

**Collin College Faculty Council
March 17, 2017 Meeting Minutes
CHEC Board room**

- I. Lunch 12:30 PM**
- II. 1:00 PM Call to Order**
- III. Roll Call**

Executive Committee

President: Regina Hughes

Vice President: Amina El-Ashmawy - absent

Treasurer: Kat Balch

Secretary: Kelley Reynolds

Central Park

Joe Jaynes (16-18)

Jeni Long (15-17)

Toni McMillen (16-18)

Sally Haas (15-17) – Alan Sauter proxy

Seema Endley (16-18)

Preston Ridge

Levi Bryant (16-18) - absent

George Jackson (15-17)

Nick Morgan (16-18)

Kim Nyman (16-18)

Debra St. John (16-17)

Aaron West (15-17)

Spring Creek

Doug Boliver (16-18) – Paula Miller proxy

Peggy Brown (16-18)

Mike Cohick (16-18)

Chris Grooms (15-17)

Tony Howard (15-17)

Joan Jenkins (15-17)

Lynn Jones (16-18)

Rebecca Orr (16-18)

Michael Phillips (16-18)

Steve Stallings (16-18)

Barbara Stern (15-17)

Roger Ward (16-17)

Associate Faculty

Patricia Coble (16-18)

IV. Approval of February, 2017 Minutes

K. Balch made a motion to amend the February minutes to state that the name of the anti-racism resolution be changed to the “anti-discrimination” resolution. G. Jackson seconded the motion. All approved the suggested change. P. Brown made a motion to accept the amended February minutes. The motion was seconded by K. Balch. The February 2017 minutes were approved unanimously.

V. Treasurer’s Report

K. Balch reported that there was \$201.00 in the Sunshine Fund, and \$3191.40 in the operating budget. The Associate Faculty scholarship fund has \$1320.13 and the Full Time Faculty scholarship fund has \$16,885.51.

VI. Vice President's Report

No report

VII. President's Report

i. Presidents Meetings: Briefings

R. Hughes will keep FC informed of any resolution of lingering issues.

Survey Monkey categories: Concur, Administrative alignment, Intellectual property, and the Hiring process. There will be two solution oriented questions per category.

BOT Forum today: Each candidate was asked to respond to four questions in writing. R. Hughes is hoping to post a link to the answers on the FC website. The candidates will be asked four more questions today at the forum – the candidates have only been given the topic overview for these questions. Dr. Kihl will be attending the forum today. The Student Government Association will be holding their own forum in April. R. Hughes is unsure if the newspaper will be covering today's proceedings. The forum will be videotaped and should be available for all to view.

ii. Board of Trustees Meeting: Briefing

Please refer to Dr. Matkin's February College update.

VIII. Committee Reports

Technology: See attached report in Appendix

Policy: Will be covered under unfinished business

Common Good: T. McMillen reported that the Committee is busy planning the retiree recognition event in April.

FC Procedures and Nominations: D. Lipscomb reported that there is one candidate each for FC President and Vice-President. N. Morgan will be the next FC President and R. Bzostek will be Vice-President for 2017-2018. There are candidates from each of the three main campuses for representatives. The Procedures Committee would like input on reducing the time for the election from two weeks to one week. D. Lipscomb will send out the ballot on Monday morning and send out reminders to vote on Wednesday and Friday – the election will close Friday at 5 pm. K. Balch made a motion to accept the change as presented, the motion was seconded by M. Phillips. B. Stern made a call to question. There were 14 members for the motion and 8 members against the motion with one abstention. The motion to reduce the election time to one week carries.

Teaching and Learning: no report

Academic Freedom: See attached report in appendix

Associate Faculty: See attached report in Appendix.

IX. District Committee Reports

Council on Excellence: K. Reynolds reminded everyone that there are still some travel funds available. COE is working on the OP nomination.

ACC: no report

CAB: no report

COAT: R. Bzostek reported that assessments would be conducted in May this year.

SOBI: no report

X. Unfinished Business

T. Howard made a motion to bring the proposed Campus Carry Resolution to the table. M. Phillips seconded the motion. R. Hughes recognized N. Morgan. N. Morgan presented the resolution. He thanked everyone for the work they had done and for all the feedback. There was a brief discussion regarding the resolution. M. Phillips made a motion to accept the resolution as presented. The motion was seconded by J. Jenkins. The resolution was accepted

unanimously. R. Hughes will communicate with the appropriate parties regarding the resolution.

