

University Council Steering Committee

MINUTES

JANUARY 11, 2012 2 – 3 P.M.

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	First Organizational Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Jessica Goerke, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Nancy Roadruck, Mike Sherman

2:00 – 2:20 ROLE OF STEERING COMMITTEE AND EACH STEERING COMMITTEE MEMBER TIM LILLIE

DISCUSSION	<p>The Steering Committee and the University Council (UC) will be policy-focused bodies, addressing substantive issues and will be supported by the Provost and President. The Secretary's role is to assure the integrity of the minutes and committee records. One of the roles of the Steering Committee is to determine which Standing Committee to send appropriate issues, when questions come up.</p> <p>Jan. 17th UC meeting will be the first official meeting to get things started. Dr. Proenza will be attending and will give a brief welcome. The agenda for the Jan. 17th UC meeting was reviewed and approved with changes. Standing Committee Chairs will be asked to prepare a written report summary to be posted to SharePoint and sent to Nancy Roadruck and Kim Haverkamp by the Friday before the UC meetings. The Chairs will give a five-minute presentation at the meeting. Agendas will be printed for the meeting. All presenters are encouraged to use SharePoint at the meeting to pull up presentation documents online for review (to save on printing).</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:20 – 3:00 REVIEW AND DISCUSS CONTEXT OF WHITE PAPER

DISCUSSION	<p>Is there a need to update the white paper document or would the addition of an Operating Protocol document suffice? The Protocol draft could be the basis for formal bylaws. The Board of Trustees reacted positively to the White Paper.</p> <p>Retirees on UC: The Steering Committee recognizes that a Protocol is needed.</p> <p>Benefits as part of a Standing Committee: Should Benefits be part of the Budget and Finance Standing Committee or the Talent Development and Human Resources Standing Committee? Benefits is currently part of the Budget and Finance Standing Committee. Standing Committees should make sure the committee chairs address this and possibly have joint activities. This type of situation may come up in other Standing Committees, such as a financial issue on the Information Technology Standing Committee.</p> <p>Members on two Standing Committees: Protocols are needed for situations where members want to serve on two Standing Committees. Can a person be an ex-officio member of another committee? Standing Committees should submit a request to the Steering Committee.</p> <p>Term of Appointment: The term of each member will be recorded on the UC roster and posted to the website. Chairs are responsible to replace members. When a member is replaced, the new person will serve the balance of the term. Members have to be appointed/elected by the appropriate constituency group. Nonmembers can be invited to attend a meeting as a guest.</p> <p>Consecutive Terms: Per the White Paper, Standing Committee members serve three year terms and student members serve a one-year term.</p>
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	<p>Constituency Groups: Can contract professionals taking graduate classes serve as a member of GSG? The constituency group will determine how to elect or appoint members. The constituency group has to document how they elect/appoint in their bylaws.</p> <p>Priority Organization: To what extent does the UC Steering Committee help Standing Committees organize priorities? UC has asked Standing Committees to let them know the 2 – 3 priority issues.</p> <p>Issue Briefs: The Office of Academic Affairs will track the status of issues briefs and will post to SharePoint and Website.</p>	
CONCLUSIONS		
Decisions regarding the size, formation, and who is a voting member of the Standing Committees are the role of the UC.		
Meeting calendar schedule needs to be determined in the Operating Protocol document (fiscal/calendar).		
If two people have been appointed to a Standing Committee by the Provost, only one can have a vote in UC.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Ask constituency groups for the terms of their UC members.	Kim Haverkamp	Jan. 17th
Add constituency group contacts on the roster.	Kim Haverkamp	Jan. 17th
Provost will have a conversation with the co-chairs from the two Standing Committees that have two Provost appointees.	Mike Sherman	
Develop a marketing and communication plan: Use Email Digest to link to items on website.		

Next Meeting: Wednesday, January 25, 2 – 4 p.m., McColleston Room

University Council Steering Committee

MINUTES

JANUARY 25, 2012 2 – 3 P.M.

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Jessica Goerke, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Nancy Roadruck, Mike Sherman

Agenda topics

2:00 – 2:10 P.M.

TERM OF APPOINTMENT

DISCUSSION	<p>Tim Lillie called the meeting to order at 2:05. He asked for additions to the agenda and there was a request to add a discussion about the policy that would allow faculty to excuse students from class to attend UC meetings. A template letter to faculty was submitted for discussion. The decision was made to table the discussion until the next Steering Committee meeting.</p>		
	<p>The Steering Committee is collecting term of appointments for all members. There was a discussion as to how member's term of appointment would be determined. The Steering Committee referred to the University Protocol Bylaws February 2010 document, page 29 (posted on University Council SharePoint) which states "Standing committee terms shall be for three (3) years with the exception of associated student government and graduate student government which will each have one (1) year terms. For the initial standing committees, the terms shall be divided by lot into groups as equal as possible. One third of those shall have one year terms, one third two year terms and one third three year terms. Thereafter all standing committee appointments shall be for three year terms". The decision was made to ask each Standing Committee to determine 1 year, 2 year and 3 year appointments.</p>		
	<p>There was a discussion about ex-officio members serving on Standing Committees. Standing Committees can invite individuals to their meetings on a regular basis to help advise them. The Standing Committees will keep a list of these individuals. The individuals will not be included on the UC Roster unless the Provost feels they should be added to the Standing Committee as an ex-officio/non-voting member of the committee. Only voting members of the Standing Committee can move items forward.</p>		
	<p>There was a discussion as to which Standing Committee "benefits" should belong. The UC Steering Committee will recommend to UC that the name of the Budget, Finance and Benefits Standing Committee be changed to the Budget and Finance Standing Committee with the understanding that the Budget and Finance Standing Committee and the Talent Development & Human Resources Standing Committee will co-convene to have a collaborative discussion on items pertaining to Benefits. This interaction will be included in the Operating Protocol.</p>		
<p>There was a discussion as to when the end date should be for a term of appointment. The Steering Committee will ask the Constituent Groups if they have an objection to the end of April as the end date and a decision will be made a the next Steering Committee meeting.</p>			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:10 – 2:20 P.M.

CONSTITUENT GROUP ELECTION/SELECTION PROCESS

DISCUSSION	The election/selection process should be part of each Constituent Group's bylaws. Each Constituent Group should send a written description to the Steering Committee regarding how they elect/re-elect
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	members to UC and how they determine eligibility of their members to serve on a Standing Committee. These procedures will be part of the UC Operating Protocol.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:20 – 2:30 P.M. OPERATING PROTOCOLS

DISCUSSION	The Steering Committee will begin writing UC Interim Operating Protocols by circulation among Steering Committee members. The Operating Protocols will go to UC for approval. The University Protocol Bylaws February 2010 document and the University Council Board Action January 2011 document are on the SharePoint site.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:30 – 2:14 P.M. UC SHAREPOINT & WEBSITE JULIE BURDICK & KELLY DAW

DISCUSSION	There was a demonstration of the changes that were made to the UC SharePoint site and the UC Website based on discussion from the January 17 th University Council meeting to make both sites more user friendly. The UC Website has had 400 unique page visits. Issue Briefs from the Issue Brief Survey will be downloaded from SurveyMonkey into Excel for review by the Steering Committee and then will be posted on SharePoint.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:40 – 2:50 P.M. STANDING COMMITTEE VISITS

DISCUSSION	Tim Lillie and Kent Marsden will visit Standing Committee meetings. They have been invited to the Communications Standing Committee meeting on January 30 th and the Talent Development and Human Resources Standing Committee meeting on February 1 st .		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:50 – 3:00 P.M. FUTURE MEETING SCHEDULE FOR UC

DISCUSSION	The next two UC meetings have been scheduled for February 14 and March 20 from 3 – 5 p.m. Simmons 101 has been reserved. We are still looking for an acceptable “consistent” location. The decision was made that UC meetings will be the second Tuesday of each month from 3 – 5 p.m. except March.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

Next Meeting: February 8, 2 – 3 p.m., McColleston Room

University Council Steering Committee

MINUTES

FEBRUARY 8, 2012 2-3 P.M.

