

University Council Steering Committee

MINUTES

FEBRUARY 8, 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

Agenda topics

2:00 – 2:20

TERM OF APPOINTMENT

DISCUSSION	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda; the topic of the February 14th University Council agenda was added. He asked for additions or corrections to the January 25th Steering Committee minutes. There being none, the minutes were approved.</p> <p>There was a discussion about the appropriate term of appointment for UC members and the best way to collect the information. The Steering Committee proposes the following:</p> <ul style="list-style-type: none"> • Committee co-conveners (VPs, usually) will be appointed at the discretion of the Provost for open terms • Students will have a one-year term (USG, GSG) • At Large members of a Constituent Group, for which there is only one member, will have a three-year term (Deans, Chair/Directors) • Constituent Groups will elect/select members to staggered terms (1, 2 and 3 years). As terms expire, new members will have a three-year term. The election/selection process is determined by the Constituent Group. The Constituent Group will inform the Steering Committee in writing of their election/selection process. • Standing Committee Chairs will, working with their committees, determine staggered terms (1, 2 and 3 years) for their members as evenly as possible. As terms expire, new members will have a three-year term. <p>The Steering Committee will produce a list that includes member's name, length of term and expiration year of term. It is the responsibility of each Standing Committee to notify the Constituent Group that they need to elect/select a member to fill the vacancy, and to also notify the Steering Committee.</p> <p>The Steering Committee recommends that the end date for current UC members be extended to April 30, 2013. The term of Steering Committee members would also be extended. The next election of Steering Committee members will take place at the UC meeting in April 2014.</p> <p>The Steering Committee proposes that everyone adjusts to the same calendar year with all terms ending April 30th.</p> <p>The Steering Committee will ask UC to endorse these proposals at the next UC meeting on February 14.</p>												
ACTION ITEMS	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;"></th> <th style="background-color: #e0e0e0;">PERSON RESPONSIBLE</th> <th style="background-color: #e0e0e0;">DEADLINE</th> </tr> </thead> <tbody> <tr> <td style="background-color: #e0e0e0;">Proposed endorsements will be written up and circulated to Steering Committee members.</td> <td style="background-color: #e0e0e0;">Tim Lillie</td> <td style="background-color: #e0e0e0;">tbd</td> </tr> <tr> <td style="background-color: #e0e0e0;">Constituent Group Chairs will be contacted to determine the term of appointment for their members on UC. Standing Committee Chairs will also be contacted to confirm information for their members.</td> <td style="background-color: #e0e0e0;">Kim Haverkamp</td> <td style="background-color: #e0e0e0;">2/14/12</td> </tr> <tr> <td style="background-color: #e0e0e0;">Constituent Group contacts will be added to the UC website.</td> <td style="background-color: #e0e0e0;">Kelly Daw</td> <td style="background-color: #e0e0e0;">2/14/12</td> </tr> </tbody> </table>		PERSON RESPONSIBLE	DEADLINE	Proposed endorsements will be written up and circulated to Steering Committee members.	Tim Lillie	tbd	Constituent Group Chairs will be contacted to determine the term of appointment for their members on UC. Standing Committee Chairs will also be contacted to confirm information for their members.	Kim Haverkamp	2/14/12	Constituent Group contacts will be added to the UC website.	Kelly Daw	2/14/12
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2:20 – 2:40

OPERATING PROTOCOL

DISCUSSION	A survey link will be provided on the UC SharePoint site that will serve as a data entry template. This link will be in the Operational Protocol section of the UC SharePoint site.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:40 – 2:50

STANDING COMMITTEE VISITS

DISCUSSION	<p>Kent Marsden attended the Communications Standing Committee meeting and the Talent Development and Human Resources Standing Committee meeting. He discussed the history of UC and fielded questions.</p> <p>Tim Lillie and Kent Marsden have been invited to attend the next Public Affairs & Development Standing Committee and SEAC meeting.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:50 – 3:05

STUDENT GUIDELINES FOR ABSENCE

DISCUSSION	<p>Jessica Goerke submitted the following documents to the Steering Committee for discussion</p> <ul style="list-style-type: none"> • UA's Guidelines for Absence Due to Participation in University Sponsored Events • A draft letter to instructors • An Assignment Completion Form <p>The Steering Committee agreed that UC is a University-sponsored event, but the absence policy is at the discretion of the professor. The link to the Guidelines for Absence document will be added to the UC SharePoint site.</p> <p>This item will be added to the February 14th UC Agenda and presented by Jessica Goerke.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Send link for UA's Guidelines for Absence document to Kim Haverkamp (kh1@uakron.edu).	Jessica Goerke	2/13/12	
The link to UA's Guidelines for Absence document will be added to the UC SharePoint site	Kim Haverkamp	2/13/12	

3:05 – 3:20

NEW BUSINESS

DISCUSSION	<p>A motion was made and approved to hold UC meetings the second Tuesday of each month except if it conflicts with a University holiday.</p> <p>The meeting was adjourned at 3:20 p.m.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

Next Meeting: February 22, 2 – 3 p.m., McCollester room