

University Council Executive Committee

MINUTES

JANUARY 30, 2018

3:00 – 3:53 PM

LEIGH HALL 413

| | | |
|--------------------------|---|----------------------|
| MEETING CALLED BY | Harvey Sterns, chair | |
| TYPE OF MEETING | Monthly Meeting | |
| PRESIDER | Harvey Sterns, chair | |
| NOTE TAKER | Kim Haverkamp | |
| ATTENDEES | Attendees: Taylor Bennington, Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier, Néna Roy, Harvey Sterns Absent without notice: Kristen Giaquinto | |
| Agenda topics: | | |
| 3:05 – 3:10 | CALL TO ORDER | HARVEY STERNS |
| DISCUSSION | <ol style="list-style-type: none"> The chair called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the December 12 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. | |
| 3:10 – 3:17 | UNFINISHED BUSINESS | HARVEY STERNS |
| DISCUSSION | <ol style="list-style-type: none"> Jeanette Carson discussed classroom upgrades with Ron Bowman. Upgrades will be scheduled if the classrooms that need upgrades will be used in fall 2018. There was a discussion about the charge of the ad hoc Outreach and Recruitment Committee. The ad hoc committee was established to support UA’s outreach and retention efforts. Kim Haverkamp will schedule the next committee meeting. | |
| 3:17 – 3:25 | TOPIC SUBMISSIONS | HARVEY STERNS |
| DISCUSSION | <ol style="list-style-type: none"> Polsky Building Study Area <ul style="list-style-type: none"> There is not a designated study area in the Polsky building; students study in the dining area and there are not enough tables for people to eat lunch. Conversely, the space is not conducive to quiet study. The topic was referred to the Physical Environment Committee. Urban Agriculture Garden <ul style="list-style-type: none"> The Urban Agriculture Garden Society is asking for help to raise funds for a greenhouse. The topic was referred to the Physical Environment Committee. Tuition Remission for Professional Development Courses <ul style="list-style-type: none"> A request was made to allow employees to substitute UA Solutions courses in place of the educational benefit for traditional credit courses. The topic was referred to the Talent Development and Human Resources .Committee. | |

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| | <p>4. Services for LGBTQ Population</p> <ul style="list-style-type: none"> • UA is tolerant and accepting of our LGBTQ population, but does not have the welcoming/supportive infrastructure as nearby universities; several suggestions were made for building an inclusive infrastructure. <p>The topic was referred to the both the Talent Development and Human Resources Committee and the Student Success Committee. The UCEC will suggest that the committees work with Jolene Lane, CDO/VP for Inclusive Excellence.</p> <p>USG reported that single stall gender neutral bathrooms will be implemented soon and a list will be available to the campus community.</p> <p>5. Compensation for Contract Professionals</p> <ul style="list-style-type: none"> • A request was made for University administration to provide a plan and timeframe for addressing the compensation inequity for contract professionals. <p>The topic was referred to both the Budget and Finance Committee and the Talent Development and Human Resources Committee.</p> |
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| 3:25 – 4:08 | NEW BUSINESS | HARVEY STERNS |
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| Discussion | <p>1. Bonus for Part-Time Faculty</p> <ul style="list-style-type: none"> • A recommendation from the Faculty Senate Part-Time Faculty Committee regarding a \$500 bonus for part-time faculty was referred by President Wilson to University Council to assess the budgetary impact. • Provost Ramsier estimated the impact to be about \$335,000. <p>The topic was referred to the Budget and Finance Committee.</p> <p>2. Barnes & Noble Contract/Textbook Committee</p> <ul style="list-style-type: none"> • UA’s contract with Barnes and Noble expires in May 2019; the contract will automatically expire unless UA informs BN of a renewal six months in advance of the expiration date. • Provost Ramsier said it is likely that the University will do an RFP/RFI. • The UC Textbook Committee requests that all parties that need to be involved with the contract discussion be included. • Provost Ramsier is on the Inter-University Council of Ohio (IUC) textbook committee and will attend an upcoming UC Textbook Committee meeting to provide an update. <p>3. Ad hoc Awards Committee Representation</p> <ul style="list-style-type: none"> • The UC Awards Committee requests additional people from each constituent group to participate in the selection process. • Kim Haverkamp will ask the Awards Committee to determine the number of people needed and will send a request to the constitute groups. <p>4. The agenda for the February 13 UC meeting was approved by unanimous consent.</p> <p>5. The meeting was adjourned at 3:53 p.m. by unanimous consent.</p> |
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University Council Executive Committee

