

Administrative Council

February 18th, 2015

Meeting Notes:

1. **Faculty Senate** provided an Agenda and Materials for Faculty Senate Special Meeting - January 13th, 2015, which specifically addresses Administrative Council/Administrative Staff Members.
 - Ad-Hoc Committee provided notes for discussion in regards to revising their Charter. It includes a statement that “the presence of unclassified administrators as voting members of a body that represents faculty seems to be inappropriate.” This is still in proposal format, but please be aware that ***eliminating unclassified members from the Faculty Senate would cause a severe gap in communication*** between our working organizations, as well as the general function of our duties across campus.
 - Debrief on the outcome of that meeting.
2. **Missing Items:** Short explanation of the department, and if there are commonly procedures used by administrative staff
 - a. Development (Tony) – Accepting donations? Donate via Payroll Deduction?
 - b. Facilities (Tony) – Submitting Work Orders? What they do/what they don’t.
 - c. Registrars (Erika) – FERPA?
 - d. Financial Aid (Erika) - ? (Admissions is in the same boat with few procedures for staff)
 - e. Campus Life (Shellie) - ? -I’m working on the how-to-be-an-advisor...
 - f. IT (Shellie) – Help Desk ticket? What to IT helps with/What they don’t.
 - g. What are we missing?.....(draft attached)
3. **Survey:** Now that Marketing’s survey results have determined what Students/Faculty/Staff would like to see done with newsletters [TechNewsDaily is now revised to a weekly internal-staff-only email (named *Connect*), and Student Affairs has adopted Ohhlala to communicate to the student population] we can move forward on discussion of creating an Internal Communications Survey. I’ll work on a draft for us to discuss as a group.