

# University Council Steering Committee

## MINUTES

JANUARY 20, 2016

11 – 11:35 PM

LEIGH HALL 413

<b>MEETING CALLED BY</b>	Stacey Moore, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Stacey Moore, chair and Harvey Sterns, vice chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Members:</b> Kristin Koskey, Isaac Lampner, Stacey Moore, Rex Ramsier, Diane Raybuck, Harvey Sterns</p> <p><b>Absent without notice:</b> Brittne Paramore</p>	
<b>Agenda topics:</b>		
11:00 – 11:05	<b>CALL TO ORDER</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The vice 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>The vice chair asked for additions or correction to the December 15 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website and SharePoint site.</li> </ol>	
11:05 – 11:20	<b>UNFINISHED BUSINESS</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	There were none at this time.	
11:20 – 11:40	<b>TOPIC SUBMISSIONS</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>A topic submission regarding Scholarships was submitted by Cynthia Casey. The Steering Committee will refer the topic to Lauri Thorpe, Associate Vice President for Enrollment Management.</li> <li>The Steering Committee reviewed responses from Dr. Scarborough regarding the following UC motions: <ul style="list-style-type: none"> <li>AGB Governance Consultants Visit: The consultants will be providing formal recommendations to our Board for possible action as early as February.</li> <li>Succession and Retirement Planning Report and Recommendations: Bill Viau has been asked to coordinate an assessment that also involved OAA and to bring recommendations forward for discussion by the end of April. The response will be sent to the Talent Development and Human Resources Committee.</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>• University Wellness Statement: Dr. Scarborough endorses adoption of the statement as an overarching philosophy. His office will work with Bill Viau and the Benefits staff on implementation. The response will be sent to the Recreation and Wellness Committee.</li> <li>• Fee Remission for Part-time Staff Dependents: Talent Development and Human Resources will conduct an analysis of the proposal and bring forth a recommendation for Board consideration this spring. The response will be sent to the Talent Development and Human Resources Committee.</li> </ul>
11:40 – 11:35	<p style="text-align: center;"><b>NEW BUSINESS</b></p> <p style="text-align: right;"><b>HARVEY STERNS/ STACEY MOORE</b></p>
Discussion	<ol style="list-style-type: none"> <li>1. A member of the Student Engagement and Success Committee is not able to attend meetings during the spring semester due to a class schedule conflict. The member's term ends in 2018. Should the member's constituent group reappoint someone to fill the seat? The Steering Committee decided that the member should not have to relinquish the seat due to a one-semester conflict. The member: <ul style="list-style-type: none"> <li>• Can voice opinions through email</li> <li>• Cannot designate individuals to substitute for him/her</li> <li>• Cannot vote if not present at the meeting</li> </ul> </li> <li>2. Chair Moore is resigning from University Council because she is leaving the University. In accordance with Roberts Rules of Order, vice chair Sterns will take the chair for the remainder of the term (April 30, 2016). Vice chair Sterns thanked chair Moore for her leadership of the UC and Steering Committee.</li> <li>3. There will be an election at the February 9 UC meeting to replace secretary Testerman for the remainder of the term (April 30, 2016). Kim Haverkamp will add an announcement to the meeting notification email.</li> <li>4. The February 9 UC meeting agenda was approved by unanimous consent.</li> </ol> <p>The meeting was adjourned at 11:35 a.m. by unanimous consent.</p>

# University Council Steering Committee

MINUTES

FEBRUARY 16, 2016

3 – 4:10 PM

LEIGH HALL 413

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Members:</b> Kristin Koskey, Isaac Lampner, Ruth Nine-Duff, Rex Ramsier, Diane Raybuck, Harvey Sterns</p> <p><b>Absent without notice:</b> Brittne Paramore</p>	
<b>Agenda topics:</b>		
3:00 – 3:05 <b>CALL TO ORDER</b> <b>HARVEY STERNS</b>		
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. He asked for additions to the agenda. The topic Sick Leave Bank Proposal was added to unfinished business. The agenda was approved as amended by unanimous consent.</li> <li>2. The chair asked for additions or corrections to the January 20 Steering Committee minutes. The time of adjournment was changed from 11:35 p.m. to 11:35 a.m. The minutes were approved as amended by unanimous consent.</li> </ol>	
3:05 – 3:40 <b>UNFINISHED BUSINESS</b> <b>HARVEY STERNS</b>		
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Chair Sterns and Interim Provost Ramsier met with President Scarborough on February 12 and received the AGB recommendations of the UC Bylaws and a redline version of the current UC Bylaws created by the Office of Academic Affairs. The Board of Trustees is asking the UC to provide feedback and recommendations on the proposed changes. The AGB did not provide a rationale for the proposed changes. <p>The Steering Committee discussed the AGB recommendations of the UC Bylaws and decided to form an ad hoc Bylaws Review and Recommendation Committee at the March 8 UC meeting.</p> <p>Kim Haverkamp will email the bylaws documents to UC members and request nominations for the ad hoc Bylaws Review and Recommendation Committee.</p> </li> <li>2. Per the request of the Talent Development and Human Resources Committee, the Steering Committee will ask Nathan Mortimer to follow up with the Attorney General's Office on his request for an opinion regarding the University's legal ability to provide a Sick Leave Bank.</li> </ol>	