MINUTES

FEBRUARY 20, 2018 3:00 – 3:22 PM LEIGH HALL 413

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| MEETING CALLED BY | Harvey Sterns, chair |
| TYPE OF MEETING | Monthly Meeting |
| PRESIDER | Harvey Sterns, chair |
| NOTE TAKER | Tonia Ferrell, secretary |
| ATTENDEES | <p>Attendees: Taylor Bennington, Tonia Ferrell, Marjorie Hartleben, Rex Ramsier, Harvey Sterns</p> <p>Absent with notice: Jeanette Carson, Ruth Nine-Duff, Marca Selway-Kaplar, Néna Roy</p> <p>Absent without notice: None</p> |
| Agenda topics: | |
| 3:05 – 3:10 | CALL TO ORDER HARVEY STERNS |
| DISCUSSION | <ol style="list-style-type: none"> The chair called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The chair did not ask for additions or correction to the January 30 Executive Committee minutes, deferring approval until the next regularly scheduled Executive Committee meeting on March 13. |
| 3:10 – 3:17 | UNFINISHED BUSINESS HARVEY STERNS |
| DISCUSSION | <ol style="list-style-type: none"> Continue to ask Physical Environment committee to look at study space request in Polsky submitted last month to UCEC. Two undergraduate student representatives have been appointed to the Awards committee by USG President, Taylor Bennington. Physical Facilities Updates; all were referred to the UC Physical Environment committee. <ul style="list-style-type: none"> Chima Family Center to reassign Room 010 to a departmental classroom. Simmons Hall space (Rooms 201, 205, 209, and 211) to be back-filled by current occupants of the space. Advisors moved out to colleges and space will be used to support Student Success and Services. Student Union Suites 51-53 (former Buchtelite space) are requested for the esports program. Space provides good visibility. USG encouraged to voice opinion on allocation of space and allocation process at next UC Physical Environment committee meeting. Honors Complex Room 142 (former Zip Card location) requested for esports program. InfoCision Stadium Rooms 100A, 100B, 100D, 100E and 100F (also known as the Welcome Center) requested for esports program. |

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| 3:17 – 3:21 | TOPIC SUBMISSIONS | HARVEY STERNS |
| DISCUSSION | <ol style="list-style-type: none"> 1. Wellness Incentive Program <ul style="list-style-type: none"> • Referred to Recreation and Wellness and Talent Development and Human Resources (TD&HR) committees to work together on topic. • It was noted that TD&HR has already started work on this topic and discussed during their in-depth presentation at the February 13 meeting. | |
| 3:21 – 3:22 | NEW BUSINESS | HARVEY STERNS |
| Discussion | <ol style="list-style-type: none"> 1. Classroom update from Jeanette Carson <ul style="list-style-type: none"> • Ron Bowman, Assistant Vice President for Student Success & University Registrar, referred Jeanette Carson to David Bird, Associate University Registrar on the matter. They will not know which private department classrooms will be needed until the software company completes the classroom scheduling evaluation, which is expected by mid- to late-March. Jeannette will round back with David at that time on the AV equipment concerns. 2. Change UCEC meeting time to 2:30 – 3:30 p.m. – Harvey teaches at 4 p.m. <ul style="list-style-type: none"> • The change in meeting time was approved by the chair, Provost Ramsier and other members in attendance. Kimberly Haverkamp to reset the regularly occurring monthly meeting for the Executive Committee. 3. There were no changes or corrections to the UC Agenda for March 6 and the agenda was approved by unanimous consent. 4. The meeting was adjourned at 3:22 p.m. by unanimous consent. | |

