

Dean's Council

August 20, 2007

Minutes

Present: Dr. Albertsen, Dr. Arnold, Dr. Egan, Dr. Fortinsky, Dr. Koeppen, Dr. Loew,
Dr. Pappano

Excused: Dr. Deckers, Mr. Gillon, Dr. Gould, Dr. Jacob, Dr. Lalande, Dr. Nissen,
Dr. Simon

Dr. Koeppen called the meeting to order at 3:35 PM.

1. The minutes of the August 1, 2007 meeting were unanimously approved.
2. Election of Chair and Vice Chair

Dr. Koeppen reminded the Council members that he had been elected to a two year term as Chair and Dr. Garibaldi as Vice Chair. It was intended that the Vice Chair would succeed the Chair at the end of the initial two year term. Because Dr. Garibaldi is no longer a member of the Dean's Council, the Council needs to revisit the election of the Chair and Vice Chair. Dr. Koeppen also noted that the Oversight Committee has expressed the opinion that individuals with major administrative roles not serve as Council chairs. However, the Bylaws state that any voting member of a Council can serve as chair, and that the Council shall elect from among eligible individuals. Since a number of Council members were not in attendance, it was decided to table this discussion. It will be addressed at a future meeting when more members are in attendance.

3. Procedures for Abstaining from Voting and Recusals

Dr. Koeppen reminded the Council members of the need to develop procedures related to abstaining from voting and recusal from discussions on matters before the DC. He presented a proposal based on Sturgis' "Standard Code of Parliamentary Procedure," which is as follows:

Abstentions

Any member of the Council has the right to abstain from voting on any issue. He/she must abstain from voting on any matter where he/she has a personal or financial interest (i.e. a conflict of interest) in the outcome of the vote.

Recusals

Before a matter is discussed, any member of the Council who believes he/she has a personal or financial interest in the matter (i.e. conflict of interest) must declare said conflict. The other members of the Council shall decide by simple majority vote if the member who has declared a conflict of interest must be recused from the discussion and vote. Any member of the Council may identify other Council member(s) as having a conflict of interest on a particular matter. The other members of the Council shall decide by simple majority vote if the member(s) who have been identified in this manner must be recused from the discussion and vote. In all cases, the Council members who do not have a conflict of interest will decide by a simple majority vote whether those members who do have a conflict of interest may participate in the discussion but must not vote (see abstentions).

It was the consensus of the Council members that this proposal was appropriate. However, it was noted that it does not address the situation where a faculty member outside of the Dean's Council believes one or more Council members have a conflict of interest relative to a matter coming before the Council. Dr. Koeppen was asked to amend the proposal to also address this possibility. The revised proposal will be presented at the next Dean's Council meeting.

The meeting was adjourned at 4:00 p.m. The next meeting will be held on Wednesday, September 5, from 4:30-6:00 p.m. in the Medical Dean's Conference Room, AG-078.

Respectfully submitted

Bruce M. Koeppen, M.D., Ph.D.