University Council
MINUTES APRIL 8, 2014 3 – 5 PM

MEETING CALLED BY Stacey Moore, co-chair
TYPE OF MEETING Monthly Meeting
PRESIDER Stacey Moore, co-chair
NOTE TAKER Kim Haverkamp

ATTENDEES Member: Turner Anderson, Marissa Blewitt, Matt Bungard, Julie Burdick, Candace Campbell Jackson, David Cummins, Elizabeth Erickson, Ali Hajjafar, Mary Hardin, Wayne Hill, Nancy Homa, Nathan Kerr, Timothy Lillie, Nancy Marion, Chand Midha, Stacey Moore, Diane Raybuck, Christopher Serio, Mike Sherman, Harvey Sterns, Suzanne Testerman, Lauri Thorpe, Monte Turner, Bill Viau, David Witt

Absent with notice: Ted Curtis, Eileen Korey, Kristine Kraft, John LaGuardia, Jim Sage, Jim Tressel

Absent without notice: Ricky Angeletti, Mark Dvorak, Emily Fillmore, Joshua Nagy

Other attendees: Kim Haverkamp

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

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

The co-chair asked for additions or corrections to the March 11 University Council (UC) minutes. There being none, the minutes were approved as distributed by unanimous consent.

3:05 – 3:20 STEERING COMMITTEE REPORT STACEY MOORE

1. The Steering Committee is reviewing standing committee goals and will provide feedback to each committee. The feedback is for informational purposes. Standing committees will not need to resubmit goals.

2. The Steering Committee created a UC Standing Committee Report Calendar. Standing committees will have the opportunity to give a detailed report of their committee’s activities during the designated month. The UC will be asked to endorse the calendar today.

3. The co-chair summarized the topic submissions from the March 26 UC Steering Committee meeting. A suggestion was made to send the topic submissions about Faculty Improvement Leave and the Bookstore to Faculty Senate.
4. A UC Satisfaction Survey will be sent to members mid-late April.

5. The UC/Standing Committee combined meeting will be June 18, 3 – 4:30 p.m. in Student Union Ballroom A. A parliamentarian will be invited to provide an overview of Roberts Rules of Order for interested members.

6. The Steering Committee discussed canceling the August 26 UC meeting.

DISCUSSION

The Steering Committee presented a Proposed UC Annual Calendar for detailed standing committee reports. There was discussion about the intent of the calendar.

A motion was made to endorse the UC Annual Calendar for detailed standing committee reports as presented.

The following amendment was made to the last paragraph of the UC Annual Calendar document:

Please note: The purpose of this agenda is to provide an opportunity for 1-2 standing committees per month to provide an in-depth report on the progress of their goals, beyond the required monthly committee report. Standing committees would continue to have the opportunity to submit recommendations and present brief activity reports at every meeting.

The motion to amend the calendar was carried by majority consent.

The motion to endorse the amended calendar was carried by majority consent.

The UC Annual Calendar for detailed standing committee reports is attached.

3:30 – 4:20

STANDING COMMITTEE REPORTS

Budget and Finance
1. The committee reviewed a draft of the Budget Forums that will take place on April 15 and 17. There will be an update about the budget process at the forums.
2. They worked on the FY15 budget development.
3. They listened to two presentations regarding the student success scholarship and achieving distinction.

A suggestion was made to have the budget forums at a larger location than Kolbe Hall’s Daum Theatre.

Communications
The committee is developing three surveys to determine:
1. How quickly people receive campus communications.
2. The best day to send Zipmail to students (currently is sent on Friday) and how to reorganize Zipmail so events are easy to find.
3. How to reach students with surveys. They will look at incentives and the timing of surveys across campus so students are not overwhelmed.
**Information Technology**
1. The committee continues to discuss internet connectivity.
2. The committee reviewed a survey for faculty/staff and a survey for students regarding UA’s wireless network.
3. The RFP for wireless consulting services is being finalized.
4. Airwatch has been installed and is being used to manage UA owned mobile devises.
5. There will be a new university laptop refresh in Fall 2016.

The committee chair requested that the UC Physical Environment committee include the UC Information Technology committee in discussions about classroom quality so they can help determine technology needs.

**Physical Environment**
1. The committee is in discussion with the interim dean of University Libraries about consolidating the Science Library into Bierce Library. There will be no change in services or collections. A feasibility study will be conducted.
2. The committee will review a survey regarding classroom quality before it is distributed to instructors. IT issues should be part of the survey.

**Public Affairs and Development**
The committee listened to a presentation about an information management software system that is currently used by the School of Law that would help the Alumni Association and the Department of Development track contacts with donors.

**Recreation and Wellness**
1. The committee is working with the Talent Development and Human Resources committee on wellness initiatives.
2. They are working on a Roo Walk that will raise awareness of the distance walked and calories burned between locations on campus.
3. They are discussing the possibility of flex start times and flex lunch times so employees can exercise.

A suggestion was made to review food options on campus, including vending machines, to provide the campus with more healthy alternatives.

**Student Engagement and Success** – No report

**Talent Development and Human Resources**
1. The committee is working with the Recreation and Wellness committee on wellness initiatives.
2. They are reviewing the University’s non-discrimination policy and gathering data from other universities.

The meeting was adjourned at 3:55 p.m. by unanimous consent.