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Jessica Goerke, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben

Agenda topics

2:00 – 2:20

TERM OF APPOINTMENT

DISCUSSION	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda; the topic of the February 14th University Council agenda was added. He asked for additions or corrections to the January 25th Steering Committee minutes. There being none, the minutes were approved.</p> <p>There was a discussion about the appropriate term of appointment for UC members and the best way to collect the information. The Steering Committee proposes the following:</p> <ul style="list-style-type: none"> • Committee co-conveners (VPs, usually) will be appointed at the discretion of the Provost for open terms • Students will have a one-year term (USG, GSG) • At Large members of a Constituent Group, for which there is only one member, will have a three-year term (Deans, Chair/Directors) • Constituent Groups will elect/select members to staggered terms (1, 2 and 3 years). As terms expire, new members will have a three-year term. The election/selection process is determined by the Constituent Group. The Constituent Group will inform the Steering Committee in writing of their election/selection process. • Standing Committee Chairs will, working with their committees, determine staggered terms (1, 2 and 3 years) for their members as evenly as possible. As terms expire, new members will have a three-year term. <p>The Steering Committee will produce a list that includes member’s name, length of term and expiration year of term. It is the responsibility of each Standing Committee to notify the Constituent Group that they need to elect/select a member to fill the vacancy, and to also notify the Steering Committee.</p> <p>The Steering Committee recommends that the end date for current UC members be extended to April 30, 2013. The term of Steering Committee members would also be extended. The next election of Steering Committee members will take place at the UC meeting in April 2014.</p> <p>The Steering Committee proposes that everyone adjusts to the same calendar year with all terms ending April 30th.</p> <p>The Steering Committee will ask UC to endorse these proposals at the next UC meeting on February 14.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Proposed endorsements will be written up and circulated to Steering Committee members.	Tim Lillie	tbd
Constituent Group Chairs will be contacted to determine the term of appointment for their members on UC. Standing Committee Chairs will also be contacted to confirm information for their members.	Kim Haverkamp	2/14/12
Constituent Group contacts will be added to the UC website.	Kelly Daw	2/14/12

2:20 – 2:40

OPERATING PROTOCOL

DISCUSSION	A survey link will be provided on the UC SharePoint site that will serve as a data entry template. This link will be in the Operational Protocol section of the UC SharePoint site.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2:40 – 2:50

STANDING COMMITTEE VISITS

DISCUSSION	<p>Kent Marsden attended the Communications Standing Committee meeting and the Talent Development and Human Resources Standing Committee meeting. He discussed the history of UC and fielded questions.</p> <p>Tim Lillie and Kent Marsden have been invited to attend the next Public Affairs & Development Standing Committee and SEAC meeting.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2:50 – 3:05

STUDENT GUIDELINES FOR ABSENCE

DISCUSSION	<p>Jessica Goerke submitted the following documents to the Steering Committee for discussion</p> <ul style="list-style-type: none"> • UA’s Guidelines for Absence Due to Participation in University Sponsored Events • A draft letter to instructors • An Assignment Completion Form <p>The Steering Committee agreed that UC is a University-sponsored event, but the absence policy is at the discretion of the professor. The link to the Guidelines for Absence document will be added to the UC SharePoint site.</p> <p>This item will be added to the February 14th UC Agenda and presented by Jessica Goerke.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send link for UA’s Guidelines for Absence document to Kim Haverkamp (kh1@uakron.edu).	Jessica Goerke	2/13/12
The link to UA’s Guidelines for Absence document will be added to the UC SharePoint site	Kim Haverkamp	2/13/12

3:05 – 3:20

NEW BUSINESS

DISCUSSION	<p>A motion was made and approved to hold UC meetings the second Tuesday of each month except if it conflicts with a University holiday.</p> <p>The meeting was adjourned at 3:20 p.m.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Next Meeting: February 22, 2 – 3 p.m., McCollester room

University Council Steering Committee

MINUTES

FEBRUARY 22, 2012 2 – 3 P.M.

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Jessica Goerke, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Nancy Roadruck, Mike Sherman

Agenda topics

2:00 – 2:05

CALL TO ORDER

TIM LILLIE

DISCUSSION	Tim Lillie called the meeting to order. He is pleased with the progress being made on the organization of administrative tasks.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:05 – 2:25

OPERATIONAL PROTOCOL

TIM LILLIE

DISCUSSION	<p>Tim Lillie made edits to the Draft Operational Protocol document that will be presented for action at the next UC meeting on March 20th.</p> <p>There was a discussion about student membership. It is difficult for student groups to find enough bodies to serve on UC and Standing Committees. The White Paper states that half of the members come from the governing body and half come from the at-large population. GSG is limited to the nine senators in their governing body; therefore, some senators have to serve on more than one committee to fill the UC and Standing Committee seats. SEAC and CPAC had the same challenge and they changed the number of members in their election/selection process. The student groups may also want to modify their election/selection process.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Make sure the most recent version of the Draft Operational Protocol document is used for distribution.	Kim Haverkamp		

2:25 – 2:45

STANDING COMMITTEE VISITS

KENT MARSDEN

DISCUSSION	<p>SEAC had changes in two appointments. The changes have been documented on the UC Roster and the Term of Appointment document on the UC SharePoint site. When a vacancy occurs, the constituent group can appoint immediately. The UC Steering Committee will certify the appointment before the person can be seated at a UC meeting.</p> <p>There is some confusion in UC Standing Committees about the purpose of the committee. The UC is about shared governance. The Standing Committees should make recommendations about long-term and short-term policy. They should not get involved in day-to-day operations. The UC Steering Committee will continue to support the Standing Committees through visits.</p>		
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CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:45 – 3:00

NEW BUSINESS

TIM LILLIE

DISCUSSION	<p>The UC Steering Committee will make a proposal to UC to change the name of the Budget, Finance & Benefits Standing Committee to the Budget and Finance Standing Committee. This item will be put on the March 20th UC agenda under new business and Nancy Roadruck will present the proposal.</p> <p>There was a discussion to form an ad hoc Bylaws Committee. Tim Lillie read the following draft language:</p> <p style="padding-left: 40px;">The Steering Committee of the University Council will appoint an ad hoc Bylaws Review and Recommendation Committee to review the white paper of August 19, 2011, the Bylaws proposed on February 25, 2010 and the Board resolution regarding the creation of bylaws for the University Council of January 2011. Operating Protocols created for use by the UC shall also be considered by this committee. The Committee will report proposed bylaws to the Steering Committee by June 15, 2012.</p> <p>The purpose of the committee is to make sure that operating protocol is clear. June 15th may be too soon for the Bylaws Committee to have recommendations to the Steering Committee. The decision was made to make an announcement to UC and Standing Committee members that the Steering Committee will form an ad hoc Bylaws Review and Recommendation Committee. There was a consensus that the committee will consist of five people and that they will report proposed bylaws to the Steering Committee by the end of the calendar year. Tim Lillie will determine a way to ask for volunteers from UC and the Standing Committees.</p> <p>The following Issue Briefs were submitted through the Issue Brief Survey on the University Council SharePoint site:</p> <ul style="list-style-type: none"> • The Steering Committee discussed the Recognition of Service on University Council issue brief. The decision was made to refer this Issue Brief to the Talent Development and Human Resources Standing Committee. The Standing Committee will review the issue and submit a written report to the Steering Committee summarizing their findings and recommendations. • The Steering Committee discussed the Exploration of Pearson eLearning Initiative issue brief. The decision was made to refer this Issue Brief to the Information Technology Standing Committee. The Standing Committee will review the issue and submit a written report to the Steering Committee summarizing their findings and recommendations. 		
	CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
An Issue Brief Status Report has been added to the UC SharePoint site, found in the "University Council Steering Committee" section.	Kim Haverkamp		

Next Meeting: March 7, 2 – 3 p.m., Leigh Hall 413

University Council Steering Committee

MINUTES

MARCH 7, 2012

2 – 3 PM

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Jessica Goerke, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Nancy Roadruck Absent with Notice: Mike Sherman

Agenda topics

2:00 – 2:05 CALL TO ORDER TIM LILLIE

DISCUSSION	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda and the following items were added under New Business: Issue Brief Status Report, Roberts Rules of Order and a request that Tim Lillie received by email.</p> <p>He asked for additions or corrections to the February 22nd Steering Committee minutes. There being none, the minutes were approved.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:05 – 2:25 UNFINISHED BUSINESS TIM LILLIE

DISCUSSION	<p>The Steering Committee considered four candidates that were nominated for the ad hoc Bylaws Review and Recommendation Committee. The decision was made to appoint Andrea Hinton, Matt Bungard, Carol Pleuss and Liz Erickson. The Steering Committee reserves the right to appoint one more person to the committee. The Steering Committee will convene the first meeting of the ad hoc Bylaws Review and Recommendation Committee to explain the charge. The ad hoc Bylaws Review and Recommendation Committee members will appoint the Chair. Nominations for the fifth member should go to Nancy Roadruck (nancy5@uakron.edu) and Kim Haverkamp (kh1@uakron.edu). The ad hoc committee should start work sometime in April and report to the Steering Committee by the middle of October.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:25 – 2:45 ISSUE BRIEFS TIM LILLIE

DISCUSSION	<p>The Steering Committee discussed the process for handling Issue Briefs. An Issue Brief Status Report has been created to track the progress of each Issue Brief and it is posted in the "UC Steering Committee" section of the UC SharePoint site. Every Issue Brief, without exception, will be provided to the Steering Committee. That Committee will then decide which of the Briefs, if any, rise to the level of referral to a Standing Committee.</p> <p>The Steering Committee discussed ways to communicate the purpose of an Issue Brief. The following suggestions were made:</p> <ul style="list-style-type: none"> • SharePoint demonstration at the next UC meeting for Standing Committee Chairs • Use Zipline and Email Digest • Use OAA Marketing Briefs from Dr. Sherman 		
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	<ul style="list-style-type: none"> Ask UC Constituent Groups to send information to their members <p>The Steering Committee will develop clear and consistent language about the function of Issue Briefs that will be consistent across constituencies.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create a draft for Email Digest	Kent Marsden	
Put a link on Zipline to the UC Issue Brief Survey	Julie Burdick	

