

# University Council Executive Committee

MINUTES

JANUARY 26, 2021

3:30-4:07 PM

MICROSOFT TEAMS

<b>MEETING CALLED BY</b>	Tonia Ferrell, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Tonia Ferrell, chair	
<b>NOTE TAKER</b>	Heather Loughney	
<b>ATTENDEES</b>	<p><b>Attendees:</b> Arnob Banik, Anne Bruno, Jeanette Carson, Ed Evans, Kathee Evans, Tonia Ferrell, Kevin Feezel, Kris Kraft, John Wiencek</p> <p><b>Absent with notice:</b> None</p> <p><b>Absent without notice:</b> Marjorie Hartleben</p>	
<b>Agenda topics:</b>		
3:32 PM	<b>CALL TO ORDER</b>	<b>TONIA FERRELL</b>
<b>DISCUSSION</b>	<p>1. The chair called the meeting to order. The chair added Diversity Inclusion update in Topic Submissions on agenda. With no other changes the agenda was approved.</p>	
<b>TOPIC SUBMISSIONS</b>		<b>TONIA FERRELL</b>
<b>DISCUSSION</b>	<p>1. Diversity Taskforce – the chair asked the Provost if the Diversity Taskforce had submitted its report yet. The Provost responded that he had reviewed the project and the report should be forthcoming. The chair added that she had been told the report would be coming out at the beginning of the new year and that the UC was on hold waiting to combine with the restructure. Provost sent email to Dr. Sheldon Wrice, chair of the task force requesting an update. Dr. Wrice responded that the report should become available mid to late February. UCEC agreed to keep the topic on the agenda as unfinished business until the committee is formed so we don't lose sight of this important topic submission.</p>	
<b>NEW BUSINESS</b>		<b>TONIA FERRELL</b>
<b>DISCUSSION</b>	<p>1. The chair introduced a new form in MS Forms for committees to report with. There are just a few items to check and a place to upload a brief report of the business of the committee. It is hoped this will help committees to complete reports more efficiently. The committee gave favorable feedback to the form and agreed it would help busy committee members to submit reports. It was suggested that a box be added for decisions that were made and goals moving forward. The chair took suggestions and said she would update the form and get it ready to send out to committees.</p> <p>2. Agenda for 2/9/21 UC meeting – agenda approved. There was discussion of adding a section to the agenda for Good of the Order as a way to conclude the</p>	

meetings. This was agreed upon by the committee. It was also suggested that the constituency groups have an opportunity to give a brief report during the UC meeting to update the group on what is happening in the various groups that are represented by UC. This was agreed to by the committee as well. It was decided that SEAC, CPAC, Deans, Faculty Senate, GSG and USG would be part of the report.

3. A question was asked about the internal audit and about the portion of the survey that asked about “risks”. The Provost said that is part of the enterprise risk management survey that went out to campus to better understand the risks; financial, reputational that should go into request from departments. He suggested filling it out to the best of one’s ability and the CFO would review and come back with any questions. These will eventually go to the Board of Trustees for review.
4. The meeting was adjourned at 4:07 p.m. by unanimous consent.

# University Council Executive Committee

MINUTES

FEBRUARY 23, 2021

3:36-4:14 PM

MICROSOFT TEAMS

<b>MEETING CALLED BY</b>	Tonia Ferrell, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Tonia Ferrell, chair	
<b>NOTE TAKER</b>	Heather Loughney	
<b>ATTENDEES</b>	<p><b>Attendees:</b> Anne Bruno, Jeanette Carson, Tonia Ferrell, Kevin Feezel, Marjorie Hartleben, Kris Kraft, John Wiencek</p> <p><b>Absent with notice:</b> Arnob Banik</p> <p><b>Absent without notice:</b> Ed Evans, Kathee Evans</p>	
<b>Agenda topics:</b>		
3:36 PM	<b>CALL TO ORDER</b>	<b>TONIA FERRELL</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. With no other changes the agenda was approved.</li> <li>2. The minutes of the January 12 meeting were approved without dissent.</li> </ol>	
<b>TOPIC SUBMISSIONS</b>		<b>TONIA FERRELL</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Vacation carry over- a submission came concerning the carry over of vacation time for staff and contract professionals. Because some departments were not able to take vacation due to the reduction of staff and extreme work demands last year, it was suggested that those individuals be able to bank more hours than previously allowed. There was discussion about how many hours are allowed but that information was not available. There was also a request for equitable language in the policy. This issue was referred to Human Resources and Talent Development committee with a request to respond within 30 days.</li> <li>2. Budget Training – a submission was made to give those who are promoted into administrative positions be trained in the budgeting process and Peoplesoft. There was discussion about the issue and that many people have not been trained in accessing and using the budgeting tools. Suggestion was made by the provost to ask the CFO to develop a “budgets 101” presentation that could be available broadly to UA employees. The item will be referred to the new CFO, Dallas Grundy, for review.</li> </ol>	
<b>NEW BUSINESS</b>		<b>TONIA FERRELL</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. The agenda for the UC meeting was approved.</li> </ol>	