J. Jenkins made a motion to bring the Faculty Council Procedures Manual proposed changes to the table. P. Brown seconded the motion. R. Hughes recognized D. Lipscomb. D. Lipscomb presented the proposed changes. K. Balch made a motion that under “Committees” the procedure should read “Any faculty member may serve on a committee” (instead of FT faculty member). The motion was seconded by M. Phillips. The motion was passed unanimously. B. Stern made a motion to add “subject to a vote by the full council” at the end of the sentence “Committees may be formed or disbanded by the Faculty Council Executive Committee as needed”. The motion was seconded by D. St. John. The motion passed unanimously. P. Brown made a motion that the FC would maintain a list of alternates or interested parties to serve as proxies. The motion was seconded by T. McMillen. The motion passed unanimously.

XI. New Business

P. Miller asked for a vote to grant funds to the Collin Foundation for scholarships. There are funds for 13 FT Faculty scholarships and 1 Associate Faculty scholarship. D. St. John made a motion to use the funds collected for Collin scholarships. The motion was seconded by K. Nyman. The motion carried unanimously.

XII. The next Faculty Council meeting will be April 7, 2017 at CHEC in Room 139. The meeting will be followed by the Retirement reception.

XIII. Call to Adjourn

M. Cohick made a motion to adjourn the meeting at 2:05 pm. The motion was seconded by P. Brown.

Minutes approved by Faculty Council President Regina M. Hughes, 4/1/2017

XIV.

Appendix

Faculty Council Committee Report

March 2017

COMMITTEE: Technology Committee

SUBMITTED BY: Karout, Mervat

Last Meeting Date: Meeting was held on Friday March 3rd, 2017

Active Members: (In order of last name, list all members who attended meeting/or contributed to work listed in this report.)

Member's names: Ann Blackman, Deborah Cardenas, Sharon Hirschy, Rajasree Kannampuzha, Mervat Karout, Tonya McMillion, Gwen Miller, Elizabeth Pannell, Pat Pierson, Dustin Potter, Mary Weis.

Summary of Discussions/Activities: (List the current items your committee is addressing, status update on those items, action items completed, any subcommittee work, person(s) responsible for each action item, etc.)

- Last month the Technology Committee sent a survey to the Faculty in an attempt to understand their needs in regards to acquiring, editing and maintaining their websites. The committee received an overwhelming number of responses. The Faculty is in need of a well-defined process to acquire a website. They would also like an editing software that is easy to use.
- Members of the Website subcommittee, Ann Blackman, Deborah Cardenas, Sharon Hirschy, Rajasree Kannampuzha, Mervat Karout, Elizabeth Pannell and Mary Weis, tested several options and found that "Mibirise" and "WordPress" were the two software programs that fit faculty's needs.
- The results of the survey were shared with the Instructional Technology Committee and was received well. The IT department requested a few weeks to test out both software on college issued computers to verify that there are no security and/or upload issues. The eLC will also be testing the software and reporting their findings to the Technology committee as well as the IT department.
- There was also a discussion in regards to Faculty website's accessibility to students. There is no direct link to faculty's websites on the college's website. The Technology committee will be working with web services to find a resolution.

Summary of Action Items: (List action items current under way.)

- Members of the Technology committee will be meeting with Heather Webb-Losh (web services) and Ann Blackman (eLC) to update and expand the online directions regarding faculty web pages. The goal of this meeting is to have the new faculty web page information and process ready for the faculty.

Next Meeting Planned: on Friday 03/24/2017

Collin College Faculty Council
March 2017 Report

Committee: Academic Freedom

Submitted by: Joan Jenkins, Co-chair

Last Meeting Date: (list date of last physical meeting or the dates of e-discussions)

Committee convenes as necessary when issues are referred to it. Last email communication was at the beginning of Fall '15 semester in response to Regina's request for current committee membership rosters. I contacted previous members to confirm their desire to continue on the committee, as well as others who had expressed their interest in serving.