University Council Executive Committee

MINUTES

MARCH 13, 2018

2:30 – 3:30 PM

LEIGH HALL 413

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|--------------------------|---|----------------------|
| MEETING CALLED BY | Harvey Sterns, chair | |
| TYPE OF MEETING | Monthly Meeting | |
| PRESIDER | Harvey Sterns, chair | |
| NOTE TAKER | Kim Haverkamp | |
| ATTENDEES | <p>Attendees: Taylor Bennington, Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Néna Roy, Marca Selway-Kaplar, Harvey Sterns</p> <p>Absent with notice: Rex Ramsier</p> | |
| Agenda topics: | | |
| 3:05 – 3:10 | CALL TO ORDER | HARVEY STERNS |
| DISCUSSION | <ol style="list-style-type: none"> The chair called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the January 16 and February 20 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. | |
| 3:10 – 3:17 | UNFINISHED BUSINESS | HARVEY STERNS |
| DISCUSSION | There were none at this time. | |
| 3:17 – 3:25 | TOPIC SUBMISSIONS | HARVEY STERNS |
| DISCUSSION | <ol style="list-style-type: none"> Retention of At-Risk Students <ul style="list-style-type: none"> A request to use predictive analytics to identify at-risk students and proactively place them into learning communities and find classes to meet remedial needs. It was mentioned that the Dashboards do not have predictive analytics. The topic will be referred to the Student Engagement and Success Committee. The UCEC will ask the committee to find out what analytics are currently being used and what options are available to help at-risk students. Union Representation on UC <ul style="list-style-type: none"> Why is there no representation on UC for staff who are in the Union? This topic was also submitted in 2014 and the attached response from Bill Viau was discussed. Per the attached SEAC minutes, CWA does not want their members to be part of a group that meets with administrative groups. The 2014 response will be sent to the author with a note that UC meetings are open to the public and all minutes are published online. | |

Discussion

1. Ad hoc Outreach and Recruitment Committee
 - Harvey and Ruth shared the attached document that was presented by Kim Gentile, covering [Social Media Efforts Supporting Enrollment](#). She also discussed ways people can help the outreach and recruitment effort. The Committee's work is complete.

The Executive Committee will invite Kim Gentile and Bill Kraus to discuss this topic at a future UC meeting.
2. The March 6 UC Budget and Finance Committee's budget recommendation first reading was discussed. The following suggestions were made:
 - Implement a deadline so UC members will receive documents in advance of UC meetings to allow for productive conversation.
 - The chair should facilitate the discussion (not a committee chair).

The following motion was made:
In order for resolutions/recommendations to be formally presented to UC, documentation must be sent to UCEC one week prior to the UC meeting so it can be distributed with the agenda.

The motion carried by unanimous consent.
3. There was a discussion about the type of information that should be included in the UC minutes. It was stated that the minutes should reflect the meeting discussion.
4. The meeting was adjourned at 3:30 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