	<ol style="list-style-type: none"> <li>2. Follow up on the Diversity committee – they are not ready to give their report yet, the President said that there are more things being put in the report and they are gathering more information.</li> <li>3. Athletics committee – the Chair reported that the committee met last week and discussed fundraising for Athletics and staffing for the current year. There was also discussion of student athlete value propositions, community engagement for athletes and the media of Athletics. The next meeting in March the committee will be working on budget models and funding for Athletics.</li> <li>4. CPAC appointments to standing committees – there was a request to update the UC roster with emphasis on updating the CPAC representatives that have been appointed but are not listed. It was also noted that some minutes of committee meetings are not posted to the web page yet.</li> </ol>		
BUSINESS		GOOD OF THE ORDER	TONIA FERRELL
DISCUSSION	<ol style="list-style-type: none"> <li>1. A request was made to have the new CFO, Dallas Grundy, appear before the UC and possibly give a report on the university budget. The Chair reminded the UCEC that the Budget &amp; Finance committee is supposed to report to the University Council twice a year and that the CFO could be invited to make remarks. The chair indicated that the report should be scheduled soon.</li> <li>2. University imaging – a question was raised concerning the signage in Polsky and other buildings still showing colleges and departments that were eliminated. There was discussion of the issue and the various locations where signage needs either updated or removed. The Provost indicated that Tammy Ewin and her team are moving through and changing web pages. He also suggested sending a note to either himself or the President about the issue. Also discussion of creating a budget line to address signage costs. It was also suggested that Steve Myers be asked about this issue. The chair indicated that she would make those contacts.</li> <li>3. The meeting was adjourned at 4:14 p.m. by unanimous consent.</li> </ol>		

# University Council Executive Committee

MINUTES

MARCH 23, 2021

3:31-4:35 PM

MICROSOFT TEAMS

<b>MEETING CALLED BY</b>	Tonia Ferrell, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Tonia Ferrell, chair	
<b>NOTE TAKER</b>	Heather Loughney	
<b>ATTENDEES</b>	<p><b>Attendees:</b> Arnob Banik, Anne Bruno, Jeanette Carson, Tonia Ferrell, Ed Evans, Kathee Evans, Kevin Feezel, Marjorie Hartleben, Kris Kraft, John Wiencek</p> <p><b>Absent with notice:</b></p> <p><b>Absent without notice:</b></p>	
<b>Agenda topics:</b>		
3:31 PM	<b>CALL TO ORDER</b>	<b>TONIA FERRELL</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The chair called the meeting to order. With no changes the agenda was approved.</li> <li>The minutes of the February 23 meeting were approved without dissent.</li> </ol>	
<b>TOPIC SUBMISSIONS</b>		<b>TONIA FERRELL</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Cryptocurrency – a submission was made to investigate the use of cryptocurrency at the University of Akron. After discussion it was decided that the submission would be returned to the originator, Donald Pryor, to ask for more information on the uses for colleges and to give examples of other institutions that are using it now. It will be placed under Unfinished Business for UCEC until Dr. Pryor responds.</li> <li>Part-Time Faculty pay increase – this submission came from the chair of the Faculty Senate, Linda Saliga. A resolution was passed at the March Faculty Senate meeting asking the administration to look at the issue and to increase the pay for part-time faculty. After discussion the UCEC decided that this is a larger issue and affects more groups on campus. It was decided to refer the issue to the Talent Development and Human Resources committee for review and to look into the various groups on campus that have not received pay raises equal to those of the bargaining units on campus.</li> </ol>	
<b>UNFINISHED BUSINESS</b>		<b>TONIA FERRELL</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Roster and website updates – Heather Loughney reported that the roster has been updated and is online, there are still some open spots but most of those</li> </ol>	

are for positions that have not been appointed within committees. All minutes received have been posted to the website.

2. Budget training topic submission – Dallas Grundy has responded that he would be happy to put together training and asked for direction in terms of how it should be presented. The UCEC decided that multiple sessions dealing with topics would be helpful so that people can access the modules that they need. CFO Grundy also requested a timetable for the project. The UCEC responded that it would be helpful to have the training available for them by the beginning of the fall semester. It was also suggested to record the sessions for future reference.
3. Signage in Polsky/Schrank – emails have gone to Steve Myers in capital planning and response indicated he and Dallas Grundy, CFO are aware of the problems and are looking into updating signage. Will be addressed from a main budget line.
4. Diversity committee – item is still pending the report from the work group that was formed over the summer. Report has gone to the President and is being vetted.
5. Vacation bank – the item has been sent to Talent Development & Human Resources committee for review with a 30 day turnaround.

NEW BUSINESSIA FERRELL

TONIA FERRELL

DISCUSSION

1. The Provost reported that he has been spending considerable time with the Admissions people, deans and data people to discuss the enrollment and how to increase the numbers. Faculty are engaged and putting a huge effort in. But this is still an uncertain time, student behaviors are off due to the pandemic and affordability is a bigger issue than ever. UA is committed to making education affordable; it has been decided not to increase tuition and to lower the cost of on-campus housing. Have also reviewed the various scholarships offered at UA. Creating “last mile” scholarship that will close the gap in what students have received in grants and other funding so that they are fully funded for the semester. There are no plans to grow the scholarship budget but to change the way they are offered.

The Provost also shared that the dean search in College of Business is underway, the director search for Polymer Science and Polymer Engineering is down to two candidates and the search for the director of branch campuses is underway. A question was asked about the search for the new dean of the Law School, the Provost responded that the search will most likely take place during the summer.

A question was asked about the fall semester teaching models, the Provost responded that a Pivot taskforce is being put together to work over the summer and to prepare for the changing conditions and to make the decision on how to come back for fall semester. Jeanette Carson pointed out that the AV team

that does the Smart Classroom upgrades will need to be included in the planning so that they can order equipment early for classrooms. The Provost suggested reaching out to Jennifer Lillard who is chairing the Pivot committee.

2. The agenda for the UC meeting on April 20<sup>th</sup> was discussed, it was suggested to add Good of the Order to the agenda. The agenda was approved with changes.

