

Meeting Minutes
Governance Steering Council
June 19, 2013

Present: Dan Gerlowski, Giordana Segneri, Margarita (Magui) Cardona, Catherine Johnson, Michael Carrington, Sydney Comitz

1. Determine summer and fall meeting schedules

- a. Summer meeting schedule: every other week, Wednesday, 1-2:30 p.m. [Minute-taking body is in brackets.]
 - July 3 [students]
 - July 17 [faculty]
 - July 31 [staff]
 - Aug. 14 [students]
- b. Fall meeting schedule: second and fourth Thursday, 12:30-2 p.m.
 - Sept. 12 [faculty]
 - Sept. 26 [staff]
 - Oct. 10 [students]
 - Oct. 24 [faculty]
 - Nov. 14 [staff]
 - Nov. 21 [students]
 - Dec. 12 [faculty]
- c. It was noted in an email from Giordana Segneri on June 24 that the schedule starting Nov. 14 is off by one week. The GSC will have to address this issue and determine a revised meeting schedule.

2. Voting of executive board

- a. Dan Gerlowski was voted in as chair for the 2013-14 year.
- b. Giordana Segneri was voted in as vice chair for the 2013-14 year.
- c. Dan Gerlowski will also serve as past chair; the GSC thanks Deb Stanley for her service in this role over the past academic year.

3. Discussion of bylaws

- a. All GSC representatives are to review the draft bylaws (attached) distributed by Dan and provide feedback by the next meeting, July 3.
 - Of note: Minutes shall be submitted to the group for review within four business days. Revised minutes will be distributed with the agenda four business days prior to the next meeting. Agenda must be reviewed and voted upon at the beginning of each meeting.

4. Agenda for summer

- a. Committees
 - GSC needs to determine a deadline by which constituent groups will forward their committee reps to GSC.
 - GSC needs to pay more attention to the committees' charges, particularly that of the University Budget Committee; it was determined that committee's charge will need to be revised.
 - i. The committee had problems this past year because the budget call was very late, and there were no dollar amounts assigned to various requests.

- ii. GSC will provide feedback to the President: The shared governance aspect of the budget call suffered because of timing; the committee's contribution was impeded by the late timing of the process.
 - Generally, GSC will work with the four committees to clarify their charges.
 - GSC needs to make clear that we will work to ensure free and unimpeded flow of communication to shared governance.
 - b. Communication tools
 - Dan Gerlowski will develop listserv for 2013-14 GSC reps. [DONE]
 - Giordana Segneri will update the GSC's Web page with reps and meeting dates. [DONE]
- 5. Participation in the strategic planning process
 - a. Questions about measurability of the proposed goals
 - b. The Diversity and Culture Committee has forwarded to GSC a proposed fifth goal for the draft UB strategic plan and would like the GSC's endorsement prior to forwarding it to the Strategic Planning Committee. GSC members have until the next meeting to review the proposed goal and provide feedback. At that point, the body will decide to forward the proposed goal with or without comment/endorsement. Dan Gerlowski emailed Karla Shepherd, chair of the committee, about this on June 19.
- 6. Enrollment Management Work Group study
 - a. Compares UB's numbers to national trends
 - b. Does GSC want to read and discuss?
 - c. Authored by UB21-related group, chaired by Dave Bobart
 - d. What are the 12 items that the Executive Committee identified to address student success?
- 7. New business
 - a. SGA has drafted a Civility Plan and is seeking the GSC's review and input prior to its endorsement.

By-Laws
Governance Steering Council
Draft 6/19/13

Scope and Purpose:

The University of Baltimore Governance Steering Council's (GSC) role and responsibilities are designated in the "Plan of Organization for Shared Governance of the University of Baltimore" (Plan). This document contains the bylaws of the GSC and refines, delineates and provides a mechanism of organization for the GSC.

The GSC is a representative forum existing to consider the activities of the University in all of its phases, with particular attention to the educational objectives of the University and those matters that affect the common interests of faculty, staff and students. GSC membership is drawn from the University Faculty Senate (UFS), the University Staff Senate (USS) and the Student Government Association (SGA). The GSC will:

1. coordinate the activities of the UFS, USS and SGA on issues that affect the common interests of faculty, staff and students
2. serve as a conduit of information between the three governance bodies and the University administration
3. provide counsel to the University President on establishment of strategic priorities for the University
4. charge and coordinate the activities of four governance-related University Committees: University Budget Committee, University Culture and Diversity Committee, University Planning and Facilities Committee, and University Work Life Committee.

The GSC may recommend general policies and otherwise advise the President, the Provost and other officers of the University in addition to advising the UFS, USS and SGA. It is not authorized to initiate policy proposals but may ask that certain policies be considered by others at the University with the extant authority to make proposals.

Members of the GSC shall have the ability to readily and directly contact their respective constituencies via University email technologies. GSC members understand that messages pertaining to GSC business sent to their constituencies must be of significant import and shared with the entire GSC prior to sending.

GSC Membership:

GSC membership is defined in Plan.

GSC Meetings

- A. The GSC shall meet regularly, at least once per month throughout the calendar year. The ability to call all meetings rests with the GSC Chair.
- B. All GSC meetings are open to the University community. All GSC members shall use their University email accounts for the conduct of GSC-related business.
- C. The responsibility for determining the agenda of the GSC meeting shall rest with the GSC Chair. The agenda must be distributed four days prior to a GSC meeting.
 - a. Each agenda will feature reports from the four University Committees on a rotating basis, such that each committee reports at least once during each academic semester. Each meeting agenda will contain a report by the four constituent senates.
 - b. GSC members can place items on the agenda prior to the meeting if at least two members representing different constituent groups (UFS, USS and SGA) request it.
 - c. An item referred to the GSC by one of the constituent groups will be placed on the GSC agenda.
 - d. The University President may request an item be placed on the GSC agenda. The GSC chair may ask for a vote on whether to include that item or not.
 - e. Each agenda will have an opportunity for new business, at which point those attending GSC meetings who are not GSC members will have the right to speak.
- D. The GSC must achieve a quorum to act. A quorum will consist of one member from each of the constituent groups plus one additional GSC member.
- E. The GSC will prepare an agenda for its regular meetings with the University President. That agenda will serve as a place to record ideas generated and action items stemming from the discussion with the University President.
- F. The responsibility for taking minutes at the GSC meeting shall be rotated among the constituent groups: students, faculty and staff.

GSC Operating Policies

- A. Election of officers
 - a. GSC members for any academic year will be known by May 31 of the prior year. GSC membership runs from June 1 of one year to May 31 of the next year.
 - b. Prior to, or on June 1 of each year, the GSC will elect its officers for the coming year.
 - c. GSC membership involves a responsibility of participating in a “hand-off” meeting during which the GSC for the current year meets with the GSC of the next year. This meeting will take place between June 1 and June 30.
- B. In the event that one of constituent groups changes its officers and those officers are members of the GSC, the GSC will accept those new officers as members. With reasonable accommodation, this will apply to changes in structure of the constituent groups.
- C. Email votes are permitted if an issue has been discussed at a meeting. A majority email vote to table an issue to the next meeting can be requested by any GSC member.

Bylaw Provisions

- A. The bylaws shall be made available to the University community.
- B. Changes to the by-laws can be made with a two-thirds (exclusive of the quorum rule above) vote on a duly constituted motion at a GSC member.