2:45 – 3:00

NEW BUSINESS

TIM LILLIE

DISCUSSION	<p>The Steering Committee discussed the agenda for the University Council meeting on March 20th. The Terms of Appointment Operating Protocol document was emailed to all University Council and Standing Committee members on March 2nd. As Secretary, Nancy Roadruck will introduce the Operating Protocol document. The Steering Committee report, by Tim Lillie, will include information about the ad hoc Bylaws Review and Recommendation Committee, the Issue Brief process, and the suggested forms of communication.</p> <p>There was discussion about whether a UC member can continue to serve if they choose not to run for or are not re-elected to their Constituent Group. If there is an at-large seat open in the Constituent Group, they can move to that seat, provided their constituency elects/appoints that person to the at-large seat. If they are not part of the Constituent Group and there is not an at-large seat available, they cannot be a voting member of the Standing Committee. All meetings are open, but only members of the Standing Committee can vote.</p> <p>There was a discussion about whether Standing Committees should secret-ballot voting. According to Roberts Rules, committees and the UC itself may order any vote to be taken by secret ballot at its discretion. However, the sense of some on the Steering Committee is that a secret ballot ought to be able to be part of the standing rules of the UC. Since the UC does not have a bylaw about this the voting method should be determined by the Standing Committee or by the UC, as noted. This issue is also to be presented to the Bylaws Committee for discussion, to determine how to include it in proposed new bylaws.</p> <p>There was a suggestion to have a new officer training every year.</p> <p>Tim Lillie received an email requesting that the Steering Committee ask for budget allocations and expenditures for campus units for the past ten years. Kent Marsden received the same request from the Integrated Financial Planning Group, with a timeframe of five years. Nancy Roadruck will combine the two requests and create an Issue Brief. The Steering Committee referred the Issue Brief to the Budget, Finance & Benefits Standing Committee with the proviso that they respond within 30 days of the issuance of the Brief, to the Steering Committee. The motion to do this carried.</p> <p>There was a motion to order ten copies of Roberts Rules of Order books for Nancy Roadruck, as Secretary and for each Standing Committee. The motion carried.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Order Roberts Rules of Order books	Kim Haverkamp	

University Council Steering Committee

MINUTES

MARCH 20, 2012

4:00 – 5:00 PM

MEETING CALLED BY	Tim Lillie
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Jessica Goerke, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Nancy Roadruck Absent with Notice: Mike Sherman

Agenda topics

4:00 – 4:05

CALL TO ORDER

TIM LILLIE

DISCUSSION	Tim Lillie called the meeting to order. He asked for additions or corrections to the March 7 th Steering Committee minutes. There being none, the minutes were approved as distributed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

4:05 – 4:15

UNFINISHED BUSINESS

TIM LILLIE

DISCUSSION	The Steering Committee considered a nomination to appoint Mary Hardin to the ad hoc Bylaws Review and Recommendation Committee. Tim Lillie asked if there were any objections. There being none, the decision was made to appoint Mary Hardin. The Steering Committee secretary will inform her of the appointment. The Steering Committee secretary will invite the five members of the ad hoc Bylaws Review and Recommendation Committee to attend the next Steering Committee meeting on April 4. The Term of Appointment Operating Protocol was passed at the UC meeting. The word "draft" will be removed from the document and sent to Nancy Roadruck for signature.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Inform Mary Hardin of her appointment on the ad hoc Bylaws Review and Recommendation Committee	Nancy Roadruck	
Invite members of the ad hoc Bylaws Review and Recommendation Committee to the next Steering Committee meeting on April 4	Nancy Roadruck	
Remove the word "Draft" from the Term of Appointment Operating Protocol document and send to Nancy Roadruck for signature	Kim Haverkamp	

4:15 – 4:30

ISSUE BRIEFS

TIM LILLIE

DISCUSSION	The Steering Committee discussed the process for handling Issue Briefs. The Issue Brief link on the UC SharePoint site is a survey through SurveyMonkey. Kim Haverkamp will check SurveyMonkey once a week for new Issue Brief surveys. She will download the survey information, put it into the Issue Brief Summary document, distribute the document to Steering Committee members and add it to the agenda for the next Steering Committee meeting. Nancy Roadruck created an Issue Brief on March 15 th that combines two requests for budget information, from Phyllis O'Connor and David Witt. A decision was made to refer this Issue Brief to the Budget and Finance Standing Committee. Nancy Roadruck will send the Issue Brief to Phyllis O'Connor and David Witt for language approval. Upon approval, Kim Haverkamp will send the Issue Brief to the Budget and Finance	
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	<p>Standing Committee with the request that they respond 30 days from the date received.</p> <p>An Issue Brief regarding staff recognition was submitted on March 13th by Peggy Walchalk. The decision was made to refer the Campus Wide Staff Recognition Issue Brief to the Talent Development and Human Resources Standing Committee for their review and recommendation back to the Steering Committee.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send the Campus Wide Staff Recognition Issue Brief to the Talent Development and Human Resources Standing Committee	Kim Haverkamp	
Send the Budget Information Request Issue Brief to the Budget and Finance Standing Committee (after language approval is received)	Kim Haverkamp	

4:30 – 4:45 NEW BUSINESS TIM LILLIE

DISCUSSION	<p>The Steering Committee discussed the process for posting Standing Committee reports to the UC SharePoint site. The decision was made that the Secretary will send Standing Committee chairs a recurring reminder to post reports to the UC SharePoint site. This procedure should be written in a bylaw.</p> <p>A suggestion was made to develop regular meeting times for all Standing Committees. Standing Committees are committees of the people appointed and meeting times should be determined by each Standing Committee.</p> <p>Roberts Rules of Order books have been purchased for the Steering Committee and each Standing Committee. Kim Haverkamp will send the books to committee chairs via campus mail.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The Steering Committee Secretary will send Standing Committee Chairs reminders to post their reports to the UC SharePoint site.	Nancy Roadruck	

University Council Steering Committee

MINUTES

APRIL 19, 2012 11 – 11:45

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Jessica Goerke, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Nancy Roadruck, Mike Sherman

Agenda topics

11:00 – 11:05 AM

CALL TO ORDER

TIM LILLIE

DISCUSSION	Tim Lillie called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed. He asked for additions or corrections to the April 4 th Steering Committee minutes. There being none, the minutes were approved as distributed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

11:05 – 11:35 AM

UNFINISHED BUSINESS

TIM LILLIE

DISCUSSION	<p>1. The Steering Committee discussed the process for managing issue briefs because of the wide variety of topics being submitted through the Issue Brief link on Zipline.</p> <p>There was a discussion about the process for determining priority to allow action on items that need to be addressed in an immediate way.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> • The Steering Committee will look at all Issue Briefs and determine priority based on the strategic priority for University Council • Issue Briefs may go into a queue for future consideration • The Steering Committee will respond to the author of all Issue Briefs • If an Issue Brief from a student contains a personal issue, the Office of Academic Affairs may intervene to get immediate help for the student. The Issue Brief will still go to the Steering Committee for consideration regarding policy. • The Steering Committee is not obligated to refer an issue brief to a
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Standing Committee.

- The University Council oversees Standing Committees and can commit them to respond to an Issue Brief.
 - The University Council does not oversee University units. They can ask the bodies to consider an Issue Brief, but cannot commit them to respond.
2. The Steering Committee will ask the Standing Committees to submit to the Steering Committee their primary goals for next year in order to help align the priorities of the Standing Committees, the University Council and the UC Steering Committee. The deadline for submission will be June 15.
Tim Lillie and Nancy Roadruck will create the message.
Kim Haverkamp will send the emails.
3. The Steering Committee discussed the Term of Appointment Operating Protocol. Kent Marsden read #5D:

The steering committee may, at its discretion, declare vacant any seat for which the relevant member:

- a. is no longer a member of the group from which they were selected. In such a situation, the seat should be re-filled by the relevant group;
- b. is unable to regularly attend meetings due to conflicting professional duties, imperative personal affairs, or illness;
- c. has, without notice, missed more than three regular meetings of the standing committee during the previous 12 months.

The following points were made:

- The Steering Committee will request from each Constituency Group descriptions of their University Council election/selection process
- When a member completes their term of appointment for the UC Steering Committee, they must provide a letter to the Steering Committee. The UC will hold an election to replace the member.
- Around April 1st of each year, the UC Steering Committee will send to each Standing Committee a list of their members and ask them to identify the members that will continue to serve for the next year.
Tim Lillie will create the message.
Kim Haverkamp will add the list of members and send the emails.
- Removal of members from the University Council must come through the UC Steering Committee.

