

University Council Executive Committee

MINUTES

JANUARY 22, 2019

2:30 – 3:30 PM

LEIGH HALL 413

MEETING CALLED BY	Phil Allen, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Phil Allen, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier, Linda Saliga, Harvey Sterns</p> <p>Absent without notice: Taylor Bennington, Hailey Cargill</p>	
Agenda topics:		
2:30 – 2:35	CALL TO ORDER	PHIL ALLEN
DISCUSSION	<ol style="list-style-type: none"> 1. The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The chair asked for additions or correction to the November 20 Executive Committee minutes. Linda Saliga’s absence will be changed to “absent with notice.” The minutes were approved as amended by unanimous consent. 	
2:35 – 2:40	UNFINISHED BUSINESS	PHIL ALLEN
DISCUSSION	A CPAC representative has missed three UC meetings without notice. Kim will inform CPAC President Anthony Colucci.	
2:40 – 2:40	TOPIC SUBMISSIONS	PHIL ALLEN
DISCUSSION	There were none at this time.	
2:40 – 3:30	NEW BUSINESS	PHIL ALLEN
Discussion	<ol style="list-style-type: none"> 1. The Presidential Advisory and Screening Committee will conduct three discussions with internal and external University constituencies on Fri., Jan. 25. The purpose of these discussions is to solicit input concerning the proposed criteria, process and scheduling of the search. <p>University Council has been invited to attend the session at 10:30 a.m. in Student Union 316. UC Chair, Phil Allen, will speak on behalf of the UC. UC members are welcome to attend as space permits.</p> <p>The campus community has been invited to share their thoughts through a forum on the Presidential Search website, www.uakron.edu/presidential-search.</p>	

2. There was a discussion about student healthcare. Approximately 200 students were affected when the insurance company went out of business.

The following were discussed:

- Students are upset that a new healthcare plan will cost more money
- Without a large group to spread out the cost, the coverage will cost more
- Students earning under \$16,000 are eligible for Medicaid
- Students earning over \$16,000 are eligible for an Affordable Care Act health plan

The following suggestions were made:

- Provost Ramsier will discuss the idea of starting a consortium with other Universities for student healthcare at an Inter-University Council of Ohio (IUC) Provosts Committee meeting
- The Talent Development and Human Resources Office of Benefits Administration may have ideas to help find healthcare options
- Matt Beaven, Purchasing, may have ideas to help find healthcare options
- Going forward, UA could remind students of the annual enrollment period

Phil Allen will provide an update on student healthcare at the Feb. 12 UC meeting.

3. The Executive Committee will ask standing committees to provide updates on outstanding topic submissions during their monthly committee reports.
4. There was a discussion about the parking lots that are closed all day for evening basketball games. What time do people arrive for the 7:30 p.m. games? Can parking ask people to move their car by 5 p.m. to allow faculty, staff and students to park in the lots during the day? Jeannette Carson will discuss with Jared Coleman, Director of Parking and Transportation Services.
5. The February 12 UC agenda was approved by unanimous consent.
6. The meeting was adjourned at 3:30 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

FEBRUARY 19, 2019 2:35 – 3:28 PM LEIGH HALL 413

MEETING CALLED BY	Phil Allen, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Phil Allen, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier, Linda Saliga, Harvey Sterns</p> <p>Absent with notice: Tonia Ferrell</p> <p>Absent without notice: Taylor Bennington, Hailey Cargill</p> <p>Other Attendees: Sarah Kelly, John Reilly</p>
Agenda topics:	
2:35 – 2:40	CALL TO ORDER PHIL ALLEN
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the January 22 Executive Committee minutes. There being none, the minutes was approved as distributed by unanimous consent.
2:40 – 3:00	TOPIC SUBMISSIONS PHIL ALLEN
DISCUSSION	<ol style="list-style-type: none"> Achievement Awards motion response was received from President Green <ul style="list-style-type: none"> The recommendation will be implemented this Spring 2019 semester Nursing Mother’s Location response was received from the Talent Development and HR committee <ul style="list-style-type: none"> There are currently three locations located in the Law School, Student Health Services and the Nutrition Center. The Benefits Office is able to work with faculty and staff on an individual basis The locations should be communicated to students There needs to be a location in central campus <ul style="list-style-type: none"> It was suggested that Zook Hall may have some space available It was suggested that the Polsky Building may need a space Steve Myers was asked at the Feb. 12 UC meeting to provide a progress update by the end of the year <p>UCEC will ask USG and GSG to help with communication to students.</p>

