

# University Council

## MINUTES

JANUARY 17, 2012 8 – 9:30 A.M.

<b>MEETING CALLED BY</b>	Tim Lillie and Mike Sherman
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>FACILITATOR</b>	Tim Lillie
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p>Dale Adams, Matt Bungard, Julie Burdick, Gustavo Carri, Cheryl Collins-Slusarczyk, David Cummins, Ted Curtis, Kelly Daw, Alexa Douth, Elizabeth Erickson, Charlie Fey, Kim Gentile, Jessica Goerke, Kim Haverkamp, Wayne Hill, Eileen Korey, John LaGuardia, Timothy Lillie, Kent Marsden, Jim McHugh, Sue McKibben, Chand Midha, Stacey Moore, George Newkome, Justin Orashan, Nancy Roadruck, Shivakumar Sastry, Steve Sedlock, Mike Sherman, Laura Spray, Harvey Sterns, Tom Wistrill, David Witt</p> <p>Absent: Becky Hoover, Karastin Katusin, John Kline, Bob Stachowiak</p> <p>Absent with notice: Jim Boyes, Andrea Pavlichich, Jim Sage</p>

### Agenda topics

8:00 – 8:05 WELCOME LUIS PROENZA

<b>DISCUSSION</b>	<p>Tim Lillie called the meeting to order at 8 am and noted that a quorum was present. He asked for and received unanimous consent to postpone consideration of the agenda and previous minutes until after the remarks of the President. This was the inaugural full meeting of the UC.</p> <p>Tim Lillie introduced President Luis Proenza and thanked him for being an integral part of forming the UC. President Proenza congratulated the members for their willingness to serve on the UC. He looks forward to working together to move forward in shared leadership.</p> <p>The chair then asked for additions to the minutes; there being none, the agenda was approved by unanimous consent. The chair asked for additions or corrections to the minutes. There being none, the minutes of the previous meeting were approved by unanimous consent.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

8:05 – 8:15 REPORT OF STEERING COMMITTEE TIM LILLIE

<b>DISCUSSION</b>	<p>The Steering Committee met on January 11<sup>th</sup>. The Steering Committee discussed the UC White Paper and the initial Bylaws proposed to the Board of Trustees Rules Committee in September 2010. It is recommended that Operating Protocols be developed as a first step toward official Bylaws. Also, the Board of Trustees approved policy in which students can request that their professor work with them to attend important events. UC meetings are included in this.</p> <p>Mike Sherman explained that his role on the UC is to help with agenda setting and to ensure that topics and issues addressed by Standing Committees are receiving the right support in the right sequence.</p>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

8:15-9:00 STANDING COMMITTEE REPORTS STANDING COMMITTEE CHAIRS

<b>DISCUSSION</b>	Tim Lillie thanked the Standing Committees that posted their reports to SharePoint. Standing Committees are not required to make a formal report at every meeting.	
	Committees made initial reports to the University Council as noted:	
	Athletics and Recreation: The Committee approved Jim Walczyk & Charlie Fey as ex-officio members. The recommendation needs to go to the Steering Committee for approval.	
	Budget, Finance & Benefits: The Committee is focusing on understanding the budget development process for fiscal year 2012.	
	Communications: The Committee is focusing on internal communications, the Web, and marketing. They are looking at the Market Research Report by Stamats.	
	Information Technology: The Committee is focusing on the current IT projects and Vision 2020. They have created two workgroups to focus on academic issues and student issues.	
	Physical Environment: The Committee is focusing on the latest report from Sasaki, biennium requests, planning issues, and consultant resumes.	
	Public Affairs: The Committee is reviewing policies & practices and will identify areas of focus at their next meeting.	
<b>CONCLUSIONS</b>	Research: The Committee is focusing on the recruitment of talented graduate students and reviewing opportunity briefs from faculty.	
	Student Engagement & Success: The Committee heard a presentation about residence halls. The presentation went into the Board of Trustees report.	
	Talent Development: The Committee is focusing on the new performance review and employee recognition.	
	Standing Committees that want to present a report to the UC should prepare a written report summary to be posted to SharePoint and sent to Nancy Roadruck and Kim Haverkamp by the Friday before the UC meeting.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

9:00 – 9:15 OPERATING QUESTIONS TIM LILLIE

<b>DISCUSSION</b>	The Steering Committee is collecting the term and ending date for each member of the UC and the Standing Committees. Students representing USG and GSG serve a one-year term. Each Constituent Group must document their procedure for electing/appointing members to the UC.	
<b>CONCLUSIONS</b>	Send questions regarding operating protocols to Tim Lillie ( <a href="mailto:tlillie@uakron.edu">tlillie@uakron.edu</a> ) , Julie Burdick ( <a href="mailto:burdick@uakron.edu">burdick@uakron.edu</a> ) or Kim Haverkamp ( <a href="mailto:kh1@uakron.edu">kh1@uakron.edu</a> )	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Tim Lillie and Kent Marsden will visit Standing Committee meetings in February, if invited, to discuss operating protocol.		

9:15 NEW BUSINESS TIM LILLIE

<b>DISCUSSION</b>	There was no new business. There was a motion to adjourn at 9:15 am, which being duly made and seconded was approved by voice vote	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

Next Meetings:

- February 14, 3 – 5 p.m., Simmons Hall, Room 101
- March 20, 3 – 5 p.m., Simmons Hall, Room 101

# University Council

## MINUTES

FEBRUARY 14, 2012 3 – 5 P.M.

<b>MEETING CALLED BY</b>	Tim Lillie and Mike Sherman
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>FACILITATOR</b>	Tim Lillie
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p>Dale Adams, Jim Boyes, Matt Bungard, Julie Burdick, Gustavo Carri, Kelly Daw, Alexa Doutt, Elizabeth Erickson, Charlie Fey, Kim Gentile, Jessica Goerke, Kim Haverkamp, Wayne Hill, Becky Hoover, John Kline, Eileen Korey, Timothy Lillie, Kent Marsden, Jim McHugh, Sue McKibben, Chand Midha, Stacey Moore, Justin Orashan, Andrea Pavlichich, Jim Sage, Shivakumar Sastry, Steve Sedlock, Mike Sherman, Cheryl Collins-Slusarczyk, Laura Spray, Bob Stachowiak, Harvey Sterns, David Witt</p> <p>Absent: David Cummins, Karastin Katusin, John LaGuardia, George Newkome, Tom Wistrull</p> <p>Absent with notice: Ted Curtis, Nancy Roadruck, Mike Sherman</p>

### Agenda topics

3:00 – 3:05 CALL TO ORDER

<b>DISCUSSION</b>	<p>Tim Lillie called the meeting to order and noted that a quorum was present. He asked for additions to the agenda. There being none, the agenda was approved. He asked for additions or corrections to the January 17<sup>th</sup> University Council (UC) minutes. There being none, the minutes of the previous meeting were approved as distributed. It will be a continued practice to have the agenda and minutes posted on the UC SharePoint site.</p>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