11:30 – 11:40

NEW BUSINESS

MIKE SHERMAN

DISCUSSION

1. Mike Sherman and Tim Lillie will provide an update on the University Council to the Board of Trustees on April 30th. They will provide BOT

members with the whitepaper, bylaws documents and operating protocol document. They will announce a plan to survey UC members to assess their satisfaction of UC.

11:40 – 12:00

UNFINISHED BUSINESS
CONTINUED

TIM LILLIE

DISCUSSION

1. Sue McKibben discussed the Human Resources and Talent Development Committees' response to the Issue Brief regarding recognition of service on University Council. The committee recommended that UC members be recognized for service with a letter signed by the UC co-chairs. The letters will be produced and distributed by the UC administrative support.
The Steering Committee approved the recommendation.
Tim Lillie's name will be changed on the letter to Timothy.
Sue McKibben will coordinate the project.
2. The Steering Committee discussed the Inter-Disciplinary Symposium Resolution. The Steering Committee will send the resolution to the Budget and Finance Committee for their feedback regarding priority and funding options.
Tim Lillie will create the message.
Kim Haverkamp will send the email.
3. The Steering Committee will continue to discuss the Opportunity Briefs Resolution at the next UC Steering Committee meeting on May 2nd.

University Council Steering Committee

MINUTES

MAY 2, 2012

2:00 – 3:00 PM

MEETING CALLED BY	Tim Lillie
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Jessica Goerke, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Mike Sherman Absent with Notice: Nancy Roadruck

Agenda topics

2:00 – 2:05

CALL TO ORDER

TIM LILLIE

DISCUSSION	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda. The following topics were added:</p> <ul style="list-style-type: none"> • Survey to UC members • UC recognition letter update • UC and UC Steering Committee meeting schedules • Student participation at summer meetings <p>Jessica Goerke submitted a letter to Tim Lillie relinquishing her seat on the UC Steering Committee due to graduation. Jessica also submitted a list of GSG members that have been appointed to serve on UC for 2012-2013.</p> <p>Tim Lillie asked for additions or corrections to the April 19th Steering Committee minutes. There being none, the minutes were approved as distributed.</p>
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2:05 – 2:20

UNFINISHED BUSINESS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee discussed the Opportunity Brief Resolution that was endorsed by UC on April 10th. The Steering Committee will send it to the Office of Research and Institutional Marketing for implementation. Tim Lillie will create the message. Kim Haverkamp will send the email. 2. The Steering Committee discussed the Faculty Staff Staffing Resolution from David Witt that was endorsed by UC on April 10th. The Steering Committee will send it to the Talent Development and Human Resources Committee to review and make recommendations about execution back to the UC Steering Committee. The suggestion was made to hold open forums on this topic in the fall.
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DISCUSSION	<ol style="list-style-type: none"> 1. An issue brief regarding University Administration Hiring was submitted on March 29th by Ronald Fields. The Steering Committee will refer the issue brief to the Talent Development and Human Resources Committee and ask them to incorporate it into their response to the previous resolution on Faculty and Staff Analysis. 2. An issue brief regarding Campus Safety was submitted on March 30th by Christopher Allen. The Steering Committee will send Christopher Allen a summary of UA’s safety initiatives and the link to UA’s safety webpage. 3. An issue brief regarding Employee Accountability was submitted on April 3rd by Alexander D’Rain. The Steering Committee will refer the issue brief to Becky Hoover for response to the author. 4. An issue brief regarding Tennis Court Lighting was submitted on April 5th by Joseph Burrier. The Steering Committee will refer the issue brief to Tom Wistrill for response to the author. 5. An issue brief regarding the Wolf Ledges Parkway Highway Access Ramp was submitted on April 12th by Paige Dabernig. The Steering Committee will refer the issue brief to Ted Curtis for response to the author. 6. An issue brief regarding UA’s Non-discrimination Policy was submitted on April 18th by Chris Kuhn. The Steering Committee will refer the issue brief to the Talent Development and Human Resources Committee to review and make recommendations back to the UC Steering Committee. 7. The Steering Committee discussed response deadlines for issue briefs. The decision was made to give the Standing Committee Chairs responsibility for determining response deadlines for the issue briefs referred to their committee. Kent Marsden will inform the ad hoc bylaws committee of this decision.
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DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee discussed the University Council meeting schedule. The decision was made that University Council will meet the second Tuesday of each month from 3 – 5 p.m. in Student Union 312. <i>During the summer, University Council will meet from 3-4:30 p.m.</i> Kelly Daw will add meeting information to the UC website. 2. The Steering Committee discussed the Steering Committee meeting schedule. The decision was made to continue to meet every two weeks on Wednesday from 2 – 3 p.m. in the McCollester Room. Kim Haverkamp will add the meetings to Steering Committee members’ Outlook calendars. 3. The Steering Committee discussed sending a survey to University Council members. The survey will measure the productivity of University Council and the Standing Committees and ask for suggestions to improve productivity. The decision was made to give members two weeks to respond to the survey with a reminder after one week. The Office of Academic Affairs will create the survey.
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	<p>A sample survey will be sent to the Steering Committee for approval before being sent to all UC members.</p> <p>4. The Steering Committee discussed the attendance policy for UC meetings during the summer. The decision was made that UC members should notify the committee of their absence. The committee secretary will record it as absent with notice.</p>
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2:50 – 2:53

UNIVERSITY COUNCIL MEETING AGENDA

TIM LILLIE

DISCUSSION	<p>An election to replace Jessica Goerke’s position on the UC Steering Committee was added to the “New Business” section of the agenda for the May 8th University Council meeting.</p>
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University Council Steering Committee

MINUTES

MAY 16, 2012 2:00 – 3:00 PM

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Mike Sherman Absent with notice: Nancy Roadruck

Agenda topics

2:00 – 2:05

CALL TO ORDER

TIM LILLIE

DISCUSSION	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed without objection.</p> <p>Tim Lille asked for additions or correction to the May 2nd Steering Committee minutes. There being none, the minutes were approved as distributed without objection.</p>
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2:05 – 2:10

UNFINISHED BUSINESS

TIM LILLIE

DISCUSSION	<p>The Steering Committee reviewed and discussed the UC Satisfaction Survey. The survey will be administered through SurveyMonkey. The question was raised as to whether a person can respond more than once from a different IP address. SurveyMonkey will track whether an email has responded, allowing only one response per email. It will not link an email to a response, providing complete anonymity.</p> <p>A suggestion was made to change the wording of questions 3 and 5 to read:</p> <ol style="list-style-type: none"> 3. Please provide suggestions to make the work of the Standing Committees more effective 5. Please provide suggestions to make the work of the University Council more effective <p>The survey was approved with changes without objection. Kim Haverkamp will send the survey to all UC members on May 22.</p>
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2:10 – 2:20

ISSUE BRIEFS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. An issue brief regarding Wider Sidewalks Throughout Campus was submitted on April 30th by Donald Welch. The Steering Committee will refer the issue brief to Ted Curtis for response to the author.
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	<ol style="list-style-type: none"> 2. An issue brief regarding University Dismissal was received on May 2nd by David Rabourn. The Steering Committee will refer the issue brief to Linda Subich, College of Arts & Sciences, for response to the author. 3. An ambiguous issue brief was received on May 5th by Sherrel Cash. An email was sent to the author on May 11th asking for clarification. The Steering Committee will not move forward with this issue brief until the author provides more information. 4. An issue brief regarding Academic Probation was received on May 5th by Stephanie Jones. The Steering Committee will suggest to the author that they take the issue to the Faculty Senate Executive Committee. 5. An issue brief regarding Environmental Sustainability was received on May 10th by Christopher Holley. The Steering Committee will refer the issue brief to Ted Curtis for response to the author. They will also refer the issue brief to the Physical Environment Committee and the Budget Committee for policy consideration and recommendations, if appropriate. 6. A suggestion was made to consider taking the Issue Brief Survey off Zipline, as many of the issue briefs have been non-policy related. The Steering Committee decided to leave the issue brief survey on Zipline for now and possibly clarify the message to help people determine if their issue is policy related.
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2:20 – 2:30

NEW BUSINESS

MIKE SHERMAN

DISCUSSION	<p>The Steering Committee discussed the American College & University President’s Climate Commitment. The decision was made to send the document to the Physical Environment Committee and Budget Committee along with the Environmental Sustainability issue brief for policy consideration and recommendations, if appropriate.</p> <p>It was suggested that the Physical Environment Committee consider sustainability in their framework of UC priorities for next year.</p> <p>Kim Haverkamp will send the OSU environmental policy to the Steering Committee.</p>
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2:30 – 2:35

UC MEETING AGENDA

TIM LILLIE

DISCUSSION	<p>The Steering Committee considered a request by the Student Engagement and Success Committee to make a presentation about the Akron Experience at the June 12th UC meeting. The decision was made to defer having this topic on the agenda at this point.</p>
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University Council Steering Committee

MINUTES

MAY 30, 2012 2:00 – 2:35 PM

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Mike Sherman Absent with Notice: Nancy Roadruck

