

University Council Steering Committee

MINUTES

JANUARY 8, 2014

3:00 – 4:05 PM

MEETING CALLED BY	Stacey Moore, co-chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, co-chair
NOTE TAKER	Patti Huth
ATTENDEES	Members: Matt Bungard, Nathan Kerr, Kent Marsden, Mike Sherman Absent with notice: Suzanne Testerman Via phone: Harvey Sterns Other attendees: Julie Burdick, Patti Huth

Agenda topics

3:00 – 3:10

CALL TO ORDER

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> The co-chair asked for additions to the agenda. The following topic was added to new business. <ul style="list-style-type: none"> 60+ program The agenda was approved by unanimous consent. The co-chair asked for additions or corrections to the December 4 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:10 – 3:35

UNFINISHED BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> Stacey Moore shared the letter from the President regarding the Board of Trustee’s decision on the University Council bylaws. The Board will be reviewing the bylaws for a decision at the February 5 meeting. The Steering Committee discussed committee absenteeism, specifically a situation within the Recreation and Wellness committee. Stacey Moore will reach out to the respective parties for dialogue to resolve the situation. A communication from the Provost encouraging active support of the University Council committees may be helpful; Stacey will determine following her conversations. The Steering Committee discussed the Standing Committee Goals concerning deadlines and communications. Stacey made a minor change to the document: #3 changed to a March deadline versus February. The Steering Committee approved the document with unanimous consent. Kim Haverkamp will draft written communication to share with committee chairs.
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	<p>4. The Steering Committee discussed the Topic Submissions Process. The changes to the process made at the December Committee meeting were shared. The Steering Committee approved the changes with unanimous consent. Next steps are to modify the existing template form, update the website, and share with campus community.</p>
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ISSUE BRIEFS

STACEY MOORE

DISCUSSION	None
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3:35 – 4:05

NEW BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee discussed the submission of committee goals, in lieu of the current bylaw language. A suggestion was made to give the committees a sample/template to follow to simplify the task. 2. The Steering Committee discussed the University Council Agenda for January 14, 2014. The Standing Committee Reports agenda item was discussed. The option of reporting out every other month was considered, however it was determined that the bylaws require a monthly report. Matt Bungard will draft a proposed annual calendar of a reporting plan. 3. The Steering Committee discussed the 60+ Program. Stacey Moore shared that the responsibility for this has moved to Summit College, however there is no staff or funding for the program resulting in difficulties running the program. Stacey Moore is to gather more information for future discussion with the Steering Committee related to how the final decision was made for Summit College to assume responsibility. Mike Sherman is going to talk to Rex Ramsier about the Summit College role. 4. The Steering Committee discussed the need for effective communications following each University Council meeting, sharing the highlights with campus. <p>The meeting was adjourned at 4:05 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

JANUARY 29, 2014

3:00 – 4:00 PM

MEETING CALLED BY	Stacey Moore, co-chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, co-chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Nathan Kerr, Stacey Moore, Mike Sherman, Harvey Sterns, Suzanne Testerman Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

3:00 – 3:05

CALL TO ORDER

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. The vice chair asked for additions to the agenda. The topic Furniture Upgrades was added to new business. The agenda was approved by unanimous consent. 2. The vice chair asked for additions or correction to the January 8 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:05 – 3:35

UNFINISHED BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. Stacey Moore updated the Steering Committee about the conversations she had with the parties involved in absenteeism on the Recreation and Wellness committee. The Steering Committee will continue to monitor the situation. 2. An email was sent to Standing Committee chairs requesting that they send committee goals to the Steering Committee by February 28. Chairs will present the goals at the March 11 UC meeting. Kim Haverkamp will send a reminder to Standing Committee chairs on February 3 and 24. 3. The Steering Committee discussed the Topic Submission Process. The UC website and My Akron website were revised to reflect the change from Issue Brief to Topic Submission. The SurveyMonkey Topic Submission survey was simplified. 4. The Steering Committee will communicate UC activities to the campus community following each UC meeting. The Steering Committee co-chair and vice chair will determine the activities to highlight. University Communications and Marketing will send a direct email from University Council to the campus community on the Monday following each UC meeting.
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	<ol style="list-style-type: none"> 5. The Steering Committee continued discussion about the 60+ Program. The University will determine where the program will reside and who will be responsible for it. Provost Sherman will discuss it with the Office of Academic Affairs and the Division of Student Affairs. 6. The Steering Committee reviewed a proposed annual calendar for Standing Committee reports. A draft will be presented at the February 11 UC meeting for Standing Committee feedback.
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3:35 – 3:50

