

University Council Executive Committee

MINUTES

JANUARY 21, 2020

2:30 – 3:40 PM

LEIGH HALL 414

MEETING CALLED BY	Ruth Nine-Duff, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Ruth Nine-Duff, chair
NOTE TAKER	Tonia Ferrell
ATTENDEES	<p>Attendees: Phil Allen, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Mark Okocha, Linda Saliga, Julia Spiker, Joe Urgo, Rex Ramsier</p> <p>Absent with notice: Jeanette Carson, Harvey Sterns, Kim Haverkamp</p> <p>Absent without notice: None</p>
Agenda topics:	
2:33 – 2:35	CALL TO ORDER RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. Additions were made: CFO response to student topic submission related to football and fees to Unfinished Business and IUC update, HLC update, VP Enrollment search update, and date of February UC meeting to New Business. The agenda was approved as revised by unanimous consent. The chair asked for additions or corrections to the December 17 Executive Committee minutes. A request was made to correct the heading of “Unfinished Businesson” (page 1) to “Unfinished Business.” The minutes were approved as revised by unanimous consent.
2:35-2:40	UNFINISHED BUSINESSON RUTH NINE-DUFF
DISCUSSION	<ul style="list-style-type: none"> CFO Response to Student Topic Submission <ul style="list-style-type: none"> Ask Kim Haverkamp to contact Nathan Mortimer for update if we haven’t received a formal response by February 28, 2020. Dr. Urgo indicated that Nathan should be the one to complete the follow-up and not Dr. Stephen Storck, interim CFO. Adding Awards as Special Committee of UCEC <ul style="list-style-type: none"> UC Chair let everyone know that President Miller responded to our request and approves. He will be sending to BOT/General Counsel for their consideration.
2:40-2:46	TOPIC SUBMISSIONS RUTH NINE-DUFF
DISCUSSION	<ul style="list-style-type: none"> No topics formally submitted but based on the last UC meeting we should be receiving one from Anne Bruno about increasing vehicle traffic on our commons/brick walkways. There was a general discussion of UCEC members’ personal experiences with seeing increased traffic (regular, UA and police) and concerns about safety related to vehicles on sidewalks.

	<ul style="list-style-type: none"> ○ Ask Kim Haverkamp to follow up with Anne Bruno to ensure topic gets submitted, whether by Anne or someone else, to UCEC so we can refer to Physical Facilities Standing Committee.
2:46-3:40	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">RUTH NINE-DUFF</p>
Discussion	<ul style="list-style-type: none"> • Opportunity to Rise Enrollment and Retention Program <ul style="list-style-type: none"> ○ Dr. Rex Ramsier presented on UA’s undergraduate enrollment strategy as it pertains to the Revenue and Expense Accountability Program (REAP). • IUC Update <ul style="list-style-type: none"> ○ No update at this time. There is a meeting upcoming and Dr. Urgo will provide an update to UCEC after he returns. • HLC Update <ul style="list-style-type: none"> ○ Dr. Ramsier indicated there is no update at this time because we don’t have monitoring reports due and will not have a visit again until 2022-2023, noting how positive it was that this is the first time we have not had to report back to HLC in the interim. • VP Enrollment Search Update <ul style="list-style-type: none"> ○ Dr. Urgo was asked to provide an update on the search. It is underway with the position posted and numerous applications have been received. Applications are being reviewed as they are received by the search committee, which is being chaired by Dr. John Messina. The goal is to have candidates on campus for interviews in March. • Date of February 2020 UC meeting <ul style="list-style-type: none"> ○ The chair noted that many UC members have notified us that they will not be able to attend the upcoming UC meeting on February 11, 2020. There was also a concern about having quorum. A motion was made to cancel the meeting and UCEC voted with unanimous consent to cancel the meeting. Discussion also included how to handle the March meeting – we will reschedule Jolene Lane for March and have two in-depth reports (Talent Development and HR and Recreation and Wellness). Kim Haverkamp will still request committee reports for February and those will be combined with March reports for distribution to the UC members ahead of the March 10, 2020 meeting. • UC Agenda for February 11, 2020 <ul style="list-style-type: none"> ○ No agenda for this meeting since it will be cancelled. <p>The meeting was adjourned at 3:40p.m.</p>

