



University Council

To: University Council Members

From: University Council Steering Committee

Date: February 18, 2016

Subject: Recommendations concerning University Council (UC) Bylaws by consultants from the Association of Governing Boards of Universities and Colleges (AGB)

As you may recall in December 2015, Dr. Terrence MacTaggart, consultant, and Mr. Brent Schrader, Assistant Director from the AGB visited campus and met with various governance groups as part of our ongoing emphasis on improving shared governance at UA.

Subsequently, UC Chair Sterns and Interim Provost Ramsier met with President Scarborough on February 12, 2016 and received the consultant's recommendations in the form of revised UC Bylaws. A redline version of the current UC Bylaws was created by the Office of Academic Affairs to assist in reviewing the recommendations (both documents follow this memo). The AGB consultants did not provide a rationale for their recommendations.

The Board of Trustees is asking the University Council to provide feedback on these recommendations. An ad hoc Bylaws Review and Recommendation Committee will be formed at the March 8 UC meeting. Please review the documents and nominate yourself or another member of the University Council to serve on the committee. Please send nominations to Kim Haverkamp ([kh1@uakron.edu](mailto:kh1@uakron.edu)) by March 4.

## 3359-xx-xx The University of Akron bylaws of the university council

- (A) **Name.** The name of this body is the university council
- (B) **Defining shared governance.** The university council will operate under the principle of consultative decision-making whereby the opinion of the university council membership is sought on important matters, but decision-making authority remains with the board of trustees and its appointed agent, the university president. Thus, the university council will function in a manner consistent with information sharing and discussion rather than joint decision-making. The university council provides open lines of communication and informs university administration on matters of planning, policy, and programs that are significant to the fulfillment of the university's mission. University council recommendations shall be referred to the president, as provided for in these bylaws. The constitutions, bylaws, and governing documents of all other shared governance organizations shall conform to these university council bylaws.
- (C) **Duties**
- (1) The university council is the representative body of the university that deliberates and makes recommendations to the president on matters such as strategic planning, university policy, curriculum, and other substantive matters that pertain to the strategic direction, academic programs, and operations of the university.
  - (2) The university council provides the integrated framework for both input and feedback as part of the university's strategic planning process.
  - (3) Based on input from university council committees and its own deliberations, university council contributes to ensuring that university policy is based on sound reasoning and adequate information.
  - (4) The university council receives inputs on policy issues from constituent members of the greater university community. Through an executive committee, it refers those inputs to the appropriate standing committee for discussion and recommendation to university council.
  - (5) The university council shall provide recommendations within a timeframe specified by the president to fit the calendar and agendas of the board of trustees.
  - (6) The university council receives and discusses reports of the standing committees of university council. It deliberates and votes on their recommendations, and it refers them back to committees, when necessary.
  - (7) The university council considers reports or recommendations from campus constituent groups from which it draws its

membership, as well as from the president, provost, and university council standing committees.

- (a) All recommendations passed by the university council shall be forwarded to the president.
  - (b) Within sixty days of receipt of a passed recommendation, the president shall do one of the following:
    - (i) Forward the recommendation to the board of trustees for consideration;
    - (ii) Put the recommendation into effect if the president deems it unnecessary to send the matter to the board of trustees;
    - (iii) Send the recommendation back to university council with a request for more information.
  - (c) The president will notify university council of the disposition of each recommendation, indicating whether the recommendation has been approved, referred to the board of trustees, or sent back for more information.
- (8) University council will record its recommendations in minutes of meetings that are publicly available on its website.
- (9) The university council shall consult faculty senate on matters pertaining to academic programs and curriculum. Faculty senate shall have sixty days from the date university council requests input and feedback to respond to such requests.

**(D) Membership of university council**

- (1) The university council has three major components: university council, its executive committee, and its standing committees.
- (2) The university council shall be composed of two representatives each from faculty senate, graduate council, deans, vice-presidents, department chairs, contract professional advisory committee (CPAC), staff employee advisory committee (SEAC), graduate student government (GSG) and undergraduate student government (USG) plus the provost. The provost shall serve as chair of university council. The provost shall appoint a secretary to record minutes of university council meetings. University council shall meet monthly.
- (3) Representatives shall be selected by each of the groups in a manner each group deems appropriate. Terms shall be for one year and no representative except the Provost may serve consecutive terms for more than eight years.
- (4) The university council shall define its year to begin on May 1<sup>st</sup>, so terms expire April 30<sup>th</sup> of each year.
- (5) The provost shall chair the university council executive committee. The provost shall appoint four other university members to serve on the executive committee: one faculty

member, one staff member, one dean or vice president, and one student.

