

University Council Steering Committee

MINUTES

JANUARY 23, 2013

2:00 – 2:35 PM

MEETING CALLED BY	Tim Lillie, co-chair
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Tim Lillie
NOTE TAKER	Kelly Daw
ATTENDEES	Members: Tim Lillie, Kent Marsden, Sue McKibben, Nancy Roadruck, Steve Sedlock, Mike Sherman Other attendees: Julie Burdick, Kelly Daw

Agenda topics

2:00 – 2:05

CALL TO ORDER

TIM LILLIE

DISCUSSION	<p>The co-chair asked for additions to the agenda. The topics, Reorganization of the College of Education and Talent Development Committee Report were added to the New Business section.</p> <p>The co-chair asked for additions or correction to the January 9th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The January 9th minutes will be posted to the UC website.</p>
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2:05 – 2:10

UNFINISHED BUSINESS

TIM LILLIE

DISCUSSION	Final amendments on bylaws to be made at the February 12 th UC meeting.
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2:10 – 2:20

ISSUE BRIEFS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. A response was received from Rex Ramsier on the Text Books Issue Brief. The Steering Committee decided to send an update to Margaret Canzonetta and indicate that it is continuing to look at the issue, and will inform her of any updates. Kim Haverkamp will send the response to the author and post it to the issue brief section of the UC SharePoint site.
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2:20 – 3:35

NEW BUSINESS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. A UC new member update provided. The roster has been updated on the UC SharePoint site. The updates will also be provided on the UC website. 2. The merging of the UC Athletics and Recreation Standing Committee and the Faculty Senate Athletics Committee was discussed. The Standing Committee will discuss it at their February meetings. 3. CPAC has discussed coinciding terms of office on CPAC with UC terms of offices. Marsden has encouraged them to review the Operational Protocol on the
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SharePoint site.

4. Discussion occurred on the College of Education reorganization. A memo was sent to faculty in the college from the Office of Academic Affairs to begin establishing a committee on organizational options.
5. Discussion occurred on the UA Staffing 1997- Present Report from the Talent Development Standing Committee. The Steering Committee agreed to have the Standing Committee present the report under Committee Reports and allow for questions. The report will be allotted 10-15 minutes on the agenda. The agenda will provide the following subheading: November Report submitted by the Talent Development Committee. In addition, the report will be moved to the front of the committee reports.
6. Discussion occurred on the potential changes to the number of UC members if the Research Standing Committee is eliminated.

The meeting was adjourned at 2:35 p.m. by unanimous consent.

University Council Steering Committee

MINUTES

FEBRUARY 6, 2013

2:00 – 2:35 PM

MEETING CALLED BY	Tim Lillie, co-chair
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Tim Lillie, Kent Marsden, Sue McKibben, Nancy Roadruck, Steve Sedlock, Mike Sherman Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:05 **CALL TO ORDER** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> 1. The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The co-chair asked for additions or correction to the January 23rd Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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2:05 – 2:10 **UNFINISHED BUSINESS** **TIM LILLIE**

DISCUSSION	<p>There was a discussion about the bylaws review process for the February 12th UC meeting.</p> <ul style="list-style-type: none"> • If an amendment is proposed on a bylaw that was previously adopted during the December 11th or January 8th meetings, a two-thirds vote will be needed to consider the new amendment. • After UC adopts the bylaws, the UC Steering Committee will submit the bylaws to President Proenza.
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2:10 – 2:20 **ISSUE BRIEFS** **TIM LILLIE**

DISCUSSION	There were no issue briefs.
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2:20 – 2:35 **NEW BUSINESS** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> 1. A UC member update was provided. The roster has been updated on the UC SharePoint site and the UC website. <ul style="list-style-type: none"> • Jim Boyes (CPAC) stepped down from the Public Affairs and Development Committee • Courtney Gonser (CPAC) joined the Public Affairs and Development Committee • Ali Hajjafar (Faculty Senate) was elected chair of the Budget and Finance Committee
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2. There was a discussion about standing committee vacancies. CPAC, SEAC, GSG and USG will have elections prior to UC's new term of office (May 1, 2013). Faculty Senate's term of office will expire in August.
3. It was mentioned that the Steering Committee needs to schedule a new member orientation prior to the beginning of UC's new term (May 1, 2013).
4. The Steering Committee is tentatively scheduled to meet with the HLC team on Monday, March 4, at 4 p.m. While no formal presentation is necessary, members of the Steering Committee should be prepared to comment on any aspects of the self-study that relate to their experiences and should be prepared to respond to questions from the HLC team.

The meeting was adjourned at 2:35 p.m. by unanimous consent.

University Council Steering Committee

MINUTES

FEBRUARY 20, 2013 2:00 – 3:00 PM

MEETING CALLED BY	Tim Lillie, co-chair
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Tim Lillie, Kent Marsden, Nancy Roadruck, Steve Sedlock, Mike Sherman Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:05 **CALL TO ORDER** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> The co-chair asked for additions to the agenda. There following topics were added: <ul style="list-style-type: none"> Closing of SRWC during football games issue brief response UC Steering Committee vacancy for at large position Athletics & Recreation Standing Committee Clicker technology for UC meetings UA budget and summer offerings workload The co-chair asked for additions or correction to the February 6th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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2:05 – 2:15 **UNFINISHED BUSINESS** **TIM LILLIE**

DISCUSSION	There was none.
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2:15 – 2:30 **ISSUE BRIEFS** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> Issue briefs are on the UC website, www.uakron.edu/UC. The link is called “University Council Business: Summary of Progress” and it is located on the home page in the issue brief section (right side of page). An issue brief regarding Amish Studies was submitted on February 14th by Werner Lange. The Steering Committee will suggest to the author that he take the issue to the Faculty Senate Executive Committee.
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	<p>3. A response was received from the Athletics and Recreation Committee regarding the closing of the Student Recreation and Wellness Center during football games.</p> <p>A motion was made to recommend that the Student Recreation and Wellness Center be open for the 2013 football season and that the decision be reviewed in the spring of 2014 to determine whether the decision to remain open should continue. The motion carried by unanimous consent. The UC Steering committee will forward the recommendation to Provost Sherman.</p>
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2:30 – 3:00

NEW BUSINESS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee received a resignation letter from Sue McKibben. There will be an election to fill the vacant at large member position at the March 12th UC meeting. Kim Haverkamp will email UC members to ask for nominations. 2. The Athletics and Recreations Committee would like to change the name of the committee to Recreation and Wellness Committee. The Steering Committee asked the chair of the Athletic and Recreations Committee to make a formal proposal at a University Council meeting. 3. The Steering Committee discussed using clicker technology for secret ballot voting at University Council meetings. They will either train someone to use the technology provided by classroom services or purchase their own set of clickers. 4. The co-chair asked Steering Committee members to think of ways that University Council can take part in policy creation regarding UA’s budget and summer offerings workload.
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University Council Steering Committee

MINUTES

MARCH 6, 2013

2:00 – 3:00 PM

MEETING CALLED BY	Tim Lillie, co-chair
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Tim Lillie, Kent Marsden, Nancy Roadruck, Steve Sedlock, Absent with notice: Mike Sherman Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:10 **CALL TO ORDER** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> The co-chair asked for additions to the agenda. There following topics were added: <ul style="list-style-type: none"> How to post resolution of issue briefs on UC website? How to use the UC Budget & Finance committee to help with the current state of the budget and future issues? HLC debrief. How to use UC to help with benchmarking staff utilization? What are the implications for the future of UC in regards to people stepping down from key roles? The co-chair asked for additions or correction to the February 20th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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2:10 – 2:10 **UNFINISHED BUSINESS** **TIM LILLIE**

DISCUSSION	There were none
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2:10 – 2:10 **ISSUE BRIEFS** **TIM LILLIE**

DISCUSSION	There were none.
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2:10 – 3:00 **NEW BUSINESS** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> A UC member update was provided. The roster has been updated on the SharePoint site and website. <ul style="list-style-type: none"> Kim Calvo (Chairs/School Directors) stepped down from the Physical Environment Committee, due to promotion to an associate dean role.
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2. The Steering Committee discussed upcoming vacancies for members with term of office expiring on April 30, 2013.

- Standing committees will be notified of members with expiring terms.
- Constituent groups will be notified of the seats that need to be replaced. The notification will include a request for an explanation of the method used to select/elect members. Under the current rules and proposed bylaws, the Steering Committee cannot seat UC or Standing Committee members for whom they do not have a method of election/selection on file. It was also noted that discrepancies that might arise will be identified and dealt as a result of this process.
- Members that resign from UC or who complete their terms will receive a letter on behalf of the Steering Committee recognizing their service, signed by the co-chairs.

Kim Haverkamp will send email notifications and recognition letters.

3. The following questions were discussed:

- How can UC ensure that the university policy by which the budget is created is done in consultation with the UC Budget and Finance Committee and is recommended by the UC?
- How should policy provide for how the UC Budget and Finance Committee informs decision-making regarding budget issues?

A suggestion was made to send these questions about policy formation to the Budget and Finance Committee, for their review.

4. There was a discussion about the Effectiveness Initiative regarding staff utilization and benchmarking. A suggestion was made to send the following question to the Talent Development and Human Resources Committee:

- How can UC ensure that university policy is created that will inform decision-making regarding staff utilization, benchmarking and related topics?

5. There was a discussion about how to provide individuals with a UAnet ID access to issue brief inquiries and their resolutions. A decision was made to give individuals with a UAnet ID access to the issue brief section of the UC SharePoint site and provide a link on the UC website.

6. Three people have stepped down from standing committee chair positions. The Steering Committee discussed the implications for UC. Of concern to the SC is that all three expressed a concern over time limitations making it impossible for them to continue.

7. The Steering Committee discussed the HLC visit. The future nature of the UC and its committees and their formal roles in shared governance/shared leadership was raised during the visit and needs to be resolved. [Will the UC be essentially a body that exists to advise vice presidents or will it be a representative body, recommending policy and engaging in planning?]