	<p>3. Wellness Incentive Program responses were received from the Recreation and Wellness committee and the Talent Development and HR committee</p> <ul style="list-style-type: none"> • The cost of a program is cost prohibitive • The two committees are committed to updating the Wellness Resources website on a regular basis <p>4. Workplace Bullying and Harassment Policy response was received from the Talent Development and HR committee</p> <ul style="list-style-type: none"> • The committee supports the creation of guidelines, policies, or statements on this topic; these should be drafted by Human Resources <p>UCEC will refer this topic to Sarah Kelly, Associate Vice President of Human Resources/CHRO</p> <p>5. There was a discussion about mental health screening for students. A suggestion was made to have an online screening tool that would direct students to the Counseling and Testing Center. UCEC will ask the Counseling and Testing Center for recommendations.</p> <p>6. There was a discussion about the need to have acceptable accommodations for students with disabilities in place one week before classes begin.</p>
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3:00 – 3:20	UNFINISHED BUSINESS	PHIL ALLEN
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DISCUSSION	<p>In February 2018, UC passed a motion from the Talent Development and HR committee regarding a proposed Leave Bank Policy. President Wilson referred the proposed policy to Rex Ramsier so he may lead the review of the proposal with the Office of Talent Development and Human Resources.</p> <p>Sarah Kelly and John Reilly discussed the revisions that were made to the proposed policy to make the document consistent with University Rule and the law, such as FMLA. The document is consistent with the original intent of the proposal.</p> <p>The following were discussed:</p> <ul style="list-style-type: none"> • The leave bank will use sick leave donations because that is consistent with the original proposal • An injury must be non-work related for employees because work-related injuries are covered by Workers’ Compensation • An injury does not have to be non-work related when caring for an immediate family member • Donations must be made in 8 hour increments with a maximum of 40 donated hours per year • Once a recipient’s own paid leave is exhausted, they may request up to 240 hours within a rolling 12-month period • The Leave Committee was removed from the proposal for privacy purposes; the Leave Bank responsibility is within the scope of Human Resources job function • Employees covered by a collective bargaining agreement are not included, unless specifically stated in their agreement • It will be important to ensure that everyone is using EMP Center to log their sick and vacation time • The annual enrollment period for the Leave Bank will be consistent with the benefits open enrollment period after initial implementation • The UC and Board of Trustees will receive an aggregated report on utilization annually in August
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	<p>John Reilly and Sarah Kelly will make revisions to the proposed policy based on the UCEC feedback. The UCEC will bring the proposed policy to the March 12 UC meeting for possible endorsement. If passed, the policy will go to the Board of Trustees for possible endorsement. The proposed effective date is July 1.</p>	
3:20 – 3:28	NEW BUSINESS	PHIL ALLEN
Discussion	<ol style="list-style-type: none"> 1. The March 12 UC agenda was approved by unanimous consent with the following revision: <ul style="list-style-type: none"> • Due to a schedule conflict, the Recreation and Wellness committee will present their in-depth report at the May 7 UC meeting 2. The UCEC meetings will move to the fourth Tuesday of the month beginning in May. 3. The meeting was adjourned at 3:28 p.m. by unanimous consent. 	

University Council Executive Committee

MINUTES

MARCH 19, 2019

2:30 – 3:30 PM

LEIGH HALL 413

MEETING CALLED BY	Phil Allen, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Phil Allen, chair	
NOTE TAKER	Tonia Ferrell, secretary	
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier, Linda Saliga, Harvey Sterns</p> <p>Absent with notice: Taylor Bennington</p> <p>Absent without notice: Hailey Cargill</p>	
Agenda topics:		
2:33 – 2:38	CALL TO ORDER	PHIL ALLEN
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. There were additions to New Business, adding the topics of VSRP and Campus Free Speech. The agenda was approved as revised by unanimous consent. The chair asked for additions or correction to the February 19 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:38 – 2:38	TOPIC SUBMISSIONS	PHIL ALLEN
DISCUSSION	None	
2:39 – 2:39	UNFINISHED BUSINESS	PHIL ALLEN
DISCUSSION	None	
2:40 –	NEW BUSINESS	PHIL ALLEN
Discussion	<ol style="list-style-type: none"> The April 9 UC agenda was not distributed for review prior to the meeting. It will be provided and approved via email prior to the April 9 meeting. VSRP – The University of Akron announced the availability of the Voluntary Separation or Retirement Program (VSRP) this week. UCEC discussed the program. <ul style="list-style-type: none"> This program is being offered to a targeted group of faculty. The program provides a window of opportunity for them to decide if separation or retirement is a fit for them at this time in their careers. VSRP is a salary only offer (no cap on payout). It does not include a guarantee of teaching part time and does not include a healthcare offer. About 340 faculty members are eligible for the program, with about 95 meeting retirement eligibility criteria. 	

- The program provides UA with about 15 months to plan and strategize about staffing. Historically, hiring due to separations and retirements has been done largely without a university-wide plan, but VSRP will give us an opportunity to do so with an eye to our key areas of investment.
- TARP will still be available as an option for faculty members.
- Phased retirement for staff employees and contract professionals is still available as an option. There will not be a similar voluntary retirement or separation program for these employees.
- A suggestion was made to offer retirement seminars for those eligible for VSRP or TARP so they understand their options with the program, allowing them to fully think through issues before deciding to take either offer.
- Individuals can access resources about retirement on the STRS website, including finding local seminars hosted by STRS.

3. Campus free speech – The State of Ohio has drafted a bill in the House of Representatives (H.B. 88) that aims to protect free speech on public college and university campuses. Cleveland State University has adopted their own “Expressive Activity Policy.” The attached documents ([H.B. 88](#), [CSU](#), [Ohio Faculty Council](#)) were shared with UCEC by Linda Saliga, UCEC member and chair of Faculty Senate.

- Universities are known for free, open conversation and expression. However, given the current climate, how do we protect this tradition and First Amendment rights without hurting students, faculty, staff or community members in the process?
- It was recommended to create a joint ad-hoc committee between UC and Faculty Senate made up of members from both bodies to discuss the issue and develop a campus free speech/expressive activity policy for UA. Chairs of each body will appoint members and seek nominations for members, if needed.
- John Reilly, VP and General Counsel for UA, should be invited to advise the joint committee as the policy is created.
- Once a policy has been crafted, it should then be presented to each governance body to have an open campus conversation about the topic and seek endorsement of the policy before being forwarded to the president and the Board of Trustees.

4. The meeting was adjourned at 3:35 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

APRIL 16, 2019

2:30 – 3:09 PM

LEIGH HALL 413

MEETING CALLED BY	Phil Allen, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Phil Allen, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier, Harvey Sterns</p> <p>Absent with notice: Taylor Bennington, Linda Saliga</p> <p>Absent without notice: Hailey Cargill</p>	
Agenda topics:		
2:30 – 2:40	CALL TO ORDER	PHIL ALLEN
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. The following topics were added to the agenda. The agenda was approved as revised by unanimous consent. <ul style="list-style-type: none"> FY20 Budget Retention and Recruitment Team Nominations The chair asked for additions or correction to the March 19 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:35– 2:40	TOPIC SUBMISSIONS	PHIL ALLEN
DISCUSSION	<p>A topic submission requesting UA to create a list of discounts available to UA employees (similar to Kent State: https://www.kent.edu/hr/additional-employee-discounts, https://www.kent.edu/hr/benefits/employee-discounts) and made available with a faculty/staff login. The UCEC thinks this idea is a good way to support UA constituency groups and is important to university morale.</p> <p>The topic will be referred to the Talent Development and Human Resources Committee with a request for a response by July 1.</p>	
2:40 – 2:40	UNFINISHED BUSINESS	PHIL ALLEN
DISCUSSION	There were none.	
2:40 – 3:09	NEW BUSINESS	PHIL ALLEN
Discussion	<ol style="list-style-type: none"> There will be a special UC meeting on May 21 to vote on endorsement of the FY20 Budget before it goes to the Board of Trustees in June. 	

2. The University's shared governance bodies have been asked to nominate two people each to assist in efforts related to student enrollment, retention and graduation.
UC will nominate the following people:
 - Stephanie Kiba (CPAC)
 - Ruth Nine-Duff (UCEC, SEAC)
 - Marjorie Hartleben (UCEC, SEAC) - alternate
3. The University's shared governance bodies have been asked to nominate two people each to consider adopting a free speech policy similar to the University of Chicago policy. UC will nominate the following people:
 - Tonia Ferrell (UCEC, CPAC)
 - Phil Allen (UCEC, FS)
4. The ad hoc Web Accessibility Committee is disbanded following the UC endorsement of the Web Accessibility Policy proposal.
5. The summer UC meetings will take place in the Student Union. Webex will not be available because members did not use it and quorum was maintained last summer.
6. The May 7 UC agenda was approved by unanimous consent.

The meeting was adjourned at 3:09 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

JUNE 4, 2019

2:30 – 3:30 PM

LEIGH HALL 413

MEETING CALLED BY	Phil Allen, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Phil Allen, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Chand Midha, Ruth Nine-Duff, Mark Okocha, Linda Saliga, Amanda Stefin, Harvey Sterns</p> <p>Absent with notice: None</p> <p>Absent without notice: None</p>
Agenda topics:	
2:35 – 2:40	CALL TO ORDER PHIL ALLEN
DISCUSSION	<ol style="list-style-type: none"> 1. The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The chair asked for additions or correction to the April 16 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 3. At the May 28 UC Special Meeting, the chair reminded standing committee chairs that University Council meets year-round per the UC bylaws. 4. Kim will send a reminder to the Talent Development and HR Committee about the July 1 deadline for the employee discount topic submission recommendation.
2:40 – 2:50	UNFINISHED BUSINESS PHIL ALLEN
DISCUSSION	The Web Accessibility Policy response from President Green was reviewed. The UCEC will request clarification regarding implementation and if the policy recommendation will go to the Board.
2:50 – 3:15	TOPIC SUBMISSIONS PHIL ALLEN
DISCUSSION	The Professional Development Courses response from the Talent Development and HR Committee was reviewed. The UCEC would like to have Leadership Development and Professional Development programs, as well as continuing education and technology training opportunities, on campus. The UCEC will ask CPAC and SEAC to research what our peer institutions are doing in these areas and clarify what they would like to see offered for their constituencies.

	The UCEC will invite CIO John Corby to a future UCEC meeting to discuss the information received from CPAC/SEAC as it relates to technology training but also to discuss IT priorities.
3:15 – 3:32	NEW BUSINESS
	PHIL ALLEN
Discussion	<ol style="list-style-type: none"> 1. The UC/UCEC meeting schedules for June – December 2019 were reviewed. 2. The UC Year End Timeline regarding new member requests, annual report request and satisfaction survey was reviewed. 3. Upcoming vacancies were discussed. 4. The June 11 UC agenda was approved by unanimous consent. 5. The meeting was adjourned at 3:32 p.m. by unanimous consent.

3. GSG and USG would like the University to communicate with students before they hear news from outside sources.
4. Training is needed for the new Peoplesoft updates, as well as how Peoplesoft interacts with the University Dashboards. Kim Haverkamp will ask CIO John Corby to discuss this topic and the information received from CPAC/SEAC (see Unfinished Business section) at the August UCEC meeting and then provide a report to the whole body at the October UC meeting.
5. The 2018-19 UC Satisfaction Survey was reviewed. The following suggestions were made:
 - Add a question asking for suggestions to make monthly committee reports more effective
 - Add a question about satisfaction of ad-hoc committee service and their effectivenessThe revised survey will be discussed at the July UCEC meeting.
6. There was a discussion about changing the adhoc committees (Awards, Human Development and Textbook) to permanent committees. This will require a change to the UC Bylaws. UCEC would like to target the October UC meeting for discussion by the whole body on proposed changes.
7. There was a discussion about including staff union representatives as UC members. This topic was discussed in 2014. Kim Haverkamp will send the topic response to UCEC for discussion at the July UCEC meeting. Do they need to be their own campus group or can they be represented through SEAC? If they are their own campus group and should have representation through UC, this will require a change to the UC Bylaws.
8. The July 11 UC agenda was reviewed and the decision to cancel the meeting because there are no major agenda items was approved by unanimous consent.
9. The meeting was adjourned at 3:50 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

JULY 23, 2019

2:35 – 3:50 PM

LEIGH HALL 413

MEETING CALLED BY	Phil Allen, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Phil Allen, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Chand Midha, Ruth Nine-Duff, Mark Okocha, Linda Saliga, Amanda Stefin, Harvey Sterns</p> <p>Absent with notice: None</p> <p>Absent without notice: None</p>	
Agenda topics:		
2:35 – 2:40	CALL TO ORDER	PHIL ALLEN
DISCUSSION	<ol style="list-style-type: none"> 1. The chair called the meeting to order and asked for additions to the agenda. The topic Student Bar Association was added to the agenda. The agenda was approved as revised by unanimous consent. 2. The chair asked for additions or correction to the June 25 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:40 – 3:20	UNFINISHED BUSINESS	PHIL ALLEN
DISCUSSION	<ol style="list-style-type: none"> 1. SEAC asked for an extension to research what our peer institutions are doing in the areas of leadership development, professional development, continuing education and technology training and clarify what they would like to see offered for their constituencies. Kim Haverkamp will reschedule the discussion with CIO John Corby to the Sept. 24 UCEC meeting. 2. The UCEC will ask Chief Administrative Officer Ramsier which individual from UA should be attending the quarterly Inter-University Council meetings for Training Directors. 3. UC Chair Phil Allen will resign from University Council on August 31. Ruth Nine-Duff will fill the chair role for the remainder of the term ending August 31, 2020. There will be an election for vice chair and secretary at the Sept. 10 UC meeting. Kim Haverkamp will send an election notification to UC members. 4. There was further discussion about including staff employees in the CWA union on UC. The 2014 topic response was reviewed. The national CWA will not allow employees to discuss topics regarding benefits or terms and conditions of employment. Employees who are in the union can submit a topic submission for consideration and/or attend a UC meeting. All UC meetings are open to the public. 	

	<p>5. The UC Satisfaction Survey was reviewed and approved for distribution in August. The survey will be sent to all UC, standing committee and ad hoc committee members.</p> <p>There was a suggestion to create a separate survey for campus distribution. This topic will be added to the August 27 UCEC agenda.</p> <p>6. There was a suggestion to include a UC meeting summary in Zipmail when there are topics of interest to students.</p>
3:205 – 3:20	<p style="text-align: center;">TOPIC SUBMISSIONS</p> <p style="text-align: right;">PHIL ALLEN</p>
DISCUSSION	There were none at this time.
3:20 – 3:50	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">PHIL ALLEN</p>
Discussion	<ol style="list-style-type: none"> 1. Amanda Stefin, GSG President, asked if GSG should share their UC seats with the Student Bar Association (SBA) or if the SBA should have their own seats on UC. Amanda will ask the SBA President if they are interested. Kim Haverkamp will add this topic to the Aug. 27 UCEC agenda. 2. The August 13 UC agenda was approved by unanimous consent. CFO Nathan Mortimer will provide an update on the budget and Matt Beaven, Purchasing Department, will provide an update on student health insurance. GSG is planning to inform their constituent group of the meeting. 3. The meeting was adjourned at 3:50 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