TOPIC SUBMISSION

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee reviewed the response from Jim Sage, Vice President for Information Technology/CIO, regarding internet connectivity. The response was sent to the author. No further action is necessary. 2. A Topic Submission regarding Folk Hall Repairs was submitted by Elizabeth Church. The Steering Committee will refer the Topic Submission to Ted Curtis, Vice President for Capitol Planning and Facility Management, for response to the author. The dean and department chair/school director will be copied on the correspondence.
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3:50 – 4:00

NEW BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. The co-chair received an email from Sue Rasor-Greenhalgh regarding Parking and Building Updates. The co-chair forwarded the email to Jared Coleman, Director of Parking and Transportation Services; Joe Gregor, Assistant Vice President of Physical Facilities and Ted Curtis, Vice President for Capitol Planning and Facility Management. <ol style="list-style-type: none"> a. In regards to the traffic condition on the road that runs from Carroll Street to Exchange Street between the Schrank, Exchange and South parking decks, the Steering Committee will refer the email to the Physical Environment Committee with the suggestion of conducting a traffic pattern study. Ted Curtis and Jared Coleman will be copied on the correspondence. b. In regards to the building condition of Schrank Hall and Mary Gladwin Hall, the Steering Committee will refer the email to Ted Curtis and suggest that he forward it to the dean and building coordinator of each building for their response. 2. The Steering Committee reviewed a USG Resolution for Tuition Guarantee. The Steering Committee will ask USG to present the resolution at the February 11 UC meeting for endorsement. 3. At the January 14 UC meeting, a question was raised about the type of furniture selected for furniture upgrades in Olin Hall because the furniture is not conducive to group work. VP Curtis responded with an explanation of the procedure for furniture upgrades. The Steering Committee will recommend that a step be added to the procedure to obtain input from individuals that will be using the furniture.
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3:40 – 3:40

TOPIC SUBMISSIONS

STACEY MOORE

DISCUSSION	There were none at this time.
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3:40 – 3:50

NEW BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"><li data-bbox="370 325 1438 472">1. The campus communication from the February 11 UC meeting will highlight the collaboration among the Physical Environment committee, the UC and Capital Planning and Facilities Management on the development of a communications plan for capital planning projects.<li data-bbox="370 493 1438 577">2. A suggestion was made to monitor the UC website analytics to determine if there is an increase in traffic when the campus communication is distributed. <p data-bbox="370 598 1438 640">Adjourned at 3:50 p.m.</p>
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University Council Steering Committee

MINUTES

MARCH 26, 2014

3:00 – 4:00 PM

MEETING CALLED BY	Stacey Moore, co-chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, co-chair
NOTE TAKER	Patti Huth
ATTENDEES	Members: Matt Bungard, Nathan Kerr, Stacey Moore, Mike Sherman, Suzanne Testerman Absent with notice: Nathan Kerr, Harvey Sterns Other attendees: Patti Huth

Agenda topics

3:03 – 3:05 **CALL TO ORDER** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The co-chair asked for additions or correction to the February 26 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:05 – 3:35 **UNFINISHED BUSINESS** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee discussed the Standing Committee goals presented at the March 11 UC meeting. Some goals may need clarification and/or metrics. The Steering Committee will review the goals and provide feedback to the Standing Committees. 2. The Steering Committee reviewed a draft of the UC Standing Committee Report Calendar. The Steering Committee will ask the Recreation and Wellness committee to present a report at the UC orientation meeting. A suggestion was made to ask the Recreation and Wellness committee to present the report at a UC meeting to obtain feedback prior to the UC orientation meeting.
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3:35 – 3:50 **TOPIC SUBMISSIONS** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. A Topic Submission regarding Faculty Improvement Leave was submitted by Alex Povitsky. The Steering Committee will refer the Topic Submission to Rex Ramsier, Vice Provost for Academic Programs and Operations, for response to the author.
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2. A Topic Submission regarding Shared Governance was submitted by Paul Earp. The Steering Committee will refer the Topic Submission to Bill Viau, Associate Vice President of Talent Development and Human Resources, for response to the author.
3. A Topic Submission regarding the Bookstore was submitted by Patrick Duff. The Steering Committee will refer the Topic Submission to Rex Ramsier, Vice Provost for Academic Programs and Operations, for response to the author.
4. A Topic Submission regarding an Internet Learning Study was submitted by Kay Farris. The Steering Committee will refer the Topic Submission to Jim Sage, Vice President for Information Technology/CIO, for response to the author.