Agenda topics

2:00 – 2:05 CALL TO ORDER TIM LILLIE

DISCUSSION	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda. An update on the UC Satisfaction Survey was added. The agenda was approved without objection.</p> <p>Tim Lille asked for additions or correction to the May 16th Steering Committee minutes. There being none, the minutes were approved as distributed without objection.</p>
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2:05 – 2:08 UNFINISHED BUSINESS TIM LILLIE

DISCUSSION	<p>The UC Satisfaction Survey was sent on May 22nd through SurveyMonkey. We have received 67 responses.</p> <p>Kim Haverkamp will send a reminder to members that have not responded with a deadline of June 6, 2012.</p>
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2:08 – 2:10 AD HOC BYLAWS REVIEW AND RECOMMENDATION COMMITTEE REPORT LIZ ERICKSON

DISCUSSION	<p>Liz Erickson was not available to give a report. A document workspace has been created on the UC SharePoint site for Bylaws Committee documents.</p>
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2:10 – 2:20 ISSUE BRIEFS TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. A response was received from the Budget and Finance Committee regarding the Inter-Disciplinary Symposium issue brief. The response is attached: Inter-Disciplinary Symposium Issue Brief Response Kim Haverkamp will send the response to the Research Committee. 2. A response was received from Becky Hoover regarding the Employee Accountability issue brief. Becky Hoover sent a response to the author.
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	<p>3. A response was received from the Talent Development and Human Resources Committee regarding UA's Non-discrimination Policy. The Committee has placed the issue on the priority list for 2012-2013. The Talent Development and Human Resources Committee will respond to the author.</p> <p>4. A response was received from the Talent Development and Human Resources Committee regarding the Faculty Staff Staffing issue brief and the University Administration Hiring issue brief. The Talent Development and Human Resources Committee will organize a campus forum addressing staffing issues in Fall 2012.</p>
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2:20 – 2:30 **NEW BUSINESS** **TIM LILLIE**

DISCUSSION	<p>The Steering Committee discussed the time commitment of committee members. The following suggestions were made:</p> <ul style="list-style-type: none"> • Members should not serve as both a Standing Committee chair and a member of the Steering Committee due to the time commitment of the positions. • It could be beneficial for Steering Committee members to have first served as a Standing Committee chair. <p>The decision was made that members should be eligible to run for any UC position, but they should be made aware of the time commitment.</p>
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2:30 – 2:35 **UNIVERSITY COUNCIL MEETING AGENDA** **TIM LILLIE**

DISCUSSION	<p>1. A proposal was made to hold the election for the UC Steering Committee At Large Member after the Steering Committee Report. The proposal was approved without objection.</p> <p>2. The Steering Committee discussed the process for updating the University Council roster. Kim Haverkamp will send an email to Constituency Groups asking them to identify members for positions that need filled for 2012-2013.</p>
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University Council Steering Committee

MINUTES

JUNE 13, 2012 2:00 – 3:00 PM

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Steve Sedlock, Mike Sherman Absent with Notice: Nancy Roadruck

Agenda topics

2:00 – 2:05 CALL TO ORDER TIM LILLIE

DISCUSSION	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</p> <p>Tim Lille asked for additions or correction to the May 30th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.</p>
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2:05 – 2:08 UNFINISHED BUSINESS TIM LILLIE

DISCUSSION	There were none.
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2:08 – 2:20 ISSUE BRIEFS TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. A response was received from Candace Campbell Jackson regarding the Firearms on Campus issue brief. Kim Haverkamp will send a response to the author. 2. A response was received from Stan Silverman regarding the University Dismissal issue brief. Greg Dierienger contacted the author. 3. An issue brief regarding Drinking Cup Sizes at the Student Union was submitted on May 24th by John Kline. The Steering Committee will suggest to the author that he take the issue to Gary Goldberg, Director of Dining Services. 4. An issue brief regarding Appointment of Jim Tressel to UC was submitted on June 4th by Steve Sedlock. The Steering Committee said that it would rather see Mr. Tressel appointed to a committee that already covers the areas he's involved with, rather than set up a new committee and that, pending formal approval of the process, the Provost could appoint him to the committee as an observer.
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	<p>The Steering Committee affirmed that, while the Provost may decide to appoint more than one administrator to the co-chair role for each committee, only one of those may vote and the Provost must designate the single voting member.</p> <p>The ad hoc Bylaws Review and Recommendation Committee will formalize the process for incorporating new Vice Presidents into UC.</p>
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2:20 – 3:00

NEW BUSINESS

TIM LILLIE

DISCUSSION	<p>The Steering Committee discussed the UC Satisfaction Survey Report. The following suggestions were made:</p> <ul style="list-style-type: none"> • Use Email Digest to communicate UC accomplishments to the campus community. • Publicize Standing Committees goals to the campus community. • UC Steering Committee knows there are going to be overlaps between UC and Faculty Senate committees and will work to address the overlaps. <p>The decision was made to send the report to UC members. Kim Haverkamp will email the Survey Report to UC members and post it on the UC SharePoint site.</p>
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University Council Steering Committee

MINUTES

JULY 11, 2012 2:00 – 3:00 PM

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Mike Sherman Absent with notice: Nancy Roadruck, Steve Sedlock

Agenda topics

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

DISCUSSION	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</p> <p>Tim Lille asked for additions or correction to the June 13th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.</p>
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2:05 – 2:20 **UNFINISHED BUSINESS** **TIM LILLIE**

DISCUSSION	There were none.
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2:20 – 2:35 **ISSUE BRIEFS** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> 1. A response was received from the Budget and Finance Committee regarding the Environmental Sustainability issue brief. The Steering Committee will suggest to both the Budget and Finance Committee and the Physical Environment Committee that members from both committees work together to determine priority and create a full response to the issue brief. 2. An issue brief regarding Part-Time Staff Fee Remission was submitted on June 26th by Peggy Walchalk on behalf of SEAC. The Steering Committee will refer the issue brief to both the Talent Development & Human Resources Committee and the Budget and Finance Committee and suggest that members from both committees work together on the issue brief in two stages: <ol style="list-style-type: none"> a. Create a response to the specific question by early September b. Complete a comprehensive review of the issue 3. An issue brief regarding a Four-year Tuition Guarantee was submitted on June 30th by Turner Anderson. The Steering Committee will refer the issue brief to the Budget and Finance Committee for consideration and will ask the CFO to respond to the author.
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	<p>4. An issue brief regarding Part-time Employees not Receiving Health Care Benefits was submitted on July 2nd by Philip Allen. The Steering Committee will refer the issue brief to the Talent Development & Human Resources Committee.</p>
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2:35 – 2:50

NEW BUSINESS

TIM LILLIE

<p>DISCUSSION</p>	<p>The Steering Committee discussed documents related to a proposed University Council Communication Plan to address the communication and issue brief process concerns from the UC Survey.</p> <p>Kim Haverkamp will revise the documents for the next Steering Committee meeting on July 25th.</p> <p>The meeting was adjourned at 3 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

JULY 25, 2012 2:00 – 3:00 PM

MEETING CALLED BY	Tim Lillie
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Nancy Roadruck, Steve Sedlock Absent with notice: Mike Sherman

Agenda topics

2:00 – 2:05 CALL TO ORDER TIM LILLIE

DISCUSSION	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</p> <p>Tim Lille asked for additions or correction to the July 11th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.</p>
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2:05 – 2:15 UNFINISHED BUSINESS TIM LILLIE

DISCUSSION	<p>The Steering Committee discussed the revised draft Issue Brief Process document and the draft University Council Communication Plan. Kim Haverkamp demonstrated the new Issue Brief section of the UC SharePoint site.</p> <p>Kim Haverkamp will revise the draft Issue Brief Process document and distribute it by email.</p>
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2:15 – 2:45 ISSUE BRIEFS TIM LILLIE

DISCUSSION	<p>An issue brief regarding Student Admission to Student Recreation and Wellness Center during Summer Months was submitted on July 16th by Christina Spears. The Steering Committee will refer the issue brief to Jim Walczyk, Director of SRWS, for response to the author. The Steering Committee will defer sending the issue brief to a Standing Committee until they review the policy.</p> <p>Kent Marsden will bring the policy to the next Steering Committee meeting on August 8th.</p>
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2:45 – 3:00 NEW BUSINESS TIM LILLIE

DISCUSSION	<p>There were none.</p> <p>The meeting was adjourned at 2:45 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

AUGUST 8, 2012 2:00 – 3:00 PM

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Mike Sherman
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Kim Haverkamp, Kent Marsden, Sue McKibben, Nancy Roadruck, Steve Sedlock, Mike Sherman Absent with notice: Tim Lillie

Agenda topics

2:00 – 2:05 CALL TO ORDER MIKE SHERMAN

DISCUSSION	<p>Mike Sherman called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</p> <p>Mike Sherman asked for additions or correction to the July 25th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.</p>
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2:05 – 2:15 UNFINISHED BUSINESS MIKE SHERMAN

DISCUSSION	<ol style="list-style-type: none"> The Steering Committee approved the Issue Brief Process document and the topic will be added to the September 11th University Council meeting agenda. The Steering Committee approved the University Council SharePoint Overview online training video. Kim Haverkamp will add the training video to the UC website.
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2:15 – 2:45 ISSUE BRIEFS MIKE SHERMAN

DISCUSSION	<p>A response was received from Jim Walczyk, Director of SRWS, regarding Student Admission to Student Recreation and Wellness Center during Summer Months. Jim Walczyk responded to the author and no further action is necessary.</p>
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2:45 – 3:00 NEW BUSINESS MIKE SHERMAN

DISCUSSION	<ol style="list-style-type: none"> The Physical Environment Committee submitted a proposal to name the building located at 264 Wolf Ledges, THE UNIVERSITY OF AKRON ENGINEERING RESEARCH CENTER. The Steering Committee approved the name and the topic will be added to the August 14th University Council meeting agenda. The Steering Committee discussed the HLC accreditation process. The UC Steering Committee or UC may want to provide feedback to the appropriate HLC
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writing team about University Council. A suggestion was made to develop a historical record about University Council and post it to SharePoint.

