

Governance Steering Council
August 14th Meeting Minutes

Taken by Comitiz

Attendance: Dan Gerlowski, Catherine Johnson, Giordana Segneri, Margarita Cardona, Michael Carrington, and Sydney Comitiz

Guests: Teresa Callison, Sally Reed, Joe Wood

Call to Order:

The meeting is called to order at 1:05pm August 14, 2013.

Approval of Minutes:

The minutes from the July 31st meeting are approved.

Approval of Agenda:

It is motioned and seconded that the agenda number 8 be renamed Enrollment Study Group report. The agenda is approved as amended.

Updates from Constituent Bodies:

- A. Students:** The students are finalizing their Welcome Week preparations and their training and conference details. They have their student representatives for GSC nominated, have completed scheduling for the 2013-2014 school year, and have set their mission, vision, values, as well as their platforms for this year. The student senate meets for their summer meeting Wednesday the 21st from 4:30- 6:00 in BC003.
- B. Staff:** The staff survey is being circulated and has already been responded to by forty people. The 21st is staff executive board meeting. Their GSC committee nominations close Friday and their constituent areas have been assigned for the year. The Center for Digital Communication, Commerce and Culture is seeking staff input for their digital initiative.
- C. Faculty:** August 21st at 12pm is the first faculty senate meeting. It is open for attendance, and lunch will be served at 11:30Am please RSVP if you plan to attend. Peter Toran will be in attendance to discuss an avenue for feedback about the strategic plan. Three candidates for the head of writing position are being interviewed which is significant because the position will be launching a campus wide initiative to improve undergraduate writing.

Finalize questions list to committees regarding creation of “living operating document”

- How should we format the questions to send to the committees?
- Do committees require a quorum, and do they need to vote?
- How do we enhance the flow of action and communication between the senates and committees? Discussion on this topic will continue at the next meeting, but one solution proposed is to have committee chairs meet with GSC.
- Committees should be advising the senates and should be brought into the decision-making process. Committee membership should be looked at as an opportunity to learn about the university.
- Dan will revise and reformat the draft document.

Committee Charges: Each body should present the charges discussed below at their first meeting. Senate input is due October 7th, and agendas should be finalized for the committees at GSC’s October 10th meeting.

Budget Committee: The budget committee has met in July and will meet again in early September; they are in the process of searching for a chair. A list of things for them to consider was sent (8/2/13) and appears at the end of these minutes.

Diversity Committee: They have been charged by the USM and the senate’s wish to charge them with (1) expanding the allies and safe space training across the university, and (2) researching best practices for hiring a more diverse workforce. The GSC is considering a list of action items for this committee and these appear at the end of these minutes.

Facilities Committee: Dan will meet with Steve Cassard to better charge this committee.

Work Life Committee: the students wish to charge the work-life committee to assist in collaborating with OTS to research using Google as an alternative internet platform in order to improve the use and functionality of the UB email. The GSC is considering a list of action items for this committee and these appear at the end of these minutes.

Agenda Items #6, 7, 8, and 9 are tabled until the next meeting.

The meeting is adjourned at 2:28pm.

Note to Budget Committee:

The Governance Steering Council would like the University Budget Committee to address two informational items. Please provide input on item 1 by Sept. 10 and on item 2 by Oct. 7.

1. The 2013 supplemental budget process is now concluded, after the UB community and its governance structures identified priorities for the consideration of University decision-makers. The Governance Steering Council is interested in the committee's assessment of whether or not each approved expenditure authorized during the supplemental budget process directly enhances student success. For each approved item, please indicate if it directly enhances student success or if it contributes to other, necessary University expenditures.
2. The Governance Steering Council would like to know what percentage of the total change in University expenditures is represented by approved supplemental budget items. That is, of the total (presumed increase) in total expenditures for the University in any given year, what percentage of the increase do supplemental budget items represent? This analysis will provide a benchmark of community involvement in the budgetary process at the University. We realize the benchmark will not be perfect, particularly given the standard University practice of authorizing faculty lines in one year and filling the line, hopefully, the next year.

Once this percentage is known for a given year, the Governance Steering Council is interested in knowing the amounts and nature of the remaining, nonsupplemental changes to University expenditures, i.e. those authorized outside of the supplemental budget process. The GSC requests this analysis be conducted for the last five fiscal years.

If the University Budget Committee would like to propose a different type of similar measurement, please let us know. Please contact us with any questions.

Notes for the Culture and Diversity Committee:

- Expand the Allies/Safe Spaces Program currently available for students to include/support faculty and staff, including Allies training and the establishment of an LGBT office or ombudsman for employees.
- Explore ways in which UB could implement best practices in recruitment, hiring and retention of a diverse workforce, through its PeopleSoft candidate gateway.
- Develop tracking mechanisms for activities that promote diversity and cultural awareness, to facilitate required reporting to USM.

Notes for the Work Life Committee:

- Develop a Web presence and, if applicable, additional communications related to the preferred workplace initiative, as outlined in UB's draft strategic plan (I would imagine this would live among our HR pages). At the very least, the Web page can outline the practices/programs/services *currently in place* at UB that support a preferred workplace. In addition, the committee may want to examine other USM schools' practices and policies to support a preferred workplace initiative.
- Research and examine the possible expansion of UB's telecommuting policy as part of a larger examination of workforce flexibility on UB's campus. UMB has recently instituted a permanent telecommuting policy that has been met with much success; that institution may serve as a valuable resource.
- Report back on the charge forwarded last year related to use of Contractual 2 employees and their benefits.