University Council Executive Committee

MINUTES FEBRUARY 25, 2020 2:30 – 3:30 PM

LEIGH HALL 413

MEETING CALLED BY	Ruth Nine-Duff, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Ruth Nine-Duff, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Gary Miller, Ruth Nine-Duff, Mark Okocha, Linda Saliga, Julia Spiker, Harvey Sterns, Joe Urgo</p> <p>Absent with notice: None</p> <p>Absent without notice: None</p>
Agenda topics:	
2:30-2:35	CALL TO ORDER RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> 1. President Miller attended the meeting per the UC Bylaws. The chair welcomed him to the meeting. 2. The chair called the meeting to order and asked for additions to the agenda. The topics, UC Bylaws and Strategic Priority List were added to unfinished business. The agenda was approved as revised by unanimous consent. 3. The chair asked for additions or corrections to the January 21 Executive Committee minutes. There being none, the minutes were approved by unanimous consent.
2:35-2:50	UNFINISHED BUSINESS RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> 1. The Board of Trustees approved the UC Bylaws revision to make the ad hoc Awards Committee a permanent Special Committee on Awards and Recognition under the UC Executive Committee. 2. The Strategic Priority list from the revised College Three-year Plans that the UCEC developed is on the Strategic Planning Process website, https://www.uakron.edu/strategic-plan/process.dot 3. The UCEC reviewed Nathan Mortimer’s response to the student topic submission related to football and fees. No further action is required.
2:50-3:10	TOPIC SUBMISSIONS RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> 1. Holiday Hours for week after finals <ul style="list-style-type: none"> • A request to have summer hours during the last week of fall semester after finals. Referred to the Talent Development and Human Resources Committee.

	<p>2. Sustainability Efforts</p> <ul style="list-style-type: none"> • A request to create a council to focus on sustainability efforts on campus. Referred to the Physical Environment Committee. <p>The following was discussed:</p> <ul style="list-style-type: none"> • UCM is working on a website to explain sustainability efforts on campus. • Students are working on a Sustainability Summit in coordination with the EXL Center; projected timeline is the end of March. • USG is helping student organizations find campus support for their sustainability efforts. <p>The following suggestions were made:</p> <ul style="list-style-type: none"> • Invite a guest speaker to talk to UC about campus sustainability efforts. • There was interest to learn about Aramark’s sustainability efforts. • There was interest to learn how campus could help the community sustainability efforts.
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3:10-3:30	NEW BUSINESS	RUTH NINE-DUFF
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Discussion	<p>1. The March 10 UC agenda was discussed and approved by unanimous consent.</p> <ul style="list-style-type: none"> • The Special Committee on Awards and Recognition will present reports to UC during the Executive Committee Report section, as needed. • The guest speakers are Kelly Kulick and Jessica DeFago, Office of Accessibility. • The Budget and Finance Committee will discuss a resolution regarding the research policy for externally funded proposal submissions. <p>The following suggestions were made for guest speakers:</p> <ul style="list-style-type: none"> • BOT members Joe Gingo (chair), Michael Dowling or Olivia Demas • John Langell, New NEOMED President <p>2. Jeanette Carson discussed a concern from CPAC that there is low attendance at some UC standing committee meetings.</p> <ul style="list-style-type: none"> • Kim Haverkamp will remind standing committee officers to inform the UCEC when members miss three consecutive meetings without notice. • As a result of the discussions concerning attendance at standing committee meetings, the following was suggested: <ul style="list-style-type: none"> ○ Evaluate goals of committees and have them align with priorities that are established by UCEC and/or the president to be working toward solutions to our most pressing challenges as an institution. <p>The meeting was adjourned at 3:30 p.m.</p>
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University Council Executive Committee

MINUTES

MARCH 31, 2020

2:30 – 3:05 PM

MICROSOFT TEAMS

MEETING CALLED BY	Ruth Nine-Duff, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Ruth Nine-Duff, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Mark Okocha, Linda Saliga, Julia Spiker, Harvey Sterns, Joe Urgo</p> <p>Absent with notice: Amanda Stefin</p> <p>Absent without notice: None</p>	
Agenda topics:		
2:30-2:35	CALL TO ORDER	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved by unanimous consent. The chair asked for additions or corrections to the February 25 Executive Committee minutes. There being none, the minutes were approved by unanimous consent. 	
2:35-2:45	UNFINISHED BUSINESS	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> Research Policy Suspension motion response was received from President Miller. <ul style="list-style-type: none"> President Miller does not accept the recommendation. The existing policy applies only to funding agencies which permit these direct costs, indicating that the agencies themselves understand (and expect) that faculty work year-round on research projects. The 1:2 ratio of academic year salary vs. summer salary is a very conservative approach to helping UA’s research mission rely less on the General Fund by shifting some of the cost to the external entities that sponsor this research. I am an adamant champion for The University of Akron maintaining its status as a highly-regard public research university while balancing the financial realities of the cost of doing such research. The response will be sent to the Budget and Finance Committee Cloud ERP motion response was received from President Miller <ul style="list-style-type: none"> President Miller is forwarding the resolution to Interim Chief Financial Officer Stephen Storck, Vice President of Operations Nathan Mortimer and Chief Information Officer John Corby for their consideration in developing a path forward on this matter. They are keenly aware of the issues surrounding our enterprise software. The response will be sent to the Information Technology Committee 	

2:45-2:55	TOPIC SUBMISSIONS	RUTH NINE-DUFF
DISCUSSION	<p>Employee Discount response was received from the Talent Development and HR Committee.</p> <ul style="list-style-type: none"> • The committee investigated what Kent State University and other state universities are providing employees and recommend a product like the Best Benefits Club that offers discounts to the employees without cost to the employers. Best Benefits Club charges the vendors who advertise and offer discounts on the website instead of charging employees or employers. Students also could take advantage of these discounts. • The topic will be sent to the Purchasing Department, in consultation with Human Resources, Student Affairs, and the Office of General Counsel, for consideration implementation of a no-cost solution to offer discounts to University of Akron employees and students. 	