3:40 – 3:45	TOPIC SUBMISSIONS	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> <li>1. A topic submission regarding Training and Professional Development was submitted by Jeanne Similia. The Steering Committee will refer the topic to the Talent Development and Human Resources Committee.</li> <li>2. A topic submission regarding Heat in Folk Hall was immediately sent to PFOC. It was determined that the temperature in the specified classrooms was within the campus set-point. The topic submission author was notified of the response.</li> </ol>	
3:45 – 4:10	NEW BUSINESS	HARVEY STERNS
Discussion	<ol style="list-style-type: none"> <li>1. The Steering Committee discussed an email from the chair of the Budget and Finance Committee regarding secretary support. Per the UC Bylaws, “appointed administrators for support for standing committees are responsible for providing material support to the committee to which they are assigned” (UC Bylaws, January 20, 2015: F2, page 6).</li> <li>2. The Steering committee will send a response to Councilor Lilly regarding his questions about the Draft UA Enterprise Resource Planning (ERP) Committee Charter.</li> </ol> <p>The meeting was adjourned at 4:10 p.m. by unanimous consent.</p>	

# University Council Steering Committee

## MINUTES

MARCH 15, 2016

2 – 2:44 PM

LEIGH HALL 413

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Members:</b> Kristin Koskey, Ruth Nine-Duff, Rex Ramsier, Diane Raybuck, Harvey Sterns</p> <p><b>Absent without notice:</b> Isaac Lampner, Brittne Paramore</p>	
<b>Agenda topics:</b>		
2:00 – 2:05	<b>CALL TO ORDER</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The 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 chair asked for additions or correction to the February 16 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website and SharePoint site.</li> </ol>	
2:05 – 2:05	<b>UNFINISHED BUSINESS</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	There were none at this time.	
2:05 – 2:05	<b>TOPIC SUBMISSIONS</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	There were none at this time	
2:05 – 2:44	<b>NEW BUSINESS</b>	<b>HARVEY STERNS</b>
Discussion	<ol style="list-style-type: none"> <li>1. The attached <a href="#">2015-16 UC Year End Timeline</a> was approved as revised by unanimous consent. The timeline will be sent to UC and standing committee members.</li> <li>2. The Steering Committee reviewed the attached <a href="#">2015-16 Membership Roster</a>, which shows the members with terms expiring on April 30, 2016 (highlighted).  The term is expiring for all Steering Committee members. There will be an election for chair, vice chair and secretary at the May 3 meeting. Constituent groups (CPAC, Faculty Senate, GSG, SEAC and USG) will be asked to select one of their UC representatives to serve on the Steering Committee. Terms for Steering Committee members are for two years except USG and GSG which are for one year.</li> </ol>	

3. The following motion was made:

The Steering Committee will remind standing committee chairs that posting committee minutes is part of the document trail for HLC accreditation. All committee minutes will be made public by posting them to the UC website.

**The motion carried** by unanimous consent.

Kim Haverkamp will post standing committee minutes that are approved by the body to the UC website and the UC SharePoint site.

4. Standing committee goals and annual reports will be posted to the UC website.

5. The Steering Committee reviewed the attached [2016 UC meeting schedule](#) and the [2016 Steering Committee meeting schedule](#).

6. The agenda for the April 12 UC meeting was approved as revised by unanimous consent.

The meeting was adjourned at 2:44 p.m. by unanimous consent.

# University Council Steering Committee

MINUTES

APRIL 19, 2016

3 – 3:45 PM

LEIGH HALL 413

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Members:</b> Kristin Koskey, Ruth Nine-Duff, Isaac Lampner, Diane Raybuck, Harvey Sterns</p> <p><b>Absent with notice:</b> Rex Ramsier</p> <p><b>Absent without notice:</b> Brittne Paramore</p>	
<b>Agenda topics:</b>		
<b>3:00 – 3:05</b>	<b>CALL TO ORDER</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The 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>The chair asked for additions or correction to the March 15 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>	
<b>3:05 – 3:30</b>	<b>UNFINISHED BUSINESS</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>We received the following annual reports. They will be posted to the UC website. Kim Haverkamp will send a reminder to the other committees. <ul style="list-style-type: none"> <li><a href="#">Institutional Advancement Committee</a></li> <li><a href="#">Recreation and Wellness Committee</a></li> <li><a href="#">Student Engagement and Success Committee</a></li> </ul> </li> <li>We received new UC members for Chairs/School Directors. The other constituent groups have provided the following timeline for submitting members: <ul style="list-style-type: none"> <li>Faculty Senate – after May 5 (on FS meeting agenda)</li> <li>CPAC – by April 29</li> <li>SEAC – by April 22</li> <li>GSG – will send shortly (just held elections)</li> <li>USG – after May 5 (when new officers take office)</li> </ul> </li> <li>The UC bylaws response was sent to Dr. Scarborough and Mr. Pavloff on April 14.</li> <li>The Tobacco Free Policy recommendation was sent to Dr. Scarborough on April 15.</li> <li>The May 3 meeting notification will include a note to standing committee chairs to remind them to look at their committee’s area of responsibility and identify topics that should be addressed by their committee.</li> </ol>	

3:30 – 3:30	TOPIC SUBMISSIONS	HARVEY STERNS
DISCUSSION	There were none at this time	
3:30 – 3:45	NEW BUSINESS	HARVEY STERNS
Discussion	<p>1. University Council will use WebEx for summer meetings to allow members that are not on campus to participate via home computer, laptop or mobile device. Ruth Nine-Duff, Kim Haverkamp and Isaac Lampner will attend WebEx training.</p> <p>The summer meetings will be held in Leigh Hall 214 for WebEx. The attached <a href="#">UC meeting schedule for May - December 2016</a> will be sent to members with the May 3 meeting notification.</p> <p>2. The attached <a href="#">UC Annual Calendar for in-depth standing committee reports</a> was reviewed and approved.</p> <p>The Steering Committee will ask the Student Engagement and Success committee to present an in-depth report at the May 3 UC meeting since they did not present in February.</p> <p>3. The agenda for the April 12 UC meeting was approved as revised by unanimous consent.</p> <p>The meeting was adjourned at 3.45 p.m. by unanimous consent.</p>	



# University Council Steering Committee

## MINUTES

MAY 18, 2016

10:35 – 11:35 AM LEIGH HALL 413

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Members:</b> Diane Gorse, Nicole MacPherson, Ruth Nine-Duff, Rex Ramsier, Harvey Sterns</p> <p><b>Absent with notice:</b> Kristin Koskey</p> <p><b>Absent without notice:</b> Isaac Lampner</p>	
<b>Agenda topics:</b>		
10:35 – 10:40	CALL TO ORDER	HARVEY STERNS
<b>DISCUSSION</b>	The chair called the meeting to order.	
10:40 – 11:00	UNFINISHED BUSINESS	HARVEY STERNS
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The attached <a href="#">2015-16 University Council Satisfaction Survey Report</a> was distributed and committee members were asked to bring ideas for improvement to the June 21 Steering Committee meeting. The Steering Committee will present the survey report at a future UC meeting.  Kim Haverkamp will send the survey report to UC and Standing Committee members and will post it to the UC website.</li> <li>The committee discussed the importance of getting a quorum at the June 14 UC meeting. Webex will allow members that are not on campus to participate via home computer, laptop or mobile devise. Ruth Nine-Duff, Kim Haverkamp and Isaac Lampner will attend WebEx training.</li> <li>Kim Haverkamp will follow up with the standing committees that have not submitted annual reports.</li> </ol>	

	<p>4. New Member Update:</p> <ul style="list-style-type: none"> <li>● CPAC – all seats are filled</li> <li>● Faculty Senate – has not appointed new members</li> <li>● USG – has appointed members to the UC (35 member group) and will send new standing committee members as they are appointed</li> <li>● GSG – has appointed a couple members and will send new members as they are appointed</li> <li>● SEAC – has four vacant seats</li> </ul> <p>People are reluctant to serve because they do not think their supervisor will be supportive</p> <ul style="list-style-type: none"> <li>○ The committee discussed the need for supervisors to support and recognize the service. A suggestion was made to give people continuing education credit for serving, if appropriate.</li> </ul>
--	--

<b>11:00 – 11:15</b>	<b>TOPIC SUBMISSIONS</b>	<b>HARVEY STERNS</b>
----------------------	--------------------------	----------------------

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. A proposal to increase the minimum starting salaries of part-time faculty by amending University Rule 3359-20-06 was referred to University Council by Dr. Scarborough. The Steering Committee will refer the topic to the Budget and Finance Committee and the Talent Development and Human Resources Committee.</li> <li>2. A proposal related to Springboard training and resource allocation was referred to University Council by Dr. Scarborough. The Steering Committee will refer the topic to the Information Technology Committee with a request for an assessment of like technologies and a training plan for the upcoming academic year.</li> <li>3. Kim Haverkamp will follow up with Nathan Mortimer regarding the Sick Leave Bank Proposal.</li> </ol>
-------------------	--

<b>11:15 – 11:35</b>	<b>NEW BUSINESS</b>	<b>HARVEY STERNS</b>
----------------------	---------------------	----------------------

Discussion	<ol style="list-style-type: none"> <li>1. The committee discussed the University Council year, May 1 – April 30. The University Council year does not coordinate with the elections of the constituent groups. A suggestion was made to discuss this topic at the June 14 UC meeting.</li> <li>2. The Steering Committee will ask standing committees to submit goals for the University Council year ending on April 30, 2017. Kim Haverkamp will email the goals template to each standing committee.</li> <li>3. The agenda for the June 14 UC meeting was reviewed. The following topics will be added to the agenda: <ul style="list-style-type: none"> <li>● Update on the status of UC Bylaws – Rex Ramsier</li> <li>● Coordination of governance body elections</li> </ul> <p>The agenda was approved as amended by unanimous consent.</p> </li> </ol> <p>The meeting was adjourned at 11:35 a.m. by unanimous consent.</p>
------------	---