		GOOD OF THE ORDER	TONIA FERRELL
DISCUSSION		<ol style="list-style-type: none"> <li>1. None.</li> <li>2. The motion to adjourn was approved without dissent.</li> </ol>	

# University Council Executive Committee

MINUTES

APRIL 27, 2021

3:35-4:30 PM

MICROSOFT TEAMS

<b>MEETING CALLED BY</b>	Tonia Ferrell, chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Tonia Ferrell, chair
<b>NOTE TAKER</b>	Heather Loughney
<b>ATTENDEES</b>	<p><b>Attendees:</b> Arnob Banik, Anne Bruno, Tonia Ferrell, Ed Evans, Kathee Evans, Kevin Feezel, Marjorie Hartleben, Kris Kraft, John Wiencek</p> <p><b>Absent with notice:</b> Jeanette Carson</p> <p><b>Absent without notice:</b></p>
<b>Agenda topics:</b>	
<p><b>CALL TO ORDER</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The chair called the meeting to order. The chair added a New Business item; space allocation reviews. The modified agenda was approved without dissent.</li> <li>The minutes of the March 23 meeting were approved without dissent.</li> </ol>
<p><b>TOPIC SUBMISSIONS</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Vaccine requirements for incoming students – this submission came concerning the current vaccine policies for incoming students and the desire to know what would be required for fall, in particular would the COVID vaccine be required? There was also concern voiced about the travel policies for faculty for fall. After discussion the UCEC decided that this submission would be forwarded to John MacDonald, chair of the Recreation and Wellness committee and that he should share the submission with Eric Green who is working with the COVID response team for the university.</li> </ol>
<p><b>UNFINISHED BUSINESS</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Diversity – feedback has gone to Sheldon Wrice and the president and others were copied. No response received yet. A committee will be created and will report to the president. The submission will be closed out once the committee is formed.</li> <li>Budget training topic submission – Dallas Grundy is working on the training modules.</li> <li>Vacation bank – HR sent item to Budget and Finance committee. No word yet from them. It was shared that this is a budget neutral issue and that personnel</li> </ol>



	<p>will be able to carry over additional 80 hours and that the cap would remain in effect for two years. Chair Ferrell will contact Will Cole for official word.</p> <ol style="list-style-type: none"> <li>4. Cryptocurrency – there are no budget dollars to investigate or teach, so there is not much that can be done with the topic. The chair will contact Dr. Pryor to let him know and the topic submission will be closed.</li> <li>5. Part-time faculty pay increase – this is now a broader, campus wide issue and Human Resources will be reviewing it.</li> </ol>
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	NEW BUSINESS	TONIA FERRELL
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DISCUSSION	<ol style="list-style-type: none"> <li>1. The chair asked the body their opinions on the constituency reports. Is it working or making extra work? Should it be kept? There were positive responses and encouragement to keep the constituency reports. Comments that it is good for the group to hear what other groups are doing and working on, finding common goals and actions, good to be aware of the work of other groups as well as what the chairs and deans have been up to. It was also shared that as the different reporting groups get better at reporting the reports will become more valuable. This led to a discussion of summer meetings; the overall opinion is that it is good for the UCEC and UC to continue meeting in summer, that it gives continuity and keeps everyone aware of what is going on during the summer months. It was also discussed to have a social meeting during the summer.</li> <li>2. Space allocation reviews – the UCEC had stepped away from doing space allocations reviews a few years back but recently had received a review that requires the signature of the UC chair. After discussing the merits of being involved and that the Physical Environment committee already reviews space allocations, it was decided that the UCEC would not review space allocations. The chair will send a message to Shawn Stevens and Steve Myers that this will not be a function of the UCEC.</li> <li>3. The agenda for the UC meeting on May 11th was discussed and was approved without dissent.</li> </ol>
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	GOOD OF THE ORDER	TONIA FERRELL
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DISCUSSION	<ol style="list-style-type: none"> <li>1. Kevin Feezel thanked the body for a great year, he will be leaving the UCEC as a new president of USG was elected. The chair thanked him for his input during his time with UCEC.</li> <li>2. Arnob Banik also thanked the body for their work and help with GSG this year, he will also be leaving the group as a new president of GSG is to be elected.</li> <li>3. It is anticipated that meetings will continue virtually for fall as well as over the summer.</li> </ol>
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4. The motion to adjourn was approved without dissent.

# University Council Executive Committee

MINUTES

MAY 25, 2021

3:33-4:45 PM

MICROSOFT TEAMS

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

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

NEW BUSINESSIA FERRELL

TONIA FERRELL

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

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

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

GOOD OF THE ORDER

TONIA FERRELL

1. The motion to adjourn was approved without dissent.

# University Council Executive Committee

MINUTES

JUNE 22, 2021

3:33-4:45 PM

MICROSOFT TEAMS

<b>MEETING CALLED BY</b>	Jeanette Carson, vice chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Jeanette Carson, vice chair
<b>NOTE TAKER</b>	Heather Loughney
<b>ATTENDEES</b>	<p><b>Attendees:</b> Anne Bruno, Jeanette Carson, Ed Evans, Kathee Evans, Katelyn Frey, Marjorie Hartleben, Grace Kasunic, Kris Kraft, John Wiencek</p> <p><b>Absent with notice:</b> Tonia Ferrell</p> <p><b>Absent without notice:</b></p>
<b>Agenda topics:</b>	
<p><b>CALL TO ORDER</b> <span style="float: right;"><b>JEANETTE CARSON</b></span></p>	
	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. With no additions, the agenda was approved without dissent.</li> <li>2. The minutes of the May 25 meeting were approved without dissent.</li> </ol>
<p><b>TOPIC SUBMISSIONS</b> <span style="float: right;"><b>JEANETTE CARSON</b></span></p>	
	There were no new Topic Submissions.
<p><b>UNFINISHED BUSINESS</b> <span style="float: right;"><b>JEANETTE CARSON</b></span></p>	
	<ol style="list-style-type: none"> <li>1. Flex work policy – went out to campus on June 17, any feedback? It appears to have been received well, although there is some concern regarding restrictions. It was suggested that more information on the website could help with concerns, perhaps more of the FAQs. Many felt that some were overthinking the policy and making it more difficult than it should be. The item will be removed from Unfinished Business.</li> <li>2. Bylaws review – the committee met last week for general overview of task and decided to split into sections; outdated bylaws, redundancies and restrictive bylaws.</li> <li>3. UC Orientation – the committee discussed the idea of an orientation/retreat idea, in the afternoon, 2-3 hours with a social component to it in an informal setting. Goals would be discussed for committees at the retreat and the UC goals for the academic year set. Committee goals deadline will be moved up so that they can be ready for the retreat. The provost acknowledged that this year and next will be about aligning timelines of the governing bodies and</li> </ol>

