University Council Steering Committee
MINUTES OCTOBER 31, 2012 2:00 – 3:00 PM

MEETING CALLED BY Tim Lillie, co-chair
TYPE OF MEETING Biweekly Meeting
PRESIDER Mike Sherman, co-chair
NOTE TAKER Kim Haverkamp

ATTENDEES

Members: Kent Marsden, Sue McKibben, Nancy Roadruck, Steve Sedlock, Mike Sherman
Absent with notice: Tim Lillie
Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:05 CALL TO ORDER MIKE SHERMAN

DISCUSSION

The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.

The co-chair asked for additions or correction to the October 17th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The October 17th minutes will be posted to the UC website.

2:05 – 2:35 UNFINISHED BUSINESS MIKE SHERMAN

DISCUSSION

1. The Steering Committee reviewed the Proposed Bylaws document and clarified items that had been revised at the October 17th and 26th Steering Committee meetings. Kim Haverkamp will edit the Proposed Bylaws document per the discussion and send it to Steering Committee members for feedback.

The Steering Committee determined the following timeline for next steps:
11/1/12 – Send revisions to steering committee for feedback.
11/2/12 – Send the revised bylaws document to standing committee chairs and ask them to get feedback from their committee during their November meeting.
11/21/12 – Deadline for feedback from standing committees.
11/28/12 – UC Steering Committee meeting. Steering committee reviews feedback from standing committees.
12/11/12 – University Council meeting. Add agenda item: Feedback from Committees on Bylaws.

2. The Steering Committee reviewed the Standing Committee Goals tally sheet results and identified items of focus for each Standing Committee during 2012-13. Kim Haverkamp will create a document with the identified goals.
3. There was a discussion about a possible overlap between the UC Research Committee and the Faculty Senate Research Committee and the need for researchers on the UC Research Committee. This topic may be reconciled via the process of discussing and deliberating the bylaws over the upcoming meetings.

2:35 – 2:55 ISSUE BRIEFS MIKE SHERMAN

1. A joint response was received from the Budget and Finance Standing Committee and the Talent Development and Human Resources Standing Committee regarding Part-Time Staff Fee Remission. **Kim Haverkamp will send the response to the author and post it to the issue brief section of the UC SharePoint site.**

2. An issue brief regarding No Smoking by Building Entrances was submitted on October 1st by Kelly Low. The Steering Committee will refer the issue brief to Ted Curtis, Vice President of Capital Planning and Facility Management, for response to the author.

3. An issue brief regarding Residential Parking was submitted on October 1st by Kelly Low. The Steering Committee will refer the issue brief to Jared Coleman, Director of Parking and Transportation Services, for response to the author.

4. An issue brief regarding a Sky Walk was submitted on October 1st by Kelly Low. The Steering Committee will refer the issue brief to Ted Curtis, Vice President of Capital Planning and Facility Management, for response to the author.

5. The Student Engagement and Success Committee resubmitted the six issue briefs that were withdrawn at the October 3rd Steering Committee meeting. The Steering Committee will ask the Student Engagement and Success Committee to pursue the issues within the context of the Standing Committee’s goals for 2012-13 and in doing so submit policy recommendations to the Steering Committee as appropriate.

2:55 – 3:00 NEW BUSINESS MIKE SHERMAN

The Steering Committee decided to give each member of the ad hoc Bylaws Committee a certificate of appreciation. **Kim Haverkamp will create the certificates of appreciation.**

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