Active Members: (in order of last name, list all members who attended meeting and/or contributed to work listed in this report)

Bryant, Levi	Rich, Nelson
Howard, Tony	Sherman, Greg
Jenkins, Joan – co-chair	Sullivan, Jerry
Jury, Fred	Tulloch, Sam
Mellott, Elizabeth	Ward, Roger
Nyman, Kim – co-chair	Williams, Byrd
Phillips, Michael	

Summary of Discussions/Activities: (list the current items your committee is addressing, status update on those items, action items completed, any subcommittee work, person(s) responsible for each action item, etc.)

A. At this time, the committee has had no cases regarding academic freedom referred to it.

B.

Summary of Action Items: (list action items current under way)

A. (see above)

B.

Next Meeting Planned:

As need arises

Faculty Council Committee Report

March 2017

COMMITTEE: Associate Faculty

SUBMITTED BY: Coble, Pat

Last Meeting Date: February 25 - Associate Faculty "Community" Meeting.

Active Members: (In order of last name, list all members who attended meeting/or contributed to work listed in this report.

Committee Members in Attendance:

Blackman, Ann

Coble, Pat

Owen, Susan

Rice, Jennifer

Sowell, Stephan

Plus

29 Other Associate Faculty.

Summary of Discussions/Activities

This was an Associate Faculty Community meeting rather than a committee meeting. It was held at the end of the Associate Faculty Collaborations conference. It began with an introduction and overview of the purpose of the Faculty Council, the history of AF involvement in the council and reasons for participating in the FC. The goal of the meeting was to listen and gather input on the Associate Faculty experience and to share ideas on creating an associate faculty group hub. Next, the committee members in attendance, introduced themselves and share their interests and ideas and goals for the AF group. Following the introductions, the associate faculty in attendance were shown the Canvas 'site' for the Associate Faculty Community and each section was reviewed. A couple of video clips were shown. AF were invited to opt in to the on line community and to act as a pilot group to help in designing and organizing the on line content that is relevant to associate faculty. Everyone in attendance signed up and as of this report all but 2 have accessed the site. After a review of the Canvas community the attendees broke up into groups each led by a committee member to discuss the following questions: 1) What do you love/enjoy/appreciate about being an associate faculty member at Collin College? 2) What could improve the associate faculty experience? 3) How could an Associate Faculty group benefit associate faculty and student success? The meeting ended with door prizes which included books (Quick Hits for Adjunct Faculty and Lecturers: Successful Strategies from Award-Winning Teachers, Handbook Two: Advanced Teaching Strategies for Adjunct and Part-Time Faculty, 4th Edition, A Handbook for Adjunct/Part-Time Faculty and Teachers of Adults, Seventh Edition, and 5 of Happy Professor: An Adjunct Instructor's Guide to Personal, Financial, and Student Success) and sunglasses (in honor of Collin's Vision 2020 Master Plan and the Collin College Vision Statement- "Delivering a brighter future for our students and communities").

Summary of Action Items:

Over 35 associate faculty have opted in to pilot a beta online Associate Faculty Community.

A report of the responses to discussion questions will be prepared and shared.

More AF will be recruited to help with the project before official polls and surveys begin.

Coble desires to reach out to faculty and administrators to help identify and address needs and concerns of AF from their perspective.

Request for information was made in regards to AF input on Compensation committee. Coble will address FC with this request.

Next Meeting Planned April 2017

Campus Carry Resolution

Based on this research, the subcommittee asks the Faculty Council to forward the following recommendations to Collin College Leadership Team:

Recommendation 1: That the Collin College Leadership Team creates a permanent District-Wide Campus Carry Committee that includes appropriate representatives from the administration, faculty members, staff members, and student government.

Recommendation 2: That the District-Wide Campus Carry Committee biannually reviews Collin Campus Carry policies and recommends policy modifications based on new legislation, legal decisions rendered by state and federal courts, and Collin College experience regarding the implementation and enforcement of the Campus Carry law.

Recommendation 3: That the following methods be used to gain feedback from the college community regarding Collin College's Campus Carry Policy:

- a. That surveys be made available to Collin College students, faculty, and staff. (A draft survey designed by the Faculty Council has been forwarded to the Leadership Team for consideration.) That, since surveys generated by the college are public documents, for reasons of privacy and safety, respondents to such surveys be allowed to submit their answers anonymously.
- b. That a dedicated email address be created that the campus community can use to make suggestions, express concern, or pose questions about the college's campus carry policies.
- c. That Collin College conduct further community forums similar to the ones held in the fall of 2016 to allow the college community to learn about more recent developments regarding the campus carry law and the Faculty Council's policy recommendations and that these forums be recorded and posted on the Collin College Campus Carry webpage.