- (6) The university council chair shall appoint university council members to standing committees, chairs of standing committees, and secretaries of standing committees to take minutes of meetings. Standing committees shall meet as needed.
- (7) Vacancies:
  - (a) Should a university council vacancy occur, the university council chair shall notify the appropriate group to select a new member to fill the vacant seat for the balance of the term.
  - (b) Should a standing committee vacancy occur, the university council chair shall appoint a new member.

**(E) Support of University Council Members**

- (1) Supervisors of members of university council are expected to support all university council committee member activities and consider such service as both professional development and part of the member's work duties.
- (2) Contributions to university council shall be considered in the annual assessment of employee performance.
- (3) Students shall work in advance to make arrangements with instructors regarding missed assignments in the event university council business should overlap with class duties.

**(F) Material and record support**

- (1) The Provost shall appoint university staff to support the work of the university council.
- (2) Appointed staff are responsible for providing materials and information to support to the work of the university council and its committees.
- (3) Records. All inactive documentary material and related records of the council shall be handled in a manner consistent with the university's record retention policy.

**(G) Meetings**

- (1) Meeting Requirements
  - (a) Meeting agendas of university council and each standing committee shall be distributed with the meeting announcement.
  - (b) Meetings shall be held in physical or digital form where all members are able to communicate synchronously. Email can be used to inform the activities of a meeting, but cannot be used to replace a meeting.
  - (c) Members cannot designate individuals to substitute for them when they are unable to attend a meeting.

- (d) For purposes of conducting business, a quorum of the council shall be a majority of members present.
  - (e) For purposes of conducting business, a quorum of the standing committee shall be a majority of members present.
  - (f) Voting. To ensure the ability of members to provide effective independent inputs, votes shall be made by secret ballot upon the request of two members.
  - (g) Scheduling of university council and standing committee meetings shall be determined by their respective chairs.
  - (h) All meetings of the university council and standing committees shall be open to the public. The chair of the university council may decide to convene the university council in executive session to discuss confidential or sensitive information as determined by the chair. No decisions, however, shall be made in executive session.
- (2) Specific guidelines on meetings
- (a) University Council
    - (i) Announcement of meeting dates and an agenda shall be available electronically at least one week prior to each regularly scheduled meeting accompanied by the minutes of the previous meeting.
    - (ii) Requests to have items placed on the agenda of the council shall be submitted in writing to the secretary of the council by a university council member at least two weeks prior to a meeting of the council.
    - (iii) Special meetings may be called at any time with one week's notice by the chair of the university council.
    - (iv) Items referred to the council by the chair shall be automatically placed on the agenda of the council.
  - (b) Standing committees
    - (i) An agenda shall be made available electronically at least two full business days prior to each meeting, accompanied by the minutes of the previous meeting.

## **(H) Standing Committees**

- (1) The standing committees of university council are:

(a) **Student engagement and success committee**

The student engagement and success committee is responsible for studying, monitoring and making recommendations regarding the university's student engagement and success strategies and practices. These

recommendations shall be forwarded to the university council for consideration.

(b) **Information technology committee**

The information technology committee is responsible for studying, monitoring and making recommendations regarding information technology planning, policies, strategies and practices. These recommendations shall be forwarded to the university council for consideration.

(c) **Budget and finance committee**

The budget and finance committee is responsible for studying, monitoring and making recommendations to university council on the development of the annual budget, financial statements, and purchasing policies. These recommendations shall be forwarded to the university council for consideration.

(d) **Physical environment committee**

The physical environment committee is responsible for studying, monitoring and making recommendations related to campus planning, safety, and the use and assignment of university space, physical facilities and equipment. These recommendations shall be forwarded to the university council for consideration.

(e) **Communications committee**

The communication committee is responsible for assessing and making recommendations regarding the university's internal/external communication strategies and practices. These recommendations shall be forwarded to the university council for consideration.

(f) **Talent development and human resources committee**

The talent development and human resources committee is responsible for studying, monitoring and making recommendations on the development of all university policies and practices relating to inclusive excellence and to the wellbeing of employees of the university, subject to existing contractual agreements. These recommendations shall be forwarded to the university council for consideration.

(g) **Academic programs and curriculum committee**

The academic programs and curriculum committee is responsible for studying, monitoring and making recommendations pertaining to academic programs and curriculum. These recommendations shall be forwarded to the university council for consideration.

- (I) **Rules.** The parliamentary authority for the university council shall be "Robert's Rules of Order," in its most recent edition. In any conflict

between the university council bylaws and "Robert's Rules of Order," the council bylaws take priority. A person who is not a member of the university council shall be appointed parliamentarian by the chair of the university council.

**(J) Amendments**

- (1) Amendments to these bylaws may be proposed in writing by a member of university council at any regularly scheduled meeting.
- (2) A vote by the university council on a proposed amendment may be taken only at a subsequent regular or special meeting of the university council.
- (3) To pass, a proposed amendment requires a positive vote by at least two thirds of the voting members present at a regular or special meeting of the council.
- (4) Amendments shall take effect upon approval by the Board of Trustees.
- (5) These bylaws shall be fully in effect no later than July 1, 2016.

3359-xx-xx **The University of Akron bylaws of the university council**

- (A) **Name.** The name of this body is the university council
- (B) **Defining shared governance.** The university council will operate under the principle of consultative decision-making ~~wherein~~whereby the opinion ~~and advice~~ of the university council membership ~~are~~is sought on important matters, but ~~where~~ decision-making authority remains with the ~~senior administration and the~~ board of trustees, and its appointed agent, the university president. Thus, the university council will function in a manner ~~that revolves around~~consistent with information sharing and discussion rather than joint decision-making. The university council provides open lines of communication ~~such that the~~and informs university administration ~~will have informed decision-making~~ on matters of planning, policy, and planning that affects all constituent groups. ~~Those reporting lines that are already in place will not be removed, nor will any programs that are significant to the fulfillment of the authorities of the represented groups be supplanted by university council. The university council~~university's mission. University council recommendations shall be referred to the president ~~or SVPP for their action~~, as provided for in these bylaws. The constitutions, bylaws, and governing documents of all other shared governance organizations shall conform to these university council bylaws.
- (C) **Duties**
- (1) The university council is the representative ~~and legislative~~ body of the university that deliberates and makes recommendations to the president ~~and senior vice president, provost and chief operating officer on~~ on matters such as strategic planning, university policy, operations curriculum, and other substantive matters ~~in areas that relate~~pertain to the ~~well-being and common interest~~ strategic direction, academic programs, and operations of the ~~greater university~~ community.
  - (2) The university council provides the integrated framework for both ~~strategic and ongoing planning, decision-making and execution~~ input and feedback as part of the university's strategic plan. ~~It helps to ensure that the goals and objectives of the strategic plan are realized through implementing strategies and action plans reported through the university council~~ planning process.
  - (3) Based on ~~advice~~ input from ~~the~~ university council committees and its own ~~discretion, the~~ deliberations, university council contributes to ensuring that university ~~projects and initiatives are~~ policy is based on sound ~~financial and project management principles;~~ based on sound principles of shared governance/shared



~~leadership; executed consistently, efficiently and effectively; and meet the planning goals of the university~~  
reasoning and adequate information.

- (4) The university council receives inputs on policy issues from ~~all~~constituent members of the greater university community. Through ~~the steering and executive~~ committee, it refers ~~them~~those inputs to the appropriate standing committee ~~or other entity~~ for discussion and recommendation to university council.
- (5) The university council shall provide recommendations ~~that can inform policy in coordination with~~within a timeframe specified by the annual~~president to fit the~~ calendar and ~~agenda~~agendas of the board of trustees.
- (6) The university council receives and discusses reports of the standing committees of university council. It deliberates and votes on their recommendations, and it refers them back to ~~committee~~where committees, when necessary.
- (7) The university council considers reports or recommendations from ~~the~~ campus constituent groups from which it draws its membership, as well as from the ~~provost, the~~ president, provost, and ~~the~~ university council standing committees.
  - ~~(a) The university council receives for discussion and approval the annual reports from standing committees assessing progress towards achieving the goals of their mid and long term plan(s).~~
  - ~~(b)~~(a) All recommendations passed by the university council shall be forwarded to the president ~~or the senior vice president, provost and chief operating officer with copies to the campus constituent groups:~~
    - ~~(i) Proposals that relate to policy change are forwarded to the president.~~
    - ~~(ii) Proposals that relate to operational decisions are forwarded to the senior vice president, provost and chief operating officer.~~
  - ~~(c) Within forty-five~~sixty days of receipt of ~~the recommendation, the senior vice president, provost and chief operating officer shall do one of the following:~~
    - ~~(i) Forward the recommendation to the president;~~
    - ~~(ii) Put the recommendation into effect;~~
    - ~~(iii) Return the recommendation to the university council with explanation for disapproval.~~
  - ~~(d)~~(b) ~~Within forty-five days of receipt of the~~ passed recommendation, the president shall do one of the following:
    - (i) Forward the recommendation to the board of trustees for consideration;

- ~~(ii) Forward the recommendation to the appropriate vice president;~~
  - ~~(iii)(ii) Put the recommendation into effect if the president deems it unnecessary to send the matter to the board of trustees;~~
  - ~~(iv)(iii) ReturnSend the recommendation back to the university council with explanationa request for disapprovalmore information.~~
- ~~(e)(c) The president and the senior vice president, provost and chief operating officer will notify the university council of the disposition of theeach recommendation, indicating whether the recommendation has been approved, disapproved, referred to the board of trustees, referred to the appropriate vice president, or returnedsent back for reconsideration or amendment with explanationmore information.~~
- (8) University council will ensure the transparent accessibility of record its decisions, deliberations and referrals, and will recommendations in minutes of meetings that are publicly track the progress of each recommendationavailable on its website.
- ~~(9) University council does not supersede nor does its scope of work include academic program decisions that are within the scope of the faculty senate, as defined by that body and University rules.~~
- (9) The university council shall consult faculty senate on matters pertaining to academic programs and curriculum. Faculty senate shall have sixty days from the date university council requests input and feedback to respond to such requests.

**(D) Membership of university council**

- (1) ~~University~~The university council has three major components: The university council, the university council steeringits executive committee (steering committee), and eight (8)its standing committees.
- (2) The university council ~~and its standing committees~~ shall be composed of two representatives each from ~~eight campus groups:~~ faculty senate, graduate council, deans, vice-presidents, department chairs ~~/ school directors~~, contract professional advisory committee (CPAC), staff employee advisory committee (SEAC), graduate student government (GSG) and undergraduate student government (USG). plus the provost. The provost shall serve as chair of university council. The provost shall appoint a secretary to record minutes of university council meetings. University council shall meet monthly.
- (3) ~~Council members and standing committee members~~ Representatives shall be selected ~~or elected~~ by each of the eight campus groups in a manner ~~which~~ each campus group deems

appropriate. ~~The process for selection of representatives from each campus group shall be reported in writing to the steering committee and every selection shall be certified by the presiding member of the campus group, and seated by the steering committee. Terms shall be for three (3) years with the exception of USG and GSG which will each have one (1) year terms, and no representative except the Provost may serve consecutive terms for more than eight years.~~

(4) ~~The university council shall define its year to begin on May 1<sup>st</sup>, so that terms expire April 30th of the following each year.~~

(5) ~~The provost shall chair the university council executive committee. The provost shall consist of 35 voting appoint four other university members:~~

(a) ~~15 Members: Three (3) members from each of to serve on the following constituent groups: executive committee: one faculty senate, SEAC, CPAC, USG and GSG. At least one of the three representatives from each constituency shall be from its respective at large community, i.e., not a member, one staff member of the representative body.~~

(b) ~~1 Member: Appointee of the president.~~

(c) ~~1 Member: one dean from the council of deans.~~

(d) ~~1 Member: department chair from the association of department chairs/school directors.~~

(e) ~~16 Members: chairs and appointed administrators for support of the eight standing committees.~~

(f) ~~(5) 1 Member: senior or vice president, provost and chief operating officer (SVPP), and one student.~~

(6) ~~Election of Officers~~

(a) ~~The members of the The university council chair shall appoint university council who are elected as chair, vice chair and secretary are also the officers of the steering committee.~~

(b) ~~Terms of office are for two years. If the seat is held by a member of USG or GSG, the term shall be for one year.~~

(c) ~~Officers must be a representative of Faculty Senate, CPAC, SEAC, USG or GSG.~~

(7) ~~Membership of the steering committee~~

(a) ~~The steering committee shall be comprised of eight voting members:~~

(i) ~~The officers of university council are the officers of the steering committee.~~

(ii) ~~There shall be five additional members, one from each of the constituency groups ( Faculty Senate, CPAC, SEAC, USG, and GSG). They shall be elected by their constituency's elected/selected~~

- ~~representatives—members to university council from amongst themselves.~~
- ~~(iii) Terms for steering committee members shall be for 2 years except USG and GSG terms which shall be for one year.~~
- ~~(b) The SVPP will be an ex officio voting member.~~
- ~~(c) Elections shall be held by secret ballot.~~
- ~~(8) Each standing committee shall consist of 12 elected/selected members and one appointed administrator for support:~~
- ~~(a) Membership~~
- ~~(i) **10 Members:** Two (2) members from each of following the following constituent groups: faculty senate, CPAC, SEAC, USG and GSG. At least one of the two representatives from each constituency shall be from its respective at large community, i.e., not a member of the representative body.~~
- ~~(ii) **1 Member:** dean from the council of deans.~~
- ~~(iii) **1 Member:** department chair/school directors from the association of department committees, chairs.~~
- ~~(iv) **1 Member:** An appointed administrator for support shall be designated and appointed by the senior vice president, provost and chief operating officer. The appointed administrator for support shall be an official from the office of academic affairs or the vice president that is most closely associated with the of standing committee's topical areas. The appointed administrator for support is a voting member of the standing committee who is responsible for convening the first meeting every year to elect committee officers and providing administrative support to the officers of the committee sufficient to achieve the work of the committee.~~
- ~~(b) Officers~~
- ~~(i) At the first meeting of the university council year, the appointed administrator for support shall coordinate an election for the chair, vice chair and secretary of the committee.~~
- ~~(ii) Terms of office for committee officers are two years. If the officer is a student representative, the term shall be one year.~~
- ~~(iii) The duties of the chair are to preside over committee meetings, which determine their own agenda. The university council or steering committee may refer matters to the committees~~

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~~directly. The chair of the committee shall coordinate support for committee activities with the appointed administrator for support.~~

~~(9) Vacancies~~

~~(a) University council may, at its discretion, declare vacant any university council seat and each standing committee may, at their discretion, declare vacant any standing committee seat for which the relevant council member:~~

~~(i) is no longer a member of the group from which they were selected.~~

~~(ii) is unable to regularly attend meetings due to conflicting professional duties, imperative personal affairs, illness, or student class schedule.~~

~~(iii)(6) has, without notice, missed more than three regular meetings of the university council or of regular meetings committees, and secretaries of standing committees during the previous 12 months, to take minutes of meetings. Standing committees shall meet as needed.~~

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~~(7) Vacancies:~~

~~(b)(a) Should a university council vacancy occur, the university council chair shall notify the appropriate unit/group to select a new member to fill the vacant seat for the balance of the term.~~

~~(c)(b) Should a standing committee vacancy occur, the committee chair shall notify the university council chair to notify the appropriate unit to select shall appoint a new member to fill the vacant seat for the balance of the term.~~

~~(E) — Service Support~~

~~(1)(E) Membership on university council or its committees contributes significantly to the university and is therefore an essential component of university service by faculty, staff, contract professionals and students. **University Council Members**~~

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~~(2) The administrative and academic units shall recognize that active service on university council and its standing committees, where not in conflict with established unit performance guidelines, is critical to the functioning of the shared governance system of the university and recognize such service accordingly. Administrators who find that such service is in conflict with established unit performance guidelines shall communicate that finding in writing to the steering committee.~~

~~(3) Membership carries expectations of attendance at and preparation for committee meetings. The chair, appointed administrator for support, vice chair, and secretary of each committee has the responsibility to encourage all committee members to contribute in a substantial manner to committee activities.~~

- ~~(4)~~(1) Supervisors ~~or instructors~~ of members of university council are expected to support all university council committee member activities and consider such service as both professional development and part of the member's work duties.
- ~~(5) University council membership work shall be planned to the greatest extent possible and should not diminish unit-level activities.~~
- ~~(6)~~(2) Contributions to university council shall be considered in the annual assessment of employee performance ~~and shall be recognized appropriately in the compensation decision-making process. Supervisors may choose to secure feedback from the chair and appointed administrator for support on the level of involvement of their employees in university council activities.~~
- ~~(7)~~(3) Students shall work in advance to make arrangements with instructors regarding missed assignments ~~via the Assignment Completion form~~ in the event university council business should overlap with class ~~per the GUIDELINES FOR ABSENCE DUE TO PARTICIPATION IN UNIVERSITY SPONSORED EVENTS~~ policy, ~~approved by the Faculty Senate and the Board of Trustees in 2007~~ duties.

**(F) Material and record support**

- (1) ~~Material support.~~—The Provost shall appoint university ~~shall provide suitable office space, a budget for appropriate expenditures including funds for providing reassigned time or stipends to officers, and at least one full-time staff person for to~~ support the work of the university council ~~activities~~.
- (2) Appointed ~~administrators~~ ~~for support for standing committees~~ staff are responsible for providing materials ~~support and information to the committee support to which they are assigned~~ the work of the university council and its committees.
- (3) Records. All inactive documentary material and related records of the council shall be handled in a manner consistent with ~~board rule 3359-11-11~~ the university's record retention policy.

**(G) Meetings**

- (1) Meeting Requirements
- (a) Meeting agendas of university council and each standing committee shall be distributed with the meeting announcement.
- (b) Meetings shall be held in physical or ~~virtual~~ digital form where all members are able to communicate synchronously. Email can be used to inform the activities of a ~~committee~~ meeting, but cannot be used to replace a meeting.

- (c) Members cannot designate individuals to substitute for them when they are unable to attend a meeting.
  - (d) For purposes of conducting business, a quorum of the council shall be ~~18 voting a majority of~~ members present ~~in person~~.
  - (e) For purposes of conducting business, a quorum of the standing ~~committees~~committee shall be ~~6 voting a majority of~~ members present ~~in person~~.
  - (f) Voting. To ensure the ability of members to provide effective independent inputs, votes shall be made by secret ballot upon the request of two ~~voting~~ members.
  - ~~(g) Two times per year, the Scheduling of~~ university council and ~~all of the standing committees shall meet in a joint session.~~
  - ~~(h)~~(g) ~~Scheduling of~~ standing committee meetings shall be determined by ~~the~~their respective ~~chair and/or appointed administrator for support~~chairs.
  - ~~(i)~~(h) All meetings of the university council ~~steering committee, university council and the university council and~~ standing committees shall be open to the public. ~~The chair of the university council may decide to convene the university council in executive session to discuss confidential or sensitive information as determined by the chair. No decisions, however, shall be made in executive session.~~
- (2) Specific guidelines on meetings
- ~~(a) Steering committee~~
    - ~~(i) Meetings shall be held at least once per month on a university council year basis.~~
    - ~~(ii) Announcement of meeting dates and agenda shall be available electronically at least one week prior to regular meetings.~~
  - ~~(b)~~(a) University Council
    - (i) ~~Meetings shall be held at least once per month on a university council year basis.~~ Announcement of meeting dates and an agenda shall be available electronically at least one week prior to each regularly scheduled meeting. accompanied by the minutes of the previous meeting.
    - (ii) Requests to have items placed on the agenda of the council shall be submitted in writing to the secretary of the council, by a university council member, at least two weeks prior to ~~the regular~~a meeting of the council.
    - (iii) Special meetings may be called at any time with one week's notice by the chair of the university council ~~/steering committee or upon petition by any three or more council members who present~~

~~their request to the chair of the university council/steering committee in writing, or by request of the president, SVPP, or board of trustees.~~

~~(iv) Upon the request of the president, provided written 24 hour notice to the university council members, a meeting of the university council will be called to consider urgent matters proposed by the president. No other business, other than that proposed by the President in the call of the meeting, may be considered at such a meeting.~~

~~(v)(iv) Items referred to the council by the president of the university, or by the president's designee, chair shall be automatically placed on the agenda of the council.~~

~~(vi) A petition of three or more members of the council shall cause an item to be placed on the council agenda. Such requests to have items placed on the agenda of the council must be submitted in writing to the secretary of the council, by a university council member, at least two weeks prior to the regular meeting of the council.~~

~~(c)(b) Standing committees~~

~~(i) Meetings shall be held typically every two weeks, at minimum once per month, on a university council year basis. Supervisors of committee members will work to adjust their work schedules to permit full participation.~~

~~(ii)(i) Agendas and other materials An agenda shall be made available electronically at least two full business days prior to each meeting, accompanied by the minutes of the previous meeting.~~

~~(H) University council steering committee~~

~~The steering committee is the executive committee of the university council and is responsible for agenda setting and coordination of the work of university council to facilitate deliberation, communication and action. Steering committee recommendations shall be considered in a timely manner by the standing committee to which it is referred.~~

~~(1) Duties of chair, vice chair and secretary~~

~~(a) Duties of the chair of the university council/steering committee: Presides over meetings of the university council and steering committee, calls special meetings of the university council, acts as or designates the official spokesperson for the university council in all of its external~~



- ~~communications, forwards to the president or SVPP all recommendations passed by the university council, supervises the clerical staff of the university council, and undertakes such tasks as are directed by the council. Upon the expiration of the chair's term of office, the ex-chair shall for one year be a non-voting member, ex officio of the university council if he or she otherwise would not be a member. During that period, the ex-chair shall also be a non-voting member ex officio of the steering committee.~~
- ~~(b) Duties of the vice chair of the university council/steering committee: Assists the chair in such ways as the latter may request; and in the absence of the chair, the vice chair presides over the meetings of the university council/steering committee.~~
- ~~(c) Duties of the secretary: Records, transcribes and distributes the proceedings of the university council to all constituent groups and interested members of the university, assists the chair in such ways as the latter may request, has custody (jointly with the chair) of the books, records, physical facilities, and tangible property of the university council, and arranges for the orderly conduct of the business of the university council. In the absence of the chair and vice chair, the secretary presides over meetings of the university council.~~
- ~~(2) Responsibilities of the steering committee~~
- ~~(a) The steering committee shall forward university council policy recommendations to the president, operational recommendations to the SVPP and then monitor their disposition. The steering committee, unless otherwise directed by the university council, shall determine if a proposal is a policy recommendation or an operational recommendation for purposes of referring such proposal forward.~~
- ~~(b) When policies are enacted by the board of trustees, the steering committee shall also facilitate the monitoring of their implementation or may delegate such monitoring to a standing committee.~~
- ~~(c) The steering committee shall ensure that all policy questions that come to the university council will be referred to the appropriate standing committee for discussion and recommendations to university council. It shall also ensure that their disposition is managed through a system that will be available to all members of the university community.~~
- ~~(d) The steering committee shall accept items for consideration by university council or one of the university council~~

- ~~standing committees, from the president, or the SVPP or from a member of the university council constituency groups.~~
- ~~(e) The steering committee shall oversee, evaluate and monitor the operations of the standing committees and ensure that the business of the standing committees and ad-hoc committees are completed in a timely fashion.~~
  - ~~(f) The steering committee shall receive reports of standing committees and transmit them to the university council for disposition.~~
  - ~~(g) The steering committee shall recognize and notify, prior to the first meeting of the university council in each council year, all new members as having been duly chosen based on information provided by the presiding member of each constituency group. No new members of the council or any committee shall be seated until their selection/election by constituency groups is certified as conforming to the written practice of each group. Certifications are to be provided to the persons selected, the constituency, the chair of the standing committee and such others as the steering committee may designate.~~
  - ~~(h) The steering committee shall participate in quarterly meetings with the president and/or SVPP.~~
  - ~~(i) The steering committee shall ensure that university council and its committees convene in joint session, two times a year.~~
  - ~~(j) Orientation of new UC members: The steering committee shall oversee appropriate orientation of new members (prior to May 1<sup>st</sup> of each year) to the university council. Orientation should consist of UC history, organizational structure and operational protocol at a minimum.~~

#### ~~(H)~~ **Standing Committees**

- ~~(1) General charges/responsibilities of each standing committee~~
  - ~~(a) Recommends mid and long range plans for standing committee work.~~
  - ~~(b) Provides recommendations for action on policy, operations, organization and other matters related to the committee domain to the university council.~~
  - ~~(c) Develops procedures and measures to be used to evaluate progress toward achieving the goals of the mid and long range plan(s).~~
  - ~~(d) Conducts an annual assessment of the progress toward achieving the goals of the mid and long range plans(s) based on the procedures and measures referenced above.~~

- ~~(e) Reports monthly to the full university council in writing made available electronically.~~
- ~~(f) Participates in evaluation of the development of objectives, strategies, initiatives, and action steps for academic support units to enable the academic units to successfully accomplish the academic mission of the university.~~
- ~~(g) No committee supersedes nor does its scope of work include academic program decisions that are within the scope of the faculty senate, as defined by that body and University rules. Academic Policy recommendations from UC standing committees that are within the scope of the faculty senate shall be referred to that body for resolution. All other recommendations shall be forwarded to the responsible governing body for resolution (SEAC, CPAC, USG, GSG).~~
- ~~(h) The standing committees of university council shall:
  - ~~(i) Establish long and short term goals. Goals shall be submitted to the steering committee by the third scheduled meeting of the standing committee each year for review.~~
  - ~~(ii) Provide continuing feedback on administrative and logistical issues, review and provide input on university plans/initiatives, monitor and assess policies and practices, and provide feedback and recommendations to committee and council.~~~~