AUGUST 27, 2019

2:30 – 3:45 PM

LEIGH HALL 413

MEETING CALLED BY	Ruth Nine-Duff, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Ruth Nine-Duff, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Chand Midha, Ruth Nine-Duff, Mark Okocha, Linda Saliga, Amanda Stefin, Harvey Sterns</p> <p>Absent with notice: None</p> <p>Absent without notice: None</p>	
Agenda topics:		
2:30 – 2:35	CALL TO ORDER	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. The topics Officer Elections and UC Membership Update were added to the agenda. The agenda was approved as revised by unanimous consent. The chair asked for additions or correction to the July 23 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:35 – 3:25	UNFINISHED BUSINESS	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> There will be elections for vice chair and secretary at the Sept. 10 UC meeting. Ruth Nine-Duff will fill the chair role for the remainder of the term ending Aug. 31, 2020. The vice chair term will end Aug. 31, 2020. Ruth will propose extending the vice chair term to Aug. 31, 2021 (2 years) so the chair and vice chair terms are staggered. The secretary term will end Aug. 31, 2021. Kim Haverkamp will send an election notification to UC members. There was a discussion about the ad hoc committees and the following decisions were made: <ul style="list-style-type: none"> Awards Committee should be changed to a permanent standing committee, but membership requirements will be different than other committees given the nature of the award nomination and selection work. Tonia Ferrell will draft language in the UC bylaws for review at the Sept. UCEC meeting. Human Development Committee should continue as an ad hoc committee. The work of the Textbook Committee is complete. Aimee deChambeau and Steve Kauffman updated UC on the Affordable Learning Initiative at the June UC meeting. <ul style="list-style-type: none"> There was a discussion about Barnes and Noble. There was a suggestion to determine where the responsibility resides for renewing the Barnes and Noble contract. 	

	<ul style="list-style-type: none"> ○ There was a general discussion about textbook affordability as a result of reviewing the status of the ad-hoc Textbook committee. Dr. Midha suggested a student survey be done to see where books are purchased and why. ○ Dr. Midha also suggested a presentation to students from the library regarding textbook affordability and options available to them. <ol style="list-style-type: none"> 3. Dr. Midha asked Harvey Sterns to develop a document that describes the history of and defines the main functions of University Council and Faculty Senate. 4. Amanda Stefin, GSG President, discussed University Council with the Student Bar Association (SBA) President. The role of SBA has changed and it may not be a governing body. Amanda will continue discussions with the SBA President. 	
3:25 – 3:35	TOPIC SUBMISSIONS	RUTH NINE-DUFF
DISCUSSION	<p>The committee received a list of outstanding topic submissions. A trial pollinator garden will be established on the former site of Gallucci Hall in spring 2020. Other outstanding topic submissions will require more information for future discussion and UCEC may revisit topics that have been submitted in the past that are still relevant and unresolved.</p>	
3:35 – 3:45	NEW BUSINESS	RUTH NINE-DUFF
Discussion	<ol style="list-style-type: none"> 1. UC membership update: We have received new member appointments from Chairs/School Directors, GSG and SEAC. We are waiting for appointments from CPAC, Deans, Faculty Senate and USG. 2. The following revisions were made to the September 10 UC agenda: <ul style="list-style-type: none"> ● Ruth asked that the Chair’s Remarks be removed; she will provide remarks during the Executive Committee Report, if needed ● Add Officer Elections ● The Physical Environment Committee in-depth report will be moved to May <p>The agenda was approved as revised by unanimous consent.</p> 3. The meeting was adjourned at 3:50 p.m. by unanimous consent. 	

University Council Executive Committee

MINUTES

SEPTEMBER 24, 2019

2:30 – 3:30 PM

LEIGH HALL 413

MEETING CALLED BY	Ruth Nine-Duff, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Ruth Nine-Duff, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Tonia Ferrell, Chand Midha, Ruth Nine-Duff, Mark Okocha, Linda Saliga, Julia Spiker, Amanda Stefin, Harvey Sterns</p> <p>Absent with notice: Marjorie Hartleben</p> <p>Absent without notice: None</p>
<p>Agenda topics:</p> <p>2:30 – 2:35 CALL TO ORDER RUTH NINE-DUFF</p>	
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the August 27 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.
<p>2:35 – 3:00 TECHNOLOGY TRAINING/ PEOPLESOFT UPDATE JOHN CORBY</p>	
DISCUSSION	<p>John Corby discussed the attached report regarding technology training opportunities, university dashboards, Oracle Analytics and IT priorities.</p> <p>The following were discussed:</p> <ul style="list-style-type: none"> An IT Trainer was hired in April (IT Training Team was cut in 2015) They are currently working on instructor-led and on-demand training opportunities; new technologies will be a priority Since IT is the only area on campus with a dedicated training staff, they have assisted other areas like Human Resources to develop on-demand training (e.g., P Card Training and Search Committee Training) Departments will be responsible for converting reports to new technologies; IT will provide instructor-led training Microsoft will offer on-demand trainings at no cost to faculty and staff The end date for PeopleSoft is 2029; it will take several years to migrate to a new system UA is migrating from Nolijweb to Perceptive Content for electronic document storage in late 2019