2:55-3:05	NEW BUSINESS	RUTH NINE-DUFF
Discussion	<ol style="list-style-type: none"> 1. The UCEC reviewed the April 14 UC agenda and the following were discussed: <ul style="list-style-type: none"> • It is important to meet and hear from the President and Provost • Invite Janet Bean, Associate Provost for Teaching, Learning and Assessment, to discuss how UA is adjusting to online instruction • Add agenda item to New Business to prompt Ruth to ask the UC body for feedback on how their transitions to virtual work, teaching or courses has gone/is going • Remove In-Depth Standing Committee Report • Kim will ask Standing Committees to submit reports via OneDrive • The UC officers will decide if Microsoft Teams or WebEx will be used for the April 14 UC meeting (Faculty Senate is using WebEx for their April meeting) <ul style="list-style-type: none"> ○ Microsoft Teams has the capability to hold an anonymous vote 2. Provost Urgo mentioned that the dean searches are paused because we cannot hire deans without faculty on campus. An announcement about the provost search should be coming soon. <p>The meeting was adjourned at 3:05 p.m.</p>	

University Council Executive Committee

MINUTES

APRIL 28, 2020

2:30 – 3 PM

MICROSOFT TEAMS

MEETING CALLED BY	Ruth Nine-Duff, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Ruth Nine-Duff, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Kevin Feezel, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Mark Okocha, Linda Saliga, Julia Spiker, Amanda Stefin, Harvey Sterns, Joe Uργο</p> <p>Absent with notice: None Absent without notice: None</p>
Agenda topics:	
2:30-2:35	CALL TO ORDER RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved by unanimous consent The chair asked for additions or corrections to the March 31 Executive Committee minutes. There being none, the minutes were approved by unanimous consent.
2:35-2:35	UNFINISHED BUSINESS RUTH NINE-DUFF
DISCUSSION	There were none.
2:35-2:45	TOPIC SUBMISSIONS RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> Employee Discount response was received from Purchasing. <ul style="list-style-type: none"> Purchasing contacted the Best Benefits Club regarding implementing the program for employees Purchasing will provide individuals with a unique Best Benefits Club activation code so they can register and obtain the discounts Students are able to participate using the same process with no limitations Sustainability Efforts response was received from the Physical Environment Committee. <ul style="list-style-type: none"> It would be beneficial to consolidate efforts from various campus constituents A sub-committee was created to address sustainability efforts on campus Holiday Hours response was received from the Talent Development and HR Committee. <ul style="list-style-type: none"> The committee recommends changing the University Hours between finals week and the holiday break to 8 – 4:30 The UCEC will bring a motion to the UC. If supported, the motion will go to the President for consideration.

Discussion	<ol style="list-style-type: none">1. The UC year-end timeline was reviewed. A request for feedback will be sent to UC and committee members in lieu of an annual survey (per Nov. 12, 2019 UC meeting)2. The May 5 UC agenda was reviewed.<ul style="list-style-type: none">• UAPD Major Dale Gooding (Emergency Operations Group) will be invited to provide an update on the plans to open the University• A suggestion was made to invite NEOMED President, Dr. John Langell, to be the guest speaker at a future meeting3. Provost Urgo discussed the following:<ul style="list-style-type: none">• Working groups have been created to look at different aspects related to opening the University• A course delivery working group is looking at options for face-to-face, online and hybrid modes of delivery (led by Janet Bean)• Residential Life is looking at options to safely allow students in the dorms<p>The following suggestions were made:</p><ul style="list-style-type: none">• Include students on the work groups• Share the list of work group members so people can contact them with ideas4. The UCEC thanked USG President Mark Okocha and GSG President Amanda Stefin for their leadership and participation in University Council.5. The UCEC welcomed USG President-Elect Kevin Feezel to the group. <p>The meeting was adjourned at 3 p.m.</p>
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University Council Executive Committee

MINUTES

MAY 19, 2020

2:30 – 3:30 PM

MICROSOFT TEAMS

MEETING CALLED BY	Ruth Nine-Duff, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Ruth Nine-Duff, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Attendees: Phil Allen, Arnob Banik, Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Linda Saliga, Julia Spiker, Harvey Sterns, Joe Urgo, John Wiencek</p> <p>Absent with notice: None</p> <p>Absent without notice: Kevin Feezel</p>	
Agenda topics:		
2:30-2:35	CALL TO ORDER	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved by unanimous consent. The chair asked for additions or corrections to the April 28 Executive Committee minutes. There being none, the minutes were approved by unanimous consent. 	
2:35-2:35	UNFINISHED BUSINESS	RUTH NINE-DUFF
DISCUSSION	There were none.	
2:35-2:45	TOPIC SUBMISSIONS	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> Certificate Programs was referred to Jennifer Harpham, director of Student Financial Aid <ul style="list-style-type: none"> A suggestion to increase enrollment through stand-alone certificate programs Currently none of our stand-alone certificates can receive federal aid Distance Learning Services is developing a non-academic Brightspace page that would allow colleges/departments to offer non-credit workforce development trainings, seminars, certifications, etc. It will be ready to go live in a couple weeks. 	
2:45-3:30	NEW BUSINESS	RUTH NINE-DUFF
Discussion	<ol style="list-style-type: none"> Provost Wiencek discussed the progress towards reorganization. A summary of the reorganization feedback will be shared with the campus community this week. <ul style="list-style-type: none"> We will seek input and guidance from Faculty Senate on some of the topical areas that were identified through the feedback process. The UC Budget and Finance Committee has benchmarked the audited financial reports against similar institutions of higher education using GASB data. 	

