

## Minutes of the Meeting of the Executive Committee

### SUNY-Downstate College of Medicine

September 8, 2022

---

**Attendees:** H. Siddiqi, S. Rabinowitz, R. Gupta, J. Kubie, M. Stewart, C. Kamarajan, N. Penington, S. Fisher, R. Orman, K. Gallagher, L. Harris

The meeting was called to order by Dr. Siddiqi.

#### **Presiding Officer Report**

The committee introduced themselves to everyone. It was brought to the committee's attention that Dr. Perez is no longer with Downstate.

Dr. Siddiqi stated the following:

Meetings will be held on the first Monday at 4 pm. The meeting will be on Tuesday if there is a holiday on Monday. Meetings will be held in the

Cell Biology conference rm.

There are two semiannual meetings which are held in the fall and spring.

Traditionally, the Executive Committee invited a speaker to come and share information with the committee. The speaker could be an academic, staff member, or an administrator. If a guest wishes to speak at the meeting, Dr. Siddiqi will inform the committee and extend the invitation.

Committee members can bring up new items to discuss with the members.

#### **Dr. Siddiqi presented the new subcommittee chairs**

Nominations, Elections and Ballots	Dr. Mark Stewart
CAPQ	Dr. Jiang Xian-Cheng
Faculty and Professional Staff Personnel, Policies, Promotions and Appointments	Dr. Raavi Gupta
Research, Resources and Budget	Dr. Peter Bergold
Academic Integrity and Professionalism	Dr. Nicholas Penington

The new membership roster is on the website

Dr. Siddiqi presented the Executive Committee's website. There will be some changes with the website.

### **Old Business**

At the last meeting, it was discussed that the subcommittee could have two-year terms per the bylaws. Dr. Siddiqi stated that all subcommittees cease after August 31, and the presiding officer can solicit faculty to chair subcommittees. There was no comment requesting that discussion. Committee members said that Dr. Vis, emailed members stating there is a two-year term for subcommittee members. Dr. Siddiqi stated that the last time he was the presiding officer, he appointed members for only one year, but for the following year, they could retain some members and gain new members.

Dr. Kamarajan felt that since there is a discrepancy between subcommittees, the Executive committee should discuss this to get clarification.

Dr. Fisher stated that the bylaws committee should Reconstitute the bylaws committee, look at the bylaws, provide clarification, and make a recommendation. Dr. Gallagher agreed. Dr. Siddiqi stated that there was no need for clarification because the rules of subcommittee memberships are apparent in the bylaws. In addition, the past presiding officer was able to appoint members. Dr. Stewart stated that it might be hard to get members because so many people have left Downstate, where two people can join each committee.

### **New Business**

Dr. Kamarajan stated that regarding recruiting new chairs, he suggested that there should be a meeting or an orientation to get to know the prospective chairperson. Dr. Gallagher wanted to know if the committee should be required to get the name of prospective members and review them. Dr. Fisher stated the committee should approve the newly selected chairs. All members agreed. Dr. Siddiqi stated that he is following the procedures of recruitment. However, the committee felt there should be a public forum where people could see how members are selected for the subcommittee. Dr. Siddiqi stated that concerns should be addressed to the bylaws committee, and they want to write an amendment. Once the edit is presented to the Executive Committee and constituted, it is part of the bylaws.