1) Call to Order. Present:
    a. Present (Cascardi, Nyaaga, Martus, Marks, Peck, Sharma, Dean). Absent (Prado)
2) Appointment of Minute Taker.
    a. LaShauna Dean
3) Approval of the Minutes from October 30, 2018.
    a. Approved by all. No revisions needed.
4) Review proposed Senate [Bylaws Amendment Procedures](#) (Priority Charge 1).
    a. Several changes were made. Gary made one clean copy. Reviewed by all present. Minor grammatical changes made. Rationales were approved and cleaned up for grammatical consistency. On the flow chart, will make "Conflict" arrows consistent in "red or green" to help with visual. Other area of needed color change is "not ratified by Senate Vote". If no one wants to take up a proposal for referendum, another arrow needs to be added to reflect that.
    b. Peck moved to vote on Proposal to Amend By-Laws to be moved to the senate. All (7) voted in favor. 0 abstentions, 0 against.
5) Establish process to review alignment of By-Laws & Council Charges (Priority Charge 2)
    a. How can we develop a process to accurately reflect the charges of each council? Suggested that each member of the governance council take 2 councils to review for accuracy. Charges can be found in the Senate By-Laws **2017 document**(Feb. 27- most up-to-date version). Gary will copy all the standing charges from the website and put them in one area for our review; folder will be labeled "Council Alignment Review".
        i. Cascardi: Academic standards & Administrator Assessment.
        ii. Peck: Admin & Enroll, advise & Registration
        iii. Dean: Assessment & Budget and Planning
        iv. Marks: Elections & Graduate Programs
        v. Martus: Grad Policies, & Research & Scholarship
        vi. Sharma: Technology & Undergraduate
        vii. Nyaaga: University Core
    b. Each member will review the charges to see if what the charges are and what the by-laws say align. Highlight the discrepancies so that councils can be made aware. Governance council will submit a report to Exec Council letting them know our findings.
6) Status of Council documents/manuals requests (Priority Charge 3). New OneDrive folder for "Senate Council Documents".
    a. Peck reported that there are 4 councils reporting no procedural documents; university core council reported their document is on the K drive; Elections council has a link through the Senate office.
    b. Cascardi created a One-Drive document regarding the roles and responsibilities when serving on the Administrator Assessment Council; document is in One

Drive "Administrator Assessment Council Procedure Outline". Should this be narrative? Martus suggested more specificity around time lines. For example, proposed in the Fall semester in the Senate and then acted upon by Spring. Cascardi discussed the difficulties faced by the council such as utilizing a consistent survey. A procedures manual is needed.

c. We should write up a recommendation as to which councils need to have a procedures manual and what might be included in them.

d. Will be continued at the next meeting. Peck will continue to follow-up with remaining councils.

7) Discuss Senate "loop" policies and procedures (Priority Charge 5). Gary will follow-up with Bill Duffy.

8) Establish next meeting date (Dec or Jan). Next meeting is January 29, 2019 at 2pm.

9) Adjournment.