Present: Judith Platania, Chair; Sue Bosco, Julie Coon, Gary Graham, Skip Pomeroy, Mel Topf

Judy distributed copies of the Senate constitution and bylaws, and read the Senate’s charge to the Steering Committee regarding revising the constitution.

There was discussion on what provisions in the constitution should be amended. The committee agreed that the members would contact their respective faculties seeking comments and suggestions on amendment, with a deadline of October 1 for replies.

The committee agreed to discuss possible amendments regarding the following provisions:
- Frequency of Senate meetings
- Size and authority of the Senate executive committee
- Dropping the position of Second Vice President and creating the position of Recording Secretary, whose duties would include minutes and who would receive a stipend.
- A regular executive (closed) session of up to 15 minutes at the end of a regular meeting of the Senate.

Mel will write up a draft for each of these for the committee’s consideration.

Respectfully submitted,

Mel Topf