

# University Council Steering Committee

## MINUTES

MARCH 20, 2012

4:00 – 5:00 PM

MEETING CALLED BY	Tim Lillie
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Jessica Goerke, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Nancy Roadruck  Absent with Notice: Mike Sherman

### Agenda topics

4:00 – 4:05 CALL TO ORDER TIM LILLIE

DISCUSSION	Tim Lillie called the meeting to order. He asked for additions or corrections to the March 7 <sup>th</sup> Steering Committee minutes. There being none, the minutes were approved as distributed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

4:05 – 4:15 UNFINISHED BUSINESS TIM LILLIE

DISCUSSION	<p>The Steering Committee considered a nomination to appoint Mary Hardin to the ad hoc Bylaws Review and Recommendation Committee. Tim Lillie asked if there were any objections. There being none, the decision was made to appoint Mary Hardin. The Steering Committee secretary will inform her of the appointment. The Steering Committee secretary will invite the five members of the ad hoc Bylaws Review and Recommendation Committee to attend the next Steering Committee meeting on April 4.</p> <p>The Term of Appointment Operating Protocol was passed at the UC meeting. The word “draft” will be removed from the document and sent to Nancy Roadruck for signature.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Inform Mary Hardin of her appointment on the ad hoc Bylaws Review and Recommendation Committee	Nancy Roadruck	
Invite members of the ad hoc Bylaws Review and Recommendation Committee to the next Steering Committee meeting on April 4	Nancy Roadruck	
Remove the word “Draft” from the Term of Appointment Operating Protocol document and send to Nancy Roadruck for signature	Kim Haverkamp	

4:15 – 4:30 ISSUE BRIEFS TIM LILLIE

DISCUSSION	<p>The Steering Committee discussed the process for handling Issue Briefs. The Issue Brief link on the UC SharePoint site is a survey through SurveyMonkey. Kim Haverkamp will check SurveyMonkey once a week for new Issue Brief surveys. She will download the survey information, put it into the Issue Brief Summary document, distribute the document to Steering Committee members and add it to the agenda for the next Steering Committee meeting.</p> <p>Nancy Roadruck created an Issue Brief on March 15<sup>th</sup> that combines two requests for budget information, from Phyllis O'Connor and David Witt. A decision was made to refer this Issue Brief to the Budget and Finance Standing Committee. Nancy Roadruck will send the Issue Brief to Phyllis O'Connor and David Witt for language approval. Upon approval, Kim Haverkamp will send the Issue Brief to the Budget and Finance</p>	
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	<p>Standing Committee with the request that they respond 30 days from the date received.</p> <p>An Issue Brief regarding staff recognition was submitted on March 13<sup>th</sup> by Peggy Walchalk. The decision was made to refer the Campus Wide Staff Recognition Issue Brief to the Talent Development and Human Resources Standing Committee for their review and recommendation back to the Steering Committee.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send the Campus Wide Staff Recognition Issue Brief to the Talent Development and Human Resources Standing Committee	Kim Haverkamp	
Send the Budget Information Request Issue Brief to the Budget and Finance Standing Committee (after language approval is received)	Kim Haverkamp	

4:30 – 4:45

NEW BUSINESS

TIM LILLIE

<b>DISCUSSION</b>	<p>The Steering Committee discussed the process for posting Standing Committee reports to the UC SharePoint site. The decision was made that the Secretary will send Standing Committee chairs a recurring reminder to post reports to the UC SharePoint site. This procedure should be written in a bylaw.</p> <p>A suggestion was made to develop regular meeting times for all Standing Committees. Standing Committees are committees of the people appointed and meeting times should be determined by each Standing Committee.</p> <p>Roberts Rules of Order books have been purchased for the Steering Committee and each Standing Committee. Kim Haverkamp will send the books to committee chairs via campus mail.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The Steering Committee Secretary will send Standing Committee Chairs reminders to post their reports to the UC SharePoint site.	Nancy Roadruck	