- Provost Wiencek analyzed the IPEDS data and arrived at the same conclusions as the UC Budget and Finance Committee.

A suggestion was made to update the campus community on the progress of the reorganization, including upcoming milestones.

2. The UC Budget and Finance Committee is scheduled to give an in-depth report at the June 9 UC meeting. The committee should report on the benchmark data and present the FY21 budget for endorsement. Documents should be shared with UC prior to the meeting.
3. UA is continuing to pursue a healthcare provider for domestic students.
4. The committee discussed the 2015 layoffs with Provost Wiencek and provided suggestions for any future layoff processes.
5. The attached [suggestions for continuous improvement](#) were reviewed. We will ask the GSG and USG presidents to present a report to UC each month. It can be the same report they present to Faculty Senate.
6. The June 9 UC agenda was approved with the following revisions:
 - Add GSG and USG reports to the committee reports section
 - Invite Kim Gentile, director of admissions, to provide a recruitment update and discuss how the campus community can help
7. Tonia Ferrell will invite Hiram College President Lori Varlotta to be the guest speaker at the July 14 UC meeting.

The meeting was adjourned at 3:30 p.m.

University Council Executive Committee

MINUTES

JUNE 23, 2020

2:30 – 3:30 PM

MICROSOFT TEAMS

MEETING CALLED BY	Ruth Nine-Duff, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Ruth Nine-Duff, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Attendees: Phil Allen, Arnob Banik, Jeanette Carson, Kevin Feezel, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Linda Saliga, Julia Spiker, Harvey Sterns, John Wiencek</p> <p>Absent with notice: None</p> <p>Absent without notice: None</p>
Agenda topics:	
2:30-2:35	CALL TO ORDER RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. The following topics were added to New Business and the agenda was approved as revised by unanimous consent. <ul style="list-style-type: none"> How we can help with enrollment efforts Recommendations for 60+ students Campus update The chair asked for additions or corrections to the May 19 Executive Committee minutes. There being none, the minutes were approved by unanimous consent. Approved.
2:35-2:35	UNFINISHED BUSINESS RUTH NINE-DUFF
DISCUSSION	There were none.
2:35-2:45	TOPIC SUBMISSIONS RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> Holiday Hours response was received from President Miller <ul style="list-style-type: none"> He approved the resolution to change the University hours between finals week and the holiday break to 8 – 4:30 with the caveat that supervisors need to retain the right to adjust employee working hours to ensure that services continue to be provided to University constituencies. Federal Aid for Certificate Programs response was received from Jennifer Harpham, director of Student Financial Aid <ul style="list-style-type: none"> It is possible to use financial aid for certificate programs. She provided the criteria for an eligible certificate program and the process for submission to the Department of Education for approval. Referred to Faculty Senate for consideration.

	<p>3. A suggestion to pool excess office supplies in a central location for campus units to use.</p> <ul style="list-style-type: none"> • Referred to Nathan Mortimer for consideration.
2:45-3:30	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">RUTH NINE-DUFF</p>
Discussion	<p>1. Jeanette Carson met with the Admissions team to determine how UC members can help in enrollment efforts.</p> <ul style="list-style-type: none"> • The Admissions Office will provide employees with 20-25 students to contact via email and phone if needed (1 hour/week). • The students will be assigned by where the employee lives, went to high school and/or UA degree received. • The Admissions Team can provide an information session and script. • Jeanette will draft the communication to members. <p>2. Harvey Sterns discussed the attached Human Development Committee minutes and discussed recommendations for all audit 60+ students due to COVID-19.</p> <ul style="list-style-type: none"> • Provost Wiencek will discuss the recommendations with Jarrod Tudor. <p>3. Provost Wiencek discussed the following campus update:</p> <ul style="list-style-type: none"> • Nathan Mortimer, VP of Operations, has developed a plan for a phased return of employees to campus (see June 23 Digest). • A special Board of Trustees meeting is scheduled for July 15. • Discussed the use of masks by employees and students once we return to campus. • We are trying to accommodate faculty teaching preferences. We are installing plexiglass shields in classrooms for faculty to teach behind. <p>The following suggestions were made:</p> <ul style="list-style-type: none"> • Send another message to campus from President Miller. • Develop a plan to move forward on sesquicentennial activities. • Change the date/time of UC meetings to take place after the Board of Trustees meetings. <p>The meeting was adjourned at 3:20 p.m.</p>

