

In attendance were acting chair, Linda Tribble; senate members Megan Black, Jennifer Briggs, Jaclyn Dumond, Robert Howell, Kathy Jones, Timothy Jones, Barry Schonberger, Jayne Tang, and Stephen Woodall. Also present was Staff Council representative Katie Mathew.

a. The minutes of October 6, 2010 were approved.

a. Officers

1. Chairperson – Linda Tribble, on behalf of Carmen Stoen

Based upon an idea provided by Carol Schmitt, any Senate committee wishing to bring an "Item of Consideration" before the Senate will need to complete and submit a formal

Jayne Tang informed the Senate that the Committee will research and pursue information on the possibility of establishing a Doctoral Administrative benefit at the University. This will provide interested Administrators the opportunity to obtain their Doctorate Degree.

2. Professional Development – Jennifer Briggs, Chair
The Committee recently met to discuss ideas for breakout sessions at the annual spring meeting in January. Information for these sessions must be finalized by 12/13/10 and submitted to Sherry Seib in the Provost Office. Jennifer asked for ideas from the Senators be provided to Jacob Williams.
 3. Nominations and Elections – Barry Schonberger, Chair
The committee will have an active spring in preparation of the upcoming elections.
 4. Events and Outreach – Lee Ann Wambach, Chair – Absent – Report by Kathy Jones
The spring Administrator Toolkit Series dates have been established, see attachment 1. The Committee is also exploring the possibility for a “Milestone” banquet for long-serving Administrators. This is tentatively being planned for the May/June 2011 timeframe.
 5. Administrative Affairs – Stephen Woodall, Chair
The Committee is still investigating the potential for an all in one University policy website. More information will be shared at future meetings.
 6. Constitution and Bylaws – Robert Howell, Chair
The Committee continues to review and revise the Constitution and bylaws. This task has been broken into four different sections. Robert asked the Senate on their preferred approach in presenting, reviewing, and approving the final versions of each section. Robert also suggested the excluded titles in Article III Section 1a and related definitions be moved to the Appendix. Also, in Article III Section 1b an Administrator has waiver rights. The records of waivers are to be maintained by Administrative Senate. The Committee would like to define the responsible party for those waivers. These discussions were tabled as new business.
- c. Presidential Council Liaisons – Absent
- a. No unfinished business was reported.
- a. Constitution and Bylaw Review
1. After discussion, it was determined that the Constitution and Bylaw Committee should submit an individual section at each of the next four meetings and the Senate will then review, modify and approve. This will allow for a final version to be compiled and voted on by the regular scheduled April meeting.
 2. The Senate agreed that the excluded titles and related definitions should be moved to the Appendix section of the Constitution and Bylaws.
 3. After discussion, it was determined that the Secretary should maintain all documentation related to waivers.
- b. Appointment of Open Senate Seat
1. Discussion was held on the open seat and the nominated candidate of Tim Fitzgibbon. Robert Howell made a motion to accept the nomination of Tim Fitzgibbon. Stephen Woodall seconded the motion and the Senate voted unanimously in favor of the motion.
- c. Interim University Appointment and Bylaw Amendment
1. Per the Constitution and Bylaws the motion is to be read at two consecutive meetings, with a final vote to occur at the second meeting. The motion is as follows:

