

# University Council

## MINUTES

JANUARY 8, 2013

3:00 – 4:45

<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> Matt Bungard, Julie Burdick, Candace Campbell Jackson, David Cummins, Rachelle Davis, Mark Dvorak, 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, Nancy Roadruck, Jim Sage, Steve Sedlock, Mike Sherman, Cheryl Collins-Slusarczyk, Laura Spray, Harvey Sterns, Jim Tressel, Andrew White, Tom Wistrail, David Witt</p> <p><b>Absent with notice:</b> Jim Boyes, Ted Curtis, Nate Kerr, Shivakumar Sastry</p> <p><b>Absent without notice:</b> Dale Adams, Mary Beth Clemons, Justin Orashan, 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 December 11<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 discussed the bylaws approval process. Upon approval of the bylaws by the UC, they will be forwarded directly to the President for his action which may be to refer them directly to the Board of Trustees or return them to the UC with reasons for their disapproval.</li> <li>2. The Steering Committee discussed a possible overlap between UC committees and Faculty Senate committees.</li> <li>3. The Steering Committee considered submitted issue briefs.</li> </ol>
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4. The chair asked members to stand for a moment of silence to honor the memory of Dr. Helen Qammar, director of the Institute for Teaching and Learning, who passed away on January 7<sup>th</sup> after a lengthy illness.

3:10 – 4:45

UNFINISHED BUSINESS

TIM LILLIE

The University Council continued reviewing the December 2012 Draft Bylaws seriatim, paragraph by paragraph. Clicker technology was used for secret ballot voting.

A transcriptionist was present to provide record of the discussion, [UC Meeting Transcript 1-8-13](#)

The following amendments were proposed:

1. There was a motion to change the word “co-chair” to “appointed administrator of support” throughout the document. The co-chair explained that the title of the person that is the appointed member of a standing committee was debated at the last meeting on December 11<sup>th</sup> and the decision was made to keep the word “co-chair.” This issue can be reconsidered during the amendment process following the initial bylaw review.
2. There was a motion to delete bylaw E(8) that was added at the last meeting on December 11<sup>th</sup>, but not voted on:  
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.

DISCUSSION

A previous question was ordered on bylaw E(8) to end debate and proceed immediately to a vote.

A point of order was raised to question the requirement of a two-thirds vote instead of a majority vote. The co-chair explained that it is a parliamentary rule that a two-thirds vote is required when a motion for previous question is ordered.

**The previous question motion carried** by a secret ballot vote of 25 in favor and 2 opposed.

**The motion to delete bylaw E(8) carried** by a secret ballot vote of 18 in favor and 10 opposed.

3. There was a motion to amend bylaw E(6):  
Contributions to university council ~~may shall~~ be considered in the annual assessment of employee performance. ~~and shall be recognized appropriately in the compensation decision-making process.~~  
**The motion was defeated** by a secret ballot vote of 14 opposed and 14 in favor. A tie vote results in a failed amendment.

4. There was a motion to delete bylaw F(1):  
Material support. The university shall provide suitable office space, a budget for appropriate expenditures including funds for providing reassigned time or stipends to officers, and at least one full-time staff person for support of the university council activities.  
**The motion was defeated** by a secret ballot vote of 14 opposed and 13 in favor.
5. There was a motion to amend bylaw G(2)(b)(iii):  
Special meetings may be called at any time with one week's notice by the chair of the **university council**/steering committee or upon petition by any three or more council members who present their request to the chair of the **university council**/steering committee in writing, or by request of the president, SVPP, or board of trustees.  
**The motion carried** by a secret ballot vote of 26 in favor and 0 opposed.
6. There was a motion to amend bylaw H(1)(b):  
Duties of the vice chair **of the university council/steering committee**: Assists the chair in such ways as the latter may request; and in the absence of the chair, the vice chair presides over the meetings of the university council/**steering committee**.  
**The motion carried** by unanimous consent.
7. There was a motion to amend bylaw H(1)(a):  
Duties of the chair **of the university council/steering committee**: The chair of the steering committee presides over meetings of the university council **and steering committee**, calls special meetings of the university council, acts as or designates the official spokesperson for the university council in all of its external communications, forwards to the president or SVPP all recommendations passed by the university council, supervises the clerical staff of the university council, and undertakes such tasks as are directed by the council. ~~The individual elected to this post shall receive release time equivalent to one quarter of his/her regular load or assignment during the chair's term of office, including summer session.~~ Upon the expiration of the chair's term of office, the ex-chair shall for one year be a non-voting member, ex officio of the university council if he or she otherwise would not be a member. During that period, the ex-chair shall also be a non-voting member ex officio of the steering committee.  
**The motion carried** by unanimous consent.
8. There was a motion to amend bylaw I(1)(a):  
Recommends mid and long-range plans **for standing committee work**.  
**The motion carried** by a secret ballot vote of 23 in favor and 1 opposed.
9. There was a motion to amend bylaw H(2)(h):  
The steering committee shall participate in **quarterly monthly** meetings with the president and/or SVPP.  
**The motion carried** by a secret ballot vote of 22 in favor and 3 opposed.

10. There was a motion to amend bylaw I(i)(i):

**Student engagement and success committee**

The student engagement and success committee is responsible for studying, monitoring and making recommendations regarding the university's student engagement and success strategies and practices **in collaboration with staff, contract professionals and faculty in appropriate departments**. These recommendations shall be forwarded to the university council for consideration.

**The motion carried** by a secret ballot vote of 24 in favor and 0 opposed.

11. There was a motion to delete bylaw I(i)(viii):

**Research committee**

The research committee is responsible for studying, monitoring and making recommendations on the university's research strategies and practices. These recommendations shall be made to the university council for consideration.

**The motion carried** by a secret ballot vote of 24 in favor and 0 opposed.

12. There was a motion to add the new language amended to bylaw I(i)(i), Student Engagement and Success Committee, to each committee charge in bylaws I(i)(ii – ix):

**Information technology committee**

The information technology committee is responsible for studying, monitoring and making recommendations regarding information technology planning, policies, strategies and practices **in collaboration with staff, contract professionals and faculty in appropriate departments**. These recommendations shall be made to the university council for consideration.

**Budget and finance committee**

To study, monitor and make recommendations to university council on the development of all university budget, finance and purchasing policies and resource allocations **in collaboration with staff, contract professionals and faculty in appropriate departments**. These recommendations shall be made to the university council for consideration.

**Physical environment committee**

The physical environment committee is responsible for studying, monitoring and making recommendations related to overall campus planning, safety, and the use and assignment of university space, physical facilities and equipment **in collaboration with staff, contract professionals and faculty in appropriate departments**. These recommendations shall be made to the university council for consideration.

**Communications committee**

The communication committee is responsible for: Assessing and making recommendations regarding the University's internal/external communication strategies and practices; Providing/receiving feedback to/from University Council on systemic communication issues; Tracking issues that have a direct institution-wide impact and recommend action as appropriate; Gathering feedback from the constituents that each committee member represents and bring attention to issues for consideration by the whole committee **in collaboration with staff, contract professionals and faculty in appropriate departments**. These recommendations shall be made to the university council for consideration.