3:50 – 4:00

NEW BUSINESS

STACEY MOORE

DISCUSSION

1. The Steering Committee will send a UC Satisfaction Survey to members in mid-late April. There will be a two week deadline for submissions. Kim Haverkamp will update the 2012 UC Satisfaction Survey.
2. The Steering Committee reviewed the 2014 UC Year-End Timeline. The constituent groups have been notified of members with terms expiring on April 30. The deadline for constituent groups to submit new members is April 25.
3. The UC Steering Committee Election was discussed and it was determined that no election is needed this year unless Suzanne Testerman is not reelected/reappointed by CPAC. If an election is needed, it will take place at the June or July meeting.
4. The UC Steering Committee decided to hold the UC/Standing Committee combined meeting on June 18. The meeting will include an overview of University Council, a report from the Recreation and Wellness standing committee and an overview of Roberts Rules of Order. Kim Haverkamp will contact the parliamentarian.
5. The UC Overview PowerPoint will be reviewed at the April 23 UC Steering Committee meeting.
6. The UC & UCSC meeting schedules for 2014-15 were reviewed. A suggestion was made to cancel the August 26 UC meeting. Stacey Moore will check the UC bylaws for procedures about cancelling a UC meeting.
7. The April 8 UC Agenda was reviewed. The location of the May 13 UC meeting needs to be changed. Stacey Moore will create a proposal from the Steering Committee asking UC to endorse the Proposed Annual Calendar for Standing Committee Reports.
8. Provost Sherman informed the UC Steering Committee that the president received the motion from the UC regarding the bylaws and reported that his understanding is that the UC should proceed with their bylaws as accepted by the UC. The Provost will remind the President to give a formal response.

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

University Council Steering Committee

MINUTES

APRIL 23, 2014

3:00 – 4:00 PM

MEETING CALLED BY	Stacey Moore, co-chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, co-chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Nathan Kerr, Stacey Moore, Mike Sherman, Harvey Sterns, Suzanne Testerman Other attendees: Kim Haverkamp

Agenda topics

3:00 – 3:05

CALL TO ORDER

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The co-chair asked for additions or correction to the April 8 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:05 – 3:35

UNFINISHED BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. Kim Haverkamp will send the Steering Committee’s feedback of the standing committee goals to the UC and each standing committee. The purpose of the feedback is to provide guidance to the standing committees. Standing committees are not expected to resubmit goals. 2. Kim Haverkamp will send the UC Annual Calendar for detailed standing committee reports to the UC in the May 13 UC meeting notification. 3. The Steering Committee discussed the UC website. A suggestion was made to create a page for each standing committee and include the following items on each page: <ul style="list-style-type: none"> • Standing committees goals document • The annual calendar for detailed standing committee reports • Link to the committee’s SharePoint documents • Link to submit a topic submission 4. The UC Satisfaction Survey was approved and will go out to UC and standing committee members on April 25. There will be a two week deadline for submissions. 5. The Steering Committee reviewed the UC Overview PowerPoint and Kim Haverkamp will make the suggested revisions. The chair and vice chair will give the presentation at the June 18 UC/Standing Committee meeting.
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University Council Steering Committee

MINUTES

MAY 28, 2014

3:00 – 4:00 PM

MEETING CALLED BY	Stacey Moore, co-chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, co-chair
NOTE TAKER	Suzanne Testerman
ATTENDEES	Members: Matt Bungard, Stacey Moore, Mike Sherman, Harvey Sterns, Suzanne Testerman Absent with notice: Kim Haverkamp Other attendees: Jim Williams, Parliamentarian

Agenda topics

3:00 – 3:05 CALL TO ORDER STACEY MOORE

DISCUSSION	<p>The co-chair asked for additions to the agenda. The following items were added:</p> <ul style="list-style-type: none"> • Faculty/Staff Event • Retire/Rehire <p>The co-chair asked for additions or correction to the April 23 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.</p>
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3:05 – 3:35 UNFINISHED BUSINESS STACEY MOORE