APRIL 17, 2018

2:30 – 3:40 PM

LEIGH HALL 413

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|--------------------------|--|----------------------|
| MEETING CALLED BY | Harvey Sterns, chair | |
| TYPE OF MEETING | Monthly Meeting | |
| PRESIDER | Harvey Sterns, chair | |
| NOTE TAKER | Kim Haverkamp | |
| ATTENDEES | <p>Attendees: Taylor Bennington, Jeanette Carson, Tonia Ferrell, Ruth Nine-Duff, Rex Ramsier, Harvey Sterns</p> <p>Absent with notice: Marjorie Hartleben, Néna Roy</p> <p>Absent without notice: Marca Selway-Kaplar</p> | |
| Agenda topics: | | |
| 2:30 – 2:35 | CALL TO ORDER | HARVEY STERNS |
| DISCUSSION | <ol style="list-style-type: none"> The chair called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the March 13 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. | |
| 2:35 – 2:35 | UNFINISHED BUSINESS | HARVEY STERNS |
| DISCUSSION | There were none at this time. | |
| 2:35 – 2:35 | TOPIC SUBMISSIONS | HARVEY STERNS |
| DISCUSSION | There were none at this time. | |
| 2:35 – 3:40 | NEW BUSINESS | HARVEY STERNS |
| Discussion | <ol style="list-style-type: none"> UC Chair Sterns would like to thank BOT Chair Bauer for including UC representatives in the Presidential Advisory and Screening meeting on April 12. There was a discussion about revising board rule 3359-1-05 to include the UC in the presidential selection process. Kim Haverkamp will send redline edits to the UCEC. There was a discussion about the Budget and Finance Committee meeting cancellations and attendance, as well as their upcoming in-depth committee report on May 1. A suggestion was made to use technology to deliver courses to international students in their country in year 1 and 2 and then the students would come to UA in year 3. Many countries now have the same technology that we have. | |

5. The ad hoc Awards Committee has worked hard to reinstitute the achievement awards and the recipients were announced this week. This achievement should be included in the HLC interim report on governance and communication that is due in December.
6. The committee reviewed the UC year-end timeline and discussed the number of members with terms ending August 31, 2018. An email will be sent to constituent groups next week regarding membership.
7. The committee reviewed the UC/UCEC meeting schedules (June – December). UC and UCEC members who are not on campus this summer can participate in the meetings via Webex. Standing committees should also allow members to participate in summer meetings via phone or Webex.

The meeting was adjourned at 3:40 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

MAY 8, 2018

2:30 – 2:56 PM

LEIGH HALL 413

| | | |
|--------------------------|---|-----------------------|
| MEETING CALLED BY | Harvey Sterns, chair | |
| TYPE OF MEETING | Monthly Meeting | |
| PRESIDER | Ruth Nine-Duff, vice chair | |
| NOTE TAKER | Kim Haverkamp | |
| ATTENDEES | <p>Attendees: Taylor Bennington, Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier, Néna Roy</p> <p>Absent with notice: Harvey Sterns</p> <p>Absent without notice: Marca Selway-Kaplar</p> | |
| Agenda topics: | | |
| 2:30 – 2:33 | CALL TO ORDER | RUTH NINE-DUFF |
| DISCUSSION | <ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the April 17 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. | |
| 2:33 – 2:43 | UNFINISHED BUSINESS | RUTH NINE-DUFF |
| DISCUSSION | <ol style="list-style-type: none"> The UC revisions to Board Rule 3359-1-05 were sent to Faculty Senate and Akron AAUP. We are waiting for edits from Faculty Senate. The UCEC expects the Board Rule revisions to go to the August BOT meeting. Per the web accessibility resolution that was passed at the May 1 UC meeting, an ad-hoc committee has been established to develop a policy and determine how it will be implemented and supported within the organizational structure of UA. Kim Haverkamp will request nominations for members from the UC, UCM, Office of Accessibility and Faculty Senate Accessibility Committee. | |
| 2:43 – 2:50 | TOPIC SUBMISSIONS | RUTH NINE-DUFF |
| DISCUSSION | <p>Food Insecurity-Learning Study</p> <ul style="list-style-type: none"> A request to conduct a correlation study between a student’s ability to get enough food and grades/learning <p>The UCEC will inform the author that a food insecurity study has been conducted by the Recreation and Wellness and Communications committees and provide contact information for further questions.</p> | |

Discussion

1. The UC agenda item order was discussed and the following revisions will be made:
 - The Action Items section will be removed; motions/resolutions should be brought forward during committee reports
 - The In-Depth Standing Committee Report will take place before the committee reports
 - The purpose of New Business is for members to bring new items to the UC
 - Discussed time allotments for President’s and Provost’s Remarks, which will be adjusted to 5 minutes each going forward
 - Particular In-Depth Standing Committee Reports should be allotted more time to present; in particular, Budget and Finance should have 45 minutes to 1 hour dedicated for their report for June meeting
 2. The agenda for the June 12 UC meeting was approved by unanimous consent.
- The meeting was adjourned at 2:56 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