3:05 – 3:25 STEERING COMMITTEE REPORT

<b>DISCUSSION</b>	<p>The Steering Committee met on January 25<sup>th</sup> and February 8<sup>th</sup>.</p> <p>The Steering Committee created an Operational Protocol for Term of Appointment to be proposed to the UC for adoption. Tim Lillie explained the proposed Operational Protocol for Term of Appointment. At-large members of the UC and members of the Standing Committees are elected/selected by their Constituent Group. The Steering Committee recommended that staggered terms be determined by the Constituent Group. Tim Lillie read the proposed Operational Protocol document. There was a motion to make the Term of Appointment Operational Protocol document available to all members of the UC and to table the vote until the next meeting on March 20, which being duly made and seconded was approved by voice vote. The document is posted in the Operational Protocol section of the UC SharePoint site.</p> <p>The Steering Committee created a Resolution to end the Term of Appointment on April 30<sup>th</sup> of each year. Kent Marsden explained that if students were to actively serve, it would be difficult for them if UC ended in the summer or at the end of a calendar year. Kent Marsden read the following Resolution:</p> <p>WHEREAS, the University Council has been formally inaugurated as of early 2012, and,  WHEREAS, The Council elections/selections for at-large seats and for seats on each of the standing committees has been recently effected, and,  WHEREAS, the final operating documents/bylaws of the Council are not yet finalized, and,  WHEREAS, it is recognized that finalizing these documents will proceed this calendar year, and,  WHEREAS, it is recognized that stability of University Council and Standing Committee membership would be conducive to good functioning, therefore,  BE IT RESOLVED that terms of election/selection of at-large University Councilors and of Standing Committee members be fixed as beginning on May 1 of the year in which they are appointed,  BE IT FURTHER RESOLVED that the terms of those selected/elected to represent constituencies as at-</p>
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	<p>large University Councilors or as Standing Committee members, as inaugural members, shall end for those appointed/selected/elected for one year on April 30, 2013; for those appointed/selected/elected for two years, on April 30, 2014 and for those appointed/selected/elected for three years on April 30, 2015. All new terms, except as otherwise specified, shall be for three years, beginning with the terms starting on May 1, 2013. Terms for new officers shall begin on May 1, 2014.</p> <p>Tim Lille asked if there was any debate on the resolution. There being none; the resolution was approved by voice vote.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

3:25 – 3:40 STANDING COMMITTEE REPORTS

<b>DISCUSSION</b>	<p>The following Standing Committees submitted reports. The reports are posted in the Standing Committee section of the UC SharePoint site.</p> <p>Budget, Finance and Benefits: The Standing Committee has looked at the first five months of the FY12 budget which ended on November 30<sup>th</sup>, 2011. The Standing Committee is collaborating with the Integrated Financial Planning Group to coordinate the committee’s activities. Two student members have resigned due to class schedule conflicts.</p> <p>Physical Environment: Sasaki will be meeting with groups on campus March 5 – 6, 2012. The UC discussed classroom space on campus and the new classroom scheduling system that will soon be implemented. A motion was made that the Physical Environment Standing Committee give frequent reports to UC about the short-term and long-term planning goals of the physical plan, which being duly made and seconded was approved by voice vote.</p> <p>Research: The Standing Committee is examining options for distributing Opportunity Briefs on campus in order to better align the dissemination of research information to the campus community. One student member resigned due to class schedule conflicts and one student member is unable to attend meetings regularly due to work conflicts.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

3:40 – 3:50 ACTION ITEMS AND OPERATING QUESTIONS

<b>DISCUSSION</b>	<p>Jessica Goerke discussed the following documents related to UA’s student absence policy:</p> <ul style="list-style-type: none"> <li>• University Absence Policy: Guidelines for Absence Due to Participation in University Sponsored Events</li> <li>• Letter to Instructors</li> <li>• Assignment Completion Form</li> </ul> <p>These documents are posted in the Operational Protocol section of the UC SharePoint site.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

3:50 – 4:00 NEW BUSINESS

<b>DISCUSSION</b>	<p>Questions were raised about the Pearson eLearning contract. Tim Lillie suggested that an Issue Brief be created for this issue.</p> <p>The Presidents of GSG and USG asked Committee Chairs to inform them if student members resign or are not attending meetings regularly. Tim Lillie said that the Steering Committee is in the process of developing a policy.</p> <p>Tim Lillie announced that the Term of Appointment document will be available to UC members while it is being developed. The document is posted in the Operational Protocol section of the UC SharePoint site.</p> <p>There was a motion to adjourn, which being duly made and seconded was approved by voice vote.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

# University Council

## MINUTES

MARCH 20, 2012

3:00 – 3:45

<b>MEETING CALLED BY</b>	Tim Lillie and Mike Sherman
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>FACILITATOR</b>	Tim Lillie
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p>Dale Adams, Jim Boyes, Matt Bungard, Julie Burdick, Gustavo Carri, David Cummins, Kelly Daw, Elizabeth Erickson, Charlie Fey, Kim Gentile, Jessica Goerke, Kim Haverkamp, Wayne Hill, Becky Hoover, John Kline, Eileen Korey, Tim Lillie, Kent Marsden, Jim McHugh, Sue McKibben, Chand Midha, George Newkome, Justin Orashan, Andrea Pavlichich, Nancy Roadruck, Jim Sage, Steve Sedlock, Cheryl Collins-Slusarczyk, Laura Spray, Harvey Sterns, Tom Wistrick, David Witt</p> <p>Absent: Karastin Katusin, John LaGuardia</p> <p>Absent with notice: Alexa Doult, Stacey Moore, Deanne Reynolds, Shivakumar Sastry, Mike Sherman, Laura Spray</p>

### Agenda topics

3:00 – 3:05

CALL TO ORDER

TIM LILLIE

<b>DISCUSSION</b>	Tim Lillie called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed. He asked for additions or corrections to the February 14 <sup>th</sup> University Council (UC) minutes. There being none, the minutes of the previous meeting were approved as distributed.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

3:05 – 3:10

UNFINISHED BUSINESS

TIM LILLIE

<b>DISCUSSION</b>	The Term of Appointment Operating Protocol was brought forth from the Steering Committee at the February 14 <sup>th</sup> UC meeting. The document was distributed to UC members and was posted in the "Operational Protocol" section of the UC SharePoint site. Tim Lillie asked if there was any debate on the operating protocol. There being none, the Term of Appointment Operating Protocol was approved by voice vote.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

3:10 – 3:20

STEERING COMMITTEE REPORT

TIM LILLIE

<b>DISCUSSION</b>	The Steering Committee received nominations for the ad hoc Bylaws Review and Recommendation Committee and appointed Andrea Hinton, Matt Bungard, Carol Pleuss and Liz Erickson. The Steering Committee received one more nomination and will make a decision at the next Steering Committee meeting. The purpose of the committee is to review the white paper of August 19, 2011, the Bylaws proposed on February 25, 2010 and the Board resolution regarding the creation of bylaws for the University Council of January 2011 and make sure the operating protocol is clear.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

