

**Meeting Minutes**  
**Governance Steering Council**  
**September 12, 2013**

Present: Giordana Segneri, Catherine Johnson, Michael Carrington, Dan Gerlowski, Sydney Comitz  
Not Present: Margarita Cardona

1. Approval of Minutes

The minutes from August 14 were approved.

2. Approval of Agenda

The agenda was approved.

3. Updates from constituent bodies

Students – Representatives from the Student Senate met with USMSC and discussed the state's initiatives. Raised during that meeting was the Maryland Open Source Textbook and Research initiative. Student leaders will monitor the progress of the MOST initiative, campus mental health needs and graduate health care. Sydney Comitz sat as a student, ex-officio representative at the last UB Foundation meeting. She is working on reaching a better understanding of the relationship between SGA and the Foundation. The SGA Executive Board meeting will be held September 12 and they will discuss funding issues. SGA is also hosting an upcoming MHEC meeting on the UB campus.

Faculty – After a brief discussion of the process for selecting a new president, UFS President Gerlowski noted that the faculty will be making a list of things the faculty will look for in a new president. He recommended that other governance bodies do the same. The Faculty Senate continues to contribute feedback to the strategic planning effort. The Faculty Senate expects updates on the development of the Sophomore Seminar and the revision of the plagiarism tutorial to come soon.

Staff – The staff reported that they had a great turnout to their survey to identify one or more initiatives to focus on during the year. The overwhelming priority for the Staff Senate, as revealed by the survey, is to focus on whether or not UB has enough staff to support the continued growth in enrollment and faculty. Staff reported an interest in better communication regarding how merit will be distributed when it becomes available.

4. Continued work on "Questions to Share with Committees" and "Communication with Committees" documents

For the sake of clarification, minor changes were made to the "Clarifying Committee Processes" memo. The memo will be shared with all members of University-wide committees on 9/16 and the convener or chair will be asked to aggregate responses and share them with the GSC by 10/14. The GSC will also sent the "Communication Process: Senates and Committees" document to all committee members. Constituent senate leaders should relay committee representatives to Giordana as soon as possible so committees can begin work and names can be posted to the GSC webpage.

Timeline:

October 14: University Committees communicate responses to questions in "Clarifying Committee Processes" memo and names of chair and secretary to GSC; constituent senates send committee action plan items to GSC.

October 31: University Committees send finalized action plans to GSC

5. Strategic Planning Process

Each senate will submit a summary memo of their feedback on the Strategic Plan by mid-October. Students should consider how they can best gather feedback on the plan.

Respectfully submitted by Catherine Johnson