University Council Executive Committee

MINUTES

JULY 28, 2020

2:30 – 3:00 PM

MICROSOFT TEAMS

MEETING CALLED BY	Ruth Nine-Duff, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Ruth Nine-Duff, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Attendees: Phil Allen, Arnob Banik, Jeanette Carson, Kevin Feezel, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Linda Saliga, Julia Spiker, Harvey Sterns, John Wiencek</p> <p>Absent with notice: None</p> <p>Absent without notice: None</p>	
Agenda topics:		
2:30 – 2:35	CALL TO ORDER	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> 1. The chair called the meeting to order. She asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The chair asked for additions or correction to the June 23 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:35 – 2:35	UNFINISHED BUSINESS	RUTH NINE-DUFF
DISCUSSION	There were none at this time.	
2:35 – 2:35	TOPIC SUBMISSIONS	RUTH NINE-DUFF
DISCUSSION	There were none at this time.	
2:35 – 3:00	NEW BUSINESS	RUTH NINE-DUFF

DISCUSSION

1. Per President Miller’s message to campus (July 23), he will create an Athletics Review Task Force “to have a considered and thorough discussion of the complex issues surrounding Division I athletics, it is important that shared governance (specifically University Council), the Board of Trustees, student leaders and community leaders – engage in a process of both education about NCAA Division I athletics and strategy development regarding the UA program going forward.”
 - Tonia Ferrell has volunteered to represent University Council.
 - Provost Wiencek will request two seats for University Council.
2. Kim Haverkamp is moving to another department on campus. Provost Wiencek and Cher Hendricks will identify someone to assume the support responsibilities for UC.
3. Ruth Nine-Duff’s position has been eliminated as part of the workforce reduction and she will retire on Dec. 31.
4. There will be elections for chair and vice chair at the Sept. 8 UC meeting. An election notification will be sent to UC members.
 - Julia Spiker is not planning to run for chair of the Institutional Advancement committee and will no longer be a member/vice chair of UC.
5. There are several dean vacancies on standing committees due to the college restructure. Provost Wiencek will discuss the vacancies with the deans and will bring ideas to UCEC.
6. UCEC will provide an orientation at the Oct. 13 combined UC/standing committee meeting (per UCEC minutes, Oct. 22, 2019).
7. The following annual reports were reviewed and will be posted to the UC website:
 - Budget and Finance
 - Institutional Advancement
 - Recreation and Wellness
8. The August 11 UC agenda was approved with the following revisions:
 - Add FY21 Budget
 - Remove guest speaker
 - Remove in-depth standing committee report

The meeting was adjourned at 3 p.m.

University Council Executive Committee

MINUTES

AUGUST 25, 2020

2:30 – 3:00 PM

MICROSOFT TEAMS

MEETING CALLED BY	Ruth Nine-Duff, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Ruth Nine-Duff, chair	
NOTE TAKER	Tonia Ferrell	
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Kevin Feezel, Tonia Ferrell, Ruth Nine-Duff, Linda Saliga, Julia Spiker, Harvey Sterns, John Wiencek</p> <p>Absent with notice: Arnob Banik and Marjorie Hartleben</p> <p>Absent without notice: None</p>	
Agenda topics:		
2:30 – 2:35	CALL TO ORDER	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> 1. The chair called the meeting to order. She asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The chair asked for additions or correction to the July 28 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:35 – 2:50	UNFINISHED BUSINESS	RUTH NINE-DUFF

DISCUSSION	<ol style="list-style-type: none"> 1. UC Administrative Support – Provost Wiencek stated that Cher Hendricks would help cover for about another month and that they are working on a longer-term solution so that we have several individuals involved to provide continuity versus only one person. UC Secretary, Tonia Ferrell, stated that the workload of managing rosters, documents, appointments/reappointments and other meeting notifications/agendas is a lot on top of current role. Discussed asking Kimberly Haverkamp to assist with the transition of election, appointments/reappointments and moving September meeting back to the 15th (from original date of the 8th). Tonia offered to continue to help Cher and Kim as much as possible through the transition. Harvey Sterns provided additional insight into the history of the decision of the provost’s office to provide administrative support to UC and expressed how important the support is for the functioning of UC. He indicated that the provost plays a key role in communicating to deans and administrators the importance of UC to the university community and the importance of their full participation in the work on committees. 2. Dean Appointments – Provost Wiencek has not taken this up with the Deans yet, but after this meeting will ask Cher to take charge of this conversation to determine how the Deans want to proceed with filling appointments to standing committees now that there are 5 or 6 deans and 8 standing committees. 3. UC Orientation – Discussed how this has been done in the past. Harvey Sterns indicated in the past UC had called a special meeting for new members to provide orientation. Also discussed holding this during the combined meeting in October so that it has a wider audience than new members. New officers and executive committee members will need to decide ahead of the October meeting how to proceed and what content to cover. Harvey Sterns agreed to be available to help with introduction and history of UC. 	
2:50 – 2:50	TOPIC SUBMISSIONS	RUTH NINE-DUFF
DISCUSSION	There were none at this time.	
2:50 – 3:25	NEW BUSINESS	RUTH NINE-DUFF