JUNE 19, 2018

2:30 – 3:00 PM

LEIGH HALL 413

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| MEETING CALLED BY | Harvey Sterns, chair | |
| TYPE OF MEETING | Monthly Meeting | |
| PRESIDER | Harvey Sterns, chair | |
| NOTE TAKER | Kim Haverkamp | |
| ATTENDEES | <p>Attendees: Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier, Néna Roy, Harvey Sterns</p> <p>Absent with notice: Taylor Bennington</p> <p>Absent without notice: Marca Selway-Kaplar</p> | |
| Agenda topics: | | |
| 2:30 – 2:35 CALL TO ORDER HARVEY STERNS | | |
| DISCUSSION | <ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the May 8 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. | |
| 2:35 – 2:45 UNFINISHED BUSINESS HARVEY STERNS | | |
| DISCUSSION | <ol style="list-style-type: none"> The committee reviewed the nominations for the ad hoc Web Accessibility Committee. There was a suggestion to ask Wendy Lampner for a representative from Instructional Services. Kim Haverkamp will send a follow-up request to the Faculty Senate Accessibility Committee. Ruth Nine-Duff will run the first organizational meeting. <ul style="list-style-type: none"> There was a motion to adopt the following nominations: <ul style="list-style-type: none"> Jessica DeFago, UCBF, Accessibility Claudia Kaeberlein, Development Bob Kropff, University Communication and Marketing Neal L’Amoreaux, Hardware and Operations System Services John Messina, VP Student Affairs Scott Randby, UCIT Anthony Serpette, SEAC, University Communications and Marketing Tammy Stitz, University Libraries Leigh Sveda, Accessibility Additional members will be added as needed. Harvey Sterns and Tonia Ferrell will serve on the 150th Anniversary Committee. | |

| 2:45 – 2:55 | TOPIC SUBMISSIONS | HARVEY STERNS |
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| DISCUSSION | <ol style="list-style-type: none"> <li data-bbox="370 205 1404 300">1. The Student Engagement and Success Committee provided a response regarding institutional use of data analytics for retention of at-risk students. The Executive Committee reviewed the response and it will be sent to the author. Tower Insights (which works in tandem with Oracle Analytics existing on campus) is expected to be implemented in Spring 2019. Platinum Analytics, a course-demand analysis tool, is also being implemented. <li data-bbox="370 506 1404 600">2. The Student Engagement and Success Committee provided a response regarding services for the LGBTQ population. The Executive Committee reviewed the response and it will be sent to the author. <li data-bbox="370 638 1404 741">3. Campus Navigation App <ul style="list-style-type: none"> <li data-bbox="451 674 1179 709">• Provide an app that visitors can use to navigate campus The topic was referred to the Communications Committee. <li data-bbox="370 774 1404 1010">4. Nursing Mother’s Location <ul style="list-style-type: none"> <li data-bbox="451 810 1344 877">• The Executive Committee reviewed a 2014 response from the Talent Development and HR Committee regarding this topic The topic was referred to the Talent Development and HR Committee with a request to provide an update on any changes, how to communicate the locations to employees and students, and to determine if benchmarking against other colleges and universities in Northeast Ohio would be helpful. | |
| 2:55 – 3:00 | NEW BUSINESS | HARVEY STERNS |
| Discussion | <ol style="list-style-type: none"> <li data-bbox="370 1108 1404 1203">1. The Executive Committee has decided to cancel the July 10 UC meeting because there are no major agenda items. The July 17 UC Executive Committee will also be cancelled. <li data-bbox="370 1241 1404 1308">2. The Physical Environment Committee in-depth report will be moved to the September 11 UC meeting. There will be no in-depth report in August. <li data-bbox="370 1346 1404 1440">3. Harvey Sterns term ends August 30, 2018. The UC will hold an election for chair at the September 11 UC meeting. Kim Haverkamp will send an election notification to UC members prior to the meeting. <li data-bbox="370 1478 1404 1503">4. The meeting was adjourned at 3:00 p.m. by unanimous consent. | |

