

Meeting Minutes
Governance Steering Council
July 31, 2013

Present: Giordana Segneri, Margarita Cardona, Catherine Johnson, Michael Carrington, Dan Gerlowski

Not Present: Sydney Comitz

1. Approval of Minutes

The minutes from July 3 and July 17 were approved.

2. Approval of Agenda

The agenda, as amended to include a discussion of the role of ex-officio members to University Committees, was approved by members present at the meeting.

3. Approval of By-laws and review of process for inviting drafts

Following the recommendations from the July 17 meeting to approve a working draft of the GSC bylaws, GSC voted to approve the bylaws in their current state. Giordana will post a clean version of the document on the GSC website for sharing with constituents. Each senate will be responsible for soliciting feedback from its membership by September 25. GSC will discuss that feedback at the September 26 meeting, implement any necessary changes and hold a formal vote for approval on October 10.

4. Constituent Body Reports

- a. Staff – UBSS Chair and Vice Chair met with staff representatives to the University Budget Committee (UBC) on 7/30/13. In that meeting, staff representatives expressed the need to increase the number of shared governance representatives. If more members are not deemed necessary by GSC, then they suggested selecting alternates to ensure continued representation. They also reported that the Sr Vice President for Finance and Administration suggested that the UBC should propose a list of five or six rollover items or budget priorities the administration could consider for any available one-time funds. The UBC needs input from the governance bodies by their October meeting. They also asked for clarification regarding the role of ex-officio members to university committees. They were concerned that some designees may not have the authority to act for the individual they are representing.

GSC has requested that all governance bodies submit representatives to University Committees by September 5. The GSC noted that individuals such as the Provost or Sr Vice President for Finance and Administration may not be able to attend all meetings. According to Robert's Rules of Order they are full members of the organization. However, the Plan of Organization restricts their right to hold office. The GSC will define the role of ex-officio members (including voting rights) in a clarifying document. In the meantime, it was agreed that ex-officio members are expected to attend committee meetings and any designee should be able to fulfill the role incumbent to that office. In addition, GSC discussed the issue of defining quorums in committee as to guarantee shared governance representatives constitute the majority of the committee membership to act. One suggestion was to establish quorum as one member from each governance body plus one.

- b. Students – The SGA summer meeting will be held August 21 from 4:30 to 6:30 pm. They will be holding standing meetings on Wednesdays. The GSA executive board has appointed eight new positions (1-year term) for liaisons to work with senators, increase participation and solicit feedback from the membership. They also worked with Bill Schnirel to develop a SGA mission and vision, as well as created values for SGA to be posted on the website.
 - c. Faculty – nothing to report
- 5. Email access review**
All governance bodies should have now the ability to send broadcast email to constituents. GSA's mailbox requires approval from Student Affairs; however approval is no longer necessary for Sydney and Michael.
- 6. Draft of "assignment" to University Budget Committee**
The GSC considered a charge to the UBC, prepared for consideration prior to the meeting by Dan Gerlowski. The goal is to determine the percentage change in expenditures from year to year that comes as a result of the supplemental budget process. A revised version of the charge will be circulated via email and forwarded to the UBC on behalf of GSC.
- 7. Consideration of draft assignments to other committees**
The charges in the Plan of Organization are too broad. GSC members agreed to think about possible charges that could be given to the committees for discussion at the next meeting. To facilitate information flow to and from University Committees, GSC will invite committee chairs to provide reports to GSC after each meeting. These reports will not be the meeting minutes, but a summary of the work of the committee each month.
- 8. Role of ex-officio members in University Committees**
Ex-officio members are named because of their position and responsibility to provide answers or information regarding committee requests. Their participation encourages better flow of information and helps the committee define requests for information.
Magui Cardona will pull out questions from the minutes for GSC to solicit feedback from University Committee chairs and governance representatives on the topic of the role of ex-officio members.
- 9. Consideration of University Strategic Plan**
Peter Toran will forward a revised version of the strategic plan (with Executive Committee input) next week.
- 10. Consideration of response to Enrollment Study Group report**
Recommendations stemming from the Enrollment Study Group report should be shared with constituent groups. Dan has asked Peter Toran to report on the status of these recommendations.