	trying to sync activities. It was also suggested to look into overlap between UC and Faculty Senate to share information that would benefit both bodies.				
	<table border="1"> <tr> <td></td> <td>NEW BUSINESS</td> <td>TONIA FERRELL</td> <td>JEANETTE CARSON</td> </tr> </table>		NEW BUSINESS	TONIA FERRELL	JEANETTE CARSON
	NEW BUSINESS	TONIA FERRELL	JEANETTE CARSON		
	<ol style="list-style-type: none"> <li>1. Agenda for July 13, 2021 UC meeting was approved.</li> <li>2. UC Social – Anne Bruno gave an update on food trucks for the event. After discussion of prices and availability it was decided to approach Barrio to book for the July 14 from 11am-2 pm. The provost said that Tonia could speak to him about talking to Kim Cole regarding a possible request for funds for the event.</li> <li>3. UC appointment to IT Security Committee – the committee is being reinstated by IT. Discussion of possible members and that the committee is not mentioned in the UC bylaws. It was decided that an email will go out to the UC membership about the committee opportunity and that those interested submit their name. Also ask John Corby or Matt to attend next meeting to answer questions. We’ll send out communication before next UC meeting. Ask for responses by July 16.</li> </ol>				
	<table border="1"> <tr> <td></td> <td>GOOD OF THE ORDER</td> <td>TONIA FERRELL</td> <td>JEANETTE CARSON</td> </tr> </table>		GOOD OF THE ORDER	TONIA FERRELL	JEANETTE CARSON
	GOOD OF THE ORDER	TONIA FERRELL	JEANETTE CARSON		
	<ol style="list-style-type: none"> <li>1. Nothing for Good of the Order.</li> <li>2. Meeting was adjourned at 4:28 pm.</li> </ol>				

# University Council Executive Committee

MINUTES

JULY 27, 2021

2:33-3:20 PM

MICROSOFT TEAMS

<b>MEETING CALLED BY</b>	Tonia Ferrell, vice chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Tonia Ferrell, vice chair
<b>NOTE TAKER</b>	Heather Loughney
<b>ATTENDEES</b>	<p><b>Attendees:</b> Jeanette Carson, Kathee Evans, Tonia Ferrell, Grace Kasunic, Kris Kraft, John Wiencek</p> <p><b>Absent with notice:</b> Anne Bruno, Ed Evans</p> <p><b>Absent without notice:</b> Katelyn Frey, Marjorie Hartleben</p>
<b>Agenda topics:</b>	
<b>CALL TO ORDER</b> <span style="float: right;"><b>TONIA FERRELL</b></span>	
	<ol style="list-style-type: none"> <li>The chair called the meeting to order. Additions to agenda: under Topics submissions – Budget follow up, Food Truck follow up. Agenda was approved with revisions.</li> <li>The minutes of the June 22 meeting were approved with one correction, Marjorie Hartleben did not attend the meeting.</li> </ol>
<b>TOPIC SUBMISSIONS</b> <span style="float: right;"><b>TONIA FERRELL</b></span>	
	A topic was received regarding usage of plagiarism detection software on campus. This topic will be forwarded to the Faculty Senate for their attention. Will keep in our open files and respond to the submitter.
<b>UNFINISHED BUSINESS</b> <span style="float: right;"><b>TONIA FERRELL</b></span>	
	<ol style="list-style-type: none"> <li>Bylaws review – will be placed on agenda for the August meeting. There will be revisions to the bylaws based on suggestions from University Planning Group. Will attempt to do revisions at the same time as the UPG suggestions.</li> <li>UC Orientation – discussion of both the orientation and new member information. Orientation component would be at the October UC meeting with a social component to it. Discussion of committees and their goals for the year. Provost Wiencek suggested that a video would be a good plan to create for new members that would address many questions and serve as an introduction to UC.</li> <li>Food Truck – Anne Bruno reported that no funds were needed from Kim Cole to pay for food truck. There was discussion of doing something similar more</li> </ol>



	often, perhaps once each semester. There was also discussion of groups sponsoring the events to cover any costs. It was suggested to develop a cost analysis for each event.		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">NEW BUSINESS</td> <td style="width: 50%; text-align: center;">TONIA FERRELL</td> </tr> </table>	NEW BUSINESS	TONIA FERRELL
NEW BUSINESS	TONIA FERRELL		
	<ol style="list-style-type: none"> <li>1. Agenda for August 10, 2021 UC meeting was approved.</li> <li>2. UC appointments to IT data governance committee – David Bird from CPAC and David Yost from SEAC.</li> <li>3. University Planning Group part 2 discussion - appointments and numbers of people from each group. Also brought up idea of having people invited to group for expertise on topics.</li> </ol>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">GOOD OF THE ORDER</td> <td style="width: 50%; text-align: center;">TONIA FERRELL</td> </tr> </table>	GOOD OF THE ORDER	TONIA FERRELL
GOOD OF THE ORDER	TONIA FERRELL		
	<ol style="list-style-type: none"> <li>1. The chair shared that Timken had just made a 3 million dollar gift to the College of Engineering and Polymer Science.</li> <li>2. Secretary Kraft shared that other universities are giving positive feedback on UA, happy to hear it.</li> <li>3. Meeting was adjourned at 3:20 pm.</li> </ol>		