	<ul style="list-style-type: none"> • Microsoft will pilot LinkedIn Learning for the academic year; it may replace Atomic Learning after the pilot <ul style="list-style-type: none"> ○ It will provide training on a broad set of skills, including leadership, project management, business software, and technology ○ It will be available to all faculty, staff and students ○ It will launch in October <p>The following suggestions were made regarding PeopleSoft training:</p> <ul style="list-style-type: none"> • Provide whole-suite training for new employees • Provide training when PeopleSoft is updated • Require employees to be retrained every four years <p>The UCEC will invite John Corby to present at a future UC meeting.</p>
3:00 – 3:25	<p style="text-align: center;">UNFINISHED BUSINESS</p> <p style="text-align: right;">RUTH NINE-DUFF</p>
DISCUSSION	<ol style="list-style-type: none"> 1. The UA representative on the IUC Organizational Development and Training Directors Committee is not attending the meetings. Find out why we are not participating. 2. The UCEC reviewed draft Bylaws language to establish the ad-hoc Awards Committee as a permanent subcommittee or working group. The committee is responsible for overseeing the nomination and selection process for the University Achievement Awards. It is not advantageous for the committee to follow the standing committee membership structure outlined in the Bylaws because the number of people needed to review nominations varies depending on the number of nominations received. <p style="margin-left: 40px;">There was a suggestion to make the Awards Committee a special committee of the UC Executive Committee. The committee will continue discussion at the Oct. UCEC meeting.</p> 3. The Campus-wide UC Satisfaction Survey will be discussed at the Oct. UCEC meeting.
3:25 – 3:30	<p style="text-align: center;">TOPIC SUBMISSIONS</p> <p style="text-align: right;">RUTH NINE-DUFF</p>
DISCUSSION	<p>Speeding in and around Lot 6 and Vine Street</p> <ul style="list-style-type: none"> • Speed bumps were removed and not replaced; cars travel at 30 mph or higher and it is unsafe for pedestrians and motorists <p>The topic was referred to the Physical Environment Committee.</p>
3:30 – 3:45	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">RUTH NINE-DUFF</p>
Discussion	<ol style="list-style-type: none"> 1. The UCEC will require standing committees to submit a written report (high-level summary) one-week prior to UC meetings so members can review them before the meeting. Members will have the opportunity to ask questions during the committee report section of the UC meeting. Chair Nine-Duff will explain the new procedure at the Oct. UC meeting for implementation at the Nov. UC meeting. <p style="margin-left: 40px;">Kim will provide the UCEC with the number of reports each standing committee presented last year.</p>

2. The UC Satisfaction Survey Results will be discussed at the Oct. UCEC meeting.

There was a suggestion to distribute the survey in May to get more participation from GSG and USG members.

3. The following standing committee annual reports were reviewed and will be posted to the UC website:

- Communications
- Institutional Advancement
- Physical Environment
- Recreation and Wellness
- Student Engagement and Success

Kim will send a reminder to the committees that have not submitted reports (Budget and Finance, Information Technology and Talent Development & HR).

4. Membership update:

- Faculty Senate, 3 vacancies
- USG, 10 vacancies
- Deans, 1 vacancy

5. Phil Allen will replace Harvey Sterns on the Sesquicentennial Steering Committee as a UC representative. Tonia Ferrell also represents UC on the Steering Committee. Harvey Sterns continues on the Steering Committee as a chair of the Academic Excellence Committee.

There was a suggestion to invite Annie Hanson Hillaire, Sesquicentennial Committee Chair, to present at a future UC meeting.

6. The agenda for the October 8 UC meeting was approved by unanimous consent.

University Council Executive Committee

MINUTES OCTOBER 22, 2019 2:30 – 3:50 PM

LEIGH HALL 413

MEETING CALLED BY	Ruth Nine-Duff, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Ruth Nine-Duff, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Tonia Ferrell, Ruth Nine-Duff, Mark Okocha, Linda Saliga, Julia Spiker, Amanda Stefin, Harvey Sterns</p> <p>Absent with notice: Marjorie Hartleben</p> <p>Absent without notice: Chand Midha</p>
Agenda topics:	
2:30 – 2:35	CALL TO ORDER RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. The topic Chair’s Invitation to the President was added to the agenda. The agenda was approved as revised by unanimous consent. The chair asked for additions or correction to the September 24 Executive Committee minutes. The following revision were made: Phill Allen will replace Harvey Sterns on the Sesquicentennial Steering Committee as a UC representative. Harvey Sterns continues on the Steering Committee as chair of the Academic Excellence Committee. The minutes were approved as revised by unanimous consent.
2:35 – 3:30	UNFINISHED BUSINESS RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> There was discussion about the draft Bylaws language to establish the ad-hoc Awards Committee as a permanent committee. There was a suggestion to make it a special committee that reports to the UC Executive Committee. The draft language will be added as Bylaw H(3). The Bylaw revision will be read at the Nov. UC meeting and the vote will take place at the Dec. UC meeting. The UC Satisfaction Survey results were discussed, along with the purpose of the survey, and the following will be implemented: <ol style="list-style-type: none"> Instead of an annual survey which has a low response rate and issues with submission timelines, create a continuous method on the UC website for comments/suggestions/feedback. Communicate this new method for continuous improvement on UC meeting agendas and UC Digest announcements. Ask UC members to submit feedback before the end of spring semester (e.g., March/April timeframe before student members and others may be off campus).

