

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

Meeting Date:	September 11, 2015	Time:	1:00 – 1:55 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 (via conference call), Brian Tierney, Greg Mass, Denise Anderson and John Cays.				
Meeting Purpose:	Inaugural meeting with newly installed Administrators Council President Greg Mass, overview of Shared Governance and Administrators Council responsibilities, and improving the Administrators Council's processes for constituent participation and moving issues forward.				
Preparation:	Review agenda items prepared by President Mass.				

Time	Agenda Items	Process/Responsible
1:00	1. Reviewed Shared Governance overview for new Administrators Council members, verified Administrators Council members' position titles and representative constituent areas, and discussed process to increase constituents' participation in raising issues to be considered by Administrators Council.	Greg Mass with each member commenting.
1:20	2. Discussed process in place to move issues forward to University Senate from constituents to Administrators Council and then from Administrators Council to appropriate University Senate Standing Committee (Human Resources, Campus Life, Finances and Facilities, Strategic Planning and Information Systems and Communications).	Each member offered comments and suggestions.
1:35	3. Discussion of narrowing number of issues to be presented to University Senate Standing Committees and potential issues of improving the university's social culture, electronic forms, general communications and data integration.	Each member offered comments and suggestions.
1:50	4. Discussion of updating Administrators Council website, scheduling/locating future Administrators Council meetings and alternating Administrators Council members' attendance at future University and Faculty Senate meetings.	Greg Mass
1:55	5. Adjourn	

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DECISIONS Reached	Decision Date
1. Administrators Council to continue collaborating with Staff Council to find common issues to present to the appropriate University Senate Standing Committees.	9/11/2015
2. Administrators Council members will alternate attending future University and Faculty Senate meetings.	9/11/2015
3. Greg Mass will have Administrators Council website updated to the extent additional materials to include are available.	9/11/2015
4. Judith Sheft and John Cays will compare their representative constituent area lists and determine whether adjustments need to be made based on the departmental units that they currently represent.	9/11/2015

ACTION Items			
Status	Action to be taken	Responsible	Due Date
In process	Update Administrators Council website and reach out to Kim Kramer (former Administrators Council Executive Secretary) and Peggy Kendrick (Provost's Office) for assistance.	Greg Mass	Next meeting
In process	Schedule future (upcoming fiscal year) Administrators Council meetings and locations.	Greg Mass	Next meeting
In Process	Update to the extent required, representative constituent lists for Provost and Senior Executive Vice President and Senior Vice President for Technology & Economic Development areas.	Judith Sheft and John Cays	Next meeting

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