

University Council Steering Committee

MINUTES

MARCH 6, 2013

2:00 – 3:00 PM

MEETING CALLED BY	Tim Lillie, co-chair
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Tim Lillie, Kent Marsden, Nancy Roadruck, Steve Sedlock, Absent with notice: Mike Sherman Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:10 CALL TO ORDER TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> The co-chair asked for additions to the agenda. There following topics were added: <ul style="list-style-type: none"> How to post resolution of issue briefs on UC website? How to use the UC Budget & Finance committee to help with the current state of the budget and future issues? HLC debrief. How to use UC to help with benchmarking staff utilization? What are the implications for the future of UC in regards to people stepping down from key roles? The co-chair asked for additions or correction to the February 20th 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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2:10 – 2:10 UNFINISHED BUSINESS TIM LILLIE

DISCUSSION	There were none
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2:10 – 2:10 ISSUE BRIEFS TIM LILLIE

DISCUSSION	There were none.
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2:10 – 3:00 NEW BUSINESS TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> A UC member update was provided. The roster has been updated on the SharePoint site and website. <ul style="list-style-type: none"> Kim Calvo (Chairs/School Directors) stepped down from the Physical Environment Committee, due to promotion to an associate dean role.
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2. The Steering Committee discussed upcoming vacancies for members with term of office expiring on April 30, 2013.

- Standing committees will be notified of members with expiring terms.
- Constituent groups will be notified of the seats that need to be replaced. The notification will include a request for an explanation of the method used to select/elect members. Under the current rules and proposed bylaws, the Steering Committee cannot seat UC or Standing Committee members for whom they do not have a method of election/selection on file. It was also noted that discrepancies that might arise will be identified and dealt as a result of this process.
- Members that resign from UC or who complete their terms will receive a letter on behalf of the Steering Committee recognizing their service, signed by the co-chairs.

Kim Haverkamp will send email notifications and recognition letters.

3. The following questions were discussed:

- How can UC ensure that the university policy by which the budget is created is done in consultation with the UC Budget and Finance Committee and is recommended by the UC?
- How should policy provide for how the UC Budget and Finance