Recommendation 4: In addition to the weapons exclusion areas mandated in Senate Bill 11, the Faculty Council recommends consideration of the following additional areas as weapons exclusion zones:

Laboratories and storage rooms containing highly volatile chemicals.

Counseling center offices or rooms where counseling sessions are in progress.

Testing centers when the SAT, ACT, or other standardized exams are being administered or, temporarily, when minors are present where exams are being administered.

Offices, classrooms, or any other room where student, staff, or faculty disciplinary hearings are being held.

Solely occupied offices when a petition by the person using an office has been approved by the college president.

Recommendation 5: That residents in student housing with concealed carry permits must store their weapons in privately-obtained and maintained gun safes. Collin College should not provide safes or lockers for weapon storage.

Recommendation 6: That, in order to communicate information about the campus's new campus carry policy, and to ensure that consistent information is provided, the college creates a recommended syllabus statement to be available to all faculty members in addition to information contained in the Student Handbook.

Recommendation 7: That, when a final policy is adopted, Collin College creates a Campus Carry Information webpage that includes features common to pages created for four-year institutions, including the policy, information on how the policy was formulated, an email address to communicate ideas and concerns about the policies, answers to frequently asked questions (FAQs), information on how to contact the District-Wide Campus Carry Committee, videos of campus carry forums, and a video in which legal experts and law enforcement officers advise faculty, staff, and students on what to do if violations of the campus carry laws and the campus policies are observed.

Suggested Faculty Council Procedures Manual Revisions

Submitted by the Executive Committee, February 16, 2017

Reviewed by the Procedures and Nominations Committee, March 13, 2017

OFFICER DUTIES

1. President:

- a) Chairs the Executive Committee.
- b) Represents the Collin teaching faculty at Collin Board meetings, on the Leadership Team, the Committee of the Whole, and other committees and events as required.
- c) Oversees and participates Represents faculty in college shared governance.
- d) Develops and submits to the Collin Office of the President a budget proposal for the following year according to the time line set by the Business Office and attends the budget hearings to answer any questions that may arise about the proposed budget. Serves as Faculty Council Budget Manager according to the procedures, protocols, and training set forth by the Business Office.
- e) Presides at Faculty Council meetings.
- f) May vote in case of a tie at Faculty Council meetings.
- g) Has the authority to call special Faculty Council meetings.
- h) Develops the agenda for all Faculty Council meetings.
- i) Appoints a parliamentarian to assist in Council meeting procedures.
- j) Appoints an election judge.
- k) Appoints a webmaster for the Faculty Council website.
- l) Forwards or copies any received correspondences to the Faculty Council Secretary for record keeping purposes. Summarizes, in the Executive Report, any faculty concerns or issues brought forth that impact faculty

m) Shares all resolutions passed by Faculty Council with the Collin District President. Further, reports back on status of any Resolutions presented to the College President with Faculty Council.

n) May delegate responsibility to other officers or Council members, as needed.

2. Vice-President:

a) Serves as a member of the Executive Committee.

b) Temporarily assumes the President's duties in the absence of the President.

c) Assumes the office of President upon vacancy in the presidency until the next regularly scheduled or special election.

d) Serves on the Committee of the Whole and attends regularly scheduled meetings of the same.

e) Communicates with appropriate College staff to secure rooms and relevant media for all Faculty Council meetings.

f) Assists the President as Purchasing Agent according to the procedures, protocols, and training set forth by the Business Office.

g) Coordinates with webmaster any necessary changes and updates to the Faculty Council website.

g) Makes arrangements for and prepares rooms for all Faculty Council meetings.

h) Votes on issues brought before the Faculty Council.

i) Performs other duties as may be assigned by the President.

3. Secretary:

a) Serves as a member of the Executive Committee.

b) Conducts member roll call and records all minutes of the Faculty Council meetings.

c) Shares meeting minutes with Executive Committee for approval.

d) Shares approved meeting minutes with webmaster for posting

e) Solicits and collects monthly committee reports the week prior to each Council meeting and includes in the meeting minutes.

f) Performs other duties as may be assigned by the President.

4. Treasurer:

a) Serves as a member of the Executive Committee.