DISCUSSION	<p>Resolution: Resolution by Budget and Finance Committee was passed at Council to accept that proposal. Referred and forwarded to the President and Provost for Operational Review.</p> <p>Bylaws Amendment: Discussion about the staggering of two terms since some terms are one year (students) and others are two year (other constituency groups). Two options were presented: (a) leaving current bylaws as is or (b) addition of a section to clarify the staggering of officers. Steering Committee decided to postpone this question indefinitely due to incoming administrative changes.</p>
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3:35 – 3:50 ISSUE BRIEFS STACEY MOORE

DISCUSSION	<p>Nursing Mothers: Response will be shared with Rachel Privett and we will ensure that she is aware of current locations provided by UA. This issue will also be forwarded to Facility Planning Committee for space allocation discussions. Once discussed at that Committee, any recommendations should come back to UC. Further discussion outlined a need for a university-wide communication from UC and a suggestion was made to ask Alma Olson from Health Services to also share the information.</p>
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	<p>Institutional Code of Ethics – Stacey Moore will respond to David Parry with information on Pathways and Part-Time Faculty and forward the background check issue to Talent Development. Steering Committee reviewed and agrees that the UA Strategic Plan lacks values; Steering Committee recommendation is to make a motion to add Values to UA Strategic Plan in order to guide Institutional Decision-Making.</p> <p>Donor Management Software – Discussion about the intent of this Issue Brief. Stacey to request clarification from author and send Topic Submission to Nathan Mortimer for review. Would also like to request that Cost Impact/Benefits Analysis be added when any Topic Submission requires funding.</p>
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3:50 – 4:00

NEW BUSINESS

STACEY MOORE

<p>DISCUSSION</p>	<p>Parliamentary Procedure: Discussion with guest Jim Williams, Parliamentarian on meeting protocol and utilization of Roberts Rules of Order. Jim provided valuable handouts which will be shared with UC at the June meeting. Jim was impressed at how the Steering Committee meeting was conducted and felt that the dialogue was valuable, respectful and handled within appropriate parameters.</p> <p>Due to length of discussions, the Committee was unable to discuss all items of business on the Agenda.</p> <p>These items will be included on the next Steering Committee Agenda for June 2014:</p> <ul style="list-style-type: none"> • Faculty/Staff Event • Retire/Rehire • How does a Policy get created? <p>The meeting was adjourned at 4 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

JUNE 25, 2013

3:00 – 4:00 PM

MEETING CALLED BY	Stacey Moore, co-chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, co-chair
NOTE TAKER	Suzanne Testerman
ATTENDEES	Members: Stacey Moore, Diane Raybuck, Kathie Ruther, Suzanne Testerman Absent with notice: Mike Sherman, Kristin Koskey, Ian Schwarber, Harvey Sterns

Agenda topics

3:00 – 3:05

CALL TO ORDER

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The co-chair asked for additions or correction to the May 28 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:05 – 3:35

UNFINISHED BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. Appointment of Administrator for Student Engagement and Success Committee: There being no current VP for this area, it was suggested that John Messina be considered. This recommendation will be sent to Provost Sherman for his consideration as outlined in the UC Bylaws. 2. Faculty/Staff Event: The chair was approached regarding possible UC support/endorsement of an informal faculty/staff monthly social gathering at an off-campus location for the purpose of community building. The social gathering is organized by Bill Lyons and Anne Hanson and is open to all constituency groups. After much discussion, the Steering Committee felt that UC support or endorsement would not be appropriate since this group’s activities are not in line with the purpose and mission of University Council. 3. Retire/Rehire: The Steering Committee decided to discuss this topic at the July 23 UC Steering Committee meeting. 4. How does a policy get created: The Steering Committee decided to discuss this topic at the July 23 UC Steering Committee meeting. The chair has done some initial research and the issue she found most often was whether the action was a “practice” versus a “policy.” University Administration’s position has been if the action is not outlined/defined in the Board Rules, it is NOT a policy. Stacey Moore will reach out to Ted Mallo and Rex Ramsier for clarification in preparation for the July 23 UC Steering Committee meeting.
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3:35 – 3:50

ISSUE BRIEFS

STACEY MOORE

DISCUSSION	<p>A topic submission regarding Donation of Leave Time was submitted by Anthony Serpette on behalf of SEAC. It is expected that CPAC will also support/endorse the creation of a Leave Bank. The Steering Committee decided to ask Anthony Serpette/SEAC for basic benchmarking of other Ohio Institutions who have such a bank/policy and for additional clarification regarding the creation and management of the bank.</p>
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3:50 – 4:00