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

University Council Steering Committee

MINUTES

MARCH 20, 2013

2:00 – 2:40 PM

MEETING CALLED BY	Tim Lillie, co-chair
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Tim Lillie, Kent Marsden, Steve Sedlock, Mike Sherman Absent with notice: Nancy Roadruck Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:05

CALL TO ORDER

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> The co-chair welcomed Matt Bungard to the Steering Committee. Matt will serve the balance of Sue McKibben’s term ending on April 30, 2014. The co-chair asked for additions to the agenda. The following topics were added: <ul style="list-style-type: none"> Research Committee Issue brief responses from Provost Sherman UC and UCSC meeting schedules for 2013-14 The budget and the budget process The co-chair asked for additions or correction to the March 6th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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2:05 – 2:05

UNFINISHED BUSINESS

TIM LILLIE

DISCUSSION	There were none.
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2:05 – 2:15

ISSUE BRIEFS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> An issue brief regarding a Tobacco Ban was submitted on March 11th by Shelly Keller. The Steering Committee will refer the issue brief to the Physical Environment Committee for consideration. They will be asked to look at current University policy and forward recommendations for new policy, if any, to the Steering Committee. A response was received from Provost Sherman regarding the Student Recreation and Wellness Center being open during home football games. No further action is necessary.
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	<p>3. A response was received from Provost Sherman regarding the name change for Institutional Marketing. He will update the Steering Committee of the steps that will be taken when the appropriate action is clarified by the Secretary of the Board of Trustees.</p> <p>4. The Steering Committee expected an issue brief that was submitted by a member of the University Council. Kim Haverkamp will check SurveyMonkey and email the issue brief to the Steering Committee.</p>
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2:15 – 2:40

NEW BUSINESS

TIM LILLIE

DISCUSSION	<p>1. There was discussion about the Research Committee. Under current operating protocol, the UC still has a research committee until the proposed bylaws are endorsed by the Board of Trustees. One of the constituent groups asked if a member can sit on both the Research Committee and another committee. There is not a rule that states that an individual cannot sit on more than one committee. Kent Marsden will inform the constituent group.</p> <p>2. The Steering Committee reviewed the 2013-14 meeting schedules for the UC and the UC Steering Committee. The UC meeting schedule will be distributed at the April 9th UC meeting. Kim Haverkamp will put the UC meetings on the UC website.</p> <p>3. The Steering Committee reviewed the questions that they sent to the Budget and Finance Committee regarding the budget and the budget process. There was discussion about how the UC Budget and Finance Committee can be involved in the budget process. A suggestion was made to have the Integrated Financial Planning Group (technical issues) and the UC Budget and Finance Committee (policy issues) work together so that both groups are aware of the technical issues and the policy issues surrounding the budget process. Tim Lillie will communicate the suggestion to the Budget and Finance Committee.</p> <p>4. The co-chair asked about the process to create an office and a budget for UC after the proposed bylaws are endorsed by the Board of Trustees. Provost Sherman explained that dependent upon the bylaws endorsement, Capital Planning and Finance & Administration will be asked to make recommendations per the bylaws.</p> <p>The meeting was adjourned at 2:40 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

APRIL 3, 2013

2:00 – 3:05 PM

MEETING CALLED BY	Tim Lillie, co-chair
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Tim Lillie, Kent Marsden, Nancy Roadruck, Steve Sedlock Absent with notice: Mike Sherman Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:05 **CALL TO ORDER** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> The co-chair asked for additions to the agenda. The following topics were added: <ul style="list-style-type: none"> Board of Trustees bylaws review Role of the UC in upcoming issues Role of the Steering Committee in making decisions for the use of resources The co-chair asked for additions or correction to the March 20th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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2:05 – 2:05 **UNFINISHED BUSINESS** **TIM LILLIE**

DISCUSSION	There were none.
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2:05 – 2:25 **ISSUE BRIEFS** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> An issue brief regarding Costs per Student FTE and SCH was submitted on March 18th by David Witt and was emailed to the Steering Committee after the March 20th Steering Committee meeting. The co-chair sent an electronic voting ballot to committee members. Three votes were received to endorse sending the issue brief to the Budget Committee. The issue brief was not sent forward because this type of voting process had not been previously discussed. The Steering Committee discussed the Costs per Student FTE and SCH issue brief and voted to refer it to the Budget and Finance Committee. They will be asked to get the data they need from Institutional Research and send a response to the Steering Committee by April 30th so the Steering Committee can provide a status report to University Council at the May 9th UC meeting.
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	<p>3. An issue brief regarding Effectiveness Initiatives Committees was submitted on March 22nd by Peggy Walchalk on behalf of SEAC. The Steering Committee voted to refer the issue brief to Provost Sherman requesting that he provide names of the committee chairs and members of the effectiveness committees to Peggy Walchalk and the Steering Committee.</p>
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2:25 – 3:05

NEW BUSINESS

TIM LILLIE

<p>DISCUSSION</p>	<ol style="list-style-type: none"> 1. The Steering Committee discussed ways to ensure that future creation of committees go through University Council. The University Council would expect that before policies for operational issues are ready to be implemented, the UC would have the opportunity to review and make formal recommendations to the President. The Steering Committee voted to send their understanding of how this should operate to President Proenza and Provost Sherman. 2. New members were certified by the Steering Committee: Member Update 4-3-13 Kim Haverkamp will send notification to SEAC and CPAC. 3. The co-chair provided an update on the bylaws. The Steering Committee received a letter from President Proenza stating that he will review the proposed bylaws and forward them to the Rules Committee of the Board of Trustees. 4. The Steering Committee discussed having a representative attend Board of Trustees meetings for informational purposes. 5. The co-chair informed the Steering Committee that a request to have a transcriptionist at each UC meeting was denied as well as a request to include information in an Email Digest announcement. 6. The co-chair asked the Steering Committee to think about how to develop a bylaws implementation plan. Kim Haverkamp will add this topic to the UC Steering Committee agenda. <p>The meeting was adjourned at 3:05 by unanimous consent.</p>
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University Council Steering Committee

MINUTES

APRIL 17, 2013

2:00 – 2:15 PM

MEETING CALLED BY	Tim Lillie, co-chair
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Tim Lillie, Steve Sedlock, Mike Sherman Absent with notice: Kent Marsden Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:05

CALL TO ORDER

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The co-chair asked for additions or correction to the April 3rd Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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2:05 – 2:10

UNFINISHED BUSINESS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. The UC Proposed Bylaws are scheduled to be on the Board of Trustees agenda for June. The co-chair has communicated to President Proenza that he is willing to discuss University Council with the President and the Board of Trustees. The topic, Bylaws Implementation Plan, will continue to be a Steering Committee agenda item until further notice. 2. The Steering Committee has invited standing committee members to attend the May 14th University Council meeting. It was decided that the meeting will include a discussion of how the University Council operates as well as an orientation for new members of the UC and standing committees. Kim Haverkamp will update the University Council Overview PowerPoint presentation and send it to the Steering Committee.
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2:10 – 2:10

ISSUE BRIEFS

TIM LILLIE

DISCUSSION	There were none.
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<p>DISCUSSION</p>	<ol style="list-style-type: none">1. There will be a vacant at large member position because Steve Sedlock’s term ends on April 30th. The Steering Committee decided to email UC members to ask for nominations for the vacant secretary position and at large member position. Term of appointment will end on April 30, 2014 for the secretary position and April 30, 2015 for the at large member position. Members may nominate themselves. The elections will be held at the May 14th UC meeting. Kim Haverkamp will email UC members asking for nominations.2. Letters recognizing members for their service on University Council will be sent to members whose term expires on April 30th and members that resign from service.3. A member update is attached: Member Update 4-17-134. Constituent groups have been asked to send names and email addresses of new UC and standing committee members to Kim Haverkamp by May 1st. <p>The meeting was adjourned at 2:15 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

MAY 1, 2013

2:00 – 2:30 PM

MEETING CALLED BY	Tim Lillie, co-chair
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Tim Lillie, Kent Marsden, Mike Sherman Absent with notice: Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:05 **CALL TO ORDER** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> 1. The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The co-chair asked for additions or correction to the April 17th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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2:05 – 2:10 **UNFINISHED BUSINESS** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> 1. The UC Proposed bylaws are scheduled to be on the Board of Trustees Rules Committee agenda in June. 2. The Steering Committee reviewed and approved the University Council Overview PowerPoint. The UC Overview presentation will be added to the Steering Committee Report section of the May 14th UC agenda. Co-chair Lillie will give the presentation and provide an update of the bylaws process.
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2:10 – 2:25 **ISSUE BRIEFS** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> 1. A response was received from William Viau, Associate Vice President for Talent Development and Human Resources, regarding the University Council Service Recognition Proposal. The topic will be added to the Unfinished Business section of the May 14th UC agenda. UC members will be provided with the original motion and the response for the meeting. 2. The Steering Committee reviewed a response regarding the Effectiveness and Efficiency Initiatives Committees issue brief. A list of the chairs and members of the Effectiveness and Efficiency initiatives were sent to the University campus community via an email from Provost Sherman and CFO David Cummins on
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	<p>April 16th. A link to the list is attached: Effectiveness, efficiency, and productivity initiatives.</p> <p>3. Per the Staff Employees Advisory Committee’s (SEAC) request regarding the Effectiveness and Efficiency initiatives, Provost Sherman sent a response to the chair of SEAC addressing the request. Kim Haverkamp will update the issue brief status.</p>
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2:25 – 2:30 NEW BUSINESS TIM LILLIE

DISCUSSION	<p>A suggestion was made to hold elections for the UC Steering Committee secretary and at large member positions at the June meeting to allow newly elected standing committee chairs the opportunity to be nominated for the positions. The Steering Committee decided to hold the elections at the May 14th UC meeting as originally planned.</p> <p>The Steering Committee reviewed and approved the May 14th UC agenda with the following additions:</p> <ul style="list-style-type: none"> • Steering Committee Report and UC Overview • UC Service Recognition Proposal Response (Unfinished Business section) <p>The meeting was adjourned at 2:30 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

MAY 15, 2013

2:00 – 2:45 PM

MEETING CALLED BY	Mike Sherman, co-chair
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Kent Marsden, vice chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Nate Kerr, Kent Marsden, Suzanne Testerman, Mike Sherman Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:05

CALL TO ORDER

KENT MARSDEN

DISCUSSION	<ol style="list-style-type: none"> The vice chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The vice chair asked for additions or correction to the May 1st Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website. Co-chair Sherman explained that the Effectiveness and Efficiency Initiatives were created to make recommendations about the FY14 budget process. It was anticipated that the activities of these initiatives would fold into the appropriate UC standing committees. The vice president of each UC standing committee has received input from UC members about the activities of the Effectiveness and Efficiency Initiatives for which they are involved. The initiatives are expected to end in May.
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2:05 – 2:25

UNFINISHED BUSINESS

KENT MARSDEN

DISCUSSION	<ol style="list-style-type: none"> The Steering Committee discussed the open co-chair seat. It was decided that vice chair Marsden will co-convene the University Council and Steering Committee meetings with co-chair Sherman. The election for UC Steering Committee co-chair will take place after the Board of Trustees decision on the proposed bylaws. Kent Marsden will draft a letter to thank Tim Lillie for his service as co-chair of the Steering Committee. The UC proposed bylaws should be scheduled to be on the Board of Trustees Rules Committee agenda in June. The operating protocol for annual membership appointments and elections that were passed at the May 14th University Council meeting will go into effect immediately as an interim solution, pending the Board of Trustees' decision on the proposed bylaws.
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	<ol style="list-style-type: none"> 4. USG appoints members to University Council at the beginning of the fall semester. A suggestion was made to help USG change the date of their election to correspond with the University Council year, so USG members elected to University Council will have the opportunity to be elected to Steering Committee positions at the June 2014 UC meeting. 5. Kim Haverkamp will send notification to Bill Viau that the University Council voted to accept his response to the UC Service Recognition Proposal at the May 14th UC meeting. 6. The Steering Committee reviewed the response from the Budget and Finance Committee regarding participation in the budget process. No further action is necessary.
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2:25 – 2:35

ISSUE BRIEFS

KENT MARSDEN

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee reviewed the response from the Budget and Finance Committee regarding the Cost per Student FTE and SCH issue brief. No further action is required. Kim Haverkamp will send the response to the issue brief author. 2. The Steering Committee discussed the process for reviewing future issue briefs. A suggestion was made to ask the author about the purpose of the action requested to ensure that there is a stated purpose for the issue brief response.
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2:35 – 2:45

NEW BUSINESS

KENT MARSDEN

DISCUSSION	<ol style="list-style-type: none"> 1. A suggestion was made to add the topic, 2012 – 2013 University Council Debrief, to the June 4th University Council agenda. This will be a discussion to gain feedback and guidance from UC members. Kim Haverkamp will add the topic to the UC agenda. <p>Meeting adjourned at 2:45 p.m.</p>
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University Council Steering Committee

MINUTES

MAY 29, 2013

2:00 – 3:00 PM

MEETING CALLED BY	Kent Marsden, vice chair/co-convener
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Kent Marsden
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Nathan Kerr, Kent Marsden, Suzanne Testerman Absent with notice: Mike Sherman Other attendees: Kim Haverkamp

Agenda topics

2:00 – 2:10

CALL TO ORDER

KENT MARSDEN

DISCUSSION	<ol style="list-style-type: none"> The vice chair/co-convener asked for additions to the agenda. The topic, Standing Committee Expectation of Reports, was added to new business. The agenda was approved by unanimous consent. The vice chair/co-convener asked for additions or correction to the May 15th Steering Committee minutes. The following change was made in the Issue Brief section. The minutes were approved as corrected by unanimous consent. The Steering Committee discussed the process for reviewing future issue briefs. A suggestion was made to ask the author about the purpose of the action requested to ensure that there is a stated useful purpose for the issue brief response.
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2:10 – 2:30

UNFINISHED BUSINESS

KENT MARSDEN

DISCUSSION	<ol style="list-style-type: none"> Upon the Board of Trustees adoption of the proposed bylaws, the following item will be included in the bylaws: <ul style="list-style-type: none"> Annual membership and elections operating protocol passed by UC at the May 14th meeting Upon the Board of Trustees adoption of the proposed bylaws, the following item may be included in the bylaws: <ul style="list-style-type: none"> Athletics and Recreation standing committee name change to Recreation and Wellness standing committee, pending UC adoption at the June 4th meeting A suggestion was made to hold Steering Committee meetings once per month instead of biweekly.
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University Council Steering Committee

MINUTES

JUNE 12, 2013

2:00 – 2:45 PM

MEETING CALLED BY	Kent Marsden, vice chair/co-convener
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Kent Marsden
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Kent Marsden, Mike Sherman, Suzanne Testerman Absent with notice: Matt Bungard, Nathan Kerr Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:05 CALL TO ORDER KENT MARSDEN

DISCUSSION	<ol style="list-style-type: none"> The vice chair/co-convener asked for additions to the agenda. The topic, Issue Brief Communication, was added. The agenda was approved by unanimous consent. The vice chair/co-convener asked for additions or correction to the May 29th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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2:05 – 2:15 UNFINISHED BUSINESS KENT MARSDEN

DISCUSSION	<ol style="list-style-type: none"> The vice chair/co-convener discussed the bylaws implementation plan at the June 4th UC meeting. On June 10th, members of the BOT Rules Committee were asked to review the University Council proposed bylaws. It is anticipated that the BOT will act upon the proposed bylaws at the August 7th meeting. The Steering Committee continued discussion of the suggestion made at the May 29th UC Steering Committee meeting to change the procedure for electing Steering Committee officers. University Council members would elect members to fill vacant positions on the Steering Committee and then the Steering Committee would hold an election for the specific officer positions. The decision was made to change the procedure. An election to fill the vacant Steering Committee position will be held after the anticipated August BOT decision of the proposed bylaws.
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2:15 – 2:35 ISSUE BRIEFS KENT MARSDEN

DISCUSSION	<ol style="list-style-type: none"> The vice chair/co-convener discussed the Cost per Student FTE and SCH issue brief with Institutional Research. Institutional Research has provided the submitter with the available discipline data. The department data requested is not available. Kent Marsden will respond to the submitter.
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	<p>2. The Steering Committee discussed the issue brief process and communication of issue brief responses to the campus community. The campus community is aware of the existence of the University Council and the UC website. There is an issue brief section on the UC SharePoint site. There is a link on the UC website, University Council Business: Summary of Progress, which summarizes issue brief responses from standing committees. A suggestion was made to change the name of the link to better identify the information. Another suggestion was made to obtain analytics to determine how many people are visiting the website and SharePoint site.</p>
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2:35 – 2:45

NEW BUSINESS

KENT MARSDEN

DISCUSSION	<p>1. The Steering Committee decided to cancel the University Council and Steering Committee meetings in July. The next UC Steering Committee meeting will be on August 7th and the next UC meeting will be on August 13th.</p> <p>2. A decision was made to hold Steering Committee meetings once a month. Kim Haverkamp will send Steering Committee members a revised meeting schedule.</p> <p>The meeting was adjourned at 2:45 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

AUGUST 7, 2013

2:00 – 3:00 PM

MEETING CALLED BY	Kent Marsden, vice chair/co-convener
TYPE OF MEETING	Monthly Meeting
PRESIDER	Kent Marsden
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Kent Marsden, Mike Sherman, Suzanne Testerman Absent with notice: Nathan Kerr Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:05 **CALL TO ORDER** **KENT MARSDEN**

DISCUSSION	<ol style="list-style-type: none"> 1. The vice chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The vice chair asked for additions or correction to the June 12th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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2:05 – 3:00 **UNFINISHED BUSINESS** **KENT MARSDEN**

DISCUSSION	The Steering Committee discussed recommendations from the Board of Trustees Strategic Issues Committee regarding the University Council proposed bylaws. The recommendations will be presented to the University Council at the August 13 th meeting.
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3:00 – 3:00 **ISSUE BRIEFS** **KENT MARSDEN**

DISCUSSION	There were none.
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3:00 – 3:00 **NEW BUSINESS** **KENT MARSDEN**

DISCUSSION	There were none.
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University Council Steering Committee

MINUTES

AUGUST 21, 2013

11:00 AM – NOON

MEETING CALLED BY	Kent Marsden, vice chair/co-convener
TYPE OF MEETING	Special Meeting
PRESIDER	Kent Marsden
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Nathan Kerr, Kent Marsden, Suzanne Testerman Absent with notice: Mike Sherman, Other attendees: Kim Haverkamp

Agenda topics

11:00 – NOON

UNIVERSITY COUNCIL BYLAWS

KENT MARSDEN

DISCUSSION	<ol style="list-style-type: none"> 1. The vice chair called the meeting to order and explained that the purpose of the meeting was to review the updated draft of the University Council proposed bylaws for the new approach to University Council. 2. The Steering Committee discussed the updated proposed UC bylaws document and recommended the addition of bylaws E(e) and a change to bylaw E(2)(a). Kim Haverkamp will send the bylaws document to University Council members and ask for feedback by September 3. The Steering Committee will review the feedback at the September 4 UC Steering Committee meeting.
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University Council Steering Committee

MINUTES

SEPTEMBER 4, 2013 3:00 – 4:15 PM

MEETING CALLED BY	Kent Marsden, vice chair/co-convener
TYPE OF MEETING	Monthly Meeting
PRESIDER	Kent Marsden
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Nathan Kerr, Kent Marsden, Mike Sherman, Suzanne Testerman Absent with notice: Other attendees: Julie Burdick, Kim Haverkamp, Turner Anderson

Agenda topics

3:00 – 3:05 **CALL TO ORDER** **KENT MARSDEN**

DISCUSSION	<ol style="list-style-type: none"> The vice chair asked for additions to the agenda. The topic, Overnight Parking Fee was added to issue briefs. The vice chair asked for additions or correction to the August 7 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The vice chair asked for additions or correction to the August 21 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.
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3:05 – 4:10 **UNFINISHED BUSINESS** **KENT MARSDEN**

DISCUSSION	<ol style="list-style-type: none"> The Steering Committee discussed the constituent group feedback of the UC Proposed Bylaws. The feedback is attached: UC Proposed Bylaws Feedback, including Faculty Senate, GSG, SEAC and CPAC; SEAC Recommendations, and VP Curtis Recommendations. Kim Haverkamp will make revisions to the UC Proposed Bylaws and send them to UC Steering Committee members for feedback. The revised UC Proposed Bylaws is attached: UC Proposed Bylaws after feedback from constituencies 9-4-13. Kim Haverkamp will send the revised UC Proposed Bylaws and the constituent group feedback to UC members prior to the September 10 UC meeting.
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4:10 – 4:15 **ISSUE BRIEFS** **KENT MARSDEN**

DISCUSSION	<p>The Steering Committee reviewed the response from the Office of Academic Affairs regarding the Overnight Parking Fee issue briefs. No further action is required.</p> <p>The meeting was adjourned at 4:15 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

SEPTEMBER 25, 2013 2:00 – 3:00 PM

MEETING CALLED BY	Kent Marsden, vice chair/co-convener
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Mike Sherman, co-chair/co-convener
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Nathan Kerr, Kent Marsden, Mike Sherman, Suzanne Testerman Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:05

CALL TO ORDER

MIKE SHERMAN

DISCUSSION	<ol style="list-style-type: none"> 1. Kent Marsden stepped down from the UC Steering Committee because he is no longer chair of the Recreation and Wellness committee. He will continue to serve as vice chair of the Recreation and Wellness committee. There will be an election to fill the Steering Committee chair and vice chair positions at the Oct. 1 UC meeting. 2. The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 3. The co-chair asked for additions or correction to the September 4 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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2:05 – 2:15

UNFINISHED BUSINESS

MIKE SHERMAN

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee discussed procedures for the Oct. 1 election of officers. The following is a summary of the discussion: <ul style="list-style-type: none"> • Clickers will be used for secret ballot voting • UC members will be notified of the election through the UC meeting notification • UC members will be asked to come to the meeting prepared to make a nomination or self-nomination and nominees will be asked to state their interest to serve • There will be separate nominations and election for each position
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	<p>2. The Steering Committee discussed the UC bylaws. The Steering Committee will make the following motion at the Oct. 1 UC meeting to create a bylaws revision writing committee:</p> <p style="padding-left: 40px;">The Steering Committee moves to create a bylaws revision writing committee consisting of one 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 is a summary of the discussion:</p> <ul style="list-style-type: none"> • The bylaws revision writing committee will consist of one member from each constituency group (CPAC, Faculty Senate, SEAC, GSG and USG) • Constituency groups will be asked to appoint one member to the bylaws revision writing committee during the Oct. 1 UC meeting • The Steering Committee will monitor the progress of the bylaws revision writing committee and provide feedback • The bylaws revision writing committee will appoint one person as point of contact to the Steering Committee • The November UC meeting is scheduled for the 12th • The next BOT meeting is December 11 and board materials are due November 18
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2:15 – 2:30 **ISSUE BRIEFS** **MIKE SHERMAN**

DISCUSSION	There were none.
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2:30 – 3:00 **NEW BUSINESS** **MIKE SHERMAN**

DISCUSSION	<p>The Steering Committee reviewed, revised and approved the Oct. 1 UC agenda.</p> <p>The meeting was adjourned at 3 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

OCTOBER 17, 2013 4:15 – 4:53 PM

MEETING CALLED BY	Stacey Moore, co-chair/co-convener
TYPE OF MEETING	Special Meeting
PRESIDER	Stacey Moore
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Stacey Moore, Mike Sherman, Harvey Sterns, Suzanne Testerman Absent with notice: Nathan Kerr Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

4:15 – 4:20 CALL TO ORDER STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. Provost Sherman welcomed Stacey Moore, co-chair, and Harvey Sterns, vice chair, to the University Council Steering Committee. 2. The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 3. The co-chair asked for additions or correction to the September 25 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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4:20 – 4:30 UNFINISHED BUSINESS STACEY MOORE

DISCUSSION	Matt Bungard is chair of the UC Bylaws Revision Writing Committee. The committee plans to have the revised bylaws document completed by the Oct. 30 UC Steering Committee meeting. The UC Steering Committee will send the revised bylaws document to UC members prior to the Nov. 12 UC meeting.
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4:30 – 4:33 ISSUE BRIEFS STACEY MOORE

DISCUSSION	There were none at this time.
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4:33 – 4:53 NEW BUSINESS STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. A new member update was provided. The roster has been update on the UC SharePoint site and UC website.
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2. The University will hold a Summit on Retention, Nov. 13-14, 2013, to give constituent groups the opportunity to help inform the development of a retention and completion plan.

The Ohio Board of Regents is requiring all Ohio public universities to have a retention and completion plan by June 2014. While the UA retention/completion agenda produced via the Summit will provide action plans to achieve those goals and objectives, components of a Summit-derived plan are likely to be included in a BOT-endorsed plan.

