

University Council and University Council Executive Board Meeting Minutes

Oct. 25th University Council Committee Chair/Dean meeting

- Discussed committee meeting times being scheduled or having a set date/time.
- Suggested members should have an alternate
- Undergrad Student representation can be difficult to obtain – having the times the committees meet published on the website is helpful in trying to get student to volunteer
- Graduate student representation works better with flexible meeting times because students do not always know their teaching schedule
- Discussed vacancies and attendance – after 3 missed meetings seats can be considered vacant and can have it filled.
- Discussed that moving forward the summer months will not be a time frame where things can slow down, committee work... UC work... needs to continue moving forward

The Provost commented that having the committees in place bring new ideas in. He indicated the committees should do the work of the administration but bring ideas together regarding things leadership is dealing with. When the opportunity or interest in both upper administration and committee issues are the same it's a chance to work together towards a common goal. He encouraged that even if it's not right for this year's committee plan to look ahead to next year and start to incorporate it.

Encouraged reviewing standing committees need – the bylaws indicate need 8, however is the committee flexible and accurate for the future, should it be changed, or merged with another committee? We do not want narrowly defined committees, want flexibility.

- Additional discussion around using the AKR process with committee members
- Are committees meeting just to meet requirements, issues with high turnover of committee members
- Food truck!! It can be sponsored by Development again, however Kim Cole asked that it's mentioned the Foundation is helping to sponsor it in corresponding information like email digest etc.
- Tammy Ewin indicated UC Comm is working on a survey about communication tools, that will be sent out soon and asked everyone to encourage their member groups to participate.

Oct. 26th UCEC Meeting

Topic Submissions – two new topics were discussed.

- One from Dr. Faii regarding the safety of students walking to and from classes at Chima building. That led to discussion around safety walks returning, issues in buildings when Teams/Cell phones do not work, and how to report emergencies.
- The second was a request for generic email addresses for departments that can just be forwarded due to employee turnover
- Guest Speakers
 - Discussed Guest speakers through February and topic suggestions
- Feedback from meeting with Committee Chairs
 - Discussed having February meeting in person. People missed that time before and after to network with their Peers.
 - Discussed possibility of sponsoring a Food Truck 3x a year, and how to do it during the winter months. A suggestion was made about using the field house. May need to create an Ad-Hoc committee as there is funding issues, deposits, and other considerations that will need to be made.
 - It is important that committees know they can use ex-officios as part of their committee body, that person would be a non-voting member. Will review in the bylaw's discussion.
- Bylaws review
 - Will try and have separate meeting to review what is left, especially the standing committees and whether 8 committees are needed or not.

BOT Member Joe Gringo was in attendance and had some brief comments at the end of the meeting. He stated the BOT has been discussing enrollment and safety so he was glad to hear UCEC is also focusing there as well.

Next Meeting: November 23, 3:30-4:30 p.m., Microsoft Teams

Oct. 27th University Planning Group

- Membership of UPG2
- Set up AKR, COMM and TRAIN teams – may merge the AKR and Comm team conversation will continue offline.
- UC EC revising by-laws – in process (moving forward in ad-hoc manner anticipating approval)
- Communications to Campus Community – letter will be sent out
- Discussion around how to encourage transparency among the units and present the AKR's each area is working on easily.
- Provost and other cabinet member volunteers will take initial training

Nov. 9th UC meeting

President was not in attendance, moved to Provost remarks.

Provost indicated an increase in advertising and marketing which is making a positive impact. Our out-of-state applications were not so good in September, but they are now tracking like our in-region applications. Marketing can have a substantial and positive effect. Mentioned our Graduate programs and how they are important as well.

Leadership searches are being conducted; UA (University of Akron) should be out of the “interim” moniker soon.

- CBA Dean is active and underway
- Polymer Science will be Internal Search
- VP Research and Graduate School will be launching
- Health Sciences is active and underway.

