

# University Council Executive Committee

MINUTES

MAY 25, 2021

3:33-4:45 PM

MICROSOFT TEAMS

<b>MEETING CALLED BY</b>	Tonia Ferrell, chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Tonia Ferrell, chair
<b>NOTE TAKER</b>	Heather Loughney
<b>ATTENDEES</b>	<p><b>Attendees:</b> Anne Bruno, Jeanette Carson, Ed Evans, Kathee Evans, Tonia Ferrell, Katelyn Frey, Marjorie Hartleben, Grace Kasunic, Kris Kraft, John Wiencek</p> <p><b>Absent with notice:</b></p> <p><b>Absent without notice:</b></p>
<p>Agenda topics:</p> <p style="text-align: center;"><b>CALL TO ORDER</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	<ol style="list-style-type: none"> <li>The chair called the meeting to order. With no additions, the agenda was approved without dissent.</li> <li>The minutes of the April 21 meeting were approved without dissent.</li> </ol>
<p style="text-align: center;"><b>TOPIC SUBMISSIONS</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	There were no new Topic Submissions.
<p style="text-align: center;"><b>UNFINISHED BUSINESS</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	<ol style="list-style-type: none"> <li>Diversity – ready to close out as the new committee has been formed and the report will be shared.</li> <li>Budget training topic submission – this item will be kept open as the timeline is still to come from Dallas.</li> </ol> <p>The Provost shared that the university will be moving away from Peoplesoft as it ends its cycle and will be looking to a new system. Training for that new system will be put in place. He suggested that it is worthwhile to still do training for overview of budgets and helping people understand the budget process. The chair responded that there is a request for budget overview ability. The provost replied that he would ask Amy to give her presentation to the UCEC and see if it is at the right level. If it is still too specific then can ask for it to be more general. IT has already made recommendations for a replacement for Peoplesoft.</p>

3. Vacation bank – this item will be closed out as the policy is now in the hands of HR and in the works.
4. Vaccine policy – this item will be closed out, a response was received from John MacDonald and there is guidance expected from the government concerning policies for requiring vaccines. A question was asked about accommodations for faculty who have concerns about returning to campus but not being able to get the vaccine. The provost replied that accommodation requests should go to their chair or HR.
5. Signage update – Kris Kraft asked about the signage in Polsky. She stated that they had students coming in for tours and having correct signage would be important. The provost said he would follow up with Dallas and Steve Myer.

NEW BUSINESSIA FERRELL

TONIA FERRELL

1. Sarah Kelly was asked to speak on the newly created flex work policy for campus. The document was shared with the UCEC prior to the meeting. There were many questions about the document and clarifications. UCEC members provided feedback to Sarah on the policy and roll out to campus. The final document will be shared with campus in about a week and it will then go to the bargaining units for addition to their agreements.
2. Agenda for June 5, 2021 UC meeting with the Topic Submission on Diversity removed.
3. UC bylaw review - the chair brought up the bylaws of the UC and stated that it was time for a review of them and asked for volunteers to serve on the subcommittee for that. Ed Evans, Grace Kasunic and Anne Bruno volunteered to serve. Heather will set up a meeting before the next UCEC meeting for them to start work.
4. UC orientation – the chair discussed the need to decide if orientation will be brought back and in what form? Should orientation be an in-person event or should there just be documents shared with new members? The point was made that the decision to bring it back should be made first. The provost shared that at previous institutions he was at that there was a retreat before the start of the year; to discuss goals and strategies for the upcoming year. New members would attend an hour before that meeting and discuss the organization and answer questions. They would then do a strategy meeting and a social time afterward. He indicated that the President and he would both be interested in participating in such an event.

There was also discussion about when to hold elections and what the calendar of the UC should look like, January through December or September through August? The chair asked for volunteers to serve on a subcommittee to discuss and plan. Kathee Evans, Kris Kraft and Tonia Ferrell volunteered to serve. Heather will set up a meeting of the subcommittee. The provost will also serve on this subcommittee.

6. The provost thanked the UCEC for their work on the university planning group. He stated that the climate survey and listening are valuable activities but would not likely be necessary after one or two planning cycles. Thus, he is recommending that this activity be pursued separately from the Strategic Plan in a manner of UC's choosing. The University Planning Group will include the UCEC and a dean and department chair along with the provost. The provost also mentioned that a consultant might be brought in to help with OKR training as suggested by the UPG.

GOOD OF THE ORDER

TONIA FERRELL

1. The motion to adjourn was approved without dissent.