# University Council Executive Committee

MINUTES

AUGUST 24, 2021

2:01-2:55 PM

MICROSOFT TEAMS

MEETING CALLED BY	Tonia Ferrell
TYPE OF MEETING	Monthly Meeting
PRESIDER	Tonia Ferrell
NOTE TAKER	Heather Loughney
ATTENDEES	<p><b>Attendees:</b> Anne Bruno, Jeanette Carson, Ed Evans, Kathee Evans, Tonia Ferrell, Marjorie Hartleben, Kris Kraft, John Wiencek</p> <p><b>Absent with notice:</b> Katelyn Frey, Grace Kasunic</p> <p><b>Absent without notice:</b></p>
Agenda topics:	
<p>CALL TO ORDER <span style="float: right;">TONIA FERRELL</span></p>	
	<ol style="list-style-type: none"> <li>The chair called the meeting to order. With no additions, the agenda was approved without dissent.</li> <li>The minutes of the July 27 meeting were approved without dissent.</li> </ol>
<p>TOPIC SUBMISSIONS <span style="float: right;">TONIA FERRELL</span></p>	
	<p>A topic was received concerning IT security training for campus. The item will be forwarded to UCIT for review.</p>
<p>UNFINISHED BUSINESS <span style="float: right;">TONIA FERRELL</span></p>	
	<ol style="list-style-type: none"> <li>Bylaws review – the committee has met numerous times and completed its work with focus on outdated information, redundancies and restrictive items. They then asked the chair for comments on portions they amended. A discussion of the various changes began but it was pointed out that the document had not been shared with the full UCEC. The document was shared via email with the group.</li> </ol> <p>There was discussion of the chair of UPG and how to phrase that section. After discussion a motion was made and approved for the sentence: <i>The chair of the UPG would be appointed by the President upon consultation with UCEC.</i></p> <p>The topic of bargaining unit staff not having representation on UC was brought up and there was discussion on the topic, it was determined that contact with HR labor relations should be made to look at the issue again. Take direction from them. Many staff have asked about this issue and why</p>

	<p>they have no representation on UC. Chair Ferrell will make contact with Sarah Kelly. It was also decided that a special meeting of the UCEC will be scheduled to further discuss the bylaw revisions.</p> <p>2. UC Orientation – no new updates.</p>
	<p style="text-align: center;">NEW BUSINESS      TONIA FERRELL      TONIA FERRELL</p>
	<p>1. Agenda for September 14, 2021 UC meeting was approved.</p>
	<p style="text-align: center;">GOOD OF THE ORDER      TONIA FERRELL      TONIA FERRELL</p>
	<p>1. Meeting was adjourned at 2:55 pm.</p>

# University Council Executive Committee

MINUTES

OCTOBER 5, 2021

3:30 PM

MICROSOFT TEAMS

<b>MEETING CALLED BY</b>	Tonia Ferrell
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Tonia Ferrell
<b>NOTE TAKER</b>	Heather Loughney
<b>ATTENDEES</b>	<p><b>Attendees:</b> Jeanette Carson, Ed Evans, Tonia Ferrell, Marjorie Hartleben, Courtney Johnson-Benson, Grace Kasunic Kris Kraft, John Wiencek</p> <p><b>Absent with notice:</b> Katelyn Frey</p> <p><b>Absent without notice:</b></p>
<b>Agenda topics:</b>	
<p><b>CALL TO ORDER</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	<ol style="list-style-type: none"> <li>The chair called the meeting to order. Secretary Kraft added an item under New Business. The agenda was approved without dissent.</li> <li>The minutes of the August 24th meeting were approved without dissent.</li> </ol>
<p><b>TOPIC SUBMISSIONS</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	<p>The chair shared that she was not able to attend the meeting to discuss the topic submissions but asked for an update. Ed Evans reported that the spreadsheet was agreed upon for distributing the topic submissions and that there was discussion on the expected response times from the committees. The reporting form was also discussed in regard to making it easier for the committees to respond to it. Heather added that the initial emails will ask for a response within ten working days and that there will be a timeline for action requested from the committees. Tonia requested to be copied on all emails to committees.</p>
<p><b>UNFINISHED BUSINESS</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	<ol style="list-style-type: none"> <li>Bylaws review – the chair suggested a separate meeting to discuss the big topics that were still unresolved in the bylaws revisions. Heather will send a poll out to the UCEC to set a date for that meeting. The big topics remaining to be resolved are: relating the standing committees work to the strategic plan, numbers of at-large representatives to UC from each constituency group, membership of UCEC, deans on committees, meetings of the UC and the standing committees, duties of the secretary of the UC and the role of parliamentarian.</li> </ol>