Mentioned the Ad-Hoc Investment committee is doing great work in ranking the academic programs and that it's a difficult task. He and the President have made rounds to the colleges and academic units, finished at Wayne College and with the PT Faculty. Several suggestions were made they are following up on and will be reporting back on during a future meeting.

Discussed the ERP software, currently Peoplesoft and that it keeps HR, Financials, & Student information together and attempts to integrate the information in a meaningful way. However, it will not be supported by Oracle within two years so received approval to move forward in search for a new ERP could base system. They are wrapping up that search within the next few weeks and will announce who will be providing that service. Advised that it will be a major undertaking to move to new ERP software and there will be noticeable changes that may be aggravating and frustrating at times. But this is also a great opportunity to talk about how UA carries out business. Determine what can change to make things more smooth and agile. Review the enterprise operations and become more effective with the same number of resources. He also suggested that the subcommittees spend a session discussing the new ERP and how it will affect their areas. John Corby could be included as a guest speaker to discuss the new system in those meetings as well.

Guest speaker

Resources for telling the UA story – Tammy Ewin VP, UCM

- Talk to Admissions or prospective student visiting groups
- Post photos to personal social media account –Follow institution and share posts
- UCM is working to equip employees to become ambassadors of UA
- Developing a quarterly points of pride document
- Promote admissions visit days

- Good news with Gary - beginning in Nov. They will produce one to two minutes of audio clips about positive news in UA. Stories and news that are student focused with standard intro/exit. Positioned as pod cast, included in social media, zip mail, focused on more current events that arise and will record it with President Miller.
- Promote referral program – Every two weeks reminding employees to tell prospective students/parents to get on list about obtaining information about UA
- Key contact information card – Producing business size card piece with web links on how to apply, fin aid, etc., will start with colleges and admissions encouraging them to take with them, and instead of emailing prospective students with all links, just hand them the card to start the process.

Often asked what should talk should talk about regarding their college/programs.

- Will be providing tips on how to put those presentations together, best practices for social media, what makes a good media story and for preparing for media interview.
- Opportunities for individual or group media training for colleges/departments.
- Opportunity to spotlight faculty research on website.

Suggestions from UC members -

Boiler plate responses for everyone, especially about safety on campus. Also consider scholarly activity, not just research.

Tammy stated the things we are doing to address safety issues, those will be incorporated into points of pride document.

Committee Reports

Michele Novachek – the special committee rewards and recognition digest announcement will be coming out soon. If anyone has a list of colleagues to receive UA achievement award can go directly to the website and make a nomination.

Amy ??– Should have received email Nov. 2nd with survey regarding UA communication practices, please take survey - needs completed by Monday the 15th. A reminder will go out tomorrow for those who have not submitted one yet.

Constituency reports

Undergraduate – Grace Kasunic

Focusing on diversity and getting events out and planned. Featuring different resource spotlights. Hosting talk on micro aggressions and other diversity week events. Met with officer K.Jackson, story in digest, turned meeting into monthly recurring meeting. Appreciate how receptive he is to direct student feedback, creating an anonymous forum for safety feedback. Discussed bringing back safety walks, he is very passionate about it, and wants to do it potentially monthly on and around campus. Students found a lot of value in it.

Dec. 3rd, will launch mental health round table, first one with athletics, series of events with different groups on campus, for athletes the focus is on destructive perfectionism. These events will occur throughout the end of the year.

Cpac –Had another successful Bingo, will stay engaged with these types of activities.

Faculty senate – Provost mentioned ad hoc investment committee – determine how future investments will be made. approved 41 course program proposals,

Chairs – Focused on recruiting enrollment and engagement, but also focused on Spring schedules as students say cannot get classes they need. Talking with admissions and folks in UCM is the focus of chairs across the board.

No unfinished business

New business -

Ad hoc committee – need volunteers or suggestions for volunteers to do food truck. Have a commitment with the Foundation to back costs if needed. Let Tonia or Heather know if interested. Will try to do Food truck every semester or more often if possible. Need people to help move it forward.