

University Council Steering Committee

MINUTES

JANUARY 25, 2012 2 – 3 P.M.

MEETING CALLED BY	Tim Lillie and Mike Sherman
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, Mike Sherman

Agenda topics

2:00 – 2:10 P.M.

TERM OF APPOINTMENT

DISCUSSION	<p>Tim Lillie called the meeting to order at 2:05. He asked for additions to the agenda and there was a request to add a discussion about the policy that would allow faculty to excuse students from class to attend UC meetings. A template letter to faculty was submitted for discussion. The decision was made to table the discussion until the next Steering Committee meeting.</p>		
	<p>The Steering Committee is collecting term of appointments for all members. There was a discussion as to how member's term of appointment would be determined. The Steering Committee referred to the University Protocol Bylaws February 2010 document, page 29 (posted on University Council SharePoint) which states "Standing committee terms shall be for three (3) years with the exception of associated student government and graduate student government which will each have one (1) year terms. For the initial standing committees, the terms shall be divided by lot into groups as equal as possible. One third of those shall have one year terms, one third two year terms and one third three year terms. Thereafter all standing committee appointments shall be for three year terms". The decision was made to ask each Standing Committee to determine 1 year, 2 year and 3 year appointments.</p>		
	<p>There was a discussion about ex-officio members serving on Standing Committees. Standing Committees can invite individuals to their meetings on a regular basis to help advise them. The Standing Committees will keep a list of these individuals. The individuals will not be included on the UC Roster unless the Provost feels they should be added to the Standing Committee as an ex-officio/non-voting member of the committee. Only voting members of the Standing Committee can move items forward.</p>		
	<p>There was a discussion as to which Standing Committee "benefits" should belong. The UC Steering Committee will recommend to UC that the name of the Budget, Finance and Benefits Standing Committee be changed to the Budget and Finance Standing Committee with the understanding that the Budget and Finance Standing Committee and the Talent Development & Human Resources Standing Committee will co-convene to have a collaborative discussion on items pertaining to Benefits. This interaction will be included in the Operating Protocol.</p>		
	<p>There was a discussion as to when the end date should be for a term of appointment. The Steering Committee will ask the Constituent Groups if they have an objection to the end of April as the end date and a decision will be made a the next Steering Committee meeting.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:10 – 2:20 P.M.

CONSTITUENT GROUP ELECTION/SELECTION PROCESS

DISCUSSION	The election/selection process should be part of each Constituent Group's bylaws. Each Constituent Group should send a written description to the Steering Committee regarding how they elect/re-elect
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	members to UC and how they determine eligibility of their members to serve on a Standing Committee. These procedures will be part of the UC Operating Protocol.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:20 – 2:30 P.M. OPERATING PROTOCOLS

DISCUSSION	The Steering Committee will begin writing UC Interim Operating Protocols by circulation among Steering Committee members. The Operating Protocols will go to UC for approval. The University Protocol Bylaws February 2010 document and the University Council Board Action January 2011 document are on the SharePoint site.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:30 – 2:14 P.M. UC SHAREPOINT & WEBSITE JULIE BURDICK & KELLY DAW

DISCUSSION	There was a demonstration of the changes that were made to the UC SharePoint site and the UC Website based on discussion from the January 17 th University Council meeting to make both sites more user friendly. The UC Website has had 400 unique page visits. Issue Briefs from the Issue Brief Survey will be downloaded from SurveyMonkey into Excel for review by the Steering Committee and then will be posted on SharePoint.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:40 – 2:50 P.M. STANDING COMMITTEE VISITS

DISCUSSION	Tim Lillie and Kent Marsden will visit Standing Committee meetings. They have been invited to the Communications Standing Committee meeting on January 30 th and the Talent Development and Human Resources Standing Committee meeting on February 1 st .		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:50 – 3:00 P.M. FUTURE MEETING SCHEDULE FOR UC

DISCUSSION	The next two UC meetings have been scheduled for February 14 and March 20 from 3 – 5 p.m. Simmons 101 has been reserved. We are still looking for an acceptable “consistent” location. The decision was made that UC meetings will be the second Tuesday of each month from 3 – 5 p.m. except March.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

Next Meeting: February 8, 2 – 3 p.m., McColester Room