

Meeting Minutes
Governance Steering Council
October 24, 2012

Present: Mohammed (Shiraz) Ahmed, Margarita (Magui) Cardona, Dan Gerlowski, Amirah Muhammad, Giordana Segneri, Chris Spencer, Debra Stanley

1. Minutes from the Oct. 17 meeting were approved via email and posted to the GSC Web page.
2. Website
 - The GSC Web page should contain:
 - List of membership
 - Meeting dates and locations
 - Agendas
 - Minutes
 - Important documents
 - Committees and responsibilities
 - Giordana Segneri will create a Web page for the GSC to include this information.
 - There is an issue with description of the executive committee or the cabinet as “senior governance” on the Office of the President Web pages
action item: email Susan Schubert with a request to change this language
 - **action item: Shiraz Ahmed will email a description of the SGA and a link to the body’s Web page for inclusion on the Shared Governance landing page on the UB website.**
 - **action item: Giordana Segneri will post a Daily digest announcement, to begin running Monday, Oct. 29, with the GSC meeting schedule and indication that meetings are open to any campus constituent to attend. She will also post all schedule meetings to the UB calendar.**
3. New business
 - Committee composition: all senates are working to nominate two reps to each of four committees. These names are due by the next meeting, Nov. 6.
 - A bylaws document for the GSC needs to be developed.
 - The president has requested that the GSC nominate six people to serve on the Strategic Planning Coordination Committee, from which the president will select three people to serve. The GSC determined that each senate will forward two nominees. These are due to the president by Wednesday, Oct. 31. **(note that the deadline has been extended to Wednesday, Nov. 7, because of UB’s two days of closure for Hurricane Sandy)**
4. Communication
 - In the absence of a Sakai-based solution for campuswide communication, the GSC will use the portal to post documents, when necessary, for community feedback, as the Division of Administration and Finance does with the budget call.
 - The GSC needs a dedicated email address, gsc@ubalt.edu, from which it can email the distribution lists: ubfaculty, ubstudents, UB_Staff_Senate. All GSC executive board

members must have access to send from this email account. **action item: Giordana Segneri will work with OTS to set this up.**

- **RESOLUTION:** Be it resolved that all three governing bodies that constitute the Governance Steering Council have access to communication directly via email with their constituents from the governing bodies' email addresses regarding issues of genuine interest to their constituency.