

## **University Senate Bylaws and Procedures Standing Committee Minutes: June 6, 2012**

**Present:** Nick Bircher (Chair, Medicine), James Cassaro (ULS), Ketki Raina (Occupational Therapy), Kurt Summersgill (Dental), Alexandre Vieira (Dental), Cynthia Moore (General Counsel), John Baker (Senate Liaison), Lori Molinaro (Senate Office)

1. The meeting was called to order at 1:00 p.m. An agenda was distributed. A quorum was present.
2. Approval of Minutes 5/1/12. The minutes were approved without changes. Minutes from 5-12-11 (Grabowski) and 3-21-12 (Summersgill) are not available for approval.
3. Old Business
  - a. Search Committee Guidelines follow-up. These were approved in May by the Senate Council. The point of contact is Stacey Surgensky, in the Provost Office. At our September meeting, we will see how the guidelines are to be promulgated.
  - b. Further review of Mission Statement. As submitted by Cindy (Cynthia Moore). Approved without changes.
  - c. Review of update to University Senate Administrative Handbook. It was noted that changes of the Bylaws are in process. Once those are approved, then we can make changes to the Administrative Handbook as needed.
    - i. Page 2 paragraph 3. Change this to: The Handbook will be posted on the Senate website, and all members will be sent a link to that site.
    - ii. Page 14 Paragraph 4 (Discussion). Change “Faculty Portal” to “Senate website”.
    - iii. Page 15 Paragraph 2. Correct typo “o f” to “of”.
    - iv. The three editorial changes above were approved.
4. New Business. None.
5. Next Meeting: September, 2012.
6. Meeting adjourned at 2:00 p.m.

Kurt Summersgill, Secretary  
Drafted: February 13, 2013  
Approved: