University Council Steering Committee

MINUTES   DECEMBER 4, 2013   3:00 – 4:00 PM

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

Agenda topics

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

DISCUSSION	1. The co-chair asked for additions to the agenda. The following topics were added to new business. • UC Bylaws update • Communication to campus about bringing issues to UC • Standing Committee goals The agenda was approved by unanimous consent. 2. The co-chair asked for additions or correction to the November 1 Steering Committee minutes. A revision will be made to show that Nathan Kerr attended the meeting. The minutes were approved by unanimous consent.

3:05 – 3:35	UNFINISHED BUSINESS	STACEY MOORE

DISCUSSION	1. The Steering Committee discussed absenteeism on the Recreation and Wellness committee. **Stacey Moore will talk to the Recreation and Wellness committee chair to obtain more information. She will remind standing committee chairs of the UC attendance procedure at the Dec. 10 UC meeting during the Steering Committee Report.** 2. The UC bylaws were sent to President Proenza on November 25 and they are scheduled to be discussed at the Dec. 11 Board of Trustees meeting.

3:35 – 3:50	ISSUE BRIEFS	STACEY MOORE

DISCUSSION	An issue brief regarding Internet Connectivity was submitted by Thomas Czerny. The Steering Committee will refer the issue brief to Jim Sage, Vice President for Information Technology Services/CIO, for direct response to the author. Vice President Sage will be asked to update UC members on this issue at the Dec. 10 UC meeting.

3:50 – 4:00   NEW BUSINESS   STACEY MOORE

DISCUSSION	1. The Steering Committee discussed possible changes to the UC website and the issue brief process to provide the campus community with clear communication about how to bring issues to University Council. **Stacey Moore will create a draft of the new process for topic submission.** 2. The need for standing committee goals was discussed. The Steering Committee will ask the standing committees to identify a set of goals that align with the strategic plan by January or February. Standing committees will be expected to report on the progress of the goals at each UC meeting. **Stacey Moore will draft the procedure for goals submission.** The following suggestions were made to help the standing committees shape their goals: • Have an open forum in the Spring to provide interaction between the UC standing committees and the campus community • Ask constituent groups to obtain ideas from their members and submit them to each standing committee 3. There was a discussion about using Email Digest, MyAkron and Zipmail to get information about UC to the campus community. The communication should be brief and drive people to the UC website. The mode of delivery should reach all constituent groups. 4. The Steering Committee added the following topics to the Dec. 10 UC agenda: • Issue Brief Process • Standing Committee Goals The meeting was adjourned at 4 p.m. by unanimous consent.