NEW BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none">1. The UCSC meeting schedule was approved as distributed.2. The Steering Committee reviewed the attached UC Satisfaction Survey Report. Many of the open-ended responses have already received attention and subsequent actions. The following are specific action items:<ul style="list-style-type: none">• Standing Committees:<ul style="list-style-type: none">○ There needs to be consistency in format and information required for reporting○ Each committee will be asked to provide their meeting schedule to the secretary of the Steering Committee○ Meeting minutes need to be posted to SharePoint within seven business days○ Please review membership to ensure that there is a balance present in terms of reporting areas/departments○ Take attendance at meetings and if committee members are missing meetings regularly, refer to the UC Bylaws for procedures on replacement of representatives○ Should meet every two weeks according to UC Bylaws or at minimum once per month• Communications:<ul style="list-style-type: none">○ Ensure that Standing Committee members are reporting committee business back to their constituency groups○ Consideration of a PR campaign across campus to broaden the audience for UC and the good work being done• Steering Committee:<ul style="list-style-type: none">○ Invite Standing Committee chairs to a Steering Committee meeting to review goals and objectives – perhaps every 6 months or more frequently if needed○ Create and share a summary of UC accomplishments for the prior year as well as a semi-annual report of goal and objective progress3. Appointee of the President to Replace Julie Burdick: The Steering Committee decided to discuss this topic at the July 23 UC Steering Committee meeting.4. The July 8 UC Agenda was reviewed. The following two items will be added under New Business:<ul style="list-style-type: none">• UC Satisfaction Survey Report – Action Item Summary• Standing Committee Expectations
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University Council Steering Committee

MINUTES

JULY 23, 2014

3:00 – 3:30 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Suzanne Testerman, secretary
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Turner Anderson, Kristin Koskey, Diane Raybuck, Kathie Ruther, Mike Sherman, Harvey Sterns, Suzanne Testerman Absent with notice: Stacey Moore, Ian Schwarber Other attendees: Kim Haverkamp

Agenda topics

3:00 – 3:05 **CALL TO ORDER** **SUZANNE TESTERMAN**

DISCUSSION	<ol style="list-style-type: none"> 1. The secretary asked for additions to the agenda. The topic Retire/Rehire was added to unfinished business. 2. The secretary asked for additions or correction to the June 25 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:05 – 3:15 **UNFINISHED BUSINESS** **SUZANNE TESTERMAN**

DISCUSSION	<ol style="list-style-type: none"> 1. Appointment of Administrator for Student Engagement and Success Committee: The Steering Committee decided to discuss this topic at the August 27 UC Steering Committee meeting. 2. How does a policy get created: The Steering Committee decided to discuss this topic at the August 27 UC Steering Committee meeting. 3. Retire/Rehire: Provost Sherman asked the administrator for support of the Talent Development and Human Resources committee to brief the UC on current retire/rehire rules and provide counsel about the role and responsibility the UC should take on this issue at the August 26 UC meeting.
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3:15 – 3:25 **ISSUE BRIEFS** **SUZANNE TESTERMAN**

DISCUSSION	<ol style="list-style-type: none"> 1. Donation of Leave Time topic submission update: CPAC is helping SEAC gather the information requested by the UC Steering Committee (i.e., benchmarking of other Ohio Institutions who have such a bank/policy and additional clarification regarding the creation and management of the bank). The topic will be sent back to the UC Steering Committee as a joint SEAC/CPAC topic submission.
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	<p>2. A topic submission regarding a prayer room on campus was submitted by the Muslim Student Association (MSA). The Steering Committee will refer the topic submission to the Physical Environment committee.</p>
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3:25 – 3:30

NEW BUSINESS

SUZANNE TESTERMAN

DISCUSSION	<ol style="list-style-type: none"> 1. Appointee of the President to replace Julie Burdick: President Scarborough is asking his leadership team for suggestions. 2. The Steering Committee will invite President Scarborough to the August 26 UC meeting. <p>The meeting was adjourned at 3:30 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

AUGUST 27, 2014

4:00 – 4:50 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Turner Anderson, Kristin Koskey, Stacey Moore, Diane Raybuck, Kathie Ruther, Ian Schwarber, Mike Sherman, Harvey Sterns, Suzanne Testerman Other attendees: Kim Haverkamp