- b) Maintains records of money donated by faculty to the Faculty Foundation Scholarship Fund and serves as liaison to Foundation for fundraiser activities.
- c) Maintains records of money donated by faculty to the Sunshine Fund or any other fund established by the Council.
- d) Serves as Faculty Council Purchase Card designee according to the procedures, protocols, and training set forth by the Business Office.
- d) Assists President with development of the annual budget proposal.
- e) Performs other duties as may be assigned by the President.

CAMPUS AND ASSOCIATE FACULTY REPRESENTATIVE DUTIES

1. A Campus Communication Coordinator will be appointed by the Executive Committee from the campus representatives for each campus to:
 - a. Distribute information of information and/or materials from Faculty Council meetings and college issues to their fellow campus representatives and the faculty-at-large, and
 - b. Gathers feedback from faculty-at-large in relation to college issues and/or Faculty Council documents.
2. Communicate regularly with faculty they represent concerning issues affecting faculty and bring said issues to the Campus Communication Coordinator.
3. Attend all regularly-scheduled Council meetings and special meetings as called by the President.
4. Must select a proxy to attend a meeting on their behalf; said proxy has the same privileges as the elected representative for that meeting. The representative who selects the proxy must inform the Secretary of who the proxy will be prior to the meeting. Before the meeting, the proxy will verify their status with the Secretary.
5. Teaching load conflicts are not an acceptable reason for absence from regularly scheduled Council meetings. Before placing one's name on the ballot, an individual assumes responsibility for ensuring that meeting times remain free from teaching and other duties.
6. In the event that a representative faces long-term unavoidable conflicts with scheduled meeting times due to illness or other obligations or will miss three or more meetings per year, the representative's seat will be declared vacant by the President should vacate his/her seat.
7. The seat of a representative may be declared vacant if neither the representative nor a proxy attends three successive meetings. In that event, the Secretary will notify the Executive Committee, and the seat will be declared vacant.

8. Vacant seats are filled with the runner-up in the last election for that seat immediate past election. In the absence of a willing runner-up, a special election will be held the Executive Committee may opt to hold a special election or appoint a replacement to serve the remainder of the term.

9. Campus representatives may elect a campus chairperson to help coordinate the representatives and the faculty-at-large for the purposes of distribution of information and/or materials from Faculty Council meetings and college issues and for the purposes of gathering feedback from faculty-at-large in relation to college issues and/or faculty council documents. [revised and move to item 1]

ELECTIONS

1. No later than February 20, the President will open the nomination process for the following year's President and Vice President. Nominations for President and Vice President will cease no later than March 15.

2. No later than February 20, the Election Judge will open the self-nomination process for full-time faculty opting to run in the election for campus representatives. Self-nominations for campus representative will cease no later than March 15.

3. No later than March 18, the Election Judge will distribute ballots for each campus, including candidates for President, Vice President, and faculty opting to run in the campus representative election. Ballots returned to the Election Judge by April 1 or designated date will be counted.

4. A separate election for the associate faculty representative will be held when required. No later than February 20, the Election Judge will open the self-nomination process for associate faculty opting to run in the election. Self-nominations will cease no later than March 15. No later than March 18, ballots will be distributed to current associate faculty. Ballots returned to the Election Judge by April 1 or designated date will be counted.

5. Nominees for President and Vice President may simultaneously run for Campus Representative. If simultaneously elected as both executive officer and campus representative, the newly elected executive officer shall abdicate the representative seat, and a replacement representative shall be named from the officer's campus. The replacement representative should typically be the person on the campus ballot not originally elected, but with the next highest number of votes.

6. If only one person is nominated for an office when nominations are closed, their name will be included on the ballot so as to be accepted by acclamation when ballots are returned.

7. Officers will be elected by simple majority of ballots received. The Election Judge and at least one person from the Executive Committee will count votes. If a runoff is needed, the Election Judge will send a special runoff ballot to all full-time faculty by April 25. All runoff ballots received by designated date will be counted.

8. Campus representatives will be elected by plurality of ballots received. Faculty from each campus vote for their campus representatives (not at-large). The Election Judge and at least one person

from the Executive Committee will count votes. If there is a tie in the final campus representative's seat, the seat will be determined either by allowing one (or more) to decline, or by another method selected by the Election Judge.

