

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	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.
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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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