University Council Executive Committee

MINUTES

AUGUST 28, 2018

2:30 – 3:30 PM

LEIGH HALL 413

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| MEETING CALLED BY | Harvey Sterns, chair | |
| TYPE OF MEETING | Monthly Meeting | |
| PRESIDER | Harvey Sterns, chair | |
| NOTE TAKER | Kim Haverkamp | |
| ATTENDEES | <p>Attendees: Taylor Bennington, Jeanette Carson, Tonia Ferrell, Ruth Nine-Duff, Rex Ramsier, Harvey Sterns</p> <p>Absent with notice: Marjorie Hartleben, Néna Roy</p> <p>Absent without notice: Marca Selway-Kaplar</p> | |
| Agenda topics: | | |
| 2:30 – 2:46 | CALL TO ORDER | HARVEY STERNS |
| DISCUSSION | <ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the June 19 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. Harvey Sterns will continue to attend UC and UCEC for one year as an ex-officio, non-voting member per UC Bylaw (H)(1)(a). As past chair, he will conduct the Sept. 11 UC meeting and hold elections for chair and vice chair. The chair talked about APR. He would like an opportunity for discussion to make corrections and to ensure that we are in compliance with the Higher Learning Commission. The provost said that we are in compliance with HLC, APR is done and we need to move forward with the strategic planning process. <p>UC is the body of the university that deliberates and makes recommendations to the president on matters such as strategic planning, university policy, and other substantive matters that pertain to the strategic direction and operations of the university (UC Bylaw C(1)). UC will be the vetting body of the strategic plan.</p> | |
| 2:46 – 2:48 | UNFINISHED BUSINESS | HARVEY STERNS |
| DISCUSSION | The UCEC referred a topic submission regarding nursing mother’s locations to the Talent Development and Human Resources Committee in June. Kim Haverkamp will request a progress update and timeline for communication to employees and students. | |

2:48 – 3:00

TOPIC SUBMISSIONS

HARVEY STERNS

DISCUSSION

1. The Student Engagement and Success Committee provided an update on the ideas submitted by the author of the Services for LGBT Populations Topic Submission. The author replied to the response with additional questions and an offer to help. The UCEC referred the email to Jolene Lane, CDO/VP Inclusion and Equity.
2. Support Pollinators
 - Create a small area for native plants to support our pollinators
 The topic was referred to the Physical Environment Committee
3. There was a discussion about the beauty of the gardens and landscaping on campus. There was a motion to send a letter of thanks to the grounds crew. **The motion carried** by unanimous consent.

3:00 – 3:30

NEW BUSINESS

HARVEY STERNS

Discussion

1. The committee reviewed the attached [UC Satisfaction Survey Report](#). The following was discussed:
 - Standing committees should inform UCEC when members miss more than three meetings without notice and Kim will request a new member from the constituent group (per UC Bylaw D(9)(a)(iii).
 - Standing committees should try to accommodate all members’ schedules when scheduling meetings; Doodle Poll can help with this task, www.doodle.com
 - Give standing committees more structure on goal development; ask them to look at their charge (UC Bylaws H(2)(a-h) and determine how they can contribute to the UA strategic plan (what are the “big ticket” items needed in their area)
2. UC Membership Update:
 - SEAC and Chairs/School Directors appointments are complete
 - CPAC appointments are expected Aug. 28
 - Faculty Senate appointments are expected Sept. 6
 - GSG and USG are starting the appointment process
 - The two vacant dean appointments are expected as the positions are filled
3. The September 11 agenda was approved by unanimous consent with the addition of the agenda item, Elections.