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3:20– 3:30

STANDING COMMITTEE REPORTS

STANDING COMMITTEE CHAIRS

<b>DISCUSSION</b>	<p><b>Athletics and Recreation Committee</b> – The Standing Committee received a presentation about current and planned fundraising activities. Future presentations are planned on the topics of student athlete academic services and ticket sales and seat licenses. The Standing Committee will be adjusting their meeting schedule for the summer months. The Standing Committee will post a report to SharePoint once their meeting minutes are accepted.</p> <p><b>Budget, Finance &amp; Benefits</b> – Tim Lillie explained that the Steering Committee has received a request for budget information. The Standing Committee will receive an Issue Brief regarding the request.</p> <p><b>Information Technology</b> –The online pilot project that is underway was discussed. The capability to monitor the interaction between faculty and students was explained. Springboard, UA’s current software platform, has the same capability, but the monitoring capability is not used. The Standing Committee will have a formal response at the next UC meeting.</p> <p><b>Physical Environment</b> – The Standing Committee gave a report on the progress of the Sasaki project. Sasaki has had several meetings that included the Provost, Deans, faculty, and the campus community. The final report is going to the Board of Trustees in May.</p> <p><b>Public Affairs &amp; Development</b> – The Standing Committee has determined a three-year rotation for members. The Standing Committee will be meeting with Development staff to find out what they do. Jim Boyce explained that the Standing Committee is looking at the Board of Trustees rule that describes their charge. Jim will provide the UC with the Board rule number for which he is referring.</p> <p><b>Research</b> – George Newkome withdrew the report that was submitted to the UC Secretary. The Standing Committee will present the report at the next UC meeting.</p> <p><b>Student Engagement and Success</b> – The Akron Experience presentation has been seen by Deans and the VP group. The Standing Committee will meet with Marty Belsky and Bill Kraus to discuss their ideas for increasing student enrollment. Several people asked that the Standing Committee report to UC be sent to their specific Constituent Group. It was decided that it is the responsibility of UC members representing the constituency groups to take information from UC meetings and UC SharePoint to their constituency group.</p> <p><b>Talent Development and Human Resources</b> – The Standing Committee is working on the Issue Brief regarding recognition of service on University Council.</p> <p>There was a request that all reports presented at the UC meeting be posted to the UC SharePoint site before the UC meeting.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide UC with the Board Rule number that the Public Affairs and Development Standing Committee referred to during their report to UC.	Jim Boyce	

3:30 – 3:35

ACTION ITEMS AND OPERATING QUESTIONS

TIM LILLIE

<b>DISCUSSION</b>	Tim Lillie asked if anyone had any operating questions or action items to discuss. There were none.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

3:35 – 3:45

NEW BUSINESS

TIM LILLIE

<b>DISCUSSION</b>	<p>Nancy Roadruck read the following proposal to change the name of the Budget, Finance &amp; Benefits Standing Committee:</p> <p>“The University Council Steering Committee recommends that the name of the Budget, Finance &amp; Benefits Standing Committee be changed to Budget and Finance Standing Committee.”</p> <p>There was discussion about the rationale for the change. Tim Lillie asked if there was any debate on the proposed name change. There being none, the proposal was approved by voice vote.</p>
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	<p>UC members can bring issues to the UC for discussion by submitting an Issue Brief through the UC SharePoint site or at a UC meeting under the New Business section of the UC agenda. The campus community can now submit an issue for UC discussion through a link on Zipline.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE



# University Council

## MINUTES

APRIL 10, 2012

3:00 – 5:00 PM

<b>MEETING CALLED BY</b>	Tim Lillie and Mike Sherman
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>FACILITATOR</b>	Tim Lillie
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p>Dale Adams, Jim Boyes, Matt Bungard, Julie Burdick, Gustavo Carri, David Cummins, Kelly Daw, Alexa Douth, Elizabeth Erickson, Kim Gentile, Jessica Goerke, Kim Haverkamp, Wayne Hill, Becky Hoover, John Kline, Eileen Korey, Tim Lillie, Kent Marsden, Jim McHugh, Sue McKibben, Chand Midha, Stacey Moore, Justin Orashan, Nancy Roadruck, Jim Sage, Shivakumar Sastry, Steve Sedlock, Mike Sherman, Cheryl Slusarczyk, Laura Spray, Harvey Sterns, Tom Wistrill, David Witt</p> <p>Absent: Charlie Fey, Karastin Katusin, John LaGuardia, George Newkome, Andrea Pavlichich, Deanne Reynolds</p> <p>Absent with notice: None</p>

### Agenda topics

3:00 – 3:05

CALL TO ORDER

TIM LILLIE

<b>DISCUSSION</b>	Tim Lillie called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed. He asked for additions or corrections to the March 20 <sup>th</sup> University Council (UC) minutes. There being none, the minutes of the previous meeting were approved as distributed.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

3:05 – 3:07

UNFINISHED BUSINESS

TIM LILLIE

<b>DISCUSSION</b>	There were none.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

3:07 – 3:17

STEERING COMMITTEE REPORT

[PRESENTER]

<b>DISCUSSION</b>	<p>The Steering Committee met with members of the ad hoc Bylaws Review and Recommendation Committee and discussed the charge for the committee. Kent Marsden, UC Vice chair, will convene the first meeting.</p> <p>The Steering Committee discussed the suggestion to designate office space and administrative support for UC activities and remuneration for non-administrative Steering Committee Members and Standing Committee Co-Chairs because of the time commitment involved. The Steering Committee will continue to discuss this topic.</p> <p>The Steering Committee discussed the suggestion to align ideas that are generated through Golden Ideas to UC. The decision was made not to align Golden Ideas with UC at this time. Ideas can be brought to UC with an Issue Brief, through a Standing Committee or at a UC meeting.</p> <p>A question was raised about the process of disseminating UC information to the campus community on a</p>
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	regular basis. The UC website and UC SharePoint site are the tools currently being used for information dissemination. UC members are responsible for reporting UC information to their Constituency Groups. A suggestion was made to ask the Communication Standing Committee to develop a UC newsletter as one of their committee tasks. The Communication Standing Committee reported that they have established a subcommittee to look at their charge and they will take the suggestion under advisement.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

3:55 – 4:35 PM

STANDING COMMITTEE REPORTS

STANDING COMMITTEE CHAIRS

<b>DISCUSSION</b>	<p><b>Budget &amp; Finance</b> – The report is attached: <a href="#">Budget and Finance Report to UC 4-10-12</a></p> <p><b>Communication</b> –They will discuss the suggestion to create a UC newsletter at their next meeting and have a response at the next UC meeting.</p> <p><b>Information Technology</b> – The report is attached: <a href="#">Information Technology Report to UC 4-10-12</a></p> <p><b>Physical Environment</b> – The report is attached: <a href="#">Physical Environment Report to UC 4-10-12</a></p> <p><b>Research</b> – The report is attached: <a href="#">Research Report to UC 4-10-12</a>.</p> <ul style="list-style-type: none"> <li>• A resolution was proposed to change the way Opportunity Briefs are distributed on campus. The proposal is attached: <a href="#">Opportunity Briefs Proposal</a>. There was discussion as to whether Zipline is the appropriate vehicle for information distribution. A motion was made to change the language to "Zipline or its successors." The motion was adopted.</li> <li>• A resolution was proposed to hold an annual, faculty-focused UA Cross-Domain Research Symposium in Fall Semesters. The proposal is attached: <a href="#">Inter-Disciplinary Symposium Proposal</a>. An amendment was proposed to pass the resolution pending referral to the Budget and Finance Standing Committee. The amendment was adopted. A second amendment was proposed to send the proposal to the Faculty Senate Research Committee. The amendment was adopted. A vote was taken to adopt the proposed resolution and then send the proposal to the Budget and Finance Committee and the Faculty Senate Research Committee before action is taken. The resolution was adopted as amended.</li> </ul> <p><b>Student Engagement and success</b> – The committee met with the Military Veterans Association.</p> <p><b>Talent Development and Human Resources</b> – The report is attached: <a href="#">Talent Development and Human Resources Report to UC 4-10-12</a></p> <p>The reports are posted in the Standing Committee section of the UC SharePoint site.</p>	
	<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>