9. The Faculty Council will set procedures for special elections in the event of simultaneous vacancy in the offices of both president and vice president. If a representative seat becomes vacant, the open seat will be filled by a runner-up in the immediate past election. In the absence of a willing runner-up, a special election will be held.

10. Campus representatives will serve two-year terms, with approximately one-half of the available representative seats available for election each year. The Associate Faculty representative will serve a two-year term.

MEETINGS

1. Faculty Council shall meet once per month during the contract year, and/or as needed at the discretion of the President.

2. Regular meetings are held once a month on a Friday afternoon. Meeting dates and locations are posted on the Faculty Council website.

3. Regular and special meetings will follow the rules contained in The New Roberts Rules of Order.

4. Business may be transacted by simple majority vote of those members present and voting.

5. Regular meetings shall be open to all teaching faculty. Administrators and staff interested in attending a regular meeting are welcome to arrange their visit through the Faculty Council President.

6. Anyone interested in addressing the Council should ask the President in advance to be included on the agenda.

7. Anyone in attendance at a meeting wishing to address the Council shall wait to be recognized by the President, who may recognize the speaker for a period not to exceed 2 minutes. The 2-minute limitation may be extended at the discretion of the President.

8. Any resolution, position paper, or motion passed by a FC committee and/or to be introduced by a FC member must be sent to the FC President at least one week prior to the FC Meeting for distribution to the FC representatives. If the resolution, position paper, or motion is not provided to the FC President at least one week prior to the next FC Meeting, the resolution, position paper, or motion will be tabled for discussion until the next FC Meeting.

9. All Resolutions shall include an Annotated Bibliography, when warranted by the Committee having reviewed other colleges/universities/peers/resources in order to craft said Resolution. The Bibliography shall be attached to the Resolution and will provide credibility and accountability in order to substantiate the Resolution with quality, vetted rationale.

PROCEDURES

1. The Procedures Manual exists to provide guidance and continuity to Council business.
2. The Procedures Manual should be reviewed annually by the Committee on Faculty Council Procedures and Nominations, and may be revised by the Council or its designees as situations warrant.

COMMITTEES

Faculty Council establishes and sponsors faculty committees to research and advise the Council regarding issues affecting faculty or the community. Any full-time faculty member may serve on a committee, and may be appointed chair by the Executive Committee. Committees may be formed or disbanded by the Faculty Council Executive Committee as needed. Committee members are responsible for seeking input from faculty at-large to inform the committee's work.

1. Executive Committee

- a) Consists of the President, Vice President, Secretary, and Treasurer.
- b) Is convened at the discretion of the President.
- c) Acts on behalf of the membership in emergency circumstances and in situations where the majority of Council representatives are not available.
- d) Appoints Council members as required.
- e) Appoints committee chairs and members as required.

2. Standing Committees and their missions are:

- a) Committee on College Policy – Review and recommend changes in College Policy.
- b) Committee on Teaching and Learning – Addresses and makes recommendations on topics related to teaching and learning.
- c) Committee on Technology – Addresses college technology selection, use, implementation, and review.
- d) Committee for the Common Good – Support and recognize faculty in practices that serve to uphold the common good.
- e) Committee on Faculty Council Procedures and Nominations – Revises the Procedures Manual and conducts elections for the Faculty Council.

f) Committee on Academic Freedom – Reviews and recommends actions related to issues of academic freedom that affect the District.

g) Committee on Associate Faculty – Addresses issues relevant to associate (adjunct) faculty.

APPOINTMENTS

1. Election Judge

a) Is appointed by the President.

b) May be appointed from elected representatives, or from the faculty-at-large.

c) Administers elections according to procedures published in this manual.

2. Parliamentarian

a) Is appointed by the President.

b) May be appointed from elected representatives, or from the faculty-at-large.

c) Serves as a non-voting member of the Council if not an elected representative.

d) Serves in an advisory capacity to the President to ensure that business is conducted according to The New Roberts Rules of Order.

e) Must attend all Faculty Council meetings

3. Webmaster

a) Is appointed by the President.

b) Updates the Faculty Council website at the direction of the Vice President.

4. Committee Chair

a) Is appointed by the Executive Committee.

b) Directs activities of the assigned committee.

c) Submits a written report of committee activities using the report template to the President and Secretary monthly, or upon special request by the President.