	<p>The chair shared that one of the big points is the role of the committees and if all the committees originally created in the UC bylaws were still correct or if there should be committees removed. It was decided to send an email out to the chairs and administrators ahead of the October 25 meeting of the UCEC with the chairs and administrators to ask them to consider their committee's role in relation to the strategic plan.</p> <p>2. UC Orientation – Kathee Evans was chair of the committee but is no longer on UCEC. She is willing to continue working on orientation and was working on the website and a video. Heather added that there were changes to the new UC member letters that included links to Robert's Rules of Order and the UC website.</p>
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	NEW BUSINESS	TONIA FERRELL	TONIA FERRELL
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	<ol style="list-style-type: none"> <li>1. Agenda for October 12, 2021 UC meeting was approved.</li> <li>2. Secretary Kraft announced that RooFit will be returning this year. Recreation and Wellness met and decided that for morale purposes there was a need for it to return. There will be a faculty/staff version and newly added a student version. There are also plans for a mental health component to be added. She also shared that they will be looking for help from the UCEC and also in need of a little bit of money for the program. They want to do water bottles again and possibly t-shirts. She also shared that people have asked for it to return. Grace Kasunic shared that she may have water bottles to donate, Kris said she would connect with her on that.</li> <li>3. Chair Ferrell opened a discussion regarding speakers at future UC meetings. She asked for suggestions for speakers. After suggestions and discussion it was decided that Kim Gentile will be invited to the November meeting to discuss increasing enrollment initiatives and that Dean McKinney will be invited to join her in sharing what his college is doing. For the December meeting Tammy Ewin will be invited to speak.</li> </ol>
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	GOOD OF THE ORDER	TONIA FERRELL	TONIA FERRELL
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	<ol style="list-style-type: none"> <li>1. The chair reminded everyone that the October 26 UCEC meeting will take place in the McColleston Room in Buchtel Hall and that BOT Chair Gingo will be joining the meeting. Plan to discuss orientation, UC bylaws, topic submissions updates and items that Chair Gingo may want to ask about.</li> <li>2. The chair shared that there was a request from ITL to bring back the teaching/research awards. She has talked to Cher about the concern of splitting the awards and it was decided that they will stay with the UC ad hoc Awards Committee.</li> <li>3. Meeting was adjourned at 4:13 pm.</li> </ol>
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# University Council Executive Committee

MINUTES

OCTOBER 26, 2021

3:30-4:10 PM

MICROSOFT TEAMS

<b>MEETING CALLED BY</b>	Tonia Ferrell
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Tonia Ferrell
<b>NOTE TAKER</b>	Heather Loughney
<b>ATTENDEES</b>	<p><b>Attendees:</b> Jeanette Carson, Ed Evans, Tonia Ferrell, Joseph Gingo, Marjorie Hartleben, Courtney Johnson-Benson, Grace Kasunic, Kris Kraft, Gary Miller, John Wiencek</p> <p><b>Absent with notice:</b></p> <p><b>Absent without notice:</b></p>
<p>Agenda topics:</p> <p style="text-align: center;"><b>CALL TO ORDER</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. The agenda was approved without dissent.</li> <li>2. The minutes of the October 5<sup>th</sup> meeting (rescheduled September 28 meeting) were approved without dissent.</li> </ol>
<p style="text-align: center;"><b>TOPIC SUBMISSIONS</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	<p>The chair welcomed everyone and in particular Board of Trustees Chair Joe Gingo. The chair then opened discussions on topic submissions. Kris Kraft pointed out a submission concerning safety for grad students walking campus at night and in particular in the area of the Chima building. Issues of lighting and that women and students of color have felt unsafe leaving the building after hours. Jeanette Carson also pointed out that there had been safety issues brought to her concerning Simmons hall and that it was discovered that 911 cannot be called from the new Teams phone system. Also there was no cell service in a location within Simmons. She pointed out the need for updated information and training on phones and emergency procedures. Chair Ferrell asked Jeanette to have the person who shared this with her put in a topic submission concerning this incident. Marjorie Hartleben pointed out that there are emergency phones as well as courtesy phones on campus.</p> <p>President Miller said that the university used to have “safety walks” on campus with administrators, faculty, staff and students. If everyone agreed, those could be scheduled again. It was also pointed out that after the absence from campus due to COVID that safety needs to be reviewed, especially in light of the recent tornado</p>

warning on campus. People who used to be designated for emergencies may no longer be on campus.

The second topic submission was concerning alias emails. Many departments need to have an alias email that is for the department and then is distributed to everyone within the department. It is difficult when a departmental email goes to just one person and that person leaves and the email never goes anywhere after that.

Chair Ferrell asked about responses from those submissions that were sent out to committees and campus departments. Responses have been received on some, work is continuing on emails that have been received. Topics are received and come to the UCEC for distribution to departments/campus entities for review and acknowledgement within 10 days of receipt. Then 30 days for an update on action or to request more time. Responses come back to UCEC to share with UC.

Topic submissions are posted to the UCEC Teams folder each Friday for UCEC to review.

**UNFINISHED BUSINESS**

**TONIA FERRELL**

1. Speaker Series- the chair shared that a plan has been put in place for speakers to come to UC meetings to address enrollment and retention. In November Tammy Ewin will report on APR message, in December Kim Gentile will bring in information on undergraduate recruitment. In January 2022 Joe Urgo and copresenters will speak on retention and February is in conversation. Graduate student recruitment and transfer student recruitment will be discussed in the spring as well.
2. Chairs and Administrators meeting with UCEC – action items were made from the meeting getting information about a food truck even in spring and discussion about an in-person meeting in February that has a social component to it. Hope to be in person for interaction before and after the meeting. Ed Evans asked about the possibility of having a winter food truck event using the Field House? President Miller checked and responded during the meeting that the Field House could be used for such an event, the truck could park at the door and people could eat inside. The chair pointed out that a subcommittee needs to be formed to handle these events now that Anne Bruno is no longer on campus. Funding will also have to be acquired for the events. The chair will ask for volunteers from the UC and on campus.
3. Ex-officio appointments to standing committees – the chair stated that she was not aware that some committees were already doing this. She pointed out that they do not have a vote but are allowed and could give someone a taste of the work of the UC and possibly lead to them being appointed later. This led into a conversation about whether all 8 committees of the UC are still useful and necessary. It was pointed out that it is important that all committees have clear goals that relate to the strategic plan. Goals should be discussed with committees, perhaps a retreat type event? It was pointed out that perhaps once a year is not enough for this type of meeting. The chair agreed that