4:35 – 5:00 PM

NEW BUSINESS

TIM LILLIE

<b>DISCUSSION</b>	<p>A motion was proposed to have UC review hiring across campus. The proposal is attached: <a href="#">Faculty Staff Staffing Proposal</a>. Tim Lillie read the motion (the first paragraph of the document in bold type). The first sentence of the paragraph is not part of the motion. The supporting documentation is not part of the motion. An amendment was proposed to delete the language, "prepare corrective recommendations for the administration to consider." The amendment was adopted. A second amendment was proposed to change the language from "take the issue of declining tenure track faculty to heart" to "hold discussions now related to faculty and staff hiring." The amendment was adopted. A third amendment was proposed to add contract professional to the language "faculty, contract professional and staff." The amendment was adopted. A vote was taken to adopt the following proposed motion as amended:</p> <p>"The University Council, in advance of the imminent Higher Learning Commission accreditation visit, approves holding discussions related to faculty, contract professional and staff hiring. The UC Steering Committee is to implement this motion."</p> <p>The motion carried.</p>
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# University Council

## MINUTES

MAY 8, 2012

3:00 – 5:00

<b>MEETING CALLED BY</b>	Tim Lillie and Mike Sherman
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>FACILITATOR</b>	Tim Lillie
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p>Dale Adams, Jim Boyes, Matt Bungard, Julie Burdick, Gustavo Carri, Mary Beth Clemons, David Cummins, Kelly Daw, Mark Dvorak, Charlie Fey, Kim Gentile, Kim Haverkamp, Wayne Hill, Becky Hoover, Nate Kerr, John Kline, Eileen Korey, Tim Lillie, Kent Marsden, Jim McHugh, Sue McKibben, Chand Midha, Stacey Moore, George Newkome, Justin Orashan, Andrea Pavlichich, Deanne Reynolds, Nancy Roadruck, Jim Sage, Shivakumar Sastry, Steve Sedlock, Mike Sherman, Cheryl Slusarczyk, Laura Spray, Tom Wistrill, David Witt</p> <p>Absent with notice: Ted Curtis, Elizabeth Erickson, Harvey Sterns</p> <p>Absent without notice: John LaGuardia</p>

### Agenda topics

3:00 – 3:05

CALL TO ORDER

TIM LILLIE

<b>DISCUSSION</b>	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda. The following topic was added:</p> <ul style="list-style-type: none"> <li>Ad hoc Bylaws Review and Recommendation Committee Update</li> </ul> <p>Tim Lillie asked for additions or corrections to the April 10<sup>th</sup> University Council (UC) minutes. There being none, the minutes were approved as distributed.</p>
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3:05 – 3:07

UNFINISHED BUSINESS

TIM LILLIE

<b>DISCUSSION</b>	There were none.
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3:07 – 3:20

STEERING COMMITTEE REPORT

TIM LILLIE

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The Steering Committee discussed the meeting schedule for UC over the summer. It is the intent that UC will hold meetings over the summer. Summer meetings will run 3 – 4:30 p.m. and regular meetings will run 3 – 5 p.m. The attached <a href="#">UC meeting schedule for 2012-2013</a> was distributed.</li> </ol> <p>Standing Committees will make their own meeting schedules. UC cannot mandate that faculty and students attend meetings during the summer. Members that cannot attend a meeting should notify the Chair and Secretary of their committee. The Secretary will record attendance in three categories: present, absent with notice and</p>
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absent without notice. Students that are not in the state will be considered absent with notice.

2. The Steering Committee will be sending a survey to UC members to assess productivity and receive suggestions for improvement.
3. Mike Sherman and Tim Lillie presented an update on UC to the Board of Trustees at the April 30<sup>th</sup> BOT Committee meeting.
4. The Steering Committee received a number of issue briefs. The role of UC and the Standing Committees is to develop and oversee long-range policy implementation. Issue briefs that ask UC to look at policy will be referred to Standing Committees. Issue Briefs that ask UC to look at campus issues will be referred to University representatives. The attached [Issue Brief Status Report](#) was distributed.

3:20 – 3:40

STANDING COMMITTEE REPORTS

STANDING COMMITTEE CHAIRS

<p>DISCUSSION</p>	<p><b>Athletics &amp; Recreation</b> – Jessica Goerke and Tim Cox have resigned and GSG appointed Caleb Clark and Brian Anderson to replace them. The Committee has met with the Athletic Director and the Recreation and Wellness Center Director to set goals for FY13. The Committee has developed a summer meeting schedule.</p> <p><b>Budget and Finance</b> – The report is attached: <a href="#">Budget and Finance Report to UC 5-8-12</a></p> <p><b>Communications</b> – The Committee elected Steve Sedlock as Vice Chair. The report is attached: <a href="#">Communications Report to UC 5-8-12</a></p> <p><b>Information Technology</b> – The Committee is looking at networking issues across campus and reviewing ITS budgets. The Academic Technology Workgroup and the Student Technology Workgroup are meeting regularly. The Committee has not received resignation notification from students. Margaret Canzonetta, Senior Executive Administrative Assistant for ITS, will be responsible for meeting minutes.</p> <p><b>Physical Environment</b> – Harvey Sterns and Ted Curtis were not able to attend the UC meeting. The following report documents were posted to SharePoint: <a href="#">Physical Environment Report to UC 5-8-12</a>, <a href="#">Sasaki Master Guide Plan</a>, <a href="#">Framework Principles</a>, <a href="#">Sasaki PowerPoint</a>, <a href="#">Parking Tram Service</a></p> <p><b>Public Affairs and Development</b> – No report</p> <p><b>Research</b> – No report</p> <p><b>Student Engagement and Success</b> – The Committee met with Marty Belsky regarding veteran’s affairs. One student resigned due to graduation.</p> <p><b>Talent Development</b> – No report</p> <p><b>Ad hoc Bylaws Review and Recommendation Committee</b> – Liz Erickson was elected chair of the committee. One member of the committee resigned. Contact Tim Lillie, <a href="mailto:tlillie@uakron.edu">tlillie@uakron.edu</a>, or Kim Haverkamp, <a href="mailto:kh1@uakron.edu">kh1@uakron.edu</a>, if you are interested in serving on the committee.</p> <p>Tim Lillie reminded UC members that it is the responsibility of the Constituency Group to replace members on UC. <b>Committees should notify Constituency Groups of open</b></p>
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seats.

3:40 – 3:50

NEW BUSINESS

[PRESENTER]

DISCUSSION

1. Election for UC Steering Committee at Large Member Position – Jessica Goerke resigned from the position due to graduation. The At Large Member seat will end April 2013.

A proposal was made to make nominations at the May 8<sup>th</sup> UC meeting and hold elections at the June 12<sup>th</sup> UC meeting. The proposal was approved without objection. The following members were nominated for the position:

- Steve Sedlock, GSG
- Matt Bungard, SEAC

**The nominees were asked to send a paragraph of interest to Tim Lillie, [tlillie@uakron.edu](mailto:tlillie@uakron.edu), and Kim Haverkamp, [kh1@uakron.edu](mailto:kh1@uakron.edu).**

2. The following new UC members were introduced:
  - Nate Kerr, GSG
  - Mark Dvorak, GSG
  - Mary Beth Clemons, USG
  - Andrew White, USG

# University Council

## MINUTES

JUNE 12, 2012 3:00 – 4:30

<b>MEETING CALLED BY</b>	Tim Lillie and Mike Sherman
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>FACILITATOR</b>	Tim Lillie
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p>Matt Bungard, Mary Beth Clemons, Kelly Daw, Mark Dvorak, Elizabeth Erickson, Charlie Fey, Kim Gentile, Kim Haverkamp, Wayne Hill, Becky Hoover, Nate Kerr, John Kline, Timothy Lillie, Kent Marsden, Jim McHugh, Sue McKibben, Chand Midha, Justin Orashan, Deanne Reynolds, Steve Sedlock, Cheryl Collins-Slusarczyk, Laura Spray, Harvey Sterns, Andrew White</p> <p>Absent with notice: Dale Adams, Jim Boyes, Julie Burdick, Gustavo Carri, David Cummins, Ted Curtis, Stacey Moore, Nancy Roadruck, Shivakumar Sastry, Mike Sherman, David Witt</p> <p>Absent without notice: Eileen Korey, John LaGuardia, Jim McHugh, George Newkome, Jim Sage, Tom Wistrill</p>

