

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

<b>Meeting Date:</b>	Wednesday, Sept 24, 2014	<b>Time:</b>	1:00 – 2:00pm	<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., Patricia Kramer, Judith Sheft, Brian Tierney, Greg Mass John Cays				
<b>Meeting Purpose:</b>	Status update on Shared Governance & Administrators Council				
<b>Preparation:</b>	Review agenda items (Please bring to meeting your own copy)				

Time	Agenda Items	Process/Responsible
1:00	1. Select additional representative for split Finance/Facilities subcommittees	
1:10	2. Select additional representative to share Faculty Council meeting attendance	
1:30	3. Review Administrators Council members assigned to various University Senate standing committees	
	4. Discuss recommendations/Discussion Topics for the various standing committees and prioritize	
	5. Confirm future meeting dates for Administrators Council	
1:50	6. Review Action Items	
2:00	7. Adjourn	

DECISIONS Reached	Decision Date
1. Brian Tierney and John Cays will split the Finance/Facilities subcommittees	9/24/2014
2. Kim Kramer will share responsibility for attending all Faculty Council Meetings with Ed Bishof each will take one per month	9/24/2014
3. Executive Committees Assigned: <ul style="list-style-type: none"> <li>• Finance and Facilities – Brian Tierney/John Cays</li> <li>• Strategic Planning – Ed Bishof</li> <li>• Campus Life – Greg Mass</li> </ul>	

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## University Senate

### Administrator's Council

DECISIONS Reached	Decision Date
<ul style="list-style-type: none"> <li>• Information Systems/Communication – Kim Kramer</li> <li>• Human Resources – 3 members – Judy Sheft, Brian Tierney and John Cays</li> </ul>	
4. Confirmed future meeting dates Nov 5, Dec 3 – 2014 and, Jan 7, Feb 4, March 4, April 1, May 6, June 3 - 2015	9/24/2014

ACTION Items			
Status	Action to be taken	Responsible	Due Date
Completed	Assigned committee members for all additional and split committee responsibilities	Ed Bishof	9/24/2014
Completed	Review subcommittee discussion topics and set priorities <ul style="list-style-type: none"> <li>• Automating Business Processes (digital signature, changing grades, EOAF, New Hire “on-Boarding” process and support, Information Management) – HR and IS/Com committees priority 1</li> <li>• Summer Hours - HR committee priority 2</li> <li>• Sustainability/Recycling – Facilities subcommittee priority 3</li> <li>• Parking – Facilities and Finance subcommittees priority 4</li> <li>• Professional Development Opportunities/Improving Employee Morale – HR committee priority 5</li> <li>• Retirement incentives for long-term employees – HR committee priority 6</li> </ul>	Whole committee	9/24/2014
In Process	Create a procedure for automated communication with the administrators	Kim, Lily, Kamal & UIS	Awaiting for UIS

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