The meeting was adjourned at 3:30 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

SEPTEMBER 18, 2018 2:30 – 3:28 PM LEIGH HALL 413

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| MEETING CALLED BY | Phil Allen, chair | |
| TYPE OF MEETING | Monthly Meeting | |
| PRESIDER | Phil Allen, chair | |
| NOTE TAKER | Kim Haverkamp | |
| ATTENDEES | <p>Attendees: Taylor Bennington, Jeanette Carson, Tonia Ferrell, Ruth Nine-Duff, Rex Ramsier, Linda Saliga, Harvey Sterns</p> <p>Absent with notice: Marjorie Hartleben</p> <p>Absent without notice: Alex Gerred</p> | |
| Agenda topics: | | |
| 2:30 – 2:33 CALL TO ORDER PHIL ALLEN | | |
| DISCUSSION | <ol style="list-style-type: none"> 1. The chair called the meeting to order and 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 August 28 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. | |
| 2:33 – 2:33 UNFINISHED BUSINESS PHIL ALLEN | | |
| DISCUSSION | There were none at this time. | |
| 2:33 – 2:35 TOPIC SUBMISSIONS PHIL ALLEN | | |
| DISCUSSION | The Talent Development and Human Resources Committee will begin working on the Nursing Mothers’ topic submission after their officer elections. It was shared that a notice about a Nursing Mothers’ location in the Jean Hower Taber Student Union was sent to campus separately from this work, but the committee was made aware the notification had taken place. | |
| 2:35 – 3:28 NEW BUSINESS PHIL ALLEN | | |
| Discussion | <ol style="list-style-type: none"> 1. The October 9 UC agenda was approved by unanimous consent with the addition of the agenda item, Chair’s Remarks. Vice Chair Ruth Nine-Duff will give the Executive Committee Report after the chair’s remarks. 2. The Budget and Finance, Information Technology and Physical Environment committees have not submitted an annual report. Kim Haverkamp will send them a reminder. | |

3. There was a discussion about the Integrated Planning and Budgeting Process that was approved by UC in February 2017. The Budget and Finance Committee plans to revise the timeline and bring a proposal to the next UC meeting.

4. The presidential search process is expected to begin in the spring.

5. There was a discussion about the strategic planning process. The following UC members are on the Strategic Planning Steering Committee: Phil Allen, Linda Saliga, Kris Kraft, and Taylor Bennington.

UC is the vetting body for the Strategic Plan. The Strategic Plan is expected to come to the UC in November. The Strategic Plan deadline is the December 5 BOT meeting. Chair Allen will discuss the process and timeline at the next UC meeting.

Chair Allen anticipates that the UC will have to schedule special meetings and asks members to have flexibility in their schedules in November/December.

6. The meeting was adjourned at 3:28 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

OCTOBER 16, 2018

2:30 – 2:47 PM

LEIGH HALL 413

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| MEETING CALLED BY | Phil Allen, chair | |
| TYPE OF MEETING | Monthly Meeting | |
| PRESIDER | Phil Allen, chair | |
| NOTE TAKER | Kim Haverkamp | |
| ATTENDEES | <p>Attendees: Taylor Bennington, Jeanette Carson, Tonia Ferrell, Haley Cargill, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier, Linda Saliga, Harvey Sterns</p> <p>Absent with notice:</p> <p>Absent without notice:</p> | |
| Agenda topics: | | |
| 2:30 – 2:33 CALL TO ORDER PHIL ALLEN | | |
| DISCUSSION | <ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the September 18 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. | |
| 2:33 – 2:33 UNFINISHED BUSINESS PHIL ALLEN | | |
| DISCUSSION | There were none at this time. | |
| 2:33 – 2:35 TOPIC SUBMISSIONS PHIL ALLEN | | |
| DISCUSSION | A topic submission requesting an explanation of the Retire/Rehire and Phased Retirement programs will be referred to Sarah Kelly, Associate Vice President of Human Resources/CHRO. | |
| 2:35 – 2:47 NEW BUSINESS PHIL ALLEN | | |
| Discussion | <ol style="list-style-type: none"> The November 13 UC agenda was approved by unanimous consent with the following revisions: <ul style="list-style-type: none"> President Green will attend Provost Ramsier will be out of town Standing Committee members will be invited to the Nov. 27 UC Special Meeting and the Dec. 4 UC meeting for discussion of the Three-Year Action Plan. <p>At the Dec. 4 UC meeting, UC members will vote on support of the Three-Year Action Plan that will be presented to the Board on Dec. 5. UC and standing committee members will receive the Three-Year Action Plan on Nov. 21.</p> | |