### **Athletics and recreation committee**

The athletics and recreation committee is responsible for studying, monitoring and making recommendations on strategies and policies regarding intercollegiate athletic and recreational sports and wellness issues **in collaboration with staff, contract professionals and faculty in appropriate departments**. These recommendations shall be made to the university council for consideration.

### **Talent development and human resources committee**

The talent development and human resources committee is responsible for studying, monitoring and making recommendations on the development of all university policies and practices relating to inclusive excellence and to the wellbeing of employees of the university, subject to existing contractual agreements **in collaboration with staff, contract professionals and faculty in appropriate departments**. Issues of wellbeing would include but are not limited to fringe benefits, insurance, employee performance, wellness and other aspects of working conditions. These recommendations shall be made to the university council for consideration.

### **Public affairs and development committee**

The public affairs and development committee is responsible for studying, monitoring and making recommendations on public affairs, public relations and development issues **in collaboration with staff, contract professionals and faculty in appropriate departments**. These recommendations shall be made to the university council for consideration.

**The motion carried** by a secret ballot vote of 20 in favor and 1 opposed

13. There was a motion to amend bylaw I(i)(ix):

#### **Public affairs and development committee**

The public affairs and development committee is responsible for studying, monitoring and making recommendations on public affairs, ~~public relations~~ and development issues in collaboration with staff, contract professionals and faculty in appropriate departments. These recommendations shall be made to the university council for consideration.

**The motion carried** by a secret ballot vote of 22 in favor and 0 opposed.

14. There was a motion to amend bylaw J:

**Rules:** The parliamentary authority for the university council shall be "Robert's Rules of Order," in its most recent edition. In any conflict between the university council bylaws and "Robert's Rules of Order," the council bylaws take priority. A person who is not a member of the university council shall be appointed parliamentarian by the chair of the university council/**steering committee**.

**The motion carried** by unanimous consent.

15. There was a motion to add an additional bylaw K(5):

The Steering Committee of the University Council shall propose an implementation plan for these bylaws so that they will be fully in effect no later than April 30, 2014.

**The motion carried** by a secret ballot vote of 22 in favor and 0 opposed.

16. There was a motion to postpone consideration of the bylaws until the next meeting on February 12, 2013.

**The motion carried** by a secret ballot vote of 15 in favor and 6 opposed.

4:45 – 4:45

STANDING COMMITTEE REPORTS

STANDING COMMITTEE  
CHAIRS

**DISCUSSION**

There were no Standing Committee reports.

4:45 – 4:45

NEW BUSINESS

**DISCUSSION**

There was no new business.

The meeting was adjourned at 4:45 p.m. by unanimous consent.



The following amendments were proposed:

1. There was a motion to amend bylaw D(6) to read:

Election of Officers:

- (a) Four voting members nominated from either faculty senate, CPAC, or SEAC. Each member shall be elected for two years in alternating years. They may be elected to the following positions: chair, vice-chair, secretary or two at-large members.
- (b) One voting member nominated from either USG or GSG shall be elected for one year. He/she may be elected to the following positions: chair, vice-chair, secretary or two at-large members.
- (c) The SVPP will be an ex officio voting member.
- (d) Elections shall be held by secret ballot.
- (e) The university council steering committee shall consist of the elected officers from university council and the SVPP will be an ex officio voting member

**The motion carried** by a secret ballot vote of 23 in favor and 4 opposed.

2. There was a motion to change the word “co-chair” to “appointed administrator for support” in the following bylaws:

**D(5)(e): 18 Members:** chairs and **appointed administrators for support** ~~co-chairs~~ of the nine standing committees.

**D(7):** Each standing committee shall consist of 12 elected/selected members and one **appointed administrators for support** ~~co-chair~~:

**D(7)(a)(iv): 1 Member:** An **appointed administrator for support** ~~co-chair~~ shall be designated and appointed by the senior vice president, provost and chief operating officer. The **appointed administrator for support** ~~co-chair~~ shall be an official from the office of academic affairs or the vice president that is most closely associated with the standing committee’s topical areas. The **appointed administrator for support** ~~co-chair~~ is a 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.

**D(7)(b)(i):** At the first meeting of the university council year, the **appointed administrator for support** ~~co-chair~~ shall coordinate an election for the chair, vice chair and secretary of the committee.

**E(3):** Membership carries expectations of attendance at and preparation for committee meetings. The chair, **appointed administrator for support** ~~co-chair~~, vice chair, and secretary of each committee has the responsibility to encourage all committee members to contribute in a substantial manner to committee activities.

**F(2):** **Appointed administrators for support** for standing committees are responsible for providing materials support to the committee to which they are assigned.

**G(1)(h):** Scheduling of standing committee meetings shall be determined by the respective chair and/or **appointed administrator for support**.

**The motion carried** by a secret ballot vote of 25 in favor and 2 opposed.



3. There was a motion to amend bylaw E(6):  
 Contributions to university council shall be considered in the annual assessment of employee performance and ~~should shall~~ be recognized appropriately in the compensation decision-making process.  
**The motion was defeated** by a secret ballot vote of 15 opposed and 12 in favor.
  
4. There was a motion to amend bylaw E(6):  
 Contributions to university council shall be considered in the annual assessment of employee performance and shall be recognized appropriately in the compensation decision-making process. ~~Supervisors may choose to secure feedback from the chair and appointed administrator for support on the level of involvement of their employees in university council activities.~~  
**The motion carried** by a secret ballot vote of 18 in favor and 9 opposed.
  
5. There was a motion to amend bylaw I(2)(g):  
**Talent development and human resources committee**  
 The talent development and human resources committee is responsible for studying, monitoring and making recommendations on the development of all university policies and practices relating to inclusive excellence and to the wellbeing of employees of the university, subject to existing contractual agreements. Issues of wellbeing would include but are not limited to fringe benefits, insurance, employee performance, ~~recreation and~~ wellness and other aspects of working conditions in collaboration with staff, contract professionals and faculty in appropriate departments. These recommendations shall be made to the university council for consideration.  
**The motion carried** by a secret ballot vote of 24 in favor and 4 opposed.
  
6. There was a motion to amend bylaw C(7):  
 The university council receives for discussion and approval the annual reports from standing committees assessing progress towards achieving the goals of their mid and long term plan(s) ~~of the University.~~  
**The motion carried** by a secret ballot vote of 27 in favor and 1 opposed.
  
7. There was a motion to amend bylaw I(2)(c):  
~~The budget and finance committee is responsible for~~ studying, monitoring and making recommendations to university council on the development of all university budget, finance and purchasing policies and resource allocations in collaboration with staff, contract professionals and faculty in appropriate departments. These recommendations shall be made to the university council for consideration.  
**The motion carried** by a secret ballot vote of 25 in favor and 2 opposed.

**The University Council adopted the bylaws by a secret ballot vote of 24 in favor and 3 opposed.**

The Steering Committee will review the bylaws to correct any language or numbering discrepancies and then submit them to President Proenza.

attached: [UA Staffing 1997-Present](#). The committee report to the UC is attached: [Talent Development & Human Resources Report to UC 2-12-13](#).

