To: Administrative Committee for Senate Council

From: Traci Shelton

Date: 06/06/2013 1 p.m.

Re: Meeting Minutes

Attendees: Cheryl Jester –George, Colleen Joyce, Jacob English, Jordan Cavallin, Traci Shelton

Location: 317 Dahlberg Hall

Today's meeting began with a round robin introduction of all in attendance as a new member, Traci Shelton, was present. It was discussed that we will continue to meet on the first Thursdays of each month. Remaining 2013 meetings will reconvene Sept. 12, 2013 @ 1 p.m., location TBD.

We discussed the Basecamp system and using it effectively as a communication tool. It was determined that access for newcomer, T. Shelton, will need to be established. Cheryl will follow up with that ensure the addition is made to the system. In an email, Fri 6/7/2013 10:29, Cheryl requested that Basecamp information be sent to T. Shelton for an initial access request to be generated.

Next, Jacob furnished attendees with a council timeline of events for the upcoming year. The group concluded that the timeline was very appropriate and that the general outline should be used for the upcoming year as a guide for action and strategy by the committee throughout the year.

Discussion moved to necessary verbiage amendments to the current bylaws existing for the Council. The change will be made as follows: article III, 6, b. states that **"The Executive Committee has the authority to appoint senators to vacant positions when no other candidate exists."** This was the change passed on 8/17/11. This change is in effect and will be made to the Bylaws text accordingly and will appear at the end of the existing bylaws text for this article. This should be done by our next physical meeting but the date was not set or determined for the record.

Next, we created a "To Do List" for today's meeting. We confirmed a policy statement was sent to all members of the committee via email with an attached zip file. All confirmed the file had been received. Also, the Election Portal was discussed as it relates to access for all members. The Portal was experiencing connection problems and it was thought that the new GSU website might have a new URL that was not fully updated thus driving these issues. It was determined in a follow up email from C. J. George (Thu 6/6/2013 5:03 PM) after the meeting that the URL is the same and that portal access should be problem free.

Lastly, C. George facilitated conversation around the open President/Provost position for the College of Arts and Sciences. She is in the process of filling the vacancy with pre-qualified individuals and will follow up to the committee with that announcement once it has been determined.

Meeting adjourned @ 1:40 p.m.