurney (Past President), Christine Rener (President-Elect), Teresa Focarile, Patricia Guillen, Cait Kirby (Online), Kathleen Landy, Thomas Laughner, Danny Mann, Tammy McCoy, Bonnie Mullinix, Gloria Niles (Online), German Vargas Ramos, Cheryl Richardson (Online), Kem Saichaie, Adriana Streifer, Jennifer Yates, Danielle Gabriel, Executive Director (ex-officio)

After welcoming and thanking all for attending, and completing a "icebreaker exercise,

Processes, ground rules & norms
  President Stacy Grooters reviewed the agenda, processes, ground rules & norms (Core Handbook) and solicited volunteers for note-takers and timekeepers

Dr. Whitney Peoples facilitated a 3-hour session on diversity, equity, and inclusion.

Executive Director Report
  The Executive Director's written report included statistics about POD's financial position, annual conferences since 2012, and membership since 2016.

  Currently and in the near future, the Executive Director's focus will be on matters of sustainability and culture.

Consensus Vote E-Minutes:

  Approve E-Minutes summarizing decisions made by the Executive Committee and Core Committee since the June 2023 Core meeting - APPROVED (1s and 2s) - See Appendix A

Professional Development Committee:
  Majority Vote: Do you approve the recommended Governance Manual changes by the Professional Development Committee in section "IV.B.4.7. Professional Development Committee (PDC)":

Committee Leadership Structure and Responsibilities
The committee uses a Chair, Chair-Elect and Past Chair rotation. Up to two (2) members of the PDC can serve at a time in each position. In addition to general expectations for standing committee Chairs as described above, the Chair(s) of PDC serves a one-year term, working closely with the Past Chair(s) and Chair(s)-Elect. Each October, prior to the leadership transition that coincides with the annual conference, the committee reviews the responsibilities of Chairs and the time commitment required by each position. Members of the committee interested in serving as Chair-Elect are invited to self-nominate or to encourage colleagues to self-nominate. The Chair(s)-Elect retain(s) this position for one year preparing to take on the role of Chair(s) after the annual conference of the following year when the term of the previous Chair(s) ends.

If the Chair is not a member of the Core Committee, a committee member who also serves on the Core Committee will function as Core Representative for the PDC. Ideally, at least one member of the PDC will be a current member of the Core Committee.

APPROVED: Unanimously

Conference Committee
Majority Vote: Do you approve the recommended Governance Manual changes by the Conference Committee in section "IV.B.4.2. Conference Committee":

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2 Conference Co-Chairs
2 Program Co-Chairs
1 DEI (Inclusion) Chair
1 Accessibility Chair
1 Data Management Chair
The POD Network Executive Director

New Committee Structure for Online

1 Online Chair (when online format is offered)
1 Online Program Chair (Two year term same as in-person rotation)

The POD Network Executive Director
1 Data Management Chair

NOT APPROVED: None in favor, 15 opposed, 2 abstained

MINUTES THURSDAY, NOVEMBER 16, 2023

Present: Stacy Grooters (President), Carole Hurney (Past President), Christine Rener (President-Elect), Chad Hershock (Chair of the Finance Committee), Teresa Focarile, Patricia Guillen, Cait Kirby (Online), Kathleen Landy, Thomas Laughner (Online), Danny Mann, Tammy McCoy, Bonnie Mullinix, Gloria Niles (Online), German Vargas Ramos, Cheryl Richardson (Online), Kem Saichaie, Adriana Streifer, Jennifer Yates, Danielle Gabriel, Executive Director (ex-officio)

Election of President-Elect
  Majority Vote
    Approve the election of self-nominee Carl S Moore as the president-elect, term to begin after the Spring Core Meeting - APPROVED (unanimous)

Interpretation of the Governance Manual, Conference Committee section
  Consensus Vote:
    Do you affirm the interpretation of the GM that Danielle has set out in that the Conference Committee is charged with creating the program experience for the conference and that the executive director is charged with determining the sites, with sites being inclusive of the modality of (on-the-ground sites and online sites)?

    APPROVED: all ones and twos

Discussion items
President Grooters and Executive Director Gabrielle facilitated discussion on the following topics/documents with the intent that no votes were to be taken at this meeting but will scheduled for one or more future Core meetings:
- Communication & Decision-Making Guidelines
- Revised Non-Discrimination and Anti-Harassment Policy
- Care, Dialogue, & Accountability Policy

Respectfully Submitted,

Gaye Webb, Administrative Manager

APPENDIX A
E-Minutes | Fall 2023
(The record of all decisions made by the Core Committee and/or the Executive
Committee since the Spring 2023 Core meeting)

July 2023
- APPROVED by Executive Committee start date for new Executive Director of July 17, 2023
- APPROVED by Executive Committee the participation of the POD Network in the research survey conducted by Equity Based Teaching Collective (EBTC)
- APPROVED by Executive Committee and Core Committee the off-cycle budget request of $1,000 for the keynote speaker at the 2023 POD Annual conference to supplement the approved budget of $10,000.
- APPROVED by Executive Committee, the addition of Danielle Gabriel, new Executive Director:
  - As a signatory on all financial accounts
  - As an administrator on POD's bank accounts
  - As a authorized use to receive a debit card for POD's checking account
- APPROVED accepting Pinar Ustel as an intern focusing on accessibility and belonging; compensation to be provided by her institution

August 2023
- APPROVED by Executive and Core Committees, changing to the Governance Manual, Fiscal Policy section
- APPROVED by Executive and Core Committees a Healthcare Practices policy for the 28th annual POD Network conference
- APPROVED by Executive and Core Committees, the creation of an ad hoc committee to revise POD's ethical guidelines
- APPROVED by Executive Committee, to temporarily suspend start-up grants for 2023 since no funds were requested by or granted to the Membership in the FY23-24 budget.
- APPROVED by Executive Committee that Stacy Grooters, president, attend the ICED annual meeting in October (virtually)
- APPROVED by Executive Committee, National Center for Faculty Development and Diversity, LLC. to be a gold sponsorship of the 48th annual POD Network Conference
- APPROVED by Executive Committee, suspension of membership if fee has not been paid within 120 days of the date of the membership order
- APPROVED by Executive Committee, an update to the Non-Discrimination and Anti-Harassment Policy to include members and non-members event attendees
- APPROVED by Executive Committee, that POD Network present a pre-conference workshop at the AAC&U annual meeting to be facilitated by the presidents

September 2023
- APPROVED by Executive Committee to forego a financial review for FY23.
- APPROVED by Executive and Core Committees the minutes of the August Core meeting
- APPROVED by Executive Committee to host the 2024 annual POD Network conference at the McCormick Plaza Convention Center in Chicago November 18-25, 2024
- APPROVED by Executive Committee to contract with Dr. Whitney Peoples to provide DEI training at the November Core meeting

Appendix A
E-Minutes | Fall 2023
(The record of decisions made by the Core Committee and/or the Executive Committee since the Spring 2023 Core meeting)