Agenda topics

4:00 – 4:05 **CALL TO ORDER** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. The chair asked for additions to the agenda. The topic Tuition Guarantee will be added to new business. 2. The chair asked for additions or correction to the July 23 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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4:05 – 4:20 **UNFINISHED BUSINESS** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. Appointment of Administrator for Student Engagement and Success Committee: Provost Sherman will discuss the topic with the SEAS chair. 2. How does a policy get created: The Steering Committee will ask General Counsel for an interpretation of this question. 3. The Steering Committee will send an invitation to President Scarborough requesting a discussion of the UC bylaws. A suggestion was made to remind the president that governance is one of the areas of focus for the upcoming HLC visit this spring.
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4:20 – 4:35 **ISSUE BRIEFS** **STACEY MOORE**

DISCUSSION	A topic submission regarding the Date of Monthly Pay Checks was submitted by Mary Cobb. The Steering Committee will refer the topic submission to David Cummins, Vice President for Finance & Administration.
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3:35 – 4:50 **NEW BUSINESS** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. UC Agenda for September 23: The topic Retention and Completion Plan will be added to unfinished business.
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2. Tuition Guarantee: The Budget and Finance committee response will be sent to USG.
3. USG is planning to bring a proposal regarding an athletic fee to the UC in October.
4. In response to the Physical Environment report at the August 26 UC meeting, Provost Sherman visited Central Hower and the height of the cubical partitions will be increased in the College of Education interim office space.

The meeting adjourned at 4:50 p.m. by unanimous consent.

University Council Steering Committee

MINUTES

SEPTEMBER 23, 2013 3:40 – 4:38 PM LEIGH HALL 416

MEETING CALLED BY	Harvey Sterns, vice chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Harvey Sterns, vice chair
NOTE TAKER	Suzanne Testerman, Secretary
ATTENDEES	Members: Turner Anderson, Kristin Koskey, Kathie Ruther, Mike Sherman, Harvey Sterns, Suzanne Testerman Absent with notice: Stacey Moore, Diane Raybuck, Ian Schwarber

Agenda topics

3:40 – 3:43 **CALL TO ORDER** **HARVEY STERNS**

DISCUSSION	<ol style="list-style-type: none"> The vice chair asked for additions to the agenda. The following topics were added to Unfinished Business. <ul style="list-style-type: none"> Appointment of Administrator for Student Engagement & Success committee How Does a Policy get created? Invitation to discuss UC Bylaws <p>The agenda was approved by unanimous consent.</p> The vice chair asked for additions or correction to the August 27 Steering Committee minutes. Chair Moore conducted the meeting. The references to “co-chair” will be changed to “chair” in the Call to Order section. The revised minutes will be posted to the UC website.
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3:45 – 3:48 **UNFINISHED BUSINESS** **HARVEY STERNS**

DISCUSSION	<ol style="list-style-type: none"> Appointment of Administrator for Student Engagement & Success Committee: Lauri Thorpe has been named the Appointed Administrator for Support. CPAC has been notified of the vacant CPAC seat. How Does a Policy get created: An email will be sent to Ted Mallo, General Counsel, asking for clarification of how a policy is created at the University. Invitation to discuss UC By-Laws: An invitation will be sent to President Scarborough asking that the UC Steering Committee have an opportunity to discuss the proposed UC Bylaws with him. Retention and Completion Plan Update: The plan is going to the UC Student Engagement and Success Committee, the Faculty Senate Executive Committee and Council of Deans for review.
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	5. President Appointee to replace Julie Burdick: We are looking forward to the new appointment.
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3:48 – 4:00 ISSUE BRIEFS HARVEY STERNS

DISCUSSION	<ol style="list-style-type: none"> 1. Prayer Room Response: The Steering Committee reviewed a response from the Physical Environment committee. The Steering Committee agrees that the Muslim Student Association (MSA) should reserve space on campus for their activities like all other student organizations. 2. Leave Bank Donations Benchmarks: The Steering Committee will forward the topic submission and supporting information to the Talent Development and Human Resources Committee and ask them to develop a draft implementation plan including a timeline, potential costs, advisory board and membership, etc. back to steering committee. 3. Campus Grounds: The Physical Environment committee will bring a motion to UC regarding this issue. A suggestion was made to organize a campus cleanup day. 4. Monthly Pay Check Dates: The topic submission was referred to David Cummins, Vice President for Finance Administration.
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4:00 – 4:38 NEW BUSINESS HARVEY STERNS