DISCUSSION

1. UC Officer Transition/Plan for September Meeting – We have decided to move the September meeting from the 8th to the 15th to allow for more time to finalize new membership roster and send out a call for nominations email. Discussed having Tonia Ferrell, as secretary and only remaining, active officer, open the meeting and then turn over to past chair Phil Allen to hold the election of the new UC chair.
2. Call for Nominations - The chair's term is over at the end of August and we will be electing a new 2-year term chair at the September 15th meeting. The vice chair's term is being vacated, so we will elect a 1-year term vice chair to fill the vacancy. Need to send the call for nomination email as soon as possible, but no later than one week before the meeting so that potential nominees can prepare a statement to be given before holding the election. Tonia will get language from Kim Haverkamp and develop a call for nominations email to share with Cher for distribution. Phil Allen also offered to help keep track of roster updates during the transition period with UC support.
3. The UC agenda was approved with the only change being the date of the meeting from September 8 to September 15.
4. Harvey Sterns offered that we need new appointments for the Ad-hoc UC Human Development committee as several members either retired or separated from the university over the summer.

The meeting was adjourned at 3:25 p.m.

University Council Executive Committee

MINUTES SEPTEMBER 22, 2020 2:30 – 3:38 PM MICROSOFT TEAMS

MEETING CALLED BY	Tonia Ferrell, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Tonia Ferrell, chair	
NOTE TAKER	Heather Loughney	
ATTENDEES	<p>Attendees: Arnob Banik, Jeanette Carson, Kathee Evans, Tonia Ferrell, Kevin Feezel, Marjorie Hartleben, Cher Hendricks, Kris Kraft, Ruth Nine-Duff, John Wienczek</p> <p>Absent with notice: None Absent without notice: None</p>	
Agenda topics:		
2:30 – 2:35	CALL TO ORDER	TONIA FERRELL
DISCUSSION	<ol style="list-style-type: none"> 1. The chair called the meeting to order. There being none the agenda was approved as distributed by unanimous consent. 2. The chair asked for additions or correction to the August 25 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:35 – 2:50	UNFINISHED BUSINESS	TONIA FERRELL

DISCUSSION

1. Discussion of University Council orientation. Chair Ferrell pointed out that it would be a heavy lift to get it together in time for October meeting. Secretary Kraft agreed and suggested that there needed to be a refocus of what the role of UC is and its mission in light of the new administration. Provost Wiencek responded that the UC is the key shared governance body for the university. The university has been through a difficult period and there is some disorientation for everyone. He asked if the UC feels it has been marginalized.

Secretary Kraft responded that it feels as if the UC has become the “rubber stamp” and not used as it could be. That there are many things that the body could and should be doing. Chair Ferrell agreed and stated that the support from the administration has come and gone. That while the Budget & Finance Committee bear a heavy burden, many committees not utilized at all. That transparency of data is key. Trust being an ongoing issue as well. Provost Wiencek responded that there is a lot of foundational work to do and that the committees of UC would be the ones doing that work. Some committees will be getting a lot of attention this year while others will be scheduled to work next year. He mentioned a possible poll of membership. Vice Chair Carson pointed out that a survey was done in June with little feedback generated. Chair Ferrell indicated that those who responded indicated they did not understand why they were attending meetings and what the function of their committee was. Secretary Kraft added that she would like to see the administration give guidance to the UC in the way of goals or things that they would like to see the body address. Goals driven by university needs.

Provost Wiencek replied that his task is to guide the university and there are plenty of things to do. Committees of UC should be part of the work. That with the new CFO coming on board and newer administration there will be a new ways of doing things. The Board makes decisions and sends them to the President and that moves down the line. He stated he would be happy to put projects in writing and send them to the UC to distribute to committees. Not all will be done this year, some will come next year. Faculty Senate, University Council are part of shared governance. The Provost said that he could have the number one projects on his list to the UCEC in about a week and a half. He also indicated that he should meet more often with the Chair.

2. Office of Academic Affairs – The Provost shared that he and Cher Hendricks have been putting together groups to help with the reorganization of the OAA and to provide input. Faculty Senate has provided seven names and he would like the UC to also provide seven names for the group. The overarching conversation will be about what OAA is and what should be done within their office and what should go out to the colleges. The goal is to align with student needs.

Secretary Kraft asked if Deans would be on the committee. Provost Wiencek responded that they are part of the interaction. He then requested that UCEC send ideas of groups that they believe should be part of the discussions. It is a difficult task, to take all the many parts of OAA and set it up for success

2:50 – 3:05

TOPIC SUBMISSIONS

TONIA FERRELL

DISCUSSION

1. LGBTQ students – this came back to the UCEC through Mary McCracken but had already been sent forward to Jolene Lone. The Chair indicated that she did not see that there was anything more to be done from the UCEC perspective.
2. Water availability on campus – A student was concerned about access to water for students as all water fountains have been turned off due to COVID guidelines. The student expressed a need for a way for students to fill/refill water bottles while on campus. Only a few buildings have water fountains equipped with water bottle filling abilities. It was requested that some type of access to water be made for all buildings.