3. The Steering Committee is developing a response to the UC Satisfaction Survey and the topic will be added to the September 11th University Council meeting agenda.

Kim Haverkamp will send a follow-up email to Standing Committees requesting their 2012-2013 goals by August 24th.

Kim Haverkamp will send a follow-up email to Constituent Groups requesting contact information for new members by August 24th.

The meeting was adjourned at 2:27 p.m. by unanimous consent.

University Council Steering Committee

MINUTES

AUGUST 22, 2012 2:00 – 3:00 PM

MEETING CALLED BY	Tim Lillie
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Tim Lillie, Nancy Roadruck, Steve Sedlock, Mike Sherman Absent with notice: Kent Marsden, Sue McKibben Other attendees: Kim Haverkamp

Agenda topics

2:00 – 2:45

DISCUSSION

TIM LILLIE

DISCUSSION	<p>Tim Lillie established that there was not a quorum present.</p> <ol style="list-style-type: none"> Tim Lillie asked for an update on the August 8th minutes. <ul style="list-style-type: none"> Anne Jorgenson and Bill Jordan have requested UC documents for an HLC writing team. Kim Haverkamp will give them access to the UC SharePoint site. A follow-up request was sent to Constituent Groups asking for new member information. A follow-up request was sent to Standing Committees asking for priorities for 2012-13. Some committees have not been able to take action at meetings because there was not a quorum. The expectation for committee attendance should be addressed in the bylaws. The Steering Committee should receive a draft of the bylaws document soon.
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2:45 – 2:50

CALL TO ORDER

TIM LILLIE

DISCUSSION	<p>Mike Sherman joined the meeting at 2:45 p.m. Tim Lillie established that a quorum was present and called the meeting to order.</p> <p>Tim Lillie asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. He asked for additions or correction to the August 8th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.</p> <p>The Steering Committee decided to change the Attendees section of the UC Steering Committee minutes document to reflect members attending, others attending and absent with notice.</p>
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DISCUSSION	<ol style="list-style-type: none"> 1. A response was received from the Talent Development and Human Resources Committee regarding the Part-Time Employees not Receiving Health Care Benefits Issue Brief. Becky Hoover responded directly to the author and no further action is necessary. 2. An issue brief regarding Housing and Day Care was submitted on July 27th by Tia Jackson. The author’s immediate need has been addressed by Eric Green, Off-Campus Student Services. The Steering Committee will refer the issue brief to both the Student Engagement and Success Committee and the Physical Environment Committee for policy consideration. 3. An issue brief regarding Replacement of Tenure-Track Faculty Members was submitted on August 9th by Kathryn Sasowsky. Mike Sherman will send a response to the author. The Steering Committee will refer the issue brief to the Talent Development and Human Resources for policy consideration. 4. An issue brief regarding UA’s Drug and Alcohol Policy was submitted on August 14th by Eric Campbell. The Steering Committee will suggest to the author that he take the issue to the Faculty Senate Executive Committee. The Steering Committee will refer the issue brief to Chief Callahan for policy clarification.
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DISCUSSION	<p>The Steering Committee reviewed the agenda for the September 11th University Council meeting. Kim Haverkamp will add the topic “Quorum and UC Business” to the UC Agenda in the New Business section.</p> <p>The meeting was adjourned at 3:08 by unanimous consent.</p>
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University Council Steering Committee

MINUTES

SEPTEMBER 5, 2012 2:00 – 3:00 PM

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

Agenda topics

2:00 – 2:05 CALL TO ORDER TIM LILLIE

DISCUSSION	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda. The following topics were added:</p> <ul style="list-style-type: none"> • UC minutes added to the UC website • Student Family Housing and Day Care issue brief response <p>The agenda was approved by unanimous consent.</p> <p>Tim Lillie asked for additions or correction to the August 22nd Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.</p>
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2:05 – 2:15 UNFINISHED BUSINESS TIM LILLIE

DISCUSSION	<p>Tim Lillie reported that the Steering Committee can expect a draft from the Ad hoc Bylaws Review and Recommendation Committee in September. The bylaws document will be reviewed by the Steering Committee and then by the UC.</p> <p>Kim Haverkamp will send Liz Erickson the date of the next Steering Committee meeting.</p>
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2:15 – 2:30 ISSUE BRIEFS TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. A response was received from the Student Engagement and Success Committee regarding Student Family Housing and Day Care. No further action is necessary. Kim Haverkamp will post the response to SharePoint. 2. An issue brief regarding Student Parking was submitted on August 27th by Kathryn Drake. The Steering Committee will refer the issue brief to Jared Coleman, Director of Parking and Transportation Services, for response to the author. 3. An issue brief regarding Accessibility Restroom Facilities was submitted on August 30th by John Kline. The Steering Committee will refer the issue brief to Jessica DeFago, Associate Director of the Office of Accessibility, for response to the author.
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2:30 – 3:00

NEW BUSINESS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee received 2012-13 goals for 5 of the 9 Standing Committees. A suggestion was made to distribute the goals at the UC meeting on September 11th. Kim Haverkamp will send a follow-up email to the Standing Committees that have not responded asking for their goals by September 10th. 2. The Steering Committee reviewed the UC Satisfaction Survey Response presentation. Kim Haverkamp will make the suggested revisions to the PowerPoint. Sue McKibben will make the presentation at the UC meeting on September 11th. 3. The Steering Committee decided to add a new link to the home page of the UC website called Minutes and Operating Documents. UC and Steering Committee minutes will be posted to the website after approval. Kim Haverkamp will post previously approved documents. 4. The Steering Committee received an email from Faculty Senate asking for information about the decision to extend the term of appointment for inaugural members. Kim Haverkamp sent them the University Council minutes of February 14th containing the resolution that was passed by UC. 5. The Provost designated the voting co-conveners for two of the Standing Committees where current vacancies exist, including Candace Campbell Jackson to the Athletics and Recreation Committee and Jim Tressel to the Student Engagement and Success Committee.
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2:00 – 3:10

UNIVERSITY COUNCIL MEETING AGENDA

TIM LILLIE

DISCUSSION	<p>The Steering Committee reviewed the agenda for the September 11th University Council meeting. Kim Haverkamp will add the topic Orientation Presentation to the New Business section.</p> <p>The meeting was adjourned at 3:10 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

SEPTEMBER 19, 2012 2:00 – 3:11 PM

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

Agenda topics

2:00 – 2:05 CALL TO ORDER TIM LILLIE

DISCUSSION	Tim Lillie asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. He asked for additions or correction to the September 5 th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The September 5 th minutes will be posted to the UC website.
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2:05 – 2:30 UNFINISHED BUSINESS TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. Ken Marsden reported that George Newkome would like to attend a Steering Committee meeting to propose a new structure for the Research Committee. The Steering Committee discussed the possibility that the new bylaws will help clarify the role and function of the UC. Kent Marsden will let George Newkome know that he is welcome to attend a Steering Committee meeting. 2. The Steering Committee discussed a timeline for receipt of the bylaws from the Ad hoc Bylaws Review and Recommendation Committee. Tim Lillie will send an email to Liz Erickson requesting that the bylaws be sent to the Steering Committee by 5 p.m. on Wednesday, September 26, 2012. 3. The Steering Committee discussed how to determine the number of members for a quorum if there are vacant positions on a committee. The decision was made that a quorum is the majority of the remaining members. 4. The Steering Committee discussed the interaction between the VP and the Standing Committee. One model provides that each Standing Committee is an advisory to the success of the VP in carrying out their role and responsibility to UA, and therefore not part of the formation, recommendation and implementation of policy. The other perspective discussed was to ensure that the Standing Committees are to be not only engaged in giving advice to the VPs, but also are charged with the creation of new policy for Board approval and then have a role in assessing implementation of such policy. In neither case should the Standing Committees be seen as having a role in routine operations of departments.
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	<p>5. The Steering Committee discussed ways to help Standing Committees define their roles. The Steering Committee will review the 2012-2013 goals from the Standing Committees, using as each Steering Committee member wishes, the White Paper and the 2010 UC Bylaws document, or other materials that might be useful; identify whether each 2012-13 goal is related to a policy or non-policy issue and prioritize the goals that relate to policy as an aid to the committees.. Kim Haverkamp will create a tally sheet for distribution to Steering Committee members and tabulated the responses.</p> <p>6. It was discussed that CPAC had an information luncheon for contract professionals interested in serving on University Council. Attendees were told that supervisors are expected to support UC committee member activities and their service should be recognized appropriately on their performance evaluation per the White Paper.</p>
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2:30 – 2:40