### Agenda topics

3:00 – 3:05                      CALL TO ORDER                      TIM LILLIE

<b>DISCUSSION</b>	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. He asked for additions or corrections to the May 8<sup>th</sup> University Council (UC) minutes. There being none, the minutes were approved as distributed by unanimous consent.</p>
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3:05 – 3:15                      STEERING COMMITTEE REPORT                      TIM LILLIE

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The Steering Committee has developed a system for issue briefs. UC members can track the progress of issue briefs with the <a href="#">Issue Brief Status Report</a>, located in the Steering Committee section of the UC SharePoint site. The Steering Committee will develop a way to effectively communicate the issue brief process to the UA community.</li> </ol> <p>The Steering Committee has received a wide range of issue briefs and encourages people to submit requests having to do with policy. There was a suggestion to include on Zipline examples of the types of issues that will be considered by UC.</p> <ol style="list-style-type: none"> <li>Ninety-one people responded to the UC survey. The Steering Committee will review the report of the results at the June 13<sup>th</sup> UC Steering Committee meeting. The report will be distributed to UC members and posted on the UC SharePoint site.</li> </ol>
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3:15 – 3:25

ELECTION FOR UC STEERING COMMITTEE  
AT LARGE MEMBER POSITION

TIM LILLIE

<b>DISCUSSION</b>	<p>Tim Lillie affirmed that a quorum was present and the decision was made to hold the election by unanimous consent.</p> <p>Tim Lillie asked the candidate if they had anything additional to add to their interest statements. Both candidates declined to make remarks. Votes were cast by secret ballot. Kent Marsden and Sue McKibben were selected as tellers.</p> <p>Election Results:</p> <ul style="list-style-type: none"> <li>• Steve Sedlock, 13 votes</li> <li>• Matt Bungard, 6 votes</li> </ul>
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3:25 – 3:30

AD HOC BYLAWS REVIEW AND  
RECOMMENDATION COMMITTEE REPORT

MATT BUNGARD &  
ELIZABETH ERICKSON

<b>DISCUSSION</b>	<p>The ad hoc Bylaws Review and Recommendation Committee has been meeting weekly for the last month. They are mapping materials from the white paper of August 19, 2011, and the Bylaws proposed on February 25, 2010 into a bylaws framework. They will need information from the UC Steering Committee about the Issue Brief process. They plan to have the project completed by mid-August.</p> <p>The committee is still looking for another member to serve on the committee. If you are interested, please contact Tim Lillie, <a href="mailto:tlillie@uakron.edu">tlillie@uakron.edu</a> or Kim Haverkamp, <a href="mailto:kh1@uakron.edu">kh1@uakron.edu</a>.</p>
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3:30 – 3:40

STANDING COMMITTEE REPORTS

STANDING COMMITTEE  
CHAIRS

<b>DISCUSSION</b>	<p><b>Athletics &amp; Recreation</b> – There were no decisions made and no actions taken at the last meeting. They will review committee goals at the June 13<sup>th</sup> meeting.</p> <p><b>Budget and Finance</b> – No report</p> <p><b>Communications</b> – The report is attached: <a href="#">Communications Report to UC 6-12-12</a>.</p> <p><b>Information Technology</b> – They will finalize the committee’s goals for the upcoming year at their July meeting.</p> <p><b>Physical Environment</b> – The report is attached: <a href="#">Physical Environment Report to UC 6-12-12</a>. They are also working with the new director of Parking Services on parking issues. They are waiting for the final Sasaki report before finalizing their committee’s goals for the upcoming year.</p> <p><b>Public Affairs and Development</b> – No report</p> <p><b>Research</b> – No report</p> <p><b>Student Engagement and Success</b> – The report is attached: <a href="#">Student Engagement &amp; Success Report to UC 6-12-12</a>. They will finalize the committee’s goals for the upcoming year at their June 18<sup>th</sup> meeting.</p>
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**Talent Development and Human Resources** – The report is attached: [Talent Development & Human Resources Report to UC 6-12-12](#). Becky Hoover will be asking the committee to review the metrics for Human Resources and Talent Development that she has been developing with Provost Sherman. She will share the final document with University Council.

3:40 – 3:50

NEW BUSINESS

**DISCUSSION**

John Kline shared an article from the Akron Beacon Journal, [George F. Will: Beware the bubble in higher education](#). Tim Lillie encouraged John Kline to submit an issue brief if he would like the topic considered more formally.

The meeting was adjourned at 3:50 p.m. by unanimous consent.



# University Council

## MINUTES

JULY 10, 2012 3:00 – 4:30

<b>MEETING CALLED BY</b>	Tim Lillie and Mike Sherman
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>FACILITATOR</b>	Tim Lillie
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p>Dale Adams, Jim Boyes, Matt Bungard, Julie Burdick, Gustavo Carri, Mary Beth Clemons, David Cummins, Ted Curtis, Mark Dvorak, Elizabeth Erickson, Kim Gentile, Wayne Hill, Becky Hoover, Nate Kerr, Eileen Korey, Timothy Lillie, Kent Marsden, Sue McKibben, Chand Midha, Stacey Moore, Justin Orashan, Jim Sage, Shivakumar Sastry, Mike Sherman, Cheryl Collins-Slusarczyk, Laura Spray, Harvey Sterns, Andrew White, David Witt</p> <p>Absent with notice: Charlie Fey, John Kline, George Newkome, Nancy Roadruck, Steve Sedlock</p> <p>Absent without notice: Rachele Davis, John LaGuardia, Jim McHugh, Tom Wistrucill</p>

### Agenda topics

3:00 – 3:05 CALL TO ORDER TIM LILLIE

<b>DISCUSSION</b>	Tim Lillie called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. He asked for additions or corrections to the June 12 <sup>th</sup> University Council (UC) minutes. There being none, the minutes were approved as distributed by unanimous consent.
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3:05 – 3:20 UNFINISHED BUSINESS TIM LILLIE

<b>DISCUSSION</b>	There was none.
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3:20 – 3:40 STEERING COMMITTEE REPORT TIM LILLIE

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The Steering Committee reviewed issue briefs and issue brief responses. An Issue Brief Status Report in posted on the UC SharePoint site.</li> <li>The Steering Committee sent a report of the UC Satisfaction Survey results to all UC members. If you have any thought about the report, please send them to Tim Lillie (<a href="mailto:tlillie@uakron.edu">tlillie@uakron.edu</a>) and Kim Haverkamp (<a href="mailto:kh1@uakron.edu">kh1@uakron.edu</a>).</li> </ol>
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3:08 – 4:10 STANDING COMMITTEE REPORTS STANDING COMMITTEE CHAIRS

<b>DISCUSSION</b>	<b>Athletics &amp; Recreation</b> – Dan Sheffer retired and Becky Gibson-Lee has joined the committee. Ann Jorgensen talked to the committee about issues related to student athletes and their academic advising group. The goals for 2012-13 have been finalized and approved. The committee will divide into subcommittees to work on the goals.
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**Budget and Finance** – The report is attached: [Budget and Finance Report to UC 7-10-12](#). It was clarified that one-time reductions are made only once and ongoing reductions are made on a regular basis. It was explained that the budget was built on flat enrollment, UA is tracking below flat at this time and the numbers will continue to bounce around until mid-August.