Vice Chair Carson indicated that Physical Facilities had said that as buildings were being upgraded that water bottle filling stations would be installed, but that is not going to happen in the next few months. She asked the Provost if there might be COVID federal dollars available to address the problem?

Chair Ferrell stated that she would refer this to the Recreation and Wellness committee as well as to Eric Green. Deadline of a response will be two weeks. She will contact both shortly. The Provost also suggested speaking to CFO Storck as well. He might have answers regarding federal funding for water assistance.

3:05 – 3:38

NEW BUSINESS

TONIA FERRELL

DISCUSSION

1. There was a discussion of the necessity of monthly, in-depth committee reports at each University Council meeting. Secretary Kraft questioned the necessity of these monthly reports and if there were better use of the time. Chair Ferrell suggested that the monthly committee reports remain in writing as part of the reports section of the meeting. She pointed out that Budget & Finance needs to come to the UC twice during an academic year and should be scheduled for those. Provost Wiencek suggested that the UCEC should decide if a committee should be presenting to the UC during its preparations. Let that committee know ahead of the regular UC meeting. The body was in agreement with the idea. It was also recommended that Chair Ferrell communicate regularly with the committee chairs to let them know when the committee might want to present to the University Council.
2. Agenda for 10/13/20 UC meeting – corrections and changes made to agenda. Add to New Business the OAA organizational committee appointments. Changes approved.
3. Human Development committee appointments – Harvey Sterns had reminded the UCEC that the committee needed new appointments as some members had left the university.

A discussion of whether the committee had fulfilled its purpose or not, was its work done? Chair Ferrell stated that its original mission was to look into ways to bring childcare back to campus and to support many age groups on campus. But had changed as the group became involved with the Summit County age-friendly initiative. Provost Wiencek suggested that a discussion with Chair Saliga of the Faculty Senate should happen to discuss the viability of the committee, as it is a joint venture with Faculty Senate.

4. The meeting was adjourned at 3:38 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

OCTOBER 27, 2020

3:30-4:47 PM

MICROSOFT TEAMS

MEETING CALLED BY	Tonia Ferrell, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Tonia Ferrell, chair
NOTE TAKER	Heather Loughney
ATTENDEES	<p>Attendees: Arnob Banik, Anne Bruno, Jeanette Carson, Ed Evans, Kathee Evans, Kevin Feezel, Tonia Ferrell, Marjorie Hartleben, Cher Hendricks, Kris Kraft, Ruth Nine-Duff, Harvey Sterns, John Wiencek</p> <p>Absent with notice: None</p> <p>Absent without notice: None</p>
<p>Agenda topics:</p> <p style="text-align: center;">CALL TO ORDER TONIA FERRELL</p>	
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order. The chair made four additions to the agenda; under New Business – UC/University planning, updates on email items, update on Dean searches and university historian. Additions were accepted and the agenda was approved by unanimous consent. The chair asked for additions or corrections to the September 22 Executive Committee minutes. Motion to approve minutes with changes. Minutes approved with changes.
<p style="text-align: center;">TOPIC SUBMISSION TONIA FERRELL</p>	
DISCUSSION	<ol style="list-style-type: none"> Issue related to language of President Miller’s communication in regard to AAUP. Discussion determined that there were no actions to be taken by UCEC except to send on to President. Student was verified as a current student at UA. The topic will be forwarded to Wayne Hill and no further request for action will be requested. Submission will sent on without the student’s name.
<p style="text-align: center;">UNFINISHED BUSINESS TONIA FERRELL</p>	
DISCUSSION	<ol style="list-style-type: none"> Standing Committee Goals – the chair reported on discussions to connect goals of the university to goals of the UC committees. Have had good responses from administrators. A question was asked concerning how these goals were being communicated to the committees. The Provost reported that the administrators are cc’ing the committee chairs in their emails. It was reported that not all committees have heard from their administrators. The Provost suggested that the chair reach out to the committee chairs to confirm receipt of goals.

- 2. OAA Reorganization Discussion – appointments have been made; UC reps are Kathee Evans, Marjorie Hartleben, Kelly Herold, Steve Kaufman, Will Cole, Jeanette Carson and Christin Seher. Vice Chair Carson reported that the meetings have been open and that good discussion has occurred. No decisions made yet but definite ideas of improvement including moving responsibilities to the deans and to have less micromanaging at OAA level. Cher Hendricks added that there has been 100% participation in the meetings so far. A report will be put together based on the conversations and will be sent to the Provost.
- 3. Athletics Working Group – the chair reported that the group has met twice and is currently learning about all aspects of Athletics and comparing to peer universities. Gathering information and watching the developments in Division I sports. Report is to be presented with recommendations in spring.

