Please join us for a special meeting of the Division

Tuesday, October 27, 2015

2:00 pm

Genomics Auditorium, Room 1102A

The special meeting is being called to discuss and vote on the proposed relocation of the Senate offices from its current location at the University Office Building to Hinderaker Hall. A copy of the meeting agenda is enclosed.

Looking forward to seeing you on the October 27th!

Sincerely,

Jose Wudka, Chair
Academic Senate
Riverside Division

*The Academic Senate represents university faculty and is empowered by the Regents to decide academic policies, including approving courses and setting requirements for admission, certificates and degrees.*
ORDER OF BUSINESS

1. The minutes of the May 19, 2015 Division Meeting

2. The Statement of Purpose for calling the Special Meeting ................................................................. 2

3. The Senate Memorandum of Understanding and memo from the Provost & Executive Vice Chancellor ........................................................................................................................................... 3

4. Any other business authorized by unanimous consent of the voting members present

September 14, 2015

M.S. See, Secretary-Parliamentarian
Riverside Division of the Academic Senate
The special meeting is being called to discuss the Administration’s proposed relocation of the Senate offices from its current location at the University Office Building to Hinderaker Hall.

The goals of the special meeting would be the following:

1. Provide a forum for the discussion of the possible relocation of the Senate offices to Hinderaker Hall, including entertaining motions on this issue.

2. To review and discuss the Senate’s draft Memorandum of Understanding, and the Provost & Executive Vice-Chancellor’s Memorandum related to this issue.
Memorandum of Understanding

Between

The UCR Division of the Academic Senate

and

The Administration of the UCR Campus

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the UCR Division of the Academic Senate (the Senate) and the Administration of the UCR campus (the Administration) to document and guarantee the allocation of space in Hinderaker Hall for the offices of the Senate.

This MOU addresses only the allocation of comparable space aspect of the relocation of the Senate to Hinderaker Hall, other aspects such as timing, remodeling, safety, etc. will be agreed upon separately.

Background
Collaboration between the Senate and Administration is essential for the functioning of the UCR campus and housing both units in close proximity is a way to facilitate such collaboration. For these reasons the Senate offices could be moved from their location in the University Office Building to dedicated and specific space on the second floor in Hinderaker Hall.

Purpose
This MOU guarantees the Senate the space it requires to fulfill its functions as a partner in shared governance and to present a welcoming environment to all faculty. Further, this MOU guards the Senate from unilateral, non-consultative decisions by the Administration to reduce or alter the space allocation in Hinderaker Hall, or to again relocate the Senate offices.

This MOU ensures that the following dedicated space is to be permanently allocated to the Senate:
- Suite 2148, consisting of 8 rooms (2148A-H) plus a reception area;
- Conference room 2120;
- Conference room 0150.

Conference rooms 2120 and 0150 will be dedicated to Senate activities, the scheduling for these rooms will be managed by the Senate.

Any changes in these provisions must be agreed upon by both the Chancellor (or his/her designee) and the Chair of the Division.

Reporting
The Division Chair will promptly bring to the Chancellor (or his/her designee) any concerns about the adherence to the agreement.
Funding
There are no costs associated with this MOU as this MOU is specific to space allocation and is unrelated to the costs associated with relocating the Senate.

Duration
This MOU is at-will and may be modified only by mutual consent of authorized officials from the Senate and the Administration. This MOU shall become effective upon signature by the authorized officials from the Senate and Administration and will remain in effect until modified or terminated by any one of the partners by mutual consent.

Contact Information

For the Administration
Partner representative
Position
Address
Telephone
Fax
E-mail

For the Senate:
Jose Wudka
Chair of the Division
(951) 827-6193
jose.wudka@ucr.edu

_______________________ Date:
(Senate representative signature)
Jose Wudka, Chair of the Division

_______________________ Date:
(Partner signature)
(Partner name, organization, position)

CC: ??
Memorandum on Move of UCR Academic Senate Offices to Hinderaker Hall
August 2015

Background
Collaboration between the Senate and Administration is essential for the functioning of the UCR campus under a Shared Governance Model. Housing the Senate and Administration together will facilitate collaboration between faculty and the administration and, demonstrate our commitment to shared governance. For these reasons the Senate offices are being moved from the University Office Building to a dedicated and specific space on the second floor in Hinderaker Hall.

Purpose
The following space in Hinderaker Hall will be allocated to the Senate:

- Suite 2148, consisting of 8 rooms (2148A-H and the 2148 reception area);
- Conference room 2120;
- Conference room 0150.

The administration recognizes the importance of providing the Senate sufficient meeting space, and of having that space under Senate control. Conference rooms 2120 and 0150 will be dedicated to Senate activities and the scheduling for these rooms will be managed by the Senate. The Senate will allow other units to access these rooms whenever not being used or reserved, with priority given to the Senate.

Funding
The costs of moving Senate offices to Hinderaker will be covered by the Chancellor/EVC office.

Future Space Needs
We recognize that needs and circumstances change over time. As this move has been the result of discussion and mutual agreement between the Administration and the Senate, we believe that future allocations should be made in a similar manner, while recognizing that the administration has the ultimate responsibility for assigning space on campus.

Paul D’Anieri
Provost and Executive Vice Chancellor