~~(2)~~(1) The standing committees of university council are:

- (a) **Student engagement and success committee**

The student engagement and success committee is responsible for studying, monitoring and making recommendations regarding the university's student engagement and success strategies and practices ~~in collaboration with staff, contract professionals and faculty in appropriate departments.~~ These recommendations shall be forwarded to the university council for consideration.
- (b) **Information technology committee**

The information technology committee is responsible for studying, monitoring and making recommendations regarding information technology planning, policies, strategies and practices ~~in collaboration with staff, contract professionals and faculty in appropriate departments.~~ These recommendations shall be forwarded to the university council for consideration.
- (c) **Budget and finance committee**

The budget and finance committee is responsible for studying, monitoring and making recommendations to university council on the development of ~~all university~~the

~~annual~~ budget, ~~finance~~financial statements, and purchasing policies ~~and resource allocations in collaboration with staff, contract professionals and faculty in appropriate departments.~~ These recommendations shall be forwarded to the university council for consideration.

(d) **Physical environment committee**

The physical environment committee is responsible for studying, monitoring and making recommendations related to ~~overall~~ campus planning, safety, and the use and assignment of university space, physical facilities and equipment ~~in collaboration with staff, contract professionals and faculty in appropriate departments.~~ These recommendations shall be forwarded to the university council for consideration.

(e) **Communications committee**

The communication committee is responsible for: ~~Assessing~~ assessing and making recommendations regarding the ~~University's~~university's internal/external communication strategies and practices; ~~Providing/receiving feedback to/from University Council on systemic communication issues; Tracking issues that have a direct institution-wide impact and recommend action as appropriate; Gathering feedback from the constituents that each committee member represents and bring attention to issues for consideration by the whole committee in collaboration with staff, contract professionals, faculty and students in appropriate departments.~~ These recommendations shall be forwarded to the university council for consideration.

~~(f)~~ **Recreation and wellness committee**

~~The recreation and wellness committee is responsible for studying, monitoring and making recommendations on strategies and policies regarding intercollegiate athletic and recreational sports and wellness issues in collaboration with staff, contract professionals and faculty in appropriate departments. These recommendations shall be forwarded to the university council for consideration.~~

~~(g)~~(f) **Talent development and human resources committee**

The talent development and human resources committee is responsible for studying, monitoring and making recommendations on the development of all university policies and practices relating to inclusive excellence and to the wellbeing of employees of the university, subject to existing contractual agreements. ~~Issues of wellbeing would include but are not limited to fringe benefits, insurance, employee performance, recreation and wellness and other~~

~~aspects of working conditions in collaboration with staff, contract professionals and faculty in appropriate departments.~~  
These recommendations shall be forwarded to the university council for consideration.

~~(h)(g)~~ **Institutional advancement**  
**Academic programs and curriculum committee**

The ~~institutional advancement~~academic programs and curriculum committee is responsible for studying, monitoring and making recommendations ~~on development and alumni issues in collaboration with staff, contract professionals and faculty in appropriate departments~~pertaining to academic programs and curriculum. These recommendations shall be forwarded to the university council for consideration.

~~(f)(d)~~ **Rules.** The parliamentary authority for the university council shall be "Robert's Rules of Order," in its most recent edition. In any conflict between the university council bylaws and "Robert's Rules of Order," the council bylaws take priority. A person who is not a member of the university council shall be appointed parliamentarian by the chair of the university council/~~steering committee~~.

~~(k)(l)~~ **Amendments**

- (1) Amendments to these bylaws may be proposed in writing by a member of university council at any regularly scheduled meeting.
- (2) A vote by the university council on a proposed amendment may be taken only at a subsequent regular or special meeting of the university council.
- (3) To pass, a proposed amendment requires a positive vote by at least two thirds of the voting members present at a regular or special meeting of the council.
- (4) Amendments shall take effect upon approval by the Board of Trustees.
- (5) ~~The steering committee of the university council shall propose an implementation plan for these~~These bylaws ~~so that they will~~shall be fully in effect no later than ~~April 30, 2014~~July 1, 2016.