NEW BUSINESS

TONIA FERRELL

- DISCUSSION**
- 1. Ad hoc Human Development Committee – discussion of the purpose of the committee and Harvey Sterns requested additional members be appointed due to loss of members to retirement and RIF. It was confirmed that the request is for 1-2 more members to be appointed.
 - 2. Ad hoc (joint with Faculty Senate) Child and Family Care During COVID – the chair reported that she had been in discussion with Chair Saliga and the Provost to discuss the need for an immediate committee to work on child care and maybe family care during this time. Plan is to create a workgroup to meet 2-3 times max to brainstorm and provide feedback on actions for the university to take. Three members from each body. UC to provide representation from SEAC and CPAC. Discussion of past childcare provided by UA. The Provost pointed out that it will not be possible to resurrect programs or buildings for this. Need to sharpen the objective and put guardrails in place so it can be successfully completed. Motion was made and approved to provide three non-faculty members of UC to the workgroup.
 - 3. Strategic Plan – the Provost shared draft copies of the documents to be distributed to the campus community. He indicated that he wants the shared governance bodies (Faculty Senate and University Council) to work together to develop plans with the Senate doing the academic side and the UC everything else. A fair amount of work was done in the spring and then COVID sidelined the work. Returning to the work now, bringing the outline that was developed forward. Discussions of incentive based budget model. Asking for input and suggestions with the plan to report back to the President by the end of the fall semester and bring to the Board of Trustees for approval of a 1.5 year plan. Two year plans moving forward from that. Would like this to become a permanent function of the UC. Discussion on this topic was favorable.
 - 4. University Historian – no current person for university. Discussion of possible people and that it could be a stipend and title based position. Does not have to be a faculty member.

5. Other items – Dean searches: CBA dean approved today, BCAS has three finalists. Spring Break plan: UC split on decision on which to approve, Faculty Senate EC in favor of delayed spring break. Kevin Feezel shared that students supported a delayed spring break as well. Wayne College/Jared Tudor transition: the Provost has sent out an accelerated plan for replacement. The Provost also shared that the FSEC gave advice to have searches more often to allow inside people to participate.
6. Approval of agenda for UC meeting on November 10 – discussion of committee reports and how to proceed moving forward. Whether to require monthly reports was discussed. The Provost suggested a check box perhaps. The chair said she would discuss this with Heather to get input on how Faculty Senate handles their committee reports. Would have discussion about reporting and paperwork. The agenda was approved.
7. The meeting was adjourned at 4:47 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

NOVEMBER 4, 2020

2:32-3:18 PM

MICROSOFT TEAMS

MEETING CALLED BY	Tonia Ferrell, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Tonia Ferrell, chair
NOTE TAKER	Heather Loughney
ATTENDEES	<p>Attendees: Anne Bruno, Jeanette Carson, Kathee Evans, Kevin Feezel, Tonia Ferrell, Marjorie Hartleben, Cher Hendricks, Kris Kraft, Ruth Nine-Duff, Harvey Sterns, John Wiencek</p> <p>Absent with notice: Ed Evans</p> <p>Absent without notice: Arnob Banik</p>
<p>Agenda topics:</p> <p style="text-align: center;">CALL TO ORDER TONIA FERRELL</p>	
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order. The agenda was approved by unanimous consent. The chair asked for additions or corrections to the October 27 Executive Committee minutes. Minutes approved by unanimous consent.
<p style="text-align: center;">TOPIC SUBMISSION TONIA FERRELL</p>	
DISCUSSION	<ol style="list-style-type: none"> Received request to reinstate the standing committee on Diversity and Inclusion. No one on the Executive Committee remembered a committee like this in University Council. It was suggested that this may be a university level committee that existed at one time. There was discussion about the group formed during the past summer but that group was finished. It was suggested that the plan of action be to contact the submitter directly and get more information from her on how she envisions the committee as well as contacting Sheldon as this was discussed in the OAA reorganization discussions. It was also decided that the Chair would put together a response.
<p style="text-align: center;">NEW BUSINESS TONIA FERRELL</p>	
DISCUSSION	<ol style="list-style-type: none"> Committee reports – discussion continued on how to have committees reporting regularly without overburdening people. Discussion ranged from forms to be filled in and submitted to returning to oral reports. It was decided that the forms method of committee reporting should be investigated again, have Heather L. bring up old forms for updating and use. Also discussed making sure that all committees are reporting monthly, also discussed making sure someone is acting as Secretary on a committee if they have not elected one.

2. Agenda for December 1 University Council meeting – the agenda was approved without dissent.
3. It was brought up that many members of University Council do not respond to the President and Provost’s question period of their reports. It was pointed out that this is an important opportunity to ask questions and get clarification on university issues to better understand the administration. Suggestion to use UCEC meeting to create list of topics to bring up to President and Provost during their question section.
4. The issue of insurance rates for non-bargaining staff and contract professionals was brought up. The issue is creating a very angry response from those affected. Many of those involved feel that this is an unfair increase and that they are being singled out because they are not protected by the bargaining units. It was suggested that this issue be presented to the Human Resources and Talent Development Committee.
5. The meeting was adjourned at 3:18 p.m. by unanimous consent