	<p>conversations after the meeting did suggest that the meeting should be more than once per year and could be conducted as more of a retreat.</p> <ol style="list-style-type: none"> <li>4. Bylaws review – still in discussions and some topics have been pushed forward due to attendance at last meeting. Heather will work with the chair to schedule another meeting to wrap up conversations and get ready to present to full UC. It was suggested to have bylaws align with goals of university but some were hesitant to prolong the bylaws review for that as well. Discussion about finishing bylaws and then looking at alignment. There was also discussion of whether the 8 committees of the UC are still relevant and it was suggested that that could be a part of a separate document and taken out of the bylaws discussion.</li> <li>5. UC Orientation – no updates.</li> </ol>
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	<b>NEW BUSINESS</b>	<b>ESSIA FERRELL</b>	<b>TONIA FERRELL</b>
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	<ol style="list-style-type: none"> <li>1. Agenda for November 9, 2021 UC meeting was approved.</li> <li>2. The chair asked about the open seats for USG members. President Kasunic stated that they are working to fill seats but biggest obstacle is not knowing the meeting schedules of the committees. It was also stated that appointees can be in USG and not a senator. Chair Ferrell pointed out that this has been issue this year for other groups on UC as well. May need to have discussions about the ex-officio idea in light of filling open seats.</li> </ol>
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	<b>GOOD OF THE ORDER</b>	<b>ESSIA FERRELL</b>	<b>TONIA FERRELL</b>
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	<ol style="list-style-type: none"> <li>1. Chair Gingo shared how happy he was that two of issues being discussed in the meeting, safety and enrollment. Both are vital issues to the campus. Safety of a big concern for the Board of Trustees and they welcome input on it. He also mentioned that the Faculty Senate has been challenged to give ideas on how to improve enrollment.</li> <li>2. Meeting was adjourned at 4:10 pm.</li> </ol>
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# University Council Executive Committee

MINUTES

NOVEMBER 23, 2021

3:33-4:29 PM

MICROSOFT TEAMS

<b>MEETING CALLED BY</b>	Tonia Ferrell
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Tonia Ferrell
<b>NOTE TAKER</b>	Heather Loughney
<b>ATTENDEES</b>	<p><b>Attendees:</b> Jeanette Carson, Pamela Duncan, Ed Evans, Tonia Ferrell, Marjorie Hartleben, Courtney Johnson-Benson, Grace Kasunic, Kris Kraft,</p> <p><b>Absent with notice:</b> John Wiencek</p> <p><b>Absent without notice:</b> Katelyn Frey</p>
<b>Agenda topics:</b>	
<p><b>CALL TO ORDER</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	<ol style="list-style-type: none"> <li>The chair called the meeting to order. The agenda was approved without dissent.</li> <li>The minutes of the October 12th meeting were approved without dissent.</li> </ol>
<p><b>TOPIC SUBMISSIONS</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	<p>The chair asked for discussion on recently posted topic submissions:</p> <ul style="list-style-type: none"> <li>Faculty parking – send to Physical Environment and Budget and Finance committees. Mention making it university-wide for all staff, faculty and contract professionals.</li> <li>Guaranteed student assistant jobs for incoming freshmen – send to Budget and Finance/Student Engagement/Institutional Advancement committees to work on together and coordinate response.</li> <li>Cummings Land Contract – refer to the President, Wayne Hill and UCM as well as the Communications committee.</li> <li>Industry certification training – refer to Cher Hendricks.</li> </ul> <p>Follow up on responses from referrals – ask the Provost about what expectations are for sharing the information on campus; web page, email digest, etc.</p>
<p><b>UNFINISHED BUSINESS</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	<ol style="list-style-type: none"> <li>Bylaws review –committee meets December 1, finishing the bylaws review. Duties of the secretary and standing committees are left to discuss.</li> </ol>

	2. UC Orientation – no updates.
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	NEW BUSINESS	SSIA FERRELL	TONIA FERRELL
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	<ol style="list-style-type: none"> <li>1. Agenda for December 7, 2021 UC meeting was approved.</li> <li>2. The chair brought up the issue of questions and answers at UC meetings. At a Faculty Senate meeting there was press present and discussion of a topic with the President. There was concern about discussions in front of a press member. The chair of FS now welcomes guests and press to the meetings, as well as the UC chair. The Provost has instituted a Q &amp; A with Faculty Senate in a separate forum from regular senate meetings. The chair asked if UC would like to start doing something like this? Of possibly combining with faculty senate. After discussion the UCEC decided that they did not feel this was necessary for the UC to do.</li> <li>3. Feedback on meeting with BOT Chair Gingo – the group felt that the meeting went well and that it gave the BOT Chair an opportunity to observe the functions of the UCEC and to hear the business that was going on. The Provost shared with Chair Ferrell that he got positive reviews from the meeting. It was suggested that reps from CPAC or SEAC talk about their processes and how they are organized, what they feel is important to share. The BOT Chair will attend again in January. It was also suggested that the group introduce themselves and their representation at the next meeting.</li> </ol>
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	GOOD OF THE ORDER	FERRELL	TONIA FERRELL
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	<ol style="list-style-type: none"> <li>1. Food Truck Committee – Tonia will speak to John Messina about getting the person replacing Anne Bruno on the committee and to get ideas from him on the event. It was suggested to get some students involved in the committee and USG President Kasunic stated that there is an events team on USG and that they might want to help out.</li> <li>2. Meeting was adjourned at 4:29 pm.</li> </ol>
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# University Council Executive Committee