DISCUSSION	<ol style="list-style-type: none"> 1. Public Affairs & Development Committee name change to Institutional Advancement: A response will be sent to Mr. Kollman informing him that the Steering Committee will take his suggestion under advisement pending the President’s feedback on the UC Bylaws. 2. BePress Operational Board Report: University Council is represented on this Operational Board by Secretary Testerman. The Operational Board represents university areas that have expertise in copyright, metadata standards, collection development attributes, information technology, marketing, etc. The overall focus is to preserve and display The University of Akron’s intellectual and creative output. Provost Sherman will discuss UC’s role in the initiative with Tom Bacher. 3. Clickers for Secret Ballot Voting: Instructional Services does not have the staff to support our use of clickers and suggests that UC buy their own set. From October 2012 – September 2014, UC has had 23 meetings and used Clickers for 11 of them (48%). The decision was made not to purchase clickers. Provost Sherman will discuss this topic with Instructional Services. 4. The October 14 UC Agenda was approved. <p>The meeting adjourned at 4:38 PM by unanimous consent.</p>
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University Council Steering Committee

MINUTES

OCTOBER 21, 2014 3:30 – 4:30 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Turner Anderson, Stacey Moore, Diane Raybuck, Ian Schwarber, Mike Sherman, Harvey Sterns, Suzanne Testerman Absent with notice: Kathie Ruther Other attendees: Kim Haverkamp

Agenda topics

3:30 – 3:35 CALL TO ORDER STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The co-chair asked for additions or correction to the September 23 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:35 – 4:15 UNFINISHED BUSINESS STACEY MOORE

DISCUSSION	<p>HLC Report: The Steering Committee reviewed the attached core components for the 2015 HLC focused visit on governance and assessment. The Steering Committee discussed the attached draft UC report outline for the HLC visit. The HLC website (http://www.uakron.edu/hlc/) contains information about the 2013 HLC visit and the 2015 HLC visit. The vice chair read the July 11, 2013, HLC action letter.</p> <p>The following is a summary of the discussion:</p> <ul style="list-style-type: none"> • The University Council and Faculty Senate will both be included in the final report on governance • The report will focus on UC activities from April 2013 to present • The report will be a 5-7 page document with appendices • Constituent groups (Faculty Senate, CPAC, SEAC, USG, GSG) are well represented on all committees • The Steering Committee was restructured to include representatives from all constituent groups • Constituent groups provide different perspectives on issues/topics and the perspectives impact decisions • The Steering Committee developed an annual calendar to align major topical considerations of the standing committees with the BOT annual calendar
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	<ul style="list-style-type: none"> • Show continuous improvement through self-assessment surveys and in-depth standing committee reports • Include the Issue Brief Status Report and the Motion Status Report in the appendices • The chair and vice chair will review the Issue Brief Tracking Sheet and add appropriate topics to the Issue Brief Status Report for the report appendices • Add a column to the Issue Brief Status Report to summarize the response/action and show the process was completed • Include the standing committee goals document in the appendices
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4:15 – 4:15 ISSUE BRIEFS STACEY MOORE

DISCUSSION	There were none at this time.
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4:15 – 4:35 NEW BUSINESS STACEY MOORE

DISCUSSION	<p>Steering Committee Focus and Actions: The Steering Committee discussed the attached document regarding Standing Committee Observations.</p> <p>The following is a summary of the discussion:</p> <ul style="list-style-type: none"> • A reminder email about vacant positions went to constituent groups on October 8 • Councilor Schwarber and Councilor Testerman will develop an orientation for new members and constituent group chairs regarding UC procedures <p>Meeting adjourned at 4:35 p.m.</p>
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University Council Steering Committee

MINUTES

DECEMBER 4, 2013 1 – 2 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Turner Anderson, Stacey Moore, Diane Raybuck, Kathie Ruther, Mike Sherman, Harvey Sterns, Suzanne Testerman Absent without notice: Ian Schwarber Other attendees: Kim Haverkamp

Agenda topics

1:00 – 1:05 CALL TO ORDER STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. The chair 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 October 21 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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1:05 – 1:20 UNFINISHED BUSINESS STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. HLC Report: A first draft of the University's Focused Visit Report is complete. The Steering Committee discussed feedback received from a University Council member. A suggestion was made to add a section in the report about continuous improvement. The deadline for campus feedback was December 3. The final document will be submitted in December, in preparation for a site visit by a focused visit team scheduled for Feb. 16-17, 2015. 2. New Member Orientation: Suzanne Testerman and Ian Schwarber are developing an orientation for new members and current members with questions about UC procedures. 3. UC Bylaws: A question was raised about the BOT response to the UC bylaws. The Steering Committee indicated that there should be an update at the December 9 UC meeting.
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1:20 – 1:45