If the Board recommends substantive revisions to the Three-Year Action Plan, the plan will come back to UC for discussion before the revisions go to the Board. The final Three-year Action Plan is expected to be finalized by December 21.

3. The Administrative Activities Report (AAR) is expected to be completed next week. Provost Ramsier and Wayne Hill are meeting with Deans and VPs this week to check for accuracy and get feedback. The AAR will be used for the Three-Year Action Plan. The AAR will not directly change anything financially.

The meeting was adjourned at 2:47 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

NOVEMBER 20, 2018 2:30 – 3:35 PM LEIGH HALL 413

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| MEETING CALLED BY | Phil Allen, chair | |
| TYPE OF MEETING | Monthly Meeting | |
| PRESIDER | Phil Allen, chair | |
| NOTE TAKER | Kim Haverkamp | |
| ATTENDEES | <p>Attendees: Phil Allen, Taylor Bennington, Hailey Cargill, Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier, Harvey Sterns</p> <p>Absent with notice: Linda Saliga</p> | |
| Agenda topics: | | |
| 2:30 – 2:35 | CALL TO ORDER | PHIL ALLEN |
| DISCUSSION | <ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the October 16 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. | |
| 2:35 – 3:15 | UNFINISHED BUSINESS | PHIL ALLEN |
| DISCUSSION | <ol style="list-style-type: none"> Based on the Nov. 13 UC discussion, the Board has added the chairs of CPAC and SEAC to the presidential search committee along with the chairs of Faculty Senate and UC and the presidents of USG and AAUP. These groups are UA’s formal governance bodies. <p>The following was discussed about the presidential search process:</p> <ul style="list-style-type: none"> The Board is proposing a confidential search process There will be a total of 19 people on the search committee (the Board of Trustees and the leaders of the governance bodies) Search committee members who are not already Board members will be required to sign a non-disclosure statement Representatives from campus constituent groups and the Akron community will still attend meetings to discuss the proposed criteria for the job description <p>UC Chair Phil Allen is planning to meet with UC constituent groups to discuss presidential qualities in an effort to better represent UC on the search committee.</p> <p>Provost Ramsier will discuss the presidential search process at the Nov. 27 UC special meeting.</p> | |

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| | 2. There was a question about the status of the Leave Bank Policy proposal that was endorsed by UC on February 13. Provost Ramsier will provide an update to the UC Executive Committee. |
| 3:15 – 3:20 | TOPIC SUBMISSIONS PHIL ALLEN |
| DISCUSSION | There was a discussion about student use of online textbooks with companies such as Pearson, Cengage, etc. Students are being charged separately for each class and sometimes retroactively. Each company has a different fee structure. If students use books from different companies, they are charged by each company. Tonia Ferrell and Jeanette Carson will discuss this topic with the ad hoc Textbook Committee. |
| 3:20 – 3:35 | NEW BUSINESS PHIL ALLEN |
| Discussion | <ol style="list-style-type: none"> 1. The UC and UCEC meeting schedule was approved by unanimous consent 2. The November 27 UC special meeting agenda was approved by unanimous consent. 3. The December 4 UC agenda was approved by unanimous consent. 4. The Three-Year Action Plan will be sent to the UC Executive Committee on Nov. 21 for review and feedback. The plan will be revised based on the feedback. The revised plan will be distributed to the UC at the Nov. 27 UC special meeting for discussion. UC will be asked to endorse the plan at the Dec. 4 UC meeting. 5. The meeting was adjourned at 3:35 p.m. by unanimous consent. |