**Communications** – No report.

**Information Technology** – They are working on committee goals.

**Physical Environment** – Ted Curtis shared the attached Master Guide Plan that was presented at the June Board of Trustees meeting: [Master Guide Plan Presentation - June 2012](#). The Board of Trustees accepted the contents of the report.

**Public Affairs and Development** – They are working on committee goals.

**Research** – No report.

**Student Engagement and Success** – The committee will divide into subcommittees to work on the following goals: 1. Explore pathways to student success; 2. Examine UA Orientation Program; 3. Veterans issues on campus.

**Talent Development and Human Resources** – No report.

**Ad hoc Bylaws Review and Recommendation Committee Report** – They are continuing to move forward. When completed, they will bring the bylaws to UC for discussion by the whole body.

Provost Sherman discussed retention. A framework was started a year ago to optimize student success by targeting student needs with regard to their academic preparation for college. The Provost is working with Deans to implement the following strategies:

- Enroll more academically eligible students
- Interact with students through advisers to encourage students to take 15 credits per semester and graduate in four years
- Contact students with financial holds to help them manage paying off their debt so that they are able to enroll in classes
- Contact adult students that have not confirmed their admission

4:10 – 4:30

NEW BUSINESS

DISCUSSION

David Witt asked how UA determines if we are over or under staffed. Becky Hoover responded that Human Resources is currently developing a metrics to look at this issue and they are planning campus discussions for the fall. She will share the metrics with the Human Resources and Talent Development Committee. The new employee evaluation will help. The data will help identify a strategic staffing process. Ideas for workshops should be sent to Becky Hoover, [hoover1@uakron.edu](mailto:hoover1@uakron.edu).

IPEDS data (The Integrated Postsecondary Education Data System) can be found on the Institutional Research website, [www.uakron.edu/ir](http://www.uakron.edu/ir), under Institutional at categories of employees.

The meeting was adjourned at 4:26 p.m. by unanimous consent.



<b>DISCUSSION</b>	<p><b>Athletics &amp; Recreation</b> – No report.</p> <p><b>Budget and Finance</b> – The report is attached: <a href="#">Budget and Finance Report to UC 9-11-12</a>.</p> <p><b>Communications</b> – The report is attached: <a href="#">Communications Report to UC 9-11-12</a>.</p> <p><b>Information Technology</b> – The committee goals have been completed. They reviewed the IT initiatives for FY13 and discussed how they align with Vision 2020. Jim Sage presented the IT disaster recovery plan to the committee and will present it to senior leadership.</p> <p><b>Physical Environment</b> – The committee goals have been completed. There have been several building tours for the community.</p> <p><b>Public Affairs and Development</b> – The committee goals have been completed. The committee has divided into workgroups to review the goals and determine actions steps. They will be sending a recommendation to UC for the approval of Board Rule 3359-04-01 (Officers of Public Affairs and Development).</p> <p><b>Research</b> – No report.</p> <p><b>Student Engagement and Success</b> – Their report consisted of the committee minutes of August 7<sup>th</sup> and a report titled, Supportive Education for the Returning Veteran. Both documents are attached: <a href="#">Student Engagement &amp; Success Minutes 8-7-12</a>, <a href="#">Veterans Report</a>.</p> <p><b>Talent Development and Human Resources</b> – They are finalizing a campus presentation on staffing and will conduct campus-wide forums this fall.</p> <p><b>Ad hoc Bylaws Review and Recommendation Committee</b> – They are working to combine the White Paper and the 2010 UC Bylaws document into a new set of bylaws for review and adoption by UC and the Board of Trustees.</p> <p>The Provost designated the voting co-conveners for two of the Standing Committees where current vacancies exist, including Candace Campbell Jackson to the Athletics and Recreation Committee and Jim Tressel to the Student Engagement and Success Committee.</p>
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<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. There was a motion from the Physical Environment Committee to name the new College of Engineering building – The University of Akron Engineering Research Center. The motion was carried and the UC Steering Committee will forward the name recommendation to the Board of Trustees.</li> <li>2. John Kline asked that UC contributions be recognized on the annual performance evaluation as stated in the UC White Paper, page 3. Becky Hoover explained that an employee’s service on UC helps provide an understanding of the operations of UA and may help members perform their job responsibilities more effectively, but it would not be considered an employee’s major responsibility (20% of total work time). She indicated, however, it is reasonable that an employee’s role on the UC</li> </ol>
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could be a component of a major responsibility and recognized in this manner. She suggested that members attend a training session on the new performance evaluation tool. Available trainings are available at <https://www.uakron.edu/seminars/>. The co-chair, Tim Lillie, noted that the topic of how to recognize University Council service, which was introduced to the body by Councilor Kline, should be reviewed and asked those present to send him ideas or suggestions in that regard.

3. Sue McKibben presented the Steering Committee's response to the UC Satisfaction Survey that was administered in May 2012. The PowerPoint presentation is available on the UC SharePoint site. The presentation is attached: [UC Satisfaction Survey Response 9-11-12](#).
4. Sue McKibben informed members that there are new video tutorials for SharePoint on the UC website. She urged Committees to encourage new members to view the tutorial called, Take a video tour of SharePoint. The tutorial called, Working with Documents in SharePoint, is suggested for Committee secretaries. If you have questions about the tutorials, please contact Kim Haverkamp, [kh1@uakron.edu](mailto:kh1@uakron.edu) or x8411.
5. The Steering Committee provided an orientation for members. Tim Lillie presented an overview of University Council. The PowerPoint presentation is available on the UC SharePoint site and the UC website. The presentation is attached: [University Council Overview 9-11-12](#).

The meeting was adjourned at 4:20 p.m. by unanimous consent.



## DISCUSSION

**Athletics & Recreation** – The committee is continuing discussions on an Issue Brief concerning the closure of the Student Recreation and Wellness Center during home football games. They are also discussing the creation of a wellness program for campus with the director for student recreation and wellness services. A suggestion was made to involve Human Resources to avoid duplication of efforts.

**Budget and Finance** – No report.

**Communications** – The report is attached: [Communications Report to UC 10-2-12](#).

**Information Technology** – The committee is working to spread knowledge about free technologies available on campus that will enhance teaching. They are discussing how the committee can work with Information Technology Services through meeting involvement and the communication of information to campus.

**Physical Environment** – The committee reported that Elizabeth Reilly has replaced Marty Belsky as a member of the Standing Committee. The committee is participating in ongoing building tours to familiarize members with facilities and facility needs.

The committee discussed an Issue Brief concerning the use of handicap access restroom facilities by non-handicap individuals. The committee has recommended that areas be marked with large accessible stickers and is working with Facilities Management on the recommendation.

There was a motion from the committee to endorse the move of the Development Office (from the Martin University Center) and Alumni Office (from the Stitzlein Alumni Center) to the 2nd floor of InfoCision Stadium. The motion was carried by unanimous consent and the UC Steering Committee will send a recommendation to support the move to Provost Mike Sherman.

The future use of the buildings is under consideration. The Public Affairs and Development committee also had conversations about the potential office moves.

There was a motion from the committee to recommend support of the exploration of the grant program initiative, Solar Ray, for solar panels to be placed on top of the Louis and Freda Stile Athletics Field House. The motion was carried by unanimous consent and the UC Steering Committee will send a recommendation to the support the initiative to President Luis Proenza.