	<ol style="list-style-type: none"> b. Provide an orientation at the September UC meeting. The orientation should include the following: <ol style="list-style-type: none"> i. UC purpose statement ii. Procedures for meeting protocols iii. Duties of officers iv. Absence policy c. Work with constituent groups asking them to provide more orientation or background for appointees to standing committees so they have a better understanding of the UC's purpose d. Ad hoc committees should follow the same procedures as standing committees <ol style="list-style-type: none"> i. Officer elections and monthly meeting schedule ii. Submit written minutes for UC website iii. Submit written committee reports for UC meeting e. Invite guest speakers from across campus for informative discussions <ol style="list-style-type: none"> i. Annie Hanson will discuss Sesquicentennial Celebration in Nov. ii. Invite John Corby in Dec. iii. Suggestions: Jolene Lane, General Counsel, Galen Karriker/Marc Reed, International Center iv. Ask UC members to make suggestions at the Nov. UC meeting <p>3. There was a discussion about the number of committee reports that were presented last year. This number should increase with the new procedure to submit written committee reports prior to the UC meeting per existing UC Bylaws.</p>
3:30 – 3:35	<p style="text-align: center;">TOPIC SUBMISSIONS</p> <p style="text-align: right;">RUTH NINE-DUFF</p>
DISCUSSION	<p>Pedestrian Crosswalk at Hill Street and University Avenue</p> <ul style="list-style-type: none"> • Suggestion to install a stop sign at university Avenue, and/or refresh the white painting at crosswalks, and/or install yield to pedestrian blinking light <p>The topic was referred to the Physical Environment Committee.</p>
3:45 – 3:50	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">RUTH NINE-DUFF</p>
Discussion	<ol style="list-style-type: none"> 1. Chair Nine-Duff sent an open invitation to President Miller to attend UCEC meetings. 2. There was a discussion about the role of the appointed administrator at committee meetings. There was a question about how a committee should connect with an appointed administrator who is not attending meetings. This question will be discussed with the Chief Academic Officer at the Nov. UCEC meeting. 3. The following committee annual reports were reviewed and will be posted to the UC website: <ul style="list-style-type: none"> • Budget and Finance • Information Technology • Talent Development and Human Resources

4. The following committee goals were reviewed and will be posted to the UC website:

- Budget and Finance
- Communications
- Information Technology
- Recreation and Wellness
- Student Engagement and Success

Kim will send a reminder to the committees that have not submitted goals (Institutional Advancement, Physical Environment, Student Engagement and Success, Talent Development and Human Resources).

5. There was a reminder that UC may need to schedule a special meeting in Nov./Dec. for the three-year action plan discussion and vote.

6. The topic Bylaws Revision for Awards Committee will be added to the Nov. 12 UC agenda as New Business. The agenda was approved as revised by unanimous consent.

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

University Council Executive Committee

MINUTES NOVEMBER 26, 2019 2:30 – 3:30 PM

LEIGH HALL 413

MEETING CALLED BY	Ruth Nine-Duff, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Ruth Nine-Duff, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Attendees: Phil Allen, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Mark Okocha, Julia Spiker, Amanda Stefin, Joe Uργο</p> <p>Absent with notice: Jeanette Carson, Linda Saliga, Harvey Sterns</p> <p>Absent without notice: None</p>	
Agenda topics:		
2:30 – 2:35	CALL TO ORDER	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. The topic Awards Committee Nomination Communication was added to the agenda. The agenda was approved as revised by unanimous consent. The chair asked for additions or correction to the October 22 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:35 – 2:50	UNFINISHED BUSINESS	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> The committee reviewed an update regarding domestic student health insurance from Matt Beaven, Department of Purchasing. UCEC will request that a communication be sent to students via a special email. There was a discussion about attendance of appointed administrators at committee meetings. Provost Uργο will remind appointed administrators of their responsibility to the standing committee. 	
2:50 – 3:15	TOPIC SUBMISSIONS	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> A response regarding Speeding in Lot A and Vine Street was received from the Physical Environment Committee. <ul style="list-style-type: none"> New speed bumps have been acquired that should function better for removal and replacement before and after the snow plowing season Amount of Tuition to Football Program <ul style="list-style-type: none"> An explanation and clarification about the amount of fees (tuition does not support football or other auxiliary operations) that goes to the football program vs. the amount that goes to the Recreation and Wellness Center 	

