

University Senate Bylaws and Procedures Standing Committee Minutes: September 25, 2013

Members Attending: Nick Bircher (Chair, Medicine), Alice Blazeck (Nursing), James Cassaro (ULS), Marilyn Davies (Nursing), Thottala “Jay” Jayaraman (Dental), Michael Neft (Nursing), Kurt Summersgill (Dental)

Staff and Guests: Lori Molinaro (Senate Office), Carey Balaban (Faculty Affairs), Thomas Smitherman (Senate Liaison).

1. The meeting was called to order at 11:00 a.m. in 156 CL. An agenda was distributed. A quorum was present.
2. Approval of Minutes.
 - a. May 12, 2011. Approved.
 - b. May 30, 2013. Approved with corrections.
3. Election of Officers. Usual officers are Chair, Co-chair (as a representative to Faculty Assembly if the Chair is not available), and Secretary. The expected candidate for Chair was not present, so it was agreed to defer until the next meeting. For the office of Co-chair, Nick Bircher was elected unanimously. For the office of Secretary, Kurt Summersgill was elected unanimously.
4. Old Business
 - a. 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 with Art Ramicone in the next month.
 - b. Further Review of Mission Statement. This was deferred. Members should review before the next meeting.
 - c. Review of update to University Senate Administrative Handbook. This was deferred. Members should review before the next meeting.
 - d. Clarification of procedure for Standing Committee name change: editorial change to the Bylaws versus substantive amendment. President Spring has requested a brief comment on the historical evolution of our current committee structure. This will be reviewed at the next meeting. All members should review these beforehand. There is apparently a typographical error near the end.
5. New Business.
 - a. Approval of AY12-13 Annual Report. This was submitted by Nicholas Bircher and approved with minor corrections.
 - b. Request from President Spring to clarify the historical origin of the liaison appointment of Senate officers to the Standing Committees. Consideration of an amendment to reflect the current practice.
 - i. Nick’s sense is that the role of liaison goes back to 1915 (and Robert’s Rules), indicating that the President is ex officio of all committees. Nick will follow-up.

- c. Thomas Smitherman (immediate past Senate president) had some comments about committee structure and organization.
 - i. The By-laws are clear as to when members are elected, when officers are elected, and their terms of office. The office may end at the end of April for some faculty, which can create a problem.
 - ii. The Bylaws need to be reviewed for when the annual organizational meeting should be held for each committee. Should it be in May? June? September? Electronic?
 - iii. Should a clarification be included with the Bylaws, or can they just be included in the Administrative Handbook.
 - iv. The Bylaws state that the committee shall hold an organizational meeting something between the announcement of election results and May 31 OR at the first meeting of the committee.
 - v. Nick has done, and will continue to do, some historical research on committee origins and naming.
 - vi. Electronic vote. Questions arise as to notification, especially if there are part-year members. Is there a good way to verify responses?
 - vii. Smitherman notes that the Bylaws state that committees shall meet regularly, but no fewer than 4 times a year (not specifically quarterly). If a committee meets annually, that brings to question the need for the committee. He also notes that the committees shall provide minutes to the Executive Committee. He would like the Bylaws to be “stiffened up”. Such as “minutes submitted within 60 days of a meeting”. Or if not in the Bylaws, entered in the Administrative Handbook.

6. Next meeting: TBA, in about a month.

7. Meeting adjourned at 12:00 p.m.

Kurt Summersgill, Secretary

Drafted: November 18, 2013

Approved: November 19, 2013.