MINUTES

DECEMBER 21, 2021

3:35-4:19 PM

MICROSOFT TEAMS

<b>MEETING CALLED BY</b>	Tonia Ferrell
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Tonia Ferrell
<b>NOTE TAKER</b>	Heather Loughney
<b>ATTENDEES</b>	<p><b>Attendees:</b> Pamela Duncan, Tonia Ferrell, Marjorie Hartleben, Grace Kasunic, Kris Kraft, John Wiencek</p> <p><b>Absent with notice:</b> Jeanette Carson, Katelyn Frey, Courtney Johnson-Benson</p> <p><b>Absent without notice:</b> Ed Evans</p>
<b>Agenda topics:</b>	
<p><b>CALL TO ORDER</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	<ol style="list-style-type: none"> <li>1. The chair called the meeting to order. The agenda was approved with additions.</li> <li>2. The minutes of the November 23rd meeting were approved without dissent.</li> </ol>
<p><b>SPECIAL GUEST</b> <span style="float: right;"><b>KERRY JACKSON</b></span></p>	
	<p>Kerry Jackson, Director of Off Campus Safety, attended the meeting to answer questions on safety. He asked UCEC what concerns they had about what he should be doing.</p> <ul style="list-style-type: none"> <li>• A question was asked about safety issues around the Polsky building, given its location in downtown area and the Mayflower. Jackson responded that it is an area of concern with the imminent opening of the front doors of the building to the public and the ongoing issue of public access. Currently there is not enough manpower to have someone in the building during all hours it is open and also acknowledging that anything that is done will cost money. But it is on his radar and he is looking at the situation and will speak with the President about it.</li> <li>• Continuation of discussion on Polsky and the issue of homeless individuals around the building and in it at times. Jackson stated that this is a problem they are aware of and that he has spoken with the Chief of Police and they are discussing it.</li> <li>• Issues concerning the Chima building – Jackson said that he had spoken to the Chair about the issues and that there will be additional lighting installed in the parking lot after the first of the year. There is an issue of the other parking lot nearby that does not belong to UA any longer, there will be conversations with</li> </ul>

	<p>the new owner of the lot about getting more lighting put in there as well. The Noon-8 pm Lieutenant is aware as well of the need for additional patrols in that area. Jackson also suggested that students may want to move their vehicles closer to the building for safety.</p> <ul style="list-style-type: none"> <li>• Jackson also discussed the safety walks that will be returning to campus in the new year. USG will be working to come up with routes of concern and to schedule the monthly walks around campus. They will also be expanded beyond the campus borders to look at the issues off-campus.</li> <li>• A question was asked about campus emergency phones – Jackson responded that a few more could be added to campus but that the off-campus area is being looked at for phones as well. He said that the President is serious about taking ownership of the situation and that will mean more phones and putting cameras in as well. 50 cameras in 36 areas coming by middle of April and looking to add more after that.</li> <li>• A concern about the issues at the Speedway was also brought up – Jackson replied that there have been talks about holding Speedway accountable for what is happening in their parking lot. Akron Police have had issues with it as well, trying to get Speedway to cooperate and have not had much success. The President is considering contacting the corporate offices for Speedway.</li> <li>• Jackson also shared that an issue was addressed at Folk Hall where the students/faculty felt unsafe in the back parking lot where homeless individuals often sleep. A phone will be installed in the back lot for safety.</li> <li>• Jackson thanked the UCEC for their input and said that he is always available for questions or to discuss concerns.</li> <li>• Chair Ferrell said that there will be a survey going out to the UC members asking for input on safety issues on campus. Jackson can attend the February meeting to speak on the survey results.</li> </ul>
<p style="text-align: center;"><b>TOPIC SUBMISSIONS</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	<p>The chair asked for discussion on recently posted topic submissions:</p> <ul style="list-style-type: none"> <li>• There was one submission concerning the ERP. This will be forwarded to John Corby to distribute.</li> <li>• The Chair brought up responses and expectations for TS – talked to Provost yesterday and feedback was that we respond directly to submitter and if it’s anonymous well have boxes that say “responded, no further action” and “responded, further action required”. Boxes to complete and close. President does not really have expectations to send to greater community but continue to do what we do with them.</li> </ul>
<p style="text-align: center;"><b>UNFINISHED BUSINESS</b> <span style="float: right;"><b>TONIA FERRELL</b></span></p>	
	<ul style="list-style-type: none"> <li>• Bylaws review –waiting on clean copy, that will be forwarded to John Reilly.</li> <li>• UC Orientation – discussion on this issue will begin again in January, may need to reform a committee to start work on issue. Kris Kraft said that she and Heather would begin scheduling meetings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Food Truck committee – volunteers have come forward, compiling information has begun on food trucks and rules.</li> </ul>
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	NEW BUSINESS	TONIA FERRELL
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	<ol style="list-style-type: none"> <li>1. Discussion of future meetings in Teams or hybrid – with numbers of COVID cases rising again it was decided that January and February meetings will be in Teams and will monitor numbers before deciding on later meetings. Would like to try for hybrid towards end of semester.</li> <li>2. The agenda for the UC meeting on January 11, 2022 was approved with one change, remove the presentation topic for Joe Urgo.</li> </ol>
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	GOOD OF THE ORDER	TONIA FERRELL
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	<ol style="list-style-type: none"> <li>1. A question was asked of Provost concerning Omicron variant and numbers. The Provost responded that the administration is watching numbers carefully and has begun work on contingency plans but that those discussion are on hold until after break.</li> <li>2. Meeting was adjourned at 4:19 pm.</li> </ol>
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