

# Shared Governance Agenda/Action Minutes

## University Senate

### Administrator's Council

<b>Meeting Date:</b>	November 21, 2014	<b>Time:</b>	3:30 – 4:30pm	<b>Location:</b>	590 Fenster Hall
<b>Meeting Leader:</b>	Ed Bishof	<b>Timekeeper:</b>			
<b>Scribe:</b>	Kim Kramer	<b>Gatekeeper:</b>			
<b>Judge:</b>	Brian Tierney	<b>Recorder:</b>			
<b>Participants:</b>	Edward Bishof Sr., Kim Kramer, Judith Sheft, Brian Tierney, Greg Mass and John Cays				
<b>Meeting Purpose:</b>	Status update on Shared Governance and Administrators Council				
<b>Preparation:</b>	Review agenda items				

Time	Agenda Items	Process/Responsible
3:30	1. Discussed Administrators Council term changes so that Judith Sheft could remain for two years to prevent both Judith Sheft and Ed Bishof from leaving the Administrators Council in the same year	Judith Sheft/Ed Bishof
3:40	2. Discussed subcommittee meetings and their outcomes: Human Resources, Campus Life, Finances and Facilities, Strategic Planning and Information Systems and Communications	Each member reported on their assigned sub-committee
4:10	3. Discussion of Election Committee regarding clarification of Administrators Council election process and steps needed to implement	
4:20	4. Discussion of next steps for the Administrators Council	
4:30	5. Review Action Items	
4:35	6. Adjourn	

DECISIONS Reached	Decision Date
1. Kim Kramer's term on the Council would be decreased from two (2) years to one (1) year and Judith Sheft's term would be increased from one (1) year to two (2) years to accommodate the request from the University Senate to not have both members leave the Council in the same year	11/21/2014
2. Judith Sheft and Kim Kramer reviewed the Information Systems and Communications subcommittee's discussions and actions	11/21/2014

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DECISIONS Reached	Decision Date
3. Greg Mass report on the Campus Life subcommittee	11/21/2014
4. Judith Sheft and Brian Tierney reported on the Human Resources subcommittee	11/21/2014
5. Ed Bishof reported on the Strategic Plan and Finances and Facilities subcommittees	11/21/2014

ACTION Items			
Status	Action to be taken	Responsible	Due Date
In process	Reach out to Peggy Kendrick for Election Committee process clarification and to inform her of the change regarding the Council membership terms for Judith Sheft and Kim Kramer	Ed Bishof/ Judith Sheft	Next meeting
In process	Email to Administrators on the status of the Council and subcommittees	Brian Tierney/ Judith Sheft	Next meeting
In Process	Kim Kramer to follow up with Dave Ullman regarding communications with the Council's constituents and creation of a procedure for automated communication with the Administrators	Kim Kramer/ Dave Ullman	Next meeting
Completed	Kim Kramer's term changed to one (1) year and Judith Sheft's term changed to two (2) years to accommodate the request from the University Senate to stagger their membership terms	Committee	11/21/2014
Completed	Reviewed subcommittee meetings and results	Committee	11/21/2014

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