	<p>CFO Mortimer will respond to the student’s questions via email; a request will be made to share the responses with UCEC so the USG/GSG Presidents can help explain correct information when asked by fellow students</p> <p>The following were discussed by UCEC:</p> <ul style="list-style-type: none"> • Students do not understand the tuition/fee breakdown located on the UA website • The USG President will inform Wayne Hill of the misinformation that is being discussed on social media • Why can’t students use the field house track while the outdoor track is in disrepair? There needs to be a communication to students about alternative running tracks. <p>3. Faculty/Staff Parking (anonymous)</p> <ul style="list-style-type: none"> • A request to revisit the parking situation for faculty/staff and look at the amount of space reserved for student dorm parking <p>Referred to Jared Coleman, Director of Parking Services for a response back to UCEC.</p> <p>The following were discussed by UCEC:</p> <ul style="list-style-type: none"> • Although it might not be convenient, there is alternative parking in the lots/decks on the perimeter of campus • Ask Jared Coleman, Director of Parking Services, if The Best Places to Park map is still accurate • Ask Jared Coleman to be the guest speaker at the March UC meeting • A suggestion was made to add an intercampus bus loop to parking decks in the winter <p>4. Recreation and Wellness Center Accommodations for 60+ (anonymous)</p> <ul style="list-style-type: none"> • Instructors have difficulty providing techniques needed for people in their 60s • Provide designated changing room facilities and work out space during high peak times <p>Referred to the Recreation and Wellness Committee.</p> <p>UCEC agrees that instructors may not be well versed in adapting exercise classes for older adults. Increasing multigenerational capacity would generate more revenue.</p>
3:15 – 3:22	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">RUTH NINE-DUFF</p>
Discussion	<p>The Awards Committee will send an email regarding award nominations to the campus community under the signature of the President and the UC Chair, same as last year. The Awards Committee will work with Linda Malachin to obtain President Miller’s signature.</p> <p>The meeting was adjourned at 3:22 p.m.</p>

University Council Executive Committee

MINUTES DECEMBER 17, 2019 2:30 – 2:55 PM

LEIGH HALL 413

MEETING CALLED BY	Ruth Nine-Duff, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Ruth Nine-Duff, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Tonia Ferrell, Ruth Nine-Duff, Mark Okocha, Linda Saliga, Julia Spiker, Joe Uργο</p> <p>Absent with notice: Marjorie Hartleben Amanda Stefin, Harvey Sterns</p> <p>Absent without notice: None</p>
Agenda topics:	
2:30 – 2:35	CALL TO ORDER RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. The topic Duties of Standing Committee Chairs was added to the agenda. The agenda was approved as revised by unanimous consent. The chair asked for additions or correction to the November 26 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.
2:35 – 2:40	UNFINISHED BUSINESS RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> A progress update request will be sent to CFO Mortimer regarding the response to the student question about the amount of fees that goes to the football program vs. the amount that goes to the Recreation and Wellness Center. John Reilly, Assoc. VP and Deputy General Counsel, told UCEC that the requested change of the ad hoc Awards Committee to a special committee is a proposal to create a new class of committee. If it is not approved by the Board of Trustees, UCEC will need to review structure and can consider other options for the Achievement Awards such as changing it to a subcommittee of UCEC, where UCEC can appoint a leader and the leader can appoint the committee membership for the year. Provost Uργο sent an email to appointed administrators about attendance at standing committee meetings. Standing Committee chairs should let the UCEC know if this is a problem for their committee.

DISCUSSION	<p>A response regarding Student Recreation and Wellness Services Accommodations for 60+ was received from the Recreation and Wellness Committee. The topic submission was anonymous.</p> <ul style="list-style-type: none"> • John MacDonald, SRWS Director, shared the concern with the Fitness and Wellness staff so it can be followed up with the trainers. All of the group exercise instructors and personal trainers are required to have and maintain national certification in their specific disciplines. These trainings, as well as our in house training, include modification techniques of exercises. Modifications go beyond age to be broader in scope to include mobility impairments which can affect all ages. It might also be helpful to know that many of the instructors are working on degrees in exercise science (and other health professions); a beneficial academic component to their practical instruction. • SRWS provides two inclusive changing rooms and adjoining lockers. During lunch times we have shortened classes to be more accommodating to those looking to participate over the lunch hour and now have a dedicated Pink Gloves Boxing course just for UA employees.
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Discussion	<ol style="list-style-type: none"> 1. Duties of Standing Committee Chairs <ul style="list-style-type: none"> • Reviewed duties of standing committee chairs as it relates to UC Bylaw I(1)(e), which states: Standing Committees must report monthly to the full University Council in writing made available electronically (see page 10). • If a chair does not submit monthly written reports and/or does not permit others on the committee to submit reports, they are in violation of the UC Bylaws and appropriate action will be determined up to and including termination as chair. 2. UC Guest Speakers <ul style="list-style-type: none"> • Jan. 14, John Corby, Chief Information Officer – confirmed • Feb. 11, Jolene Lane, CDO/VP Inclusion & Equity – invited 3. The Jan. 14 UC agenda was approved by unanimous consent. <p>The meeting was adjourned at 2:55 p.m.</p>
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