

## Shared Governance Agenda/Action Minutes University Senate Administrator's Council

<b>Meeting Date:</b>	October 9, 2015	<b>Time:</b>	1:00 p.m.	<b>Location:</b>	590 Fenster Hall
<b>Meeting Leader:</b>	Greg Mass	<b>Timekeeper:</b>	Brian Tierney		
<b>Scribe:</b>	Brian Tierney	<b>Gatekeeper:</b>			
<b>Judge:</b>	Brian Tierney	<b>Recorder:</b>			
<b>Participants:</b>	Nicholas Tworischuk, Judith Sheft, Brian Tierney, Greg Mass and Denise Anderson.				
<b>Meeting Purpose:</b>	Regularly scheduled monthly meeting of the Administrators Council. The purpose is outlined in the below agenda items.				
<b>Preparation:</b>	Review agenda items prepared by President Mass.				

Time	Agenda Items	Process/Responsible
1:00	1. Approval of September 11, 2015 meeting minutes.	President Mass with each member commenting.
1:05	2. Report out on September meeting action items: <ul style="list-style-type: none"> <li>• Website update;</li> <li>• Meetings schedule; and</li> <li>• Constituent's List.</li> </ul>	Each member offered comments and suggestions.
1:10	3. Finalize standing committee list.	Each member offered comments.
1:15	4. Selecting the "3" most important issues to be presented to University Senate Standing Committees.	Each member offered comments and suggestions.
1:30	5. Alternating Administrators Council members' attendance at future Faculty Senate meetings.	President Mass prepared list of meetings' dates and all members discussed alternating attendance.
1:40	6. Discussion on initiatives to increase constituents' knowledge of and participation in Administrators Council.	Denise Anderson with each member commenting.
1:55	7. Process by which the Administrators Council may collaborate more frequently with the Staff Council.	Each member offered comments and suggestions.

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DECISIONS Reached	Decision Date
1. All Administrators Council members approved the September 11, 2015 meeting minutes.	10/9/15
2. New contact for posting meeting minutes to Administrators Council website is Patricia Damm, University Web Services.	10/9/15
3. President Mass prepared and circulated schedule of remaining 2015 Faculty Senate Meetings and each Administrators Council member confirmed and accepted alternating attendance at the same.	10/9/15
4. Each Administrators Council member confirmed and accepted appointment to standing committees.	10/9/15

ACTION Items			
Status	Action to be taken	Responsible	Due Date
In process.	Update constituent list to reflect newly reorganized departments and reach out to former Administrators Council President Ed Bishof for assistance.	Nick Tworischuk	Next Meeting
In process	Finalize selection of "3" most important issues to be presented to University Senate Standing Committees with preliminary choices being: electronic forms, systems integration and social culture. Await receipt of any left over issues from last fiscal year from the University Senate and consider the same as well.	All members	Next Meeting
In process	Continue discussion on initiatives to increase constituents' knowledge of and participation in Administrators Council. Possible collaborations with the Staff Council may be a way to increase such awareness.	All members	Next Meeting

Parking Lot	Discussion Date
None: Only agenda items/ideas were discussed during the meeting.	