ISSUE BRIEFS

TIM LILLIE

DISCUSSION	<p>An issue brief regarding The Closing of the Student Recreation and Wellness Center During Football Games was submitted on September 15th by Ashley Vogelpohl. Kent Marsden will add the issue brief to the agenda for the next meeting of the Athletic and Recreation Committee. The Steering Committee will refer the parking issue (within the same Issue Brief) to Jared Coleman, director of Parking Services, for response to the author. A response is not needed for tuition because the parking fee and recreation fee are not part of tuition. The SC also asked to be informed as to how each item was resolved.</p>
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2:40 – 2:45

NEW BUSINESS

TIM LILLIE

DISCUSSION	There were none.
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2:45 – 3:11

UNIVERSITY COUNCIL MEETING AGENDA

TIM LILLIE

DISCUSSION	<p>The Steering Committee reviewed the agenda for the October 2nd University Council meeting. Kim Haverkamp will add the topic, Discussion of Bylaws and UC Structure, to the Steering Committee Report section.</p> <p>The meeting was adjourned at 3:11 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

OCTOBER 3, 2012

2:00 – 3:00 PM

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

Agenda topics

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

DISCUSSION	<p>The co-chair asked for additions to the agenda. The following topics were added:</p> <ul style="list-style-type: none"> • Response to the issue brief regarding the Closing of the Student Recreation and Wellness Center During Football Games. • Response to the issue brief regarding Student Parking. <p>The co-chair asked for additions or correction to the September 19th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The September 19th minutes will be posted to the UC website.</p>
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2:05 – 2:15 **UNFINISHED BUSINESS** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> 1. A response was received from Jared Coleman regarding Closing of the Student Recreation and Wellness Center During Football Games. No further action is necessary. 2. A response was received from the Athletics and Recreation Committee regarding Student Parking. The committee began discussion at their October meeting and tabled the issue brief for further discussion at their November meeting.
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2:15 – 2:30 **ISSUE BRIEFS** **TIM LILLIE**

DISCUSSION	The issue briefs submitted by the Student Engagement and Success Committee were withdrawn at the request of the committee co-convener.
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2:30 – 3:00 **NEW BUSINESS** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee discussed the motion that was endorsed at the October 3rd University Council meeting regarding the recommendation to support the exploration of the grant program initiative, Solar Ray, for solar panels to be placed on top of the Louis and Freda Stile Athletics Field House. The Steering Committee will send a recommendation to support the initiative to President Proenza.
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2. The Steering Committee discussed the motion that was endorsed at the October 3rd University Council meeting regarding the recommendation to move the Development Office (from the Martin University Center) and the Alumni Office (from the Stitzlein Alumni Center) to the 2nd floor of InfoCision Stadium. The Steering Committee will send a recommendation to support the move to Provost Sherman.
3. The Steering Committee discussed the motion titled “UC Service Recognition Proposal” that was endorsed at the October 3rd University Council meeting. The Steering Committee will refer the motion to the Vice President for Talent Development and Human Resources with a request to provide implementation recommendations to University Council.
Kim Haverkamp will post the UC Service Recognition Proposal to SharePoint.
4. The Steering Committee received the final draft of the UC Bylaws proposed by the Ad hoc Bylaws Review and Recommendation Committee. They discussed next steps and how to obtain feedback from UC members.
The following suggestions were made regarding how to obtain feedback:
 - Use an email survey to gather feedback.
 - Identify areas of particular concern and gather feedback about those areas.
 - Give constituent groups an opportunity for feedback.The following decisions were made regarding next steps:
 - The Steering Committee will invite the Ad hoc Bylaws Review and Recommendation Committee to the next Steering Committee meeting on October 17th to discuss the bylaws and give their recommendations.
Kim Haverkamp will invite the Ad hoc Bylaws Committee to the next Steering Committee meeting.
 - The topic, Proposed UC Bylaws, will be added to the agenda for the University Council meeting on November 13th.
5. There was discussion about the UC term of appointment. The proposed bylaws define the UC year to begin on September 1st and expire on August 31st. The UC approved a resolution on February 14, 2012 to end the term of appointment on April 30th each year. The decision was made to change the bylaws to agree with the UC resolution.
6. The Steering Committee discussed the tally sheet that will be used to review the 2012-2013 goals from the Standing Committees. The decision was made to include the 2012-2013 goals from the Standing Committees on the tally sheet. Steering Committee members can refer to the White Paper and the bylaws document and add additional goals, if appropriate.
Kim Haverkamp will revise the tally sheet and send it to Steering Committee members.
7. There was discussion about Standing Committees inviting individuals with special expertise to attend committee meetings. The proposed bylaws document includes a section about committee structure.

The meeting was adjourned at 3:08 p.m. by unanimous consent.

University Council Steering Committee

MINUTES

OCTOBER 17, 2012 3:15 – 4:15 PM

MEETING CALLED BY	Tim Lillie
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Tim Lillie, Kent Marsden, Sue McKibben, Nancy Roadruck, Steve Sedlock, Mike Sherman Other attendees: Matt Bungard, Julie Burdick, Elizabeth Erickson, Mary Hardin, Kim Haverkamp, Carol Pleuss

Agenda topics

3:15 – 3:20 **CALL TO ORDER** **TIM LILLIE**

DISCUSSION	<p>The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</p> <p>The co-chair asked for additions or correction to the October 3rd Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The October 3rd minutes will be posted to the UC website.</p>
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3:20 – 3:25 **UNFINISHED BUSINESS** **TIM LILLIE**

DISCUSSION	<p>The Standing Committee Goals Tally Sheet was emailed to Steering Committee members on October 10th. Steering Committee members were asked to send their completed form to Kim Haverkamp by Friday, October 19th. The results will be discussed at the next meeting Steering Committee meeting.</p>
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3:25 – 4:10 **NEW BUSINESS** **TIM LILLIE**

DISCUSSION	<p>The co-chair welcomed members of the Ad hoc Bylaws Committee to the Steering Committee meeting. The Steering Committee received the Proposed Bylaws on September 26th.</p> <p>The Ad hoc Bylaws Committee explained that the Proposed Bylaws include material from the 2010 Bylaws and the 2011 White Paper. Language was changed only when clarification was needed.</p> <p>There was a motion from the UC Steering Committee to express appreciation to the Ad hoc Bylaws Committee. The motion was carried by unanimous consent.</p> <p>The Steering Committee began reviewing the Proposed Bylaws seriatim, line by line. The decision was made to schedule a meeting the week of Oct. 22 – 26 to continue reviewing the document.</p>
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DISCUSSION

Consideration of the Issue Briefs was postponed to the next meeting.

University Council Steering Committee Special Meeting

MINUTES

OCTOBER 26, 2012

11 AM – 12:15 PM

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

Agenda topics

11:00 – 11:05 CALL TO ORDER TIM LILLIE

DISCUSSION	The co-chair called the meeting to order at 11 a.m.
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11:05 – 12:15 PROPOSED BYLAWS TIM LILLIE

DISCUSSION	The Steering Committee continued reviewing the Proposed Bylaws seriatim, line by line. Kim Haverkamp will edit the Proposed Bylaws document per the discussion.
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University Council Steering Committee

MINUTES

OCTOBER 31, 2012 2:00 – 3:00 PM

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

Agenda topics

2:00 – 2:05 CALL TO ORDER MIKE SHERMAN

DISCUSSION	<p>The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</p> <p>The co-chair asked for additions or correction to the October 17th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The October 17th minutes will be posted to the UC website.</p>
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2:05 – 2:35 UNFINISHED BUSINESS MIKE SHERMAN

DISCUSSION	<ol style="list-style-type: none"> The Steering Committee reviewed the Proposed Bylaws document and clarified items that had been revised at the October 17th and 26th Steering Committee meetings. Kim Haverkamp will edit the Proposed Bylaws document per the discussion and send it to Steering Committee members for feedback. <p>The Steering Committee determined the following timeline for next steps:</p> <ul style="list-style-type: none"> 11/1/12 – Send revisions to steering committee for feedback. 11/2/12 – Send the revised bylaws document to standing committee chairs and ask them to get feedback from their committee during their November meeting. 11/21/12 – Deadline for feedback from standing committees. 11/28/12 – UC Steering Committee meeting. Steering committee reviews feedback from standing committees. 12/11/12 – University Council meeting. Add agenda item: Feedback from Committees on Bylaws. The Steering Committee reviewed the Standing Committee Goals tally sheet results and identified items of focus for each Standing Committee during 2012-13. Kim Haverkamp will create a document with the identified goals.
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	<p>3. There was a discussion about a possible overlap between the UC Research Committee and the Faculty Senate Research Committee and the need for researchers on the UC Research Committee. This topic may be reconciled via the process of discussing and deliberating the bylaws over the upcoming meetings.</p>
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2:35 – 2:55

