

Shared Governance Agenda/Action Minutes

University Senate

Administrator's Council

Meeting Date:	January 8, 2016	Time:	1:00 p.m.	Location:	590 Fenster Hall
Meeting Leader:	Greg Mass	Timekeeper:	Brian Tierney		
Scribe:	Brian Tierney	Gatekeeper:			
Judge:	Brian Tierney	Recorder:			
Participants:	Nicholas Tworischuk, Judith Sheft, Brian Tierney, Greg Mass, Denise Anderson and John Cays (call-in).				
Meeting Purpose:	Regularly scheduled monthly meeting of the Administrators Council (AC). The purpose is outlined in the below agenda items.				
Preparation:	Review agenda items prepared by President Mass.				

Time	Agenda Items	Process/Responsible
1:00	1. Approval of November 13, 2015 meeting minutes.	All members.
1:05	2. Report out on November/December 2015 meeting action items: <ul style="list-style-type: none"> • Website update is in process and may move to Drupal platform in future (Greg Mass); • Constituent's List has been updated and will be circulated electronically to all AC members; and • President Mass' office will post AC meeting minutes to AC Website going forward (no longer Office of Strategic Communications). 	Greg Mass on AC Website update. Nick Tworischuk on Constituent's List update. Greg Mass on posting minutes to AC Website.
1:10	3. Review/designate AC coverage assignments for Faculty Senate meetings through April 21, 2016.	Greg Mass and all members volunteering for attendance on designated dates.
1:15	4. Report on Human Resources Standing Committee meeting and overview (December 7, 2015).	Brian Tierney.
1:20	5. Planning for February 12, 2016 AC Representatives Forum: <ul style="list-style-type: none"> • Forum goal is to increase constituent participation in shared governance process and provide input for topics/issues and outcomes; • Forum agenda will be to discuss current topics/issues and request feedback from constituents; • Forum format will be informal to encourage attendance and participation; and • Forum invitation has been posted on AC Website as part of President Mass' welcoming Message from the Administrators Council. 	Greg Mass with all members commenting.

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1:40	6. Continue discussion on initiatives to increase constituents' knowledge of and participation in Administrators Council (in addition to February 12 th Representatives Forum).	All members.
1:45	<p>7. What is AC process for moving each topic/issue forward and identification of primary/appropriate Standing Committees?</p> <ul style="list-style-type: none"> • Electronic forms – Committee on Human Resources, Committee on Finances and Committee on Information Systems and Communications; • Systems integration - Committee on Information Systems and Communications; and • Social culture/improving employee morale - Committee on Human Resources. 	All members.
1:55	8. Process by which the Administrators Council may collaborate more frequently with the Staff Council.	Greg Mass.

DECISIONS Reached	Decision Date
1. All AC members approved the November 13, 2015 meeting minutes.	1/8/16
2. Updated Constituents List will be circulated electronically to all AC members and President Mass' department will post AC Meeting Minutes to AC Website going forward.	1/8/16
3. Designated AC coverage assignments for Faculty Senate meetings through April 21, 2016 (each member volunteered to attend designated dates).	1/8/16
4. President Mass prepared and all AC members approved the new welcoming message to all constituents (Message from the Administrators Council) which includes the Representatives Forum invitation which will be posted on the AC Website.	1/8/16
5. The AC will seek collaboration with the Staff Council to share comments, issues and ideas on how to increase constituent participation.	1/8/16
6. Finalize issues and send an e-mail note to the Chairs of each corresponding Standing Committee asking that the appropriate issue(s) be put on their agendas (copy Provost Deek as University Senate President).	1/8/16

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ACTION Items			
Status	Action to be taken	Responsible	Due Date
In process.	Post welcoming message to all constituents (Message from the Administrators Council) which includes the Representatives Forum invitation.	Greg Mass.	Immediately.
In process.	Updated Constituents List to be circulated electronically to all AC members.	Nick Tworischuk.	Next meeting.
In process.	President Mass to meet with President of Staff Council (Tiffany Small) to discuss opportunities to collaborate with one another to share comments and issues.	Greg Mass.	Next Meeting.
In process.	Finalize selection of "3" most important issues. Send an e-mail note to the Chairs of each corresponding Standing Committee asking that the appropriate issue(s) be put on their agendas.	All members.	Next meeting.

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