

## MINUTES

Bylaws and Procedures Committee of the University Senate  
Monday, 29 November 2010, A-321 Scaife Hall

Present: John Baker (Senate Liaison), Nick Bircher (Chair; Medicine), Jim Cassaro (ULS), Marilyn Davies (Nursing), Jean Ferkitesh (guest), Vernon Gay (Medicine), David Gau (student), Joseph Grabowski (Secretary; Arts and Sciences/Chemistry), George Klinzing (Vice-Provost), Lori Molinaro (Senate Office), Cynthia More, Kurt Summersgill (Dental Medicine), Alexandre Vieira (Dental Medicine) and Sasa Zivkobic (Medicine). 14 attendees.

1. 12:05pm, Lori distributed the agenda as she helped people find the room location.
2. At 12:13pm, Chair Bircher called the meeting to order and with the committee's permission rearranged the agenda
3. JF gave a short summary of the process for the recently completed search for a provost as was implemented making points related to
  - a. Chairman selected by the chancellor
  - b. Committee election/makeup – only delay was selecting the committee; on-line voting was rewarding (close to 20% -- better than normal Senate elections)
  - c. Charge
  - d. Committee did the work; worked well; no rumblings about any concerns.
  - e. Document – some wording needs to be augmented. Randy Jewel (VP for research and compliance) will make the first pass; chaired the committee.
  - f. Option was used to increase the size of the committee – went to 15 total; filled out by Chancellor's appointments.

JF then entered questions and concerns. Various clarifications were sought and received.

  - g. Main concern is that the current document [*Guidelines for Search Committees for Senior Administrators*] has archaic language (e.g., "President of the UPMC").
  - h. Some question about one 'administrator-focused' faculty member who ran as a faculty member and was elected.
  - i. Randy will take care of a draft of the revision.
4. The minutes from the Wednesday, 27 January 2010, postponed till next meeting
5. Officer elections. Nick Bircher volunteered to serve as chair. Unanimously elected. No need for co-chair. Joe Grabowski re-elected as secy.
6. Item 5b from the Agenda: Review of University Senate Administrative Handbook  
Chair requested members review the document titled *University Senate Administrative Handbook* – look for things that might need to be addressed (e.g., where search committee policy can be found; recommended that it be put on the University's Policy web page).
7. New business  
Annual report for next meeting
8. Discussion of Bylaws changes by JB
  - a. Article VI, Section 4, Reports (see JB's memo)  
Reconsider at our next meeting  
Delete the word regularly from JB's revised Bylaw

9. JB's second memo (see)
  - a. Don't want to eliminate department chairs and deans (unless their admin responsibilities are greater than 50%).
  - b. Various points were discussed, elaborated, etc., much focus was on trying to clarify 'administrative', non-administrative, clinical, etc.
  - c. Will be re-visited next meeting
  
10. The meeting was adjourned at 1:11pm

Joe Grabowski, Secretary

Drafted: 12 April 2011

Approved: *These minutes were approved 12 May 2011.*