

University Senate Bylaws and Procedures Standing Committee Minutes: May 30, 2013

Members Attending: Nick Bircher (Chair, Medicine), James Cassaro (ULS), Alice Blazeck (Nursing), Thottala “Jay” Jayaraman (Dental), Scott Nelson, (Chemistry), Kurt Summersgill (Dental),

Staff and Guests: Lori Molinaro (Senate Office), Ellen Ansell (Education, Chair APDC), Cynthia Moore (General Counsel), Carey Balaban (Provost’s Office) Michael Pinsky (Senate Liaison)

1. The meeting was called to order at 1:00 p.m. in 156 CL. An agenda was distributed. A quorum was present.
2. Approval of Minutes.
 - a. February 19, 2013, Approved.
 - b. May 12, 2011. These are still missing. Dr. Bircher said that he will provide a draft from his notes.
3. Introduction of New Members: Alice Blazeck (Nursing),
4. Election of Officers. Usual officers are Chair, Co-chair (as a representative to Faculty Assembly if the Chair is not available), and Secretary. It was agreed to defer until the next meeting.
5. Old Business
 - a. Cynthia Moore (GC) indicated that the Search Committee Guidelines have been sent on to the Provost’s office. These have been posted, [http://www.pitt.edu/univsenate/sc%20documents/Search%20Guidelines%20for%20Sr%20Administ%20\(final\).pdf](http://www.pitt.edu/univsenate/sc%20documents/Search%20Guidelines%20for%20Sr%20Administ%20(final).pdf), but are not yet on the University Policies section. Dr. Bircher will follow up.
6. New Business.
 - a. Ellen Ansell (APDC). Proposal concerning name and mission. Dr. Ansell presented a handout and information. If the Committee is to take on more tasks, then it will need a more accurate description and new/more members. They are not sure of the process, and if it has to come through the Senate Bylaws and Procedures. The action was tabled pending the gathering of further information from APDC.
7. Next meeting: Aug/Sept.
8. Meeting adjourned at 1:50 p.m.

Kurt Summersgill, Secretary
Drafted: September 24, 2013
Approved: September 25, 2013