ISSUE BRIEFS

MIKE SHERMAN

DISCUSSION	<ol style="list-style-type: none"> 1. A joint response was received from the Budget and Finance Standing Committee and the Talent Development and Human Resources Standing Committee regarding Part-Time Staff Fee Remission. Kim Haverkamp will send the response to the author and post it to the issue brief section of the UC SharePoint site. 2. An issue brief regarding No Smoking by Building Entrances was submitted on October 1st by Kelly Low. The Steering Committee will refer the issue brief to Ted Curtis, Vice President of Capital Planning and Facility Management, for response to the author. 3. An issue brief regarding Residential Parking was submitted on October 1st by Kelly Low. The Steering Committee will refer the issue brief to Jared Coleman, Director of Parking and Transportation Services, for response to the author. 4. An issue brief regarding a Sky Walk was submitted on October 1st by Kelly Low. The Steering Committee will refer the issue brief to Ted Curtis, Vice President of Capital Planning and Facility Management, for response to the author. 5. The Student Engagement and Success Committee resubmitted the six issue briefs that were withdrawn at the October 3rd Steering Committee meeting. The Steering Committee will ask the Student Engagement and Success Committee to pursue the issues within the context of the Standing Committee’s goals for 2012-13 and in doing so submit policy recommendations to the Steering Committee as appropriate.
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2:55 – 3:00

NEW BUSINESS

MIKE SHERMAN

DISCUSSION	<p>The Steering Committee decided to give each member of the ad hoc Bylaws Committee a certificate of appreciation. Kim Haverkamp will create the certificates of appreciation.</p> <p>The meeting was adjourned at 3 p.m.by unanimous consent.</p>
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University Council Steering Committee

MINUTES

NOVEMBER 14, 2012 2:00 – 3:15 PM

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

Agenda topics

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

DISCUSSION	The co-chair asked for additions to the agenda. The topic, Bylaws Discussion, was added to the New Business section. The co-chair asked for additions or correction to the October 31 st Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The October 31 st minutes will be posted to the UC website.
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2:05 – 2:05 **UNFINISHED BUSINESS** **TIM LILLIE**

DISCUSSION	There were none.
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2:05 – 2:30 **ISSUE BRIEFS** **TIM LILLIE**

DISCUSSION	<ol style="list-style-type: none"> 1. A response was received from the Budget and Finance Committee regarding Four-Year Tuition Guarantee. No further action is necessary. The Steering Committee decided to send the response to the Student Engagement and Success committee for information purposes. Kim Haverkamp will send the response to the author and post it to the issue brief section of the UC SharePoint site. 2. A response was received from the Budget and Finance Committee regarding Environmental Sustainability. No further action is necessary. Kim Haverkamp will send the response to the author and post it to the issue brief section of the UC SharePoint site.
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2:30 – 3:15 **NEW BUSINESS** **TIM LILLIE**

DISCUSSION	The Steering Committee continued reviewing the Proposed Bylaws. They decided to continue the discussion regarding terms of office for Steering Committee members, section (D)(6)(d) at the next UC meeting on November 28 th . The meeting was adjourned at 3:15 by unanimous consent.
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University Council Steering Committee

MINUTES

NOVEMBER 28, 2012 2:00 – 3:00 PM

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

Agenda topics

2:00 – 2:05

CALL TO ORDER

TIM LILLIE

DISCUSSION	<p>The co-chair asked for additions to the agenda. The Proposed Bylaws discussion was moved to the Unfinished Business section.</p> <p>The co-chair asked for additions or correction to the November 14th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.</p>
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2:05 – 3:00

UNFINISHED BUSINESS

TIM LILLIE

DISCUSSION	<p>The Steering Committee discussed using the following procedures for reviewing and voting on the Proposed Bylaws at the UC meeting on December 11th:</p> <ul style="list-style-type: none"> • Provide copies of the document at the meeting • Project the document so people can see the language for which they are voting • Review the document seriatim (line by line) • Discuss and vote on each amendment as it is made • Resolve amendment conflicts after initial review • Discuss and vote on final amendments • Take a final vote of the amended document • Administer voting by secret ballot using clicker technology <p>Kim Haverkamp will contact Litsa Varonis to test the clicker technology prior to the December 11th UC meeting.</p> <p>The Steering Committee reviewed the Proposed Bylaws revisions submitted by the Standing Committees seriatim.</p> <p>The meeting was adjourned at 3 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

DECEMBER 12, 2012 2:00 – 3:20 PM

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

Agenda topics

2:00 – 2:05 CALL TO ORDER TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> The co-chair asked for additions to the agenda. The following topics were added: <ul style="list-style-type: none"> Bylaws review process for next UC meeting on January 8th. Special meeting to continue bylaws review The co-chair asked for additions or correction to the November 28th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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2:05 – 2:55 UNFINISHED BUSINESS TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> The Steering Committee discussed the process that was used to review the bylaws at the December 11th UC meeting. The following are next steps for the January 8th UC meeting: <ul style="list-style-type: none"> A meeting notification will be sent to members on December 14th and a reminder will be sent on January 2nd. The notification will inform members that amendments from the floor must be in writing with a hard copy brought to the meeting. The members will be asked to send amendments in advance if possible to Kim Haverkamp and Nancy Roadruck. Kim Haverkamp will draft the meeting notification. Bylaws review will continue seriatim (paragraph by paragraph) beginning with E(8). Members can offer an amendment to a paragraph and there will be a vote on the specific amendment. There is no formal decision to accept or reject any part of the bylaws document until the end. After the initial review of the entire document, there will be an opportunity to offer further amendments. Members can amend amendments at this time. A final vote will be taken to endorse the bylaws. A majority vote in favor is needed for endorsement.
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	<ol style="list-style-type: none"> 2. A suggestion was made to hold a special meeting before the next regular UC meeting to continue review of the bylaws. The decision was made not to hold a special meeting. 3. The Steering Committee plans to complete the bylaws review at the January 8th UC meeting. Once the bylaws are endorsed by University Council, the Steering Committee will send a memo with the bylaws to President Proenza for potential Board of Trustees endorsement at the January 30th Board of Trustees Meeting. Tim Lillie, Nancy Roadruck and Kim Haverkamp will create the memo. 4. There was a discussion about implementation of the new bylaws. Upon approval of the bylaws by the UC, they will be forwarded directly to the President for his action which may be to refer them directly to the Board of Trustees, to implement them immediately if he does not think BOT approval is necessary, or return them to the UC with reasons for their disapproval. When finally approved by the Board, the bylaws will go into effect immediately; the SC will propose a schedule for transition from the old rules to the new. 5. There was a discussion about a possible overlap between UC committees and Faculty Senate committees. The Steering Committee will continue to explore ways in which UC and Faculty Senate can work together in the areas of Research, Student Engagement and Athletics so that all constituency groups can be involved in committee work.
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2:55 – 3:05

ISSUE BRIEFS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. The Talent Development and Human Resources Committee submitted responses for the Faculty Staff Staffing issue brief and the University Administration Hiring issue brief along with a report titled, UA Staffing. Kim Haverkamp will post the response to SharePoint and the UC website. 2. A response was received from Ted Curtis, VP for Capital Planning and Facility Management, regarding the Sky Walk issue brief. Vice President Curtis responded to the author. Kim Haverkamp will post the response to SharePoint and the UC website. 3. A response was received from Ted Curtis, VP for Capital Planning and Facility Management, regarding the No Smoking by Building Entrances issue brief. VP Curtis responded to the author. Kim Haverkamp will post the response to SharePoint and the UC website. 4. An update was received from Jared Coleman, Director of Parking and Transportation Services, regarding the Residential Parking issue brief. He has scheduled a meeting with the author for mid-January. No further action is necessary.
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3:05 – 3:20

NEW BUSINESS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. The Student Engagement and Success Committee submitted an additional committee goal to the Steering Committee. The Steering Committee decided that committee goals do not need to be approved by the Steering Committee if it is consistent with the mission of the committee. Kim Haverkamp will send a response to the committee chair.
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2. New Member Update:

- Margo Ohlson (SEAC) joined the Research Committee
- Anthony Serpette (SEAC) joined the Information Technology Committee
- Gus Carri (Faculty Senate) stepped down from the Budget and Finance Committee.

3. The Steering Committee discussed the procedure for re-electing a new chair to a Standing Committee when the chair steps down before the term of office has expired. It was decided that the Standing Committee will determine whether they re-elect immediately or re-elect after they receive a new member from the Constituency Group.

The meeting was adjourned at 3:20 p.m. by unanimous consent.