

University Senate Bylaws and Procedures Standing Committee Minutes: February 19, 2013

Present: Nick Bircher (Chair, Medicine), James Cassaro (ULS), Marilyn Davies (Nursing), Thottala “Jay” Jayaraman (Dental), Scott Nelson, (Chemistry), Sasa Zivkovic (Medicine), Kurt Summersgill (Dental), Preston Thomas (GPSA), Carey Balaban (Faculty Affairs), Lori Molinaro (Senate Office)

1. The meeting was called to order at 12:00 p.m. in 156 CL. An agenda was distributed. A quorum was present.
2. Approval of Minutes.
 - a. 3/21/12 and 6/6/2012. The minutes were approved after typographical changes.
 - b. May 12, 2011. These are still missing. Dr. Bircher said that he will provide a draft from his notes.
3. Election of Officers
 - a. Nick Bircher was re-elected as Chair. Scott Nelson was elected as Co-chair. Kurt Summersgill was re-elected as Secretary. A Co-chair was recommended, in the cases where the chair is not able to attend Faculty Assembly (FA).
4. Old Business

Search Committee Guidelines follow-up. These were 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. It is apparently “ready to go”. Dr. Bircher will talk to CFO Art Ramicone about updating.

5. New Business.
 - a. Bylaws were reviewed. No other changes were recommended. They stand as posted.
 - b. Annual Report AY11-12. This was reviewed and approved.
 - c. The University Senate Administrative Handbook is currently in binders that officers can review. It is recommended that it be sent out electronically to the new officers.
 - d. Sustainability Committee. This has been an ad hoc sub-committee of the Plant Utilization Committee since 2007. There is currently an overlap in responsibilities and need for administrative resources. The status of this committee may come to us for recommendations for short-term and long-term solutions.
6. Meeting adjourned at 12: 45 p.m.

Kurt Summersgill, Secretary
Drafted: May 30, 2013
Approved: May 30, 2013