ISSUE BRIEFS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none">1. A topic submission regarding a Salary Study was issued by Katie Watkins-Wendell on behalf of CPAC. The Steering Committee CPAC representative asked that the salary study be inclusive of all constituent groups. The Steering Committee will refer the topic submission to the Talent Development and Human Resources committee.2. A topic submission regarding a Tri-Semester Year was issued by Marie Cobb. The Steering Committee will forward the request to Faculty Senate to determine next steps.
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1:45 – 2:00

NEW BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none">1. Standing Committee Procedures: Stacey Moore and Suzanne Testerman will conduct an orientation for standing committee chairs to review procedures and answer questions.2. Research Committee: The Steering Committee discussed a suggestion to reestablishing a research standing committee. At the January 8, 2013, UC meeting, a motion was carried to remove the research standing committee from the UC Bylaws. A UC research committee should address different issues than the Faculty Senate research committee. A suggestion was made to schedule a meeting between the UC Steering Committee and the Faculty Senate Executive Committee to discuss this topic.3. Standing Committee Realignment: There was a discussion about the University’s new reporting structure and alignment of UC Standing Committees with the VP areas. The Steering Committee will continue to discuss this topic.4. The December 9 UC agenda was approved. <p>The meeting was adjourned at 2 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

DECEMBER 16, 2014 3:30 – 4:35 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Members: Turner Anderson, Kristen Koskey, Stacey Moore, Mike Sherman, Harvey Sterns</p> <p>Absent with notice: Kathie Ruther, Suzanne Testerman</p> <p>Absent without notice: Diane Raybuck, Ian Schwarber</p> <p>Other attendees: Kim Haverkamp</p>

Agenda topics

3:30 – 3:35 **CALL TO ORDER** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The co-chair asked for additions or correction to the December 4 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:35 – 3:50 **UNFINISHED BUSINESS** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. UC Bylaws: President Scarborough’s December 8th letter regarding the Board of Trustees Strategic Issues Committee review of UC Bylaws was discussed. In the third paragraph he states, “If there are any adjustments to the proposed bylaws that you think should be considered, I encourage you to make them in the coming weeks so the document ultimately acted upon by the Board represents the best possible approaches to assure a highly functional University Council.” <p>The Steering Committee will ask the UC for any adjustments to the proposed bylaws that they would like considered.</p> <p>The Steering Committee will send a letter to President Scarborough informing him that adjustments to the proposed bylaws will be sent to him after the January 20 UC meeting.</p> <p>In response to a question raised at the December 9 UC meeting, the Steering Committee will send information about the Association of Governing Boards to the UC.</p>
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	<ol style="list-style-type: none"> 2. HLC Report: The University's Focused Visit Report has been sent to the Higher Learning Commission. The chair will ask Vice Provost Ramsier about adding an addendum to the report and about the Steering Committee's role during the spring focused visit. 3. Research Committee: A meeting will be scheduled between the UC Steering Committee and the Faculty Senate Executive Committee to discuss the following topics: <ul style="list-style-type: none"> • Reestablishing a UC Research Committee • The roles of the Faculty Senate Student Affairs Committee and the UC Student Engagement and Success committee 4. Standing Committee Realignment: The Steering Committee will bring a motion to the January 13 UC meeting to change the names of appropriate committees to align with the vice presidential units.
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3:50 – 4:15

ISSUE BRIEFS

STACEY MOORE

DISCUSSION	<p>A topic submission regarding Exporting Grades from Springboard to PeopleSoft was submitted by John Zipp. The Steering Committee will refer the topic submission to Nathan Mortimer, Interim Chief Information Officer, for guidance.</p>
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4:15 – 4:35

NEW BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. Staff Union Representation: The Steering Committee reviewed the Shared Governance Topic Submission response regarding staff union representation on UC received in April 2014 from Bill Viau, Associate Vice President for Talent Development and Human Resources. The chair asked Ted Mallo, VP and General Counsel, for guidance. The Steering Committee will continue the discussion after they gather more information. 2. The January 13 UC meeting agenda was approved. <p>The meeting was adjourned at 4:35 p.m. by unanimous consent.</p>
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