

Draft Meeting Minutes  
Governance Steering Council  
December 17, 2012

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

11:02 AM Call to Order

Nov 27 minutes approved.

Faculty Senate meeting:

- The UFS met on Wednesday 12/12, next meeting will be Wednesday 1/16.
- Dan Gerlowski reported that President Bogomolny indicated that the University has yet to hear of its next fiscal year allocation and that we may hear on 12/14.
  - His expectation is that the budget for next year will be similar to this year's budget, pending changes due to the "fiscal cliff."
- Chris Spencer reported that Provost Wood talked about transformational education. He indicated there were many things happening on campus across various groups.
  - Chris Spencer mentioned there is a grant for development activities leading to a MOOC, funded by a \$21,586 grant (internal-UB Foundation). Taylor Branch, a well-known civil rights scholar will play a pivotal role.
- Dan Gerlowski reported that the Senate is creating a Transformational Oversight Committee to provide oversight and information transmittal regarding the effort to find the right institutional mix of access and excellence.

Staff Senate:

- Met Dec 10; next meeting Jan 14
- Voted and approved a communication plan: six senators serve on the executive board; the remaining five senators will serve as communicators with certain constituencies; by January, senators will have been assigned to various constituency segments
- Sam Tress will make a formal presentation about safety at the March meeting
- Mary Maher discussed human resources reorganization and goals.
- CUSS report:
  - discussion of bringing back merit pay
  - COLA increase is being reinstated as of January
  - Discussion of how the fiscal cliff may affect staff

- impact of digital books on classes and how ebooks are not allowed for open book exams; Shiraz Muhammad mentioned that the SGA Senators can look into the matter

#### Student Government:

- Academic Committee saw a need for the Scantrons and bluebooks to be provided for student use during exams. In at least two of the schools (CPA and MSB) discussions involving deans are taking place on this topic. The GSC will see the outcome of those discussions across UB before getting involved.
- The Student Government discussed a petition, begun by a student, calling for greater access to on campus computing labs during the end of academic semesters. Shiraz Muhammad agreed to talk to the University CIO, David Bobart, about this issue. Mr. Bobart has, in other venues, expressed a broader desire to determine student computing needs on campus.
- Administration reception will be January 22<sup>nd</sup>.
- Welcome Back week event will be the first Wednesday back.
- Students are looking to add more “Meet the Senator” events.
- SGA will host an additional Town Hall on academics in February.

The GSC discussed the creation of its bylaws and attempted to gather input on topics prior to writing the bylaws. The purpose is to encourage thought prior to engagement in writing efforts in this regard. What follows is arranged by topic as they will appear in the GSC bylaws.

- Much of the nature of the GSC bylaws is determined in the “Plan of Organization for Shared Governance of the University of Baltimore.”
- To help the GSC function in building awareness and communication we will ask each of the 3 governance groups to
  - Share meeting agendas with the GSC, even unofficial ones, prior to meetings.
  - GSC will continue with each of its agendas having a routine spot for reporting by the 3 governance groups.
- University Committees
  - Prior to the first week of classes of each academic year, GSC will issue charges and requests to the University-wide committees. This process will fully respect the charges found in the “plan of organization” and may be thought of as refinements of that charge or reasonable additions to that charge. This should be consistent with the timetable indicated for the GSC role in strategic planning.
  - Feature the 4 University Committees on the agenda of GSC meetings on a rotating basis. The committees will be asked to furnish the GSC monthly updates including future agendas and meeting dates/times.

- A GSC member will attend the first committee meeting of each year and serve as a liaison between that committee and the GSC.
- GSC members show up to first two meetings for committees
- Forming of agenda-
  - In addition to items identified in bylaws any GSC member can suggest an agenda item for any meeting; agendas approved at start of meetings.
  - The University President or Provost may suggest an agenda item for any meeting, agendas approved at start of meetings.
  - Agenda will include any item placed there by the 3 governance bodies (staff, faculty, students).
  - A draft agenda will be distributed prior to all meetings.
  - Each agenda will contain a “new business” section where guests are invited to speak on topics of interest to the GSC.
- Meeting quorum
  - A Quorum will consist of one member from each of the 3 governance groups in which they have membership plus one additional member.
- Process of calling meeting, with 5 day written notice.
  - At least monthly
  - Five days before hand
  - No specific dates
- Meetings are open.
- Election of officers
  - GSC members for any year will be known by May 31 of the prior year. GSC membership runs from June 1 of one year to May 31st of the next year.
  - Between the time that all GSC members are known for the coming academic year and June 1 of that year, the GSC shall elect its officers.
  - GSC membership involves a responsibility of participating in a “hand off” meeting where the GSC for a current year meets with the GSC of the prior year. This meeting will take place between June 1 and June 30.

The meeting adjourned at 12:13 to allow GSC members to begin preparation for that day’s Commencement ceremony. It was noted that each governance group was invited to have its leader sit in the front row at commencement.