The Steering Committee decided by unanimous consent to have University Council co-sponsor the Summit on Retention with other possible co-sponsors. An email communication will be sent to University Council members.

The meeting was adjourned at 4:53 p.m. by unanimous consent.

University Council Steering Committee

MINUTES

NOVEMBER 1, 2013 1:00 – 2:00 PM

MEETING CALLED BY	Stacey Moore, co-chair/co-convener
TYPE OF MEETING	Special Meeting
PRESIDER	Stacey Moore, co-chair/co-convener
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Nathan Kerr, Stacey Moore, Mike Sherman, Harvey Sterns Absent without notice: Suzanne Testerman Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

1:00 – 1:05 **CALL TO ORDER** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The co-chair asked for additions or correction to the October 1 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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1:05 – 1:35 **UNFINISHED BUSINESS** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. The Bylaws Revision Writing Committee completed a draft of the proposed bylaws. Matt Bungard will send the document to Kim Haverkamp for distribution to UC members prior to the Nov. 12 UC meeting. University Council will discuss and vote on each revision at the Nov. 12 UC meeting. 2. The co-chair provided an update on the Summit on Retention scheduled for Nov. 13 – 14, 2013. University Council is a co-sponsor of the Summit. The Steering Committee was encouraged to attend the special sponsorship session on Nov. 13 at 1:30 p.m. in InfoCision Stadium. Kim Haverkamp will send an invitation to all University Council members.
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1:35 – 1:40 **ISSUE BRIEFS** **STACEY MOORE**

DISCUSSION	There were none at this time.
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DISCUSSION

1. The Steering Committee approved the Nov. 12 UC agenda.
2. The Steering Committee began a discussion about ways to communicate with the campus community. The following topics were suggested:
 - Summit on Retention co-sponsorship
 - The topics coming to UC from VP areas
 - Student Success

The co-chair asked the Steering Committee to continue to think about a communication plan.

3. The chair of the Recreation and Wellness Committee has been scheduled to teach (Spring 2014) at the same time as the monthly University Council meetings. Standing committee chairs are members of University Council and are expected to attend UC meetings. The Steering Committee made a motion to recommend that the Office of Academic Affairs have a discussion with the department chair to determine if the class can be offered at a different time. The motion was passed by unanimous consent.
4. The UC co-chair was invited to meet with the BOT presidential search committee along with representatives from SEAC and CPAC to help the search committee understand viewpoints from UA’s constituent groups.

The meeting was adjourned at 2:20 p.m. by unanimous consent.

University Council Steering Committee

MINUTES

DECEMBER 4, 2013

3:00 – 4:00 PM

MEETING CALLED BY	Stacey Moore, co-chair
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Stacey Moore, co-chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Nathan Kerr, Kent Marsden, Mike Sherman, Suzanne Testerman Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

3:00 – 3:05

CALL TO ORDER

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> The co-chair asked for additions to the agenda. The following topics were added to new business. <ul style="list-style-type: none"> UC Bylaws update Communication to campus about bringing issues to UC Standing Committee goals The agenda was approved by unanimous consent. The co-chair asked for additions or correction to the November 1 Steering Committee minutes. A revision will be made to show that Nathan Kerr attended the meeting. The minutes were approved by unanimous consent.
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3:05 – 3:35

UNFINISHED BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> The Steering Committee discussed absenteeism on the Recreation and Wellness committee. Stacey Moore will talk to the Recreation and Wellness committee chair to obtain more information. She will remind standing committee chairs of the UC attendance procedure at the Dec. 10 UC meeting during the Steering Committee Report. The UC bylaws were sent to President Proenza on November 25 and they are scheduled to be discussed at the Dec. 11 Board of Trustees meeting.
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3:35 – 3:50

ISSUE BRIEFS

STACEY MOORE

DISCUSSION	<p>An issue brief regarding Internet Connectivity was submitted by Thomas Czerny. The Steering Committee will refer the issue brief to Jim Sage, Vice President for Information Technology Services/CIO, for direct response to the author. Vice President Sage will be asked to update UC members on this issue at the Dec. 10 UC meeting.</p>
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3:50 – 4:00

NEW BUSINESS

STACEY MOORE

DISCUSSION

1. The Steering Committee discussed possible changes to the UC website and the issue brief process to provide the campus community with clear communication about how to bring issues to University Council.

Stacey Moore will create a draft of the new process for topic submission.

2. The need for standing committee goals was discussed. The Steering Committee will ask the standing committees to identify a set of goals that align with the strategic plan by January or February. Standing committees will be expected to report on the progress of the goals at each UC meeting.

Stacey Moore will draft the procedure for goals submission.

The following suggestions were made to help the standing committees shape their goals:

- Have an open forum in the Spring to provide interaction between the UC standing committees and the campus community
- Ask constituent groups to obtain ideas from their members and submit them to each standing committee

3. There was a discussion about using Email Digest, MyAkron and Zipmail to get information about UC to the campus community. The communication should be brief and drive people to the UC website. The mode of delivery should reach all constituent groups.

4. The Steering Committee added the following topics to the Dec. 10 UC agenda:

- Issue Brief Process
- Standing Committee Goals

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