**Public Affairs and Development** – The committee will meet next on Oct. 18<sup>th</sup>. Subcommittees will report out at that time.

**Research** – The committee has recommended a “Research” tab in My Akron (formerly named Zipline) to the University Research Council.

The committee has discussed the possibility of a research symposium in the fall, and has no funding to attach to it. It was recommended that the discussion be taken to the University Research Council to maintain open lines of communication.

The committee recognizes the need for more faculty voices on the committee because of the nature of the committee’s work. It was recommended that they seek experts to

attend meetings to further inform the decision making process. It was noted that experts are not able to vote. It was also recommended that the standing committee hold joint meetings with the Faculty Senate Research Committee to further support research.

**Student Engagement and Success** – The report is attached: [Student Engagement and Success Report to UC 10-2-12](#).

**Talent Development and Human Resources** – The committee reviewed three Issue Briefs. The first dealt with a staffing levels comparison from 1997-current. A presentation is being created on this topic.

The second Issue Brief regarded fee remission extension to employees. A subcommittee of the Budget and Finance Standing Committee is reviewing it now and will discuss it from a finance and benefits perspective.

The third Issue Brief addressed employee recognition. Current programs are being evaluated.

**Ad Hoc Bylaws Reviews and Recommendation Committee** – The committee relayed that their task was to start with the 2010 bylaws, and base the new bylaws draft on this and incorporate material from the UC White Paper. They request the input of all UC members and suggest that a separate meeting to discuss the bylaws may be beneficial, or devoting time at the next UC meeting. The Steering Committee will review the draft bylaws before the next UC meeting.

4:00 – 5:00

NEW BUSINESS

DISCUSSION

It was moved and seconded that the material on page three of the White Paper dated August 19th 2011 under the heading of “Expectations of members of the UC and their supervisors” be implemented by providing recognition of University council service, using a separate section on all performance review forms for the purpose of annual assessment of employee performance and compensation decision-making. The department of Talent Development and Human Resources is requested to review how to implement this provisionally with effect from January 1, 2012, and report back to this body with an a plan for how this policy will be implemented.

A member suggested that a quorum might not be present. The co-chair ascertained that a majority of the members of the body were present, constituting a quorum.

A motion to amend was made to send the motion to the Talent Development and Human Resources Standing Committee for review and recommendation. The motion tied, 8 in favor and 8 opposed, in a secret ballot ordered by the body, and thus failed.

A motion to amend was made to send the motion to the Talent Development and Human Resources Standing Committee to make recommendation on how to implement the motion, while also going on record as a body endorsing the implementation of the white paper in any case. The motion failed, by a secret ballot (5 in favor and 10 opposed) as ordered by the body.

The original motion was voted upon and passed, 10 in favor with 5 opposed, by secret ballot, as ordered by the body.

The meeting was adjourned at 4:50 p.m. by unanimous consent.



# University Council

## MINUTES

NOVEMBER 13, 2012

3:00 – 3:40 PM

<b>MEETING CALLED BY</b>	Tim Lillie and Mike Sherman, co-chairs
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Tim Lillie, co-chair
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p><b>Member:</b> Dale Adams, Jim Boyes, Matt Bungard, Julie Burdick, Candace Campbell Jackson, Gustavo Carri, David Cummins, Rachelle Davis, Mark Dvorak, Elizabeth Erickson, Kim Gentile, Wayne Hill, Becky Hoover, Nate Kerr, John Kline, Eileen Korey, John LaGuardia, Timothy Lillie, Kent Marsden, Sue McKibben, Chand Midha, George Newkome, Justin Orashan, Nancy Roadruck, Jim Sage, Shivakumar Sastry, Steve Sedlock, Cheryl Collins-Slusarczyk, Laura Spray, Harvey Sterns, Jim Tressel, Andrew White</p> <p><b>Absent with notice:</b> Jim Boyes, Stacey Moore, Mike Sherman, David Witt</p> <p><b>Absent without notice:</b> Mary Beth Clemons, Ted Curtis, Tom Wistracill, Sheldon Wrice</p> <p><b>Other attendees:</b> Laura Bucci, Kelly Daw, Kim Haverkamp, David Timberland</p>

### Agenda topics

3:00 – 3:05

CALL TO ORDER

TIM LILLIE

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The co-chair called the meeting to order.</li> <li>2. The co-chair explained that the University Council meetings will be more formal in using Robert’s Rules of Order to move business forward. He asked that questions or comments during the meeting be addressed to the co-chair. He asked that motions be in writing and in electronic format so the language can be projected on the screen for everyone to see.</li> <li>3. The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. He asked for additions or corrections to the October 2<sup>nd</sup> University Council minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>
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3:05 – 3:05

UNFINISHED BUSINESS

TIM LILLIE

<b>DISCUSSION</b>	There were none.
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3:05 – 3:15

STEERING COMMITTEE REPORT

TIM LILLIE

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The Steering Committee reviewed the goals submitted by the Standing Committees. The co-chair asked the Standing Committees to review the <a href="#">Standing Committee</a></li> </ol>
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[Goals 2012-2013](#) document that was distributed for this meeting and determine how the committee can impact policy or policy formation.

2. The Steering Committee developed the following timeline for review of the proposed bylaws:
  - 11/1 – Sent bylaws to Standing Committees for review
  - 11/9 – Bylaws distributed to UC members with UC meeting notification
  - 11/21 – Deadline for feedback from Standing Committees and UC members to Kim Haverkamp ([kh1@uakron.edu](mailto:kh1@uakron.edu))
  - 11/28 – Steering Committee will review feedback
  - 12/11 – Discussion of proposed bylaws at UC meeting
3. The Steering Committee decided to recognize each member of the Ad hoc Bylaws Committee with a certificate of appreciation. The co-chair presented the certificates to Elizabeth Erickson, Carol Pleuss (not present), Mary Hardin (not present), and Matt Bungard. **Kim Haverkamp will send the certificates to the members that were not present.**

3:15 – 3:35

STANDING COMMITTEE REPORTS

STANDING COMMITTEE  
CHAIRS

DISCUSSION

**Athletics & Recreation** – The committee is developing a comprehensive wellness program for faculty, staff and students. They have formed a Wellness Exploratory Committee made up of representatives from Student Recreation and Wellness Services, Human Resources, Sports Science, Nutrition, Nursing, Undergraduate Students, Graduate Students, UC Athletics and Recreation Standing Committee and the Austen BioInnovation Institute. They plan to seek input from faculty and staff through a survey. If you have questions or suggestions, please contact Mary Cooke ([mec@uakron.edu](mailto:mec@uakron.edu)).

The co-chair mentioned that this would be an opportunity for UC to create a task force and make recommendations to the Wellness Exploratory Committee.

**Budget and Finance** – The report is attached: [Budget and Finance Report to UC 11-13-12](#).

**Communications** – The report is attached: [Communications Report to UC 11-13-12](#).

**Information Technology** – The committee sent out a campus survey to determine the types of technology being used on campus. They are also reviewing the status of IT projects on campus. The Emerging Technology Subcommittee is assessing the technology needs of students.

**Physical Environment** – No report.

**Public Affairs and Development** – The committee is researching staffing comparisons with other institutions for the Alumni and Development departments. They are also reviewing the budgets for both departments.

**Research** – No report.

**Student Engagement and Success** – The committee received a briefing titled, Vision 2020: The Akron Experience Preparing Student to be Career Ready. The briefing is posted on SharePoint: [Nov 9 2012 Minutes](#).

**Talent Development and Human Resources** – The report is attached: [Talent Development and Human Resources Report to UC 11-13-12](#). The committee will forward the staffing presentation to the Steering Committee.

