Members Present: Tom Bergmann, Greg Conderman, Margaret Hallatt, Susan Harrison, Timothy Leutwiler, Ivar Lunde, Barbara Mac Briar, Bobby Pitts, Larry Schnack, Marjorie Smelstor

Members Absent: Dave Nelson

Guest: Kathy Mitchell

The meeting was called to order at 3:02 p.m. in Schofield 202

1. The minutes of October 21, 1997 were approved as edited.

2. Open Forum:
   It was requested that the label attached to the open forum be rewritten to make it positive instead of negative. The statement "to express concerns" is to be changed to a positive statement like "to address the Executive Committee."

   It is to be noted that the new transportation system is a huge success. It has been well received by the students and is running near capacity.

   It was noted that there are some false rumors being circulated regarding the "Freshman Experience" structure for next year. The committee working on the next year "Freshman Experience" has not completed its work, but the goal is to provide every freshman entering next year with some kind of "Freshman Experience."

3. Executive Committee Function and Membership:
   Discussion took place on who should have membership on the Executive Committee and what its function should be.

   There was significant discussion what the membership specifications for the Executive Committee actually said. The statement that "committee membership must have at least one member from: College of Arts & Science, College of Business, each School in the College of Professional Studies, and University Academic Staff" caused some to raise the issue of how many members of the Executive Committee should come from the Academic Staff area since the Academic Staff Representative is also included under the membership list.

   The Chair of the Executive committee will take all the suggestions regarding revisions to the functions and membership structure of the Committee and attempt to provide the Committee with a suggested revision.

   If the University Senate makes changes to its structure it would be a good time to revise its constitution and bylaws since it is a very time consuming and complex process.

   Each committee member is to review the "Senate Membership and Representation" document for the next meeting.

The meeting was adjourned at 4:00 p.m.

Respectfully Submitted,

Thomas J. Bergmann, Secretary for the Meeting