# UC Steering Committee Special Meeting

MINUTES

JUNE 8, 2016

3:00 – 3:25

CONFERENCE CALL

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Special Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Members:</b> Diane Gorse, Marjorie Hartleben, Kristin Koskey, Isaac Lampner, Nicole MacPherson, Ruth Nine-Duff, Harvey Sterns</p> <p><b>Absent with notice:</b> Rex Ramsier</p>	
<b>Agenda topics:</b>		
3:00 – 3:05                      CALL TO ORDER                      HARVEY STERNS		
<b>DISCUSSION</b>	<p>The chair called the meeting to order.</p> <p>This is a special meeting to discuss the UC appointments to the Tiger Team.</p>	
3:05 – 3:25                      TIGER TEAM                      HARVEY STERNS		
<b>DISCUSSION</b>	<p>In the <a href="#">June 6 special edition of The Digest</a>, Interim Senior Vice President and Provost Rex Ramsier announced his intention to establish a team drawn from the Faculty Senate, University Council, Deans, Chairs and School Directors and the American Association of University Professors – Akron Chapter to help address the University's challenges.</p> <p>This "Tiger Team" will draw on the expertise and experience of the University community to develop actionable plans to assist in numerous efforts, including enrollment, University governance and finances. It will be led by Dr. Ramsier and will consist of three representatives from the specified groups.</p> <p>The Steering Committee discussed the Tiger Team and the following motion was made:</p> <p style="padding-left: 40px;">The three officers of the University Council will represent the UC on the Tiger Team.  <b>The motion carried</b> by unanimous consent.</p> <p>The following UC officers will serve on the Tiger Team:</p> <ul style="list-style-type: none"> <li>• Harvey Sterns, Chair</li> <li>• Ruth Nine-Duff, Vice Chair</li> <li>• Isaac Lampner, Secretary</li> </ul> <p>A suggestion was made to ask Interim Senior Vice President and Provost Ramsier about the following:</p> <ul style="list-style-type: none"> <li>• Is the size of the Tiger Team too large?</li> <li>• How will the Tiger Team work with the University Council?</li> </ul> <p>The meeting was adjourned at 3:25 p.m. by unanimous consent.</p>	

# University Council Steering Committee

MINUTES

JUNE 21, 2016

3 – 4 PM

LEIGH HALL 413

MEETING CALLED BY	Harvey Sterns, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Harvey Sterns, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<b>Members:</b> Megan Bodenschantz, Diane Gorse, Kristin Koskey, Isaac Lampner, Ruth Nine-Duff, Nicole MacPherson, Rex Ramsier, Harvey Sterns

Agenda topics:

3:00 – 3:05                      CALL TO ORDER                      HARVEY STERNS

DISCUSSION	<ol style="list-style-type: none"> <li>The 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. Approved.</li> <li>The chair asked for additions or correction to the May 18 Steering Committee minutes and June 8 Special Meeting minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>
------------	--

3:05 – 3:25                      UNFINISHED BUSINESS                      HARVEY STERNS

DISCUSSION	<ol style="list-style-type: none"> <li>The Steering Committee discussed ideas for improvement based on the 2015-2016 UC Satisfaction Survey Report. The UC and standing committees should focus on moving forward and showing progress. The following suggestions were discussed: <ul style="list-style-type: none"> <li>Help with standing committee structure/function</li> <li>Meet with standing committee chairs to share best practices and answer questions about goal development</li> <li>Standing committees should report on actions and next steps at each UC meeting</li> </ul> </li> <li>The coordination of governing body elections was discussed. Conversations regarding the coordination of elections should include all constituent groups and any decisions should be made as a campus.</li> <li>The attached <a href="#">UC Bylaws</a> were approved at the June 15 Board of Trustees meeting. The document will go to the BOT Rules Committee.</li> </ol> <p>Interim Provost Ramsier will remind administrators that it is their responsibility to provide support for the standing committee meetings per the approved UC Bylaws.</p>
------------	---

3:30 – 3:45	TOPIC SUBMISSIONS	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> <li>1. The Steering Committee reviewed a response from the Budget and Finance Committee regarding Part-Time Faculty Salaries. The Steering Committee will send a follow-up to the Talent Development and Human Resources Committee with a request to include an analysis of UA’s pay scale by rank and discipline in their response.</li>   <li>2. A topic regarding Dual Credit High School Teacher Training for Grade Submission was received from Timothy Gallagher, Wooster City Schools. The topic will be referred to the Student Engagement and Success Committee with a request to consider the following: <ul style="list-style-type: none"> <li>• How to communicate with dual enrollment faculty in an organized way</li> <li>• Explore idea of opening grade submission earlier to give more flexibility</li> </ul> </li>   <li>3. The Steering Committee reviewed a response from Nathan Mortimer, Vice President for Finance and Administration/CFO, regarding the Sick Leave Bank Policy Proposal. The response will be sent to the Talent Development and Human Resources Committee and the topic submission author.</li> </ol>	
3:45 – 4:00	NEW BUSINESS	HARVEY STERNS
Discussion	<ol style="list-style-type: none"> <li>1. The agenda for the July 12 UC meeting was approved by unanimous consent. Kim Haverkamp will put a reminder on the meeting notification that all committees are expected to report on their actions and next steps at each UC meeting.</li> </ol> <p>The meeting was adjourned at 4 p.m. by unanimous consent.</p>	

# University Council Executive Committee

MINUTES

JULY 19, 2016

3 – 4 PM

LEIGH HALL 413

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Members:</b> Megan Bodenschantz, Diane Gorse, Marjorie Hartleben, Kristin Koskey, Nicole MacPherson, Ruth Nine-Duff, Rex Ramsier, Harvey Sterns</p> <p><b>Absent with notice:</b> Isaac Lampner</p>	
<b>Agenda topics:</b>		
3:00 – 3:05 <b>CALL TO ORDER</b> <b>HARVEY STERNS</b>		
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The 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 chair asked for additions or correction to the June 21 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>	
3:05 – 3:25 <b>UNFINISHED BUSINESS</b> <b>HARVEY STERNS</b>		
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. There was a discussion about interactions between the Tiger Team committees and the UC committees. Interim Provost Ramsier explained that the Tiger Team committees are working on short-term issues and they will give long-term planning issues to the UC committees.</li> <li>2. The Executive Committee discussed standing committee membership. <ul style="list-style-type: none"> <li>• Standing committees need to fill officer positions</li> <li>• It is important for the Budget Committee to be part of the budget process</li> <li>• Kim Cole was appointed to serve as the administrator of the Institutional Advancement Committee</li> <li>• Aimee DeChambeau was appointed to fill the dean vacancy on the Information Technology Committee</li> </ul> <p>Per Bylaw G(1)(f), a quorum is the majority of members in filled seats. All standing committees can now hold meetings.</p> </li> <li>3. The UC Bylaws document is in rule format for the August BOT meeting. Shared governance will be part of the next HLC visit. All UC committees need to plan, implement and follow through on issues that will help the institution. It is a good time to get energized about UC work.</li> </ol>	

	<p>4. Interim Provost Ramsier provided the following updates:</p> <ul style="list-style-type: none"> <li>• The smoke-free policy recommendation motion: The policy recommendation is in draft rule format. The draft rule will be discussed with the bargaining units and is expected to go to the BOT in December.</li> <li>• Professional Development and Leadership Training Opportunities motion: Lakeesha Ransom has been asked to develop a plan to provide training opportunities for institutional personnel</li> </ul> <p>5. The UC Executive Committee will schedule a UC Leadership Roundtable for standing committee officers. Kim Haverkamp will draft an invitation for UCEC review.</p>	
3:25 – 3:45	<p><b>TOPIC SUBMISSIONS</b></p>	<p><b>HARVEY STERNS</b></p>
<b>DISCUSSION</b>	<p>There were none at this time.</p>	
3:45 – 4:00	<p><b>NEW BUSINESS</b></p>	<p><b>HARVEY STERNS</b></p>
Discussion	<p>1. The in-depth standing committee report schedule was discussed. A motion was made to move the Budget and Finance Committee report to September (was October). The motion passed by unanimous consent.</p> <p>The Physical Environment Committee report will be added to the schedule at a later date (was September).</p> <p>2. The agenda for the August 9 UC meeting was approved by unanimous consent.</p> <p>3. The meeting was adjourned at 4 p.m. by unanimous consent.</p>	

# University Council Executive Committee

MINUTES

AUGUST 16, 2016

3 – 4:30 PM

LEIGH HALL 413

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Members:</b> Megan Bodenschantz, Diane Gorse, Marjorie Hartleben, Kristin Koskey, Isaac Lampner, Ruth Nine-Duff, Rex Ramsier, Harvey Sterns</p> <p><b>Absent with notice:</b> Rex Ramsier, Michael Spayd</p>	
<b>Agenda topics:</b>		
3:00 – 3:05	CALL TO ORDER	HARVEY STERNS
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. The topic Physical Environment Requests was added to Topic Submissions. The agenda was approved as amended by unanimous consent.</li> <li>2. The chair asked for additions or correction to the July 19 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>	
3:05 – 3:25	UNFINISHED BUSINESS	HARVEY STERNS
<b>DISCUSSION</b>	The attached UC Standing Committee In-Depth Report Calendar was revised. The Budget and Finance Committee will present a report in September and the Physical Environment Committee will present a report in December.	
3:25 – 3:45	TOPIC SUBMISSIONS	HARVEY STERNS
<b>DISCUSSION</b>	<p>The following requests will be referred to the Physical Environment Committee:</p> <ul style="list-style-type: none"> <li>• A request from the Graduate Council to move the Graduate School from the Polsky Building to Leigh Hall, 5<sup>th</sup> floor.</li> <li>• A request from John Green to move Geography from CAS to Crouse Hall, rooms 213 and 317.</li> </ul>	
3:45 – 4:00	NEW BUSINESS	HARVEY STERNS
Discussion	<ol style="list-style-type: none"> <li>1. There was a discussion about ways to improve the visibility of the University. There was a suggestion that this be an area of focus for the UC Communications Committee.</li> </ol>	



2. Standing committees should take all members schedules into consideration when scheduling committee meetings. Kim Haverkamp will send an email to the standing committees regarding meeting schedules, elections and the deadline for goal submission.
3. President Wilson is attending the September 13 UC meeting. The topic, President's Remarks, will be added to the agenda. The agenda was approved as amended by unanimous consent.
4. The Executive Committee discussed enhancing relationships and communications between students and support staff in the Office of Student Finance Aid. The topic will be referred to the Student Engagement and Success Committee.
5. There was a discussion about insurance for international students. The University of Akron requires that all international students purchase medical health insurance through UA's Student Health Plan for several reasons, including:
  - Health care can be very costly in the US
  - The US does not have a national health care plan
  - Health services may be restricted if they do not have health insurance
  - Health insurance is a Federal Immigration requirement
6. The meeting was adjourned at 4:30 p.m. by unanimous consent.

# University Council Executive Committee

## MINUTES

SEPTEMBER 20, 2016 3 – 4:30 PM

LEIGH HALL 413

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Members:</b> Megan Bodenschantz, Kristin Koskey, Isaac Lampner, Ruth Nine-Duff, Rex Ramsier, Michael Spayd, Harvey Sterns</p> <p><b>Absent with notice:</b> Diane Gorse, Marjorie Hartleben</p>	
<b>Agenda topics:</b>		
3:00 – 3:05                      CALL TO ORDER                      HARVEY STERNS		
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The chair called the meeting to order. He asked for additions to the agenda. The topics Food Pantry and Budget and Finance Committee were added to the agenda. The agenda was approved as amended by unanimous consent.</li> <li>The chair asked for additions or correction to the August 16 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>	
3:05 – 3:30                      UNFINISHED BUSINESS                      HARVEY STERNS		
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Membership Update: There are nine vacant seats on UC committees. <ul style="list-style-type: none"> <li>Communications – Faculty Senate</li> <li>Information Technology – USG</li> <li>Institutional Advancement – Faculty Senate, SEAC</li> <li>Physical Environment – USG (2)</li> <li>Recreation and Wellness – Dean, GSG</li> <li>Talent Development &amp; Human Resources – USG</li> </ul> Kim Haverkamp will send a reminder to the Constituent Groups. </li> <li>USG stated that their vacancies are at-large seats which are difficult to fill. A suggestion was made to contact student organizations in the committee’s discipline to find student leaders that may want to get involved.</li> </ol>	

3:30 – 4:00	TOPIC SUBMISSIONS	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> <li>1. A topic submission regarding the creation of a food pantry on campus was submitted by a student organization. There was discussion about legal issues, safety issues, the campus location and possible competition with the local food pantry. The UCEC commends the student organization for wanting to help students in need. The following suggestions were made: <ul style="list-style-type: none"> <li>• UA students could volunteer at the local food bank</li> <li>• The local food bank could open a remote location on campus and UA students could run it</li> </ul> <p>The topic will be referred to the Recreation and Wellness Committee.</p> </li> <li>2. A topic submission regarding a smoke-free campus was submitted by a student. The Recreation and Wellness Committee recommended a tobacco-free policy that was supported by UC. A draft rule is expected to go to the Board of Trustees in December. A reply will be sent to the author.</li> <li>3. There was a discussion about communication and education prior to implementing the tobacco-free policy to help faculty, staff and students understand the policy and find cessation resources/services. The topic will be referred to the Recreation and Wellness Committee.</li> <li>4. The committee reviewed topic submissions that do not have a response. Kim Haverkamp will request a progress update from the appropriate committees.</li> </ol>	
4:00 – 4:30	NEW BUSINESS	HARVEY STERNS
Discussion	<ol style="list-style-type: none"> <li>1. There was a discussion about the Budget and Finance Committee’s in-depth report to UC and the role of Ernst and Young to help UA find ways to save money and generate revenue.</li> <li>2. There was a discussion about the Budget and Finance Committee’s role in UC. If UC committees make a recommendation that has budget implications, the Budget and Finance Committee should be consulted.</li> <li>3. There was a discussion about confidentiality of committee deliberations. Members should honor the process and only share information in the approved minutes. This topic will be addressed at the October 11 combined UC/Standing Committee meeting.</li> <li>4. The October 11 agenda was approved by unanimous consent. A larger room will be obtained for the meeting.</li> <li>5. The meeting was adjourned at 4:30 p.m. by unanimous consent.</li> </ol>	

# University Council Executive Committee

## MINUTES

OCTOBER 18, 2016

3 – 5:20 PM

LEIGH HALL 413

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Members:</b> Megan Bodenschantz, Diane Gorse, Marjorie Hartleben, Kristin Koskey, Isaac Lampner, Ruth Nine-Duff, Michael Spayd, Harvey Sterns</p> <p><b>Absent with notice:</b> Rex Ramsier</p>	
<b>Agenda topics:</b>		
<b>3:00 – 3:05</b>	<b>CALL TO ORDER</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The chair called the meeting to order. The topic, UC Representation at Special Board of Trustees Meeting, was added to the agenda. The agenda was approved as amended by unanimous consent.</li> <li>The chair asked for additions or correction to the September 20 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>	
<b>3:05 – 4:40</b>	<b>UC REPRESENTATION AT SPECIAL BOARD OF TRUSTEES MEETING</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<p>The Board of Trustees requested that three representatives from the University Council attend the Special Board Meeting on October 19 and orally discuss with the Board in executive session the Board’s intent to remove the “Interim” titles of both Matthew J. Wilson and Rex D. Ramsier.</p> <p>Interim Provost Ramsier recused himself from the discussion.</p> <p>The chair shared feedback from University Council members and Executive Committee members shared feedback from their constituency groups. There was discussion about the feedback and the Board’s intent to remove the “Interim” titles.</p> <p>The following motion was made regarding representation at the meeting:</p> <p style="padding-left: 40px;">The three officers of University Council will represent the UC at the Special Board Meeting.  <b>The motion carried</b> by unanimous consent.</p> <p>The following UC officers will attend the October 19 Special Board Meeting:</p> <ul style="list-style-type: none"> <li>• Harvey Sterns, Chair</li> <li>• Ruth Nine-Duff, Vice Chair</li> <li>• Isaac Lampner, Secretary</li> </ul>	

The following motion was made regarding the message to the Board of Trustees:  
 The University Council Executive Committee requested feedback from the constituency groups on the matter and consulted with individuals who are members of the constituency groups that UC represents. The individuals who responded represent a small number given the insufficient time provided for deliberation by the Board of Trustees.

The UC Executive Committee finds the time provided to gauge the level of support to be insufficient. Also, although there is evidence of students receiving the Interim President positively, there are differences in opinions across other constituency groups regarding a recommendation as whether to remove Interim from the titles for both the President and Provost for the following reasons:

- Insufficient time for deliberation to provide for shared governance
- The setting of a precedence for the process for other Interim positions
- Lack of performance data shared with constituency groups to provide for an informed decision
- Concerns and questions regarding the process
- Questions regarding whether the decision should be made after the Ernst & Young analysis is distributed should this decision impact the budget and finances of the institution
- Concerns regarding the lack of transparency from the Board of Trustees
- Questions regarding the purpose(s) of removing the Interim titles at this point in time

Also, the UC Executive Committee would like to note that the Board of Trustees did not formally ask the students for input, who are the largest constituency group on campus. The UC Executive Committee voted to have a student representative in attendance today to represent this group.

**The motion carried** by unanimous consent.

4:40 – 5:15

TOPIC SUBMISSIONS

HARVEY STERNS

DISCUSSION

1. A topic submission regarding renewable energy was received from Nick Golina. The topic will be referred to the Physical Environment Committee.
2. The Recreation and Wellness Committee provided a response regarding the food pantry. The Executive Committee reviewed the response and it will be sent to the author. Harvey Sterns will contact the author about a possible collaboration with Mature Services.
3. Godfrey Ovwigho informed the Executive Committee that the ITS Department has discussed cell service at Wayne College with Verizon. He will add this topic to the Information Technology Committees goals.
4. There was a discussion about President Wilson’s suggestion to look at ways to reduce textbook costs (Oct. 11 UC minutes). The development of a special committee will be discussed at the Nov. 8 UC meeting. USG is also discussing this topic and will send any policy recommendation to UC.

Discussion

1. There was discussion about a Faculty Senate proposal to establish a Budget Committee. There are FS representatives on the UC Budget and Finance Committee. The UC chair will contact the FS chair to discuss collaboration.
2. The following information was shared regarding a Tiger Team proposal to add representatives from FS, AAUP, UA chairs and UC as non-voting members to the Board of Trustees committees:
  - Finance and Administration (one member from UC)
  - Strategic Issues (one member from UC)
  - Personnel and Compensation (one member from any of these groups, chosen by the representatives of these groups)
  - Academic Issues and Student Success (one member from FS and one member from AAUP)
  - Personnel and Compensation (one member from UA chairs)
3. Office directories have been installed in Zook Hall. There was discussion about the need for a directory on each floor that identifies the location of faculty offices. Kristen Koskey will discuss this recommendation with the College of Education dean.
4. There was a question about how the situation is addressed when a committee is not meeting on a regular basis. Standing Committees are sending their approved minutes to Kim Haverkamp to post to the UC Website and SharePoint site (per March 15, 2015 UCEC minutes). Kim will inform the Executive Committee if a standing committee is not submitting minutes on a regular basis. She is also tracking member attendance per the submitted minutes and will inform the appropriate constituency group when a member has missed more than three meetings without notice, per UC Bylaw D(9)(a)(iii).
5. The Executive Committee reviewed the agenda for the November 8 UC meeting. The topic, ad hoc Textbook Committee, will be added to the agenda. The agenda was approved as amended by unanimous consent.

The meeting was adjourned at 5:20 p.m. by unanimous consent.

# University Council Executive Committee (UCEC)

MINUTES

NOVEMBER 15, 2016 3 – 4 PM

LEIGH HALL 413

<b>MEETING CALLED BY</b>	Harvey Sterns, chair
<b>TYPE OF MEETING</b>	Monthly Meeting.
<b>PRESIDER</b>	Harvey Sterns, chair
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p><b>Members:</b> Megan Bodenschantz, Isaac Lampner, Ruth Nine-Duff, Rex Ramsier, Michael Spayd, Harvey Sterns</p> <p><b>Absent with notice:</b> Marjorie Hartleben, Kristin Koskey</p> <p><b>Absent without notice:</b> Diane Gorse</p>
<b>Agenda topics:</b>	
3:00 – 3:05	CALL TO ORDER HARVEY STERNS
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The chair called the meeting to order. He asked for additions to the agenda. The following topics were added to the agenda:             <ol style="list-style-type: none"> <li>Student Financial Aid Topic Submission Response</li> <li>Food Pantry Update</li> <li>UC &amp; UCEC Meeting Schedules (Jan – Apr, 2017)</li> <li>Early College High School</li> </ol> <p>The agenda was approved as amended by unanimous consent.</p> </li> <li>The chair asked for additions or correction to the October 18 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>
3:05 – 3:25	UNFINISHED BUSINESS HARVEY STERNS
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Faculty Senate Budget Committee Update: Chair Sterns discussed possible collaboration with the Faculty Senate chair.             <p>A suggestion was made to appoint two councilors to the UC Budget and Finance Committee that are knowledgeable about budget issues. After a discussion about committee appointments and the UC bylaws, it was determined that a committee chair can invite knowledgeable people to attend committee meetings, but they cannot be appointed as non-voting members of the committee. Chair Sterns will inform the Budget and Finance Committee chair of this decision.</p> </li> <li>Committee Goals Workshop: The UCEC reviewed the attached <a href="#">Committee Goals Alignment Workshop proposal</a>. A suggestion was made to hold the workshop at the beginning of the UC year (May) to assist committees with goal development. A suggested timeline will be sent to the Talent Development and Human Resources Committee.</li> </ol>

3:25 – 3:45

TOPIC SUBMISSIONS

HARVEY STERNS

<b>DISCUSSION</b>	<p>The Student Engagement and Success Committee requested clarification regarding the Office of Student Financial Aid topic submission.</p> <p>The following was discussed:</p> <ul style="list-style-type: none"> <li>• Communication to students about services/deadlines/contacts</li> <li>• Customer service</li> <li>• Information for faculty/staff about work study</li> <li>• Information for faculty about procedure to provide scholarships to students</li> <li>• What can the University do to help Financial Aid staff</li> <li>• Tuition bill deadline is different for fall/spring</li> <li>• Information session at New Student Orientation about how to pay the bill, payment options, tips/tricks for paying the bill, etc.</li> </ul> <p>The topic will be referred to the Office of Academic Affairs.</p>
-------------------	---

3:45 – 4:00

NEW BUSINESS

HARVEY STERNS

Discussion	<ol style="list-style-type: none"> <li>1. The attached <a href="#">University Awards</a> process was discussed. Last year only a few of the award categories received nominations. <p>The following suggestion was made:</p> <ul style="list-style-type: none"> <li>• Allow students to make nominations where appropriate (Outstanding Teacher, Student Success, Outstanding Faculty-Mentor of First-Year Students)</li> </ul> <p>An ad hoc committee will be established at the December 6 UC meeting. The ad hoc committee should include a representative from each constituent group.</p> </li> <li>2. Food Pantry Update: This topic was referred to the Recreation and Wellness Committee and the attached <a href="#">Food Pantry response</a> was reviewed by the UCEC and provided to the student organization that made the request. <p>The UCEC has been informed that the Vice President of Student Success is working with the Salvation Army to staff a food pantry on campus. A formal proposal is required before implementation. The UCEC is awaiting the proposal.</p> </li> <li>3. Provost Ramsier shared the attached information about the establishment of an <a href="#">Early College High School</a> (ECHS) at the Portage Lakes Career Center. The ECHS is a collaboration between CAST, KnowledgeWorks and Akron Public Schools. The first cohort will be established in spring/summer 2017.</li> <li>4. The agenda for the December 6 UC meeting was discussed. The topic, ad hoc University Awards Committee, will be added. The agenda was approved as amended by unanimous consent.</li> <li>5. The attached <a href="#">UC</a> and <a href="#">UCEC</a> meeting schedules (Jan–Apr 2017) were distributed.</li> </ol> <p>The meeting was adjourned at 4:15 p.m. by unanimous consent.</p>
------------	--



# University Council Executive Committee (UCEC)

MINUTES

DECEMBER 13, 2016 3 – 4 PM

LEIGH HALL 413

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting.	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<b>Members:</b> Megan Bodenschantz, Diane Gorse, Ruth Nine-Duff, Rex Ramsier, Michael Spayd, Harvey Sterns <b>Absent with notice:</b> Marjorie Hartleben, Isaac Lampner, Kristin Koskey	
<b>Agenda topics:</b>		
<b>3:00 – 3:05</b>	<b>CALL TO ORDER</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The 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 chair asked for additions or correction to the November 15 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>	
<b>3:05 – 3:35</b>	<b>UNFINISHED BUSINESS</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The UCEC asked the Talent Development and Human Resources Committee to facilitate the Goals Alignment Workshop at the beginning of the UC year (possibly in May) to assist committees with goal development for the 2017-2018 UC year (May – April). TDHR has asked that the workshop be moved up to an earlier date (possibly April).</li> <li>2. John Messina provided UCEC with a clarification about the food pantry topic. The Salvation Army approached Dr. Messina about partnering with UA on a number of initiatives. Dr. Messina forwarded information regarding a food pantry to the UC Recreation and Wellness Committee.  The UCEC discussed the possibility of using meal plans to help students in need. The director of the Salvation Army previously established a similar program with San Diego State University. Provost Ramsier will obtain meal plan information for discussion at the January 17 UCEC meeting.</li> <li>3. The following UC members volunteered to be on the ad hoc University Awards Committee. The Committee will be asked to determine ways to market and administer the awards.             <ul style="list-style-type: none"> <li>• Michelle Byrne</li> <li>• Kris Koskey</li> <li>• Michael Spayd</li> <li>• Harvey Sterns</li> </ul> </li> </ol>	

	<p>It was mentioned that the Colleges have their own awards. A suggestion was made that a competition among the college winners may be an appropriate option for some of the University awards.</p> <p>A request for additional committee members will be sent to the University Council and the campus community via the Digest.</p>
3:35 – 3:35	<p style="text-align: center;"><b>TOPIC SUBMISSIONS</b></p> <p style="text-align: right;"><b>HARVEY STERNS</b></p>
<b>DISCUSSION</b>	There were none at this time.
3:35 – 4:00	<p style="text-align: center;"><b>NEW BUSINESS</b></p> <p style="text-align: right;"><b>HARVEY STERNS</b></p>
Discussion	<ol style="list-style-type: none"> <li>1. The UCEC will change “Unfinished Business” on the UC agenda to “Action Items” so UC business requiring a vote will take place at the beginning of the meeting. Committees will be asked to provide action items in advance and supporting documents will be sent with the meeting notification.</li> <li>2. The UCEC should be prepared to meet with the HLC team. We want to show them that UC committees are functioning. The team will want to know how we have changed or how we are changing to move forward.</li> <li>3. Ernst &amp; Young has been hired to provide expertise and staffing resources to help us implement initiatives in the University’s Transformation Plan.</li> <li>4. The agenda for the January 10 UC meeting was approved by unanimous consent.</li> </ol> <p>The meeting was adjourned at 4 p.m. by unanimous consent.</p>