3:35 – 3:40

NEW BUSINESS

**DISCUSSION**

There was no new business.

The co-chair asked members of the University Council to review the bylaws carefully. He mentioned that there has been discussion about a possible overlap between the UC Research Committee and the Faculty Senate Research Committee.

A comment was made in support of designating in the bylaws that one Steering Committee position be filled by a student representative.

The meeting was adjourned at 3:40 p.m. by unanimous consent.

# University Council

## MINUTES

DECEMBER 11, 2012

3:00 – 5:00

<b>MEETING CALLED BY</b>	Tim Lillie and Mike Sherman, co-chairs
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Tim Lillie
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p><b>Member:</b> Dale Adams, Jim Boyes, Matt Bungard, Julie Burdick, Candace Campbell Jackson, David Cummins, Ted Curtis, Elizabeth Erickson, Kim Gentile, Wayne Hill, Becky Hoover, John Kline, Eileen Korey, John LaGuardia, Timothy Lillie, Kent Marsden, Sue McKibben, Chand Midha, Stacey Moore, George Newkome, Jim Sage, Steve Sedlock, Cheryl Collins-Slusarczyk, Laura Spray, Harvey Sterns, Jim Tressel, Andrew White, David Witt</p> <p><b>Absent with notice:</b> Rachelle Davis, Mark Dvorak, Justin Orashan, Nancy Roadruck, Mike Sherman,</p> <p><b>Absent without notice:</b> Mary Beth Clemons, Nate Kerr, Shivakumar Sastry, Tom Wistrick, Sheldon Wrice</p> <p><b>Other attendees:</b> Kelly Daw, Kim Haverkamp</p>

### Agenda topics

3:00 – 3:05

CALL TO ORDER

TIM LILLIE

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The co-chair called the meeting to order.</li> <li>2. The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>3. The co-chair asked for additions or corrections to the November 13<sup>th</sup> University Council (UC) minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.</li> </ol>
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3:05 – 3:10

STEERING COMMITTEE REPORT

TIM LILLIE

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The Steering Committee reviewed the bylaws document received from the Ad hoc Bylaws Review and Recommendation Committee on December 4th, and revised it in consideration of feedback from Standing Committee and UC members. The December 2012 Draft Bylaws document was sent to UC members for review at today's meeting.</li> <li>2. The Steering Committee continued to look at issue briefs.</li> </ol>
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DISCUSSION	<p>The University Council began reviewing the December 2012 Draft Bylaws seriatim, paragraph by paragraph. The co-chair explained the process for reviewing the bylaws and demonstrated how to use the clickers for secret ballot voting.</p> <p>A transcriptionist was present to provide record of the discussion, <a href="#">UC Meeting Transcript 12-11-12</a>.</p> <p>The following amendments were proposed:</p> <ol style="list-style-type: none"> <li>1. There was a motion to create an additional bylaw C(8) to read:       <p style="margin-left: 40px;">“University council will ensure the transparent accessibility of its decisions, deliberations and referrals, and will publicly track the progress of each recommendation.”</p> <p><b>The motion carried</b> by a secret ballot vote of 21 in favor and 5 opposed.</p> </li> <li>2. There was a motion to change bylaw D(5):       <p style="margin-left: 40px;">The university council shall consist of <del>36</del><sup>7</sup> voting members:</p> <ol style="list-style-type: none"> <li>(a) <b>15 Members:</b> Three (3) members from each of the following constituent groups: faculty senate, SEAC, CPAC, USG and GSG. At least one of the three representatives from each constituency shall be from its respective at-large community, i.e., not a member of the representative body.</li> <li>(b) <b>1 Member:</b> Appointee of senior vice-president, provost and chief operating officer (SVPP) and president.</li> <li>(c) <b>1 Member:</b> dean from the council of deans.</li> <li>(d) <b>1 Member:</b> department chair from the association of department chairs/school directors.</li> <li>(e) <b>18 Members:</b> chairs and co-chairs of the nine standing committees.</li> <li>(f) <b>1 Member:</b> senior vice president, provost and chief operating officer (SVPP) <u>as a non-voting member</u>.</li> </ol> <p><b>The motion was defeated</b> by a secret ballot vote of 20 opposed and 6 in favor.</p> </li> <li>3. There was a motion to change bylaw D(6):       <p style="margin-left: 40px;">The steering committee shall consist of 5 voting members of the university council selected from the following constituent groups: faculty senate, CPAC, SEAC, USG and GSG. <del>The SVPP will be an ex officio member of the committee.</del></p> <p><b>The motion was defeated</b> by a secret ballot vote of 19 opposed and 7 in favor.</p> </li> <li>4. There was a motion to change bylaw D(6):       <p style="margin-left: 40px;">The steering committee shall consist of 5 voting members of the university council selected from the following constituent groups: faculty senate, CPAC, SEAC, USG and GSG <u>and—T the SVPP will be an ex officio member of the committee for a total of 6 voting members.</u> <del>will be an ex officio member of the committee.</del></p> <p><b>The motion carried</b> by a secret ballot vote of 21 in favor and 5 opposed.</p> </li> <li>5. There was a motion to change bylaw D(7)(a)(iv) as follows:       <p style="margin-left: 40px;">Each standing committee shall consist of 12 elected/selected members and one co-chair:</p> <ol style="list-style-type: none"> <li>(a) Membership           <ol style="list-style-type: none"> <li>(iv) <b>1 Member:</b> A co-chair shall be designated and appointed by the senior vice president, provost and chief operating officer. The co-chair shall be an official from the office of academic affairs or the</li> </ol> </li> </ol> </li> </ol>
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vice president that is most closely associated with the standing committee's topical areas. The co-chair is a ~~non~~-voting member of the standing committee who is responsible for convening the first meeting every year to elect committee officers and providing administrative support to the officers of the committee sufficient to achieve the work of the committee.

**The motion carried** by a secret ballot vote of 19 in favor and 7 opposed.

6. There was a motion to add an additional bylaw E(8) to read:  
 "University council elected co-chair and elected student members should be considered for workload adjustments.
  - (a) The elected co-chair shall receive an adjustment of ¼ of his/her work load assignment including summers.
  - (b) Student council members shall receive ¼ tuition remission for the duration of their service."
  
7. There was a motion to postpone consideration of the bylaws until the next meeting.  
**The motion carried** by a secret ballot vote of 18 in favor and 9 opposed.
  
8. There was a motion to request that the Budget and Finance Committee review the implications of the proposed amendments to the bylaws. The co-chair asked Vice President Cummins to take into account the debate on the new bylaw E(8) and see if there is some way in which he can help inform our debate at the next meeting.  
**The motion carried** by unanimous consent.

There was a request to call a special meeting to continue review of the bylaws before the next scheduled UC meeting on January 8<sup>th</sup>. The Steering Committee will discuss this request at the Steering Committee meeting on December 12<sup>th</sup>.

There was a parliamentary inquiry about the votes taken at the meeting. The amendments voted on during the meeting have been accomplished. After the initial review of the document, there will be an opportunity for further amendments that may need to be made. Then, there will be a final vote to adopt the entire bylaws document.

Review of the bylaws will continue at the next University Council meeting beginning with bylaw E.

4:30 – 4:30

STANDING COMMITTEE REPORTS

STANDING COMMITTEE  
CHAIRS

DISCUSSION

There were no Standing Committee reports.

4:30 – 4:30

NEW BUSINESS

DISCUSSION

There was no new business.

The meeting was adjourned at 4:30 p.m. by unanimous consent.