

## Administrative Council

July 16<sup>th</sup>, 2015

### Meeting Notes:

1. Review Charter and ByLaws
  - A. We read the Charter and Bylaws and discussed the existing goals from the previous year.
  - B. We chose our officers, and assigned ourselves individual representatives of unclassified staff members.
  - C. We had a discussion about revising the Bylaws to identify a better method of deciding membership to our group. David had great suggestions by reflecting on Faculty Senate's experience by the number of members being a ratio of the number of staff (such as 1 senator per 10 faculty). We will be talking about the revision of the Bylaws in future meetings.
2. Board of Trustees Conversation
  - A. We also discussed how we can potentially provide service for the Board of Trustees given the recent vacancy of the Staff Position.
  - B. Di asked for information from Sandra Fox, who was able to say "Per our Bylaws: When a vacancy exists, the Board Chair, in consultation with the Executive Committee, shall contact the Office of the Governor with a recommendation concerning the filling of the vacancy." Sandra is going to work with the Board to develop guidance on faculty/staff recommendations and how those get to the Board. Thanks for getting that info, Di!
3. Assigned Officers:

Chair- Bill  
Secretary – Carleen  
FOAC – Lori  
Faculty Senate – Tracie  
Faculty Senate #2 – Shellie
4. **Representative Rolls**
  - A. As being on AC is an elected position, we should serve as representatives for the staff. See attached for the representatives list (I did shimmy some names around so Michelle had a few representatives, if we proceed with her standing status).
  - B. Please be flexible and include any other unclassified staff member who isn't on this list (new hire, curiously missing, etc) that you encounter in your representative department. *It is your responsibility to get to know these staff positions and represent them in AC.* Ask for their "ideas and interests [as] administrative staff members" as our Charter declares.
  - C. (Please note: please do not counsel on human resources/personnel issues. Please focus on topics that focus on the university's operation in the perspective of administrative staff members. Some ideas are based from 'feelings', but we will only be able to address and implement professional policies.)