**Athletics & Recreation** – No report.

**Budget and Finance** – Ali Hajjafar is the new committee chair.

**Communications** – The report is attached: [Communication Report to UC 2-12-13](#).

There was a motion from the committee to change the name of Institutional Marketing to University Communications and Marketing. The motion carried by a secret ballot vote of 24 in favor and 1 opposed. The UC Steering Committee will forward the name recommendation to Provost Sherman.

**Information Technology** – No report.

**Physical Environment** – No report.

**Public Affairs and Development** – No report.

**Research** – No report.

**Student Engagement and Success** – No report.

4:30 – 4:30

NEW BUSINESS

**DISCUSSION**

There was no new business.

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

# University Council

## MINUTES

MARCH 12, 2013

3:00 – 4:10 PM

<b>MEETING CALLED BY</b>	Tim Lillie and Mike Sherman
<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, Matt Bungard, Julie Burdick, David Cummins, Ted Curtis, Rachelle Davis, Mark Dvorak, Elizabeth Erickson, Kim Gentile, Ali Hajjafar, Wayne Hill, Becky Hoover, Nate Kerr, John Kline, Eileen Korey, John LaGuardia, Timothy Lillie, Chand Midha, Justin Orashan, Nancy Roadruck, Steve Sedlock, Mike Sherman, Cheryl Collins-Slusarczyk, Laura Spray, Jim Tressel, Andrew White, David Witt</p> <p><b>Absent with notice:</b> Candace Campbell Jackson, Kent Marsden, Stacey Moore, Harvey Sterns</p> <p><b>Absent without notice:</b> Mary Beth Clemons, George Newkome, Jim Sage, Shivakumar Sastry, Tom Wistrcill, 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>	<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.</p> <p>He asked for additions or corrections to the February 12<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 – 3:20

STEERING COMMITTEE REPORT

TIM LILLIE

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The Steering Committee corrected spelling and numbering discrepancies in the bylaws and submitted the bylaws to President Proenza. President Proenza responded with a letter; he will review the proposed bylaws and send them to the Rules Committee of the Board of Trustees. The letter is attached: <a href="#">Receipt of Bylaws from President Proenza 2-27-13</a>.</li> <li>2. The co-chair requested a meeting with President Proenza and the Rules Committee to ensure the clarity of the role of UC. President Proenza is taking the request under advisement.</li> </ol>
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The co-chair stated that the inquiry today is regarding the progress of the motion made at the October 2<sup>nd</sup> UC meeting and that the inquiry is appropriate under old business.

**Kim Haverkamp will send the October 2<sup>nd</sup> motion to Bill Viau, Associate Vice President of Talent Development and Human Resources, for response to University Council.**

2. There was an inquiry on the progress of the Accessibility Restroom Facilities issue brief. The following information was part of the Physical Environment Committee’s report at the October 2<sup>nd</sup> UC meeting:

“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.”

**Councilor Curtis will follow up on the progress.**

3:40 – 3:50

STANDING COMMITTEE REPORTS

STANDING COMMITTEE  
CHAIRS

DISCUSSION

**Athletics & Recreation** – No report.

**Budget and Finance** – No report.

**Communications** – The report is attached: [Communications Report to UC 3-12-13](#). The chair asked UC members to complete the Communication Survey that was distributed to campus. The committee will inform UC of the recommendations from the Digital Communications Assessment at the May 14<sup>th</sup> UC meeting.

**Information Technology** – The committee is working with the Project Management Committee to review recommendations related to technology projects. Members of the committee’s academic subcommittee are sharing ideas with members of Faculty Senate’s Computing & Communications Technologies Committee. Members of the committee’s student subcommittee are brainstorming with students to determine issues related to students.

**Physical Environment** – No report.

**Public Affairs and Development** – No report.

**Research** – No report.

**Student Engagement and Success** – The committee thanked the Steering Committee and the Athletics and Recreation Committee for the issue brief resolution to open the Student Recreation and Wellness Center for use during home football games.

**Talent Development and Human Resources** – The chair of the committee has stepped down. The committee will elect a new chair after a new CPAC representative is elected/selected to the committee.

## DISCUSSION

## 1. The following resolution was proposed:

In light of the budget situation presented by the CFO and the Administration, University Council asks the UC Budget committee:

- To review the suggestions on the budget sent or presented to the President
- To identify the specific options available for reducing the budget deficits and the tradeoffs involved
- To provide a detailed interim report on their work at the next UC meeting
- To develop a proposed budget for the University for University Council to discuss, vote on and pass on to the president

University Council also requests that to carry out this work at appropriate speed

- The budget committee meets on a weekly basis
- The budget office provides any extra data that the budget committee requests on an expedited basis.

## 2. There was a motion to amend the resolution:

In light of the budget situation presented by the CFO and the Administration, University Council asks the UC Budget committee:

- To review the suggestions on the budget sent or presented to the President
- To identify the specific options available for reducing the budget deficits and the tradeoffs involved
- To provide a detailed interim report on their work at the next UC meeting
- To develop **policy recommendations in regards to budget** ~~a proposed budget~~ for the University for University Council to discuss, vote on and pass on to the president

University Council also requests that to carry out this work at appropriate speed

- The budget committee meets on a weekly basis
- The budget office provides any extra data that the budget committee requests on an expedited basis.

**The motion to amend the resolution carried** by a secret ballot vote of 21 in favor and 1 opposed.

**The motion to adopt the resolution as amended carried** by a secret ballot vote of 14 in favor and 8 opposed.

**Kim Haverkamp will send the resolution to the Budget and Finance Committee.**

The meeting was adjourned at 4:10 p.m. by unanimous consent.

# University Council

## MINUTES

APRIL 9, 2013

3:00 – 4:20 PM

<b>MEETING CALLED BY</b>	Tim Lillie and Mike Sherman
<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, Matt Bungard, Julie Burdick, Candace Campbell Jackson, Mary Beth Clemons, David Cummins, Ted Curtis, Rachelle Davis, Mark Dvorak, Elizabeth Erickson, Kim Gentile, Ali Hajjafar, Becky Hoover, Nate Kerr, John Kline, Eileen Korey, Timothy Lillie, Chand Midha, Justin Orashan, Jim Sage, Steve Sedlock, Cheryl Collins-Slusarczyk, Laura Spray, Jim Tressel, David Witt</p> <p><b>Absent with notice:</b> Wayne Hill, Kent Marsden, Mike Sherman, Harvey Sterns</p> <p><b>Absent without notice:</b> John LaGuardia, Stacey Moore, George Newkome, Shivakumar Sastry, Andrew White, 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>The co-chair announced that the Steering Committee secretary resigned and he read her letter of resignation. He expressed concern because Nancy Roadruck is only the latest among a number of resignations due to lack of time for this service as part of their job.</li> <li>The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>The co-chair asked for additions or corrections to the March 12<sup>th</sup> University Council minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>
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3:05 – 3:15

STEERING COMMITTEE REPORT

TIM LILLIE

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The co-chair reviewed items from the UC Steering Committee meetings: <ul style="list-style-type: none"> <li><a href="#">Steering Committee Minutes 3-20-13</a></li> <li><a href="#">Steering Committee Minutes 4-3-13</a></li> </ul> </li> <li>Standing committee members will be invited to attend the May 14<sup>th</sup> University Council meeting, which occurs twice each year. The meeting will take place in Ballroom BCDE from 3 – 5 p.m.</li> </ol>
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	3. The Steering Committee will send letters to members with expiring terms to recognize their service.
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3:15 – 3:15 UNFINISHED BUSINESS TIM LILLIE

<b>DISCUSSION</b>	There was none.
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3:15 – 4:15 STANDING COMMITTEE REPORTS STANDING COMMITTEE CHAIRS

<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 4-9-13</a>. The UC co-chair confirmed with the Budget and Finance standing committee chair that the response in the report was brought to UC for discussion and not for a final vote by UC. A suggestion was made to the standing committee to create a timeline for the development of the FY15 budget.</p> <p>The UC co-chair stated that the report had begun the response to the UC Resolution for Budget Committee endorsed by the University Council on March 12<sup>th</sup> and the questions sent by the Steering Committee on March 15<sup>th</sup>, having to do with how the UC and its standing committees are involved in the recommendation of policy to the President and board of trustees.</p> <p>There was a discussion about the 13 Effectiveness and Efficiency Initiatives committees. The UC co-chair informed UC members that the Steering Committee voted to request from Provost Sherman the names of the chairs and members of these committees. The Chief Financial Officer will pass along any deliberations he has with the Effectiveness and Efficiency Initiatives committees to the Budget and Finance standing committee for analysis. One means of improving communication would be Budget and Finance Committee members (who have the time) serving on the Effectiveness and Efficiency Initiatives committees.</p> <p><b>Communications</b> – The standing committee is meeting next week to review results from the communication survey. They will present a report on the findings at the May 14<sup>th</sup> UC meeting. The standing committee has been informed of the work of the Effectiveness and Efficiency Initiatives subcommittee on Communication and Marketing.</p> <p>Councilor Korey elaborated that Effectiveness and Efficiency Initiatives subcommittee on Communication and Marketing is looking at communication functions throughout campus to determine how to reduce cost and enhance productivity and effectiveness as well as benchmarking with other universities.</p> <p><b>Information Technology</b> – The standing committee is continuing to work with Faculty Senate’s Computing &amp; Communications Technologies committee. The Student Technology subcommittee is working with groups across campus to communicate about what is new in technology. The standing committee received information about technology enhanced classrooms.</p> <p><b>Physical Environment</b> – A report about radiation inspections is attached: <a href="#">Radiation Report to UC 4-9-13</a>. Inspections are required by the Ohio Department of Health Bureau of Radiation Protection every three years.</p> <p>A response to the inquiry of March 12<sup>th</sup> about the progress of the Accessibility Restroom</p>
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Facilities issue brief is attached: [ADA Compliance Review](#), [ADA Compliance Review Drawings](#).

**Public Affairs and Development** – No report.

**Research** – No report.

**Student Engagement and Success** – The report is attached: [Report to UC from April 2<sup>nd</sup> Meeting Minutes](#). The following members were elected as officers: Lauri Thorpe (chair) and Susan Ashby (vice chair). The election of secretary was deferred until the May meeting. The standing committee has been informed of the work of the Effectiveness and Efficiency Initiatives subcommittee on Allocation and Administration of Scholarships.

Councilor Tressel elaborated that the Effectiveness and Efficiency Initiatives subcommittee on Allocation and Administration of Scholarships has been charged with determining how to get a larger more efficient student body. The subcommittee is looking at data from Scannell & Kurz and has received feedback from the Student Engagement and Success standing committee. He provided more details from the standing committee report (see link above).

The UC co-chair asked that policy recommendations go to the Steering Committee for endorsement by University Council and referral to the President.

A concern was voiced that the committee held officer elections before the end of the term, April 30<sup>th</sup>. New members that begin on May 1<sup>st</sup> will not have the opportunity to be elected as an officer. The UC co-chair said we would look into the matter.

**Talent Development and Human Resources** – Greg Dieringer replaced Sue McKibben and will serve the remainder of her term ending April 30, 2015.

4:15 – 4:20

NEW BUSINESS

**DISCUSSION**

The co-chair asked for nominations for the position of secretary. There being none, the topic will be added to the April 17<sup>th</sup> Steering Committee agenda.

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

# University Council

## MINUTES

MAY 14, 2013

3:00 – 4:35 PM

<b>MEETING CALLED BY</b>	Tim Lillie and Mike Sherman
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Tim Lillie
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p><b>Members:</b> Dale Adams, Matt Bungard, Julie Burdick, David Cummins, Mark Dvorak, Elizabeth Erickson, Kim Gentile, Ali Hajjafar, Wayne Hill, Nancy Homa, Nate Kerr, Eileen Korey, John LaGuardia, Timothy Lillie, Kent Marsden, Chand Midha, Stacey Moore, Diane Raybuck, Mike Sherman, Suzanne Testerman, Lauri Thorpe, Jim Tressel, Monte Turner, David Witt</p> <p><b>Absent with notice:</b> Candace Campbell Jackson, Becky Hoover, Cheryl Collins-Slusarczyk, Harvey Sterns</p> <p><b>Absent without notice:</b> Ted Curtis, George Newkome, Kelsey Risman, Jim Sage, Shivakumar Sastry, Tom Wistrill</p> <p><b>Other attendees:</b> Leslie Bell, Marissa Blewitt, Kelly Daw, Garrett Dowd, Amy Gilliland, Mary Hardin, Kim Haverkamp, Julie Hykes, Shelly Keller, Matt Lee, Sharon Logue, Eugene Marchand, Ian McCullough, Holly Mothes, Carol Pleuss, Alvaro Rodriguez, Chris Serio, Alicja Sochacka, Laura Spray, Shawn Stevens, Katie Watkins Wendell</p>

### Agenda topics

3:00 – 3:10

CALL TO ORDER

TIM LILLIE

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The co-chair called the meeting to order. The topic, Good of the Order, was added after new business. The agenda was approved by unanimous consent.</li> <li>The co-chair asked for additions or corrections to the April 9<sup>th</sup> University Council (UC) minutes. The following change was made to the Budget and Finance Committee Report. The minutes were approved as corrected by unanimous consent.</li> </ol> <p>There was a discussion about the 13 Effectiveness and Efficiency Initiatives committees. The UC co-chair informed UC members that the Steering Committee voted to request from Provost Sherman the names of the chairs and members of these committees. <del>The Chief Financial Officer will pass along any deliberations he has with the Effectiveness and Efficiency Initiatives committees to the Budget and Finance standing committee for analysis. The Budget and Finance standing committee will be expecting that the Effectiveness and Efficiency Initiative committees will keep them informed and will ensure that proposals will be forwarded through the Budget and Finance Committee and the UC.</del> One means of improving communication would be Budget and Finance Committee members (who have the time) serving on the Effectiveness and Efficiency Initiatives committees.</p>
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3:10 – 3:30 STEERING COMMITTEE REPORT TIM LILLIE

DISCUSSION	The co-chair presented an overview of University Council. The PowerPoint presentation is attached: <a href="#">University Council Overview 5-14-13</a> .
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3:30 – 3:45 ELECTION FOR UC STEERING COMMITTEE TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"><li>1. The co-chair asked for nominations for the at large member position. The term will expire on April 30, 2015. Nominations were received for councilor Erickson and councilor Kerr. Councilor Erickson withdrew her nomination. <b>Councilor Kerr was elected as the at large member by unanimous consent.</b></li><li>2. The co-chair asked for nomination for the secretary position. The term will expire on April 30, 2014. Nominations were received for councilor Erickson and councilor Testerman. <b>Councilor Testerman was elected secretary by a secret ballot vote.</b></li></ol> <p>Election results:</p> <ul style="list-style-type: none"><li>• Suzanne Testerman, 14 votes</li><li>• Elizabeth Erickson, 7 votes</li></ul>
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3:45 – 4:00 UNFINISHED BUSINESS TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"><li>1. The University Council received a response from the Budget and Finance Committee regarding the Cost per Student FTE and SCH issue brief. <b>Kim Haverkamp will add the response to the UC SharePoint site.</b></li><li>2. University Council members reviewed a response from Bill Viau, Associate Vice President for Talent Development and Human Resources, regarding the UC Service Recognition Proposal. The response is attached: <a href="#">UC Service Recognition Proposal Response</a>. There was a motion to accept the response. <b>The motion to accept the response carried by unanimous consent.</b></li></ol>
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4:40 – 4:15 STANDING COMMITTEE REPORTS STANDING COMMITTEE CHAIRS

DISCUSSION	<p><b>Athletics &amp; Recreation</b> – No report.</p> <p><b>Budget and Finance</b> – No report.</p> <p><b>Communications</b> – The report is attached: <a href="#">Communications Report to UC 5-15-13</a>. An overview of the findings from the communications survey will be posted to the UC SharePoint site in the Communications committee section. The committee will bring a proof of the standard University business card to the University Council for feedback.</p> <p><b>Information Technology</b> – The standing committee is continuing to work with Faculty Senate’s Computing &amp; Communications Technologies committee to review web conference software. The Student Technology subcommittee is reviewing student needs for new technology. Co-convenor Sage briefed the standing committee on the Effectiveness and Efficiency Initiatives.</p> <p><b>Physical Environment</b> – No report.</p> <p><b>Public Affairs and Development</b> – No report.</p> <p><b>Research</b> – No report.</p>
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**Student Engagement and Success** – The standing committee is working on the following programs:

- The Zip Start program is for students who have been admitted to the University and will begin taking courses in fall 2013. They will be offered an opportunity to enroll in one or two courses this summer at a reduced cost.
- The Reconnect program is an effort to reach 2012 candidates that did not attend a university. They will be invited to campus for individual visits on June 13 and July 18. If you have suggestions, please email Lauri Thorpe, [lauri@uakron.edu](mailto:lauri@uakron.edu).

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

4:15 – 4:35

NEW BUSINESS

TIM LILLIE

1. There was a motion to create the following operational protocol for annual membership appointments and elections:

To address timing issues with regard to annual membership appointments and the affected elections, it is proposed that:

- UC membership appointments from the constituencies shall be submitted to the UC Steering committee by April 30<sup>th</sup> annually.
- The UC Standing committees shall hold elections for chair, vice-chair and secretary between the May and June UC meetings annually. The results of the elections shall be submitted to the UC Steering Committee by the respective Co-Convener prior to the June UC meeting. The elected chairs of the Standing committees will be expected to attend the June UC meeting.
- Elections to the UC Steering committee shall take place at the June UC meeting. To accommodate the change in Steering election, the expiring steering committee seats will expire at the June UC meeting.
- A UC Steering committee seat abandoned prior to the expiration of a term shall be eligible for election at the following UC meeting. This election is for the fulfillment of the original term.

DISCUSSION

If adopted, current elections should be modeled to the same.

**The motion carried by a secret ballot vote of 14 in favor and 6 opposed.**

2. It was mentioned that USG holds officer elections the Thursday before finals week and the new president appoints members to University Council at the beginning of the fall semester; therefore, USG members will not have the opportunity to be elected to the Steering Committee.
3. The Budget and Finance standing committee provided a response to the University Council motion that was passed on March 12<sup>th</sup> regarding the UC Budget and Finance committee participation in the budget process. The response is attached: [UC Budget and Finance Committee Participation in the Budget Process Response](#). There was a motion to accept the response.  
**The motion to accept the response carried by a secret ballot vote of 13 in favor and 2 opposed.**
4. Co-chair Lillie resigned from the Steering Committee. He will continue to be a member of University Council for the remainder of his term.

The meeting was adjourned at 4:35 p.m. by unanimous consent.



# University Council

## MINUTES

JUNE 4, 2013

3:00 – 4:30 PM

<b>MEETING CALLED BY</b>	Kent Marsden and Mike Sherman
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Kent Marsden
<b>NOTE TAKER</b>	Kelly Daw
<b>ATTENDEES</b>	<p><b>Member:</b> Marissa Blewitt, Matt Bungard, Julie Burdick, Mark Dvorak, Elizabeth Erickson, Kim Gentile, Ali Hajjafar, Wayne Hill, Nancy Homa, Becky Hoover, Nathan Kerr, Eileen Korey, John LaGuardia, Timothy Lillie, Kent Marsden, Chand Midha, Stacey Moore, Diane Raybuck, Jim Sage, Mike Sherman, Cheryl Collins-Slusarczyk, Suzanne Testerman, Jim Tressel, Monte Turner, Katie Watkins Wendell</p> <p><b>Absent with notice:</b> Ted Curtis, Mary Hardin, Lauri Thorpe</p> <p><b>Absent without notice:</b> Candace Campbell Jackson, David Cummins, George Newkome, Shivakumar Sastry, Harvey Sterns, Tom Wistrill, David Witt</p> <p><b>Other attendees:</b> Kelly Daw, Kris Kraft, Turner Anderson, Susan Ashby</p>

### Agenda topics

3:00 – 3:05

CALL TO ORDER

KENT MARSDEN

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The interim-chair called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>2. The interim-chair asked for additions or corrections to the May 14<sup>th</sup> University Council (UC) minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>
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3:05 – 3:15

STEERING COMMITTEE REPORT

KENT MARSDEN

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The interim-chair reviewed items from the UC Steering Committee meetings: <ul style="list-style-type: none"> <li>• <a href="#">May 1, 2013</a></li> <li>• <a href="#">May 15, 2013</a></li> </ul> </li> <li>2. It is anticipated that the Board of Trustees will discuss the University Council proposed bylaws at the June 19 BOT meeting. It is anticipated the BOT will act upon the proposed bylaws at the August 7, 2013 meeting. Minor modifications will be made to the proposed bylaws upon approval by the BOT, including the addition of a calendar of elections, changes in Standing Committees and changes to dates and times of Steering Committee meetings.</li> </ol>
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<p><b>DISCUSSION</b></p>	<ol style="list-style-type: none"><li>1. Presentation by Kris Kraft on the purpose of the Recreation &amp; Wellness Committee, who also discussed the need for coordinated wellness program at UA. For suggestions and ideas, please let the Committee know at <a href="mailto:knk@uakron.edu">knk@uakron.edu</a>  Councilor Tressel suggested the committee utilize the Successful U app to increase awareness of wellness initiatives.  Councilor Erickson discussed the need for tying incentives into programs and suggested the Recreation &amp; Wellness Committee work with the Talent Development and Human Resources Committee to explore incentives further, especially in relation to health care.</li><li>2. Councilor Erickson requested the Steering Committee evaluate publicizing the idea of Issue Briefs to the University. The vice-chair said the Steering Committee will address the request.</li><li>3. The meeting was adjourned at 3:35 p.m. by unanimous consent.</li></ol>
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allow standing committees to take proposals directly to the president and receive immediate feedback.

This approach aligns with the HLC recommendations that the University Council include broad based input from constituency groups.

An updated draft of the University Council proposed bylaws will contain more details about the proposed approach. The document will be emailed to UC members for feedback and discussed at the September 10 University Council meeting.

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



- GSG response: Recommendations submitted on Sept. 3 were incorporated into the proposed UC bylaws. GSG endorsed the proposed UC bylaws.
- USG response: Recommendations submitted on Sept. 3 were incorporated into the proposed UC bylaws. USG endorsed the proposed UC bylaws.
- Faculty Senate response: A history of University Council was summarized, including the work of the exploratory committee (2010), development of the white paper (Aug. 2011), and creation of the UC bylaws (Feb. 2013). The resolution passed at the September 5 Faculty Senate meeting in opposition of the proposed UC bylaws was read. University Council members were urged to reject the proposed UC bylaws when the vote comes.

**Open discussion summary:**

- A UC member distributed a written opinion about the proposed UC bylaws and the document was summarized verbally.
- HLC will revisit UA in 15 months to look at shared governance. We need a viable approach that includes all constituent groups.
- Recommendations from the Board of Trustees Strategic Issues Committee were summarized, [Report of the BOT Strategic Issues Committee regarding UC bylaws 6-19-13 \(Page 10\)](#).
- A suggestion was made for a UC committee to meet with the BOT committee to discuss the issues and achieve clarity. Communication with the BOT occurs through the President. UC bylaws will be resubmitted to the BOT through the President.
- Development of the Proposed UC bylaws following constituency input 9-10-13 document was summarized:
  - The UC Steering Committee discussed the BOT recommendations and presented a new approach to the University Council at the Aug. 13 UC meeting.
  - An updated draft of the UC proposed bylaws was sent to UC members for feedback on Aug. 23.
  - Feedback was discussed at the Sept. 4 UC Steering Committee meeting.
  - The Proposed UC bylaws following constituency input 9-10-13 document was sent to UC members on Sept. 6.
- A suggestion was made to decide if UC will be consultative or advisory before voting on the bylaws.

The UC Steering Committee will inform UC member of next steps.

The meeting was adjourned at 4:05 p.m. by unanimous consent.

# University Council

## MINUTES

OCTOBER 1, 2013

3 – 4:35 PM

<b>MEETING CALLED BY</b>	Mike Sherman, co-chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Mike Sherman
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p><b>Member:</b> Turner Anderson, Michelle Ashworth, Julie Burdick, David Cummins, Ted Curtis, Elizabeth Erickson, Ali Hajjafar, Mary Hardin, Wayne Hill, Nancy Homa, Nathan Kerr, Kristine Kraft, John LaGuardia, Timothy Lillie, Nancy Marion, Chand Midha, Stacey Moore, Diane Raybuck, Jim Sage, Leigh Ann Seibert, Mike Sherman, Cheryl Collins-Slusarczyk, Harvey Sterns, Suzanne Testerman, Lauri Thorpe, Jim Tressel, Monte Turner, Bill Viau,</p> <p><b>Absent with notice:</b> Matt Bungard, Candace Campbell Jackson, Eileen Korey, George Newkome, David Witt</p> <p><b>Absent without notice:</b> Marissa Blewitt, Mark Dvorak, Shivakumar Sastry,</p> <p><b>Other attendees:</b> Kim Haverkamp</p>

### Agenda topics

3:00 – 3:15

CALL TO ORDER

MIKE SHERMAN

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The co-chair called the meeting to order. He asked for additions to the agenda. The topic, Comments from President Proenza, was added to the agenda prior to the approval of the minutes.</li> <li>2. President Proenza thanked UC members for their service to the University and to the University Council. He is delighted with the progress made on the proposed bylaws of Feb. 2013 and encouraged UC members to refine the bylaws in a way that makes the institution more nimble and responsive. He urged UC members to have the refined bylaws available for review prior to the December BOT meeting.</li> <li>3. The co-chair asked for additions or corrections to the September 10 University Council (UC) minutes. There were suggested revisions to the Faculty Senate feedback section and the open discussion summary section. Tim Lillie will send the suggested revisions to Kim Haverkamp. The minutes were approved in anticipation of the suggested revisions by unanimous consent.</li> </ol>
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3:15 – 3:45

UNIVERSITY COUNCIL BYLAWS

MIKE SHERMAN

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The Steering Committee decided to bring back to University Council the February 2013 UC Bylaws and Trustee York's comments on behalf of the BOT Strategic Issues Committee so UC members can determine the approach to be taken to advance the bylaws.</li> </ol>
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	<p>2. The Report of the BOT Strategic Issues Committee regarding the UC bylaws was reviewed. The report is posted on the UC website, <a href="http://www.uakron.edu/uc">www.uakron.edu/uc</a>.</p> <p>3. The Steering Committee made the following motion:  The Steering Committee moves to create a bylaws revision writing committee consisting of member from each constituency group (CPAC, Faculty Senate, SEAC, GSG and USG) that would modify the February 2013 bylaws in consideration of Trustee York’s comments.</p> <p>The following amendments were made to the motion:  The Steering Committee moves to create a bylaws revision writing committee consisting of <b>one current University Council</b> member from each constituency group (CPAC, Faculty Senate, SEAC, GSG and USG) that would modify the February 2013 bylaws in consideration of Trustee York’s comments <b>on behalf of the Strategic Issues Committee that would be considered by the University Council.</b></p> <p><b>The motion carried by unanimous consent.</b></p>
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3:45 – 4:00

STANDING COMMITTEE REPORTS

STANDING COMMITTEE  
CHAIRS

DISCUSSION	<p><b>Budget and Finance</b> – no report</p> <p><b>Communications</b> – no report</p> <p><b>Information Technology</b> – no report</p> <p><b>Physical Environment</b> – The committee reviewed the MetroParks proposal of extending the Freedom Trail to the University campus. The Freedom Trail will run from Cleveland to New Philadelphia. It is an opportunity for campus to connect to walking and bike paths. The attached PowerPoint was presented: <a href="#">MetroParks Freedom Trail</a>. There was a motion to accept the proposal. <b>The motion to accept the proposal carried by unanimous consent.</b></p> <p><b>Public Affairs and Development</b> – no report</p> <p><b>Recreation and Wellness</b> – no report</p> <p><b>Research</b> – no report</p> <p><b>Student Engagement and Success</b> –The committee worked on the Reconnect Initiative. Stop-out students from 2001 to present and May 2013 graduates from several NE Ohio community colleges were invited to several events on campus throughout the summer. The report is attached: <a href="#">Student Engagement and Success Report to UC 10-1-13</a>.</p> <p><b>Talent Development and Human Resources</b> – no report</p>
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4:00 – 4:35

NEW BUSINESS

MIKE SHERMAN

DISCUSSION	<p>1. Kent Marsden stepped down from the Steering Committee because he is no longer chair of the Recreation and Wellness committee.</p>
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2. The co-chair asked for nominations for the chair position. Nominations were received for councilor Moore and councilor Lillie. Councilor Moore was elected chair by a secret ballot vote.

Election results:

- Stacey Moore, 17
- Tim Lillie, 9

3. The co-chair asked for nomination for the vice chair position. Nominations were received for councilor Bungard, councilor Sterns and councilor Testerman. Councilor Sterns was elected vice chair by a secret ballot vote.

Election Results

- Harvey Sterns, 14
- Suzanne Testerman, 9
- Matt Bungard, 2

4. The co-chair asked UC members of CPAC, Faculty Senate, SEAC, GSG and USG to designate one representative to the bylaws revision writing committee. The following members were designated:
  - Mary Hardin, CPAC
  - Tim Lillie, Faculty Senate
  - Matt Bungard, SEAC
  - Turner Anderson, USG
  - GSG representative is forthcoming

The meeting was adjourned at 4:35p.m. by unanimous consent.

# University Council

## MINUTES

NOVEMBER 12, 2013 3 – 4:30 PM

<b>MEETING CALLED BY</b>	Stacey Moore, co-chair/co-convener
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Stacey Moore, co-chair/co-convener
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p><b>Member:</b> Turner Anderson, Ricky Angeletti, Marissa Blewitt, Matt Bungard, Julie Burdick, Candace Campbell Jackson, David Cummins, Mark Dvorak, Elizabeth Erickson, Ali Hajjafar, Mary Hardin, Wayne Hill, Nancy Homa, Nathan Kerr, Eileen Korey, Kristine Kraft, John LaGuardia, Timothy Lillie, Nancy Marion, Chand Midha, Stacey Moore, Diane Raybuck, Jim Sage, Mike Sherman, Cheryl Collins-Slusarczyk, Harvey Sterns, Suzanne Testerman, Jim Tressel, Monte Turner, David Witt</p> <p><b>Absent with notice:</b> Bill Viau</p> <p><b>Absent without notice:</b> Ted Curtis, George Newkome, Shivakumar Sastry, Leigh Ann Seibert, Lauri Thorpe</p> <p><b>Other attendees:</b> Kim Haverkamp</p>

### Agenda topics

3:00 – 3:05                      CALL TO ORDER    STACEY MOORE

<b>DISCUSSION</b>	<p>The co-chair called the meeting to order. She asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</p> <p>The co-chair asked for additions or corrections to the October 1 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    STACEY MOORE

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. University Council is a co-sponsor of the Summit on Retention scheduled for Nov. 13 – 14, 2013. Members were encouraged to attend the special sponsorship session on Nov. 13 at 1:30 p.m. in InfoCision Stadium.</li> <li>2. The co-chair and vice-chair welcome ideas on how the UC can be more involved with university issues.</li> </ol>
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3:15 – 4:10                      UNFINISHED BUSINESS    STACEY MOORE

<b>DISCUSSION</b>	<p>The co-chair thanked the members of the Bylaws Revision Writing Committee for their work on the proposed revisions of the UC Bylaws.</p>
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The chair of the Bylaws Revision Writing Committee explained that the committee reviewed the entire Feb. 12, 2013 bylaws document to address the BOT request that the UC be nimble and responsive. It is the belief of the Bylaws Revision Writing Committee that the revisions clarify the areas referred to in the June 19 BOT Strategic Issues Committee report.

The University Council considered the following amendments proposed by the Bylaws Revision Writing Committee. Clicker technology was used for secret ballot voting.

1. There was a motion to amend bylaw B:

**Defining shared governance.** The university council will operate under the principle of consultative decision-making wherein the opinion and advice of the university council membership shall be ~~are~~ sought but where decision-making authority remains with the senior administration and the board of trustees. Thus, the university council will function in a manner that revolves around information sharing and discussion rather than joint decision-making. The university council provides open lines of communication such that the university administration will have informed decision-making on matters of policy and planning that affects all constituent groups. Those reporting lines that are already in place will not be removed, nor will any of the authorities of the represented groups be supplanted by university council.

**The motion was defeated** by a secret ballot vote of 16 opposed and 11 in favor.

2. There was a motion to add a sentence to the end of bylaw B:

The university council recommendations shall be referred to the president or SVPP for their action, as provided for in these bylaws.

**The motion carried** by a secret ballot vote of 20 in favor and 8 opposed.

3. There was a motion to add bylaw C(5):

The university council shall provide recommendations that can inform policy in coordination with the annual agenda of the board of trustees.

There was a motion amend bylaws C(5):

The university council shall provide recommendations that can inform policy in coordination with the annual ~~calendar and~~ agenda of the board of trustees.

**The motion to amend the bylaw carried** by a secret ballot vote of 28 in favor and 0 opposed.

**The motion to add the bylaw carried** by a secret ballot vote of 27 in favor and 1 opposed.

4. There was a motion to amend bylaw D(5)(b):

**1 Member:** Appointee of the ~~senior vice president, provost and chief operating officer (SVPP) and the~~ president.

**The motion carried** by a secret ballot vote of 27 in favor and 1 opposed.

5. There was a motion to amend bylaws D(6)(a), (b) and (c):

Election of Officers:

- a. ~~The members of the university council who are elected as chair, vice chair and secretary are also the officers of the steering committee.~~
- b. ~~Terms of office are for two years. If the seat is held by a member of USG or GSG, the term shall be for one year.~~
- c. ~~Officers must be a representative of Faculty Senate, CPAC, SEAC, USG or GSG.~~

~~Four voting members nominated from either faculty senate, CPAC, or SEAC. Each member shall be elected for two years in alternating years. They may be elected to the following positions: chair, vice chair, secretary or two at-large members.~~

~~One voting member nominated from either USG or GSG shall be elected for one year. He/she may be elected to the following positions: chair, vice chair, secretary or two at-large members.~~

**The motion carried** by a secret ballot vote of 26 in favor and 1 opposed.

6. There was a motion to amend bylaws D(7)(a)(i), (ii) and (iii):

**Membership of the steering committee**

- a. The steering committee shall be comprised of eight voting members.
  - i. The officers of university council are the officers of the steering committee.
  - ii. There shall be five additional members, one from each of the constituency groups (Faculty Senate, CPAC, SEAC, USG and GSG). They shall be elected by their constituency's elected/selected representatives to university council from amongst themselves.
  - iii. Terms for steering committee members shall be for 2 years except USG and GSG terms which shall be for one year.  
~~The university council steering committee shall consist of the elected officers from university council and the SVPP will be an ex-officio voting member~~

**The motion carried** by a secret ballot vote of 24 in favor and 2 opposed.

7. There was a motion to amend bylaw D(8)(b)(ii) and add (iii):

- ii. Terms of office for ~~committees officers~~ are ~~two one~~ years. ~~If the officer is a student representative, the term shall be one year.~~
- iii. The duties of the chair are to preside over committee meetings, which determine their own agenda. The university council or steering committee may refer matters to the committees directly. The chair of the committee shall coordinate support for committee activities with the appointed administrator for support.

**The motion carried** by a secret ballot vote of 24 in favor and 2 opposed.

8. There was a motion to add a new bylaw G(2)(b)(iv):

Upon the request of the president, provided written 24 hour notice to the university council members, an emergency meeting of the university council will be called to consider emergency legislation proposed by the president. No other business other than that proposed by the President in the call of the meeting, may be considered at an emergency meeting.

There was a motion to amend bylaw G(2)(b)(iv):

Upon the request of the president, provided written 24 hour notice to the university council members, a meeting ~~emergency~~ of the university council will be called to consider ~~urgent matters an emergency meeting~~ proposed by the president. No other business, other than that proposed by the President in the call of the meeting, may be considered at such an ~~emergency~~ meeting.

**The motion to amend the bylaw carried** by a secret ballot vote of 26 in favor and 1 opposed.

**The motion to add the bylaw carried** by a secret ballot vote of 25 in favor and 2

	<p>opposed.</p> <p>9. There was a motion to adopt the bylaws and send them to President Proenza as a response to the report of the BOT Strategic Issues Committee regarding UC bylaws. <b>The motion carried</b> by a secret ballot vote of 21 in favor and 6 opposed.</p> <p>10. There was a motion to attach a letter to the bylaws explaining that UC addressed the BOT Strategic Issues Committee report. <b>The motion carried</b> by a secret ballot vote of 23 in favor and 1 opposed.</p> <p>11. The chair of the Recreation and Wellness committee asked that the committee name be changed from Athletic and Recreation committee to Recreation and Wellness committee. The name change will be made throughout the document.</p>
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4:10 – 4:20

STANDING COMMITTEE REPORTS

STANDING COMMITTEE  
CHAIRS

<b>DISCUSSION</b>	<p><b>Budget and Finance</b> – No report.</p> <p><b>Communications</b> – No report.</p> <p><b>Information Technology</b> – The committee is working on the following:</p> <ul style="list-style-type: none"> <li>• Helping to promote usage and expansion of virtual labs</li> <li>• Looking at the pros/cons of recommending the use of Office 265</li> <li>• Creating standards for web forms</li> <li>• Identifying areas of training to help improve the use of technology on campus</li> <li>• Identifying up and coming technologies that would impact UA</li> </ul> <p><b>Physical Environment</b> – The committee will take a tour of Central Hower. The College of Education will move to Central Hower while Zook Hall is being renovated.</p> <p><b>Public Affairs and Development</b> – No report.</p> <p><b>Recreation and wellness</b> – The committee is looking at the campus controlled smoking policy. The policy should address the use of e-cigarettes.</p> <p><b>Research</b> – No report.</p> <p><b>Student Engagement and Success</b> – The co-convener reviewed the agenda for the Summit on Retention.</p> <p><b>Talent Development and Human Resources</b> – No report.</p>
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4:20 – 4:30

NEW BUSINESS

STACEY MOORE

<b>DISCUSSION</b>	<p>Undergraduate Student Government is working on legislation regarding a tuition guarantee. They may ask UC for guidance about the best way to proceed with the initiative.</p> <p>The meeting was adjourned at 4:30 p.m. by unanimous consent.</p>
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The co-chair reminded standing committee chairs that the purpose of their report is to update UC members on the progress of the committee's goals and to bring recommendations to the UC.

**Budget and Finance** – No Report.

**Communications** – No Report.

**Information Technology** – No Report.

**Physical Environment:**

1. The attached PowerPoint was presented: [Higher Education Six-Year Capital Plan 2015-2020](#). All Ohio Colleges and Universities must prepare and submit a six-year capital plan to the Board of Regents on a biennial basis. UA is asking for \$25.3 million for renovations to property already owned. A decision on funding is expected from Columbus in the spring. There was a motion to support the Higher Education Six-Year Capital Plan.

**The motion to support the plan carried by unanimous consent.**

2. The College of Education will move to temporary space in Central Hower while Zook Hall is being renovated.

**Public Affairs and Development** – No Report.

**Recreation and Wellness:**

1. The Recreation and Wellness Center has been closed since December 5 because of repairs to an underground steam line. Many services have been moved to the ONAT. Please direct questions to Joe Gregor, Assistant VP of Physical Facilities ([jgregor@uakron.edu](mailto:jgregor@uakron.edu)).
2. The committee updated their goals for the 2013-2014 academic year.
3. The softball field renovation was paid by funds from the Recreation and Wellness Center. Students pay a facilities fee for the Student Recreation and Wellness Center. There was a discussion about whether the softball fields were paid for by funds from the facilities fee. **The Budget and Finance Committee was asked to look into how much revenue is generated by the facilities fee and how much goes to the Student Recreation and Wellness Center.**
4. The College of Health Professions has implemented a non-smoking policy in all buildings where CHP classes are held. The policy is consistent with University Policy 3359-20-05.5 The Recreation and Wellness Committee chair distributed the attached [Non-Smoking Policy](#) for colleges/departments and asked UC members to discuss it with their college/department.

**Student Engagement and Success** – No Report.

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

The co-chair asked all standing committee chairs to make sure a report is given at the January 14 UC meeting.

DISCUSSION

1. The attached [Standing Committee Expectations](#) document was discussed. The information in this document was taken from the UC bylaws. Standing committees were asked to submit goals for the remainder of the 2013-2014 academic year to the Steering Committee by January 31, 2014. Standing committees will present the goals at the February 11 UC meeting and report on the progress of the goals at each UC meeting.

Standing Committees will be asked to submit goals for the 2014-2015 academic year by the third meeting of the UC year (July 2014).

A recommendation was made to give standing committees more time to work on the goals because of the holidays and extend the submission deadline to February 28 and the goals presentation to the March 11 UC meeting. **The Steering Committee will discuss the new deadlines at the January 8 UC Steering Committee meeting.**

2. The Steering Committee revised the issue brief process and made a motion to endorse the following Topic Submission Process.

There was a motion to amend number 2 and 3:

This is the method to submit topics for discussion to the standing committees of the Council or the Council itself. Please remember that University Council deals with issues of University planning and policy – and, we want to hear from you!

1. Topic for discussion submitted
2. Topic reviewed by ~~the Steering Committee Office of Academic Affairs (with copy to Steering Committee for quality assurance)~~ to determine if it is **a)** a day to day operational issue or **b)** an issue of planning and policy.

- a. If **it is a day to day operational issue**, topic goes directly to the appropriate Vice-President for review, action and resolution. The steering committee will communicate to the author that their topic was submitted to the relevant VP (with name and contact information of the VP and the VP's administrative assistant).
- b. If **it is a planning or policy issue**, topic goes directly to the appropriate standing committee for review, action and resolution with clear expectations for communication and reporting ~~out~~ to the steering committee and the Council as a whole. The **steering** committee may make a recommendation to Council, request assistance from any other committee (including the steering committee) and/or request assistance from any relevant vice-presidential area. **The steering committee will communicate to the author that their topic was submitted to the relevant standing committee.**

3. The standing committee **will reports out to UC** on the topics submitted ~~to the UC~~. UC will **consider and act on vote, as relevant, on any recommendations proposed by the standing committees. and send them to the president or the senior vice-president and provost for review and consideration.**

4. The University community is informed.

**The motion to amend carried** by unanimous consent.

**The motion to endorse carried** by unanimous consent.

DISCUSSION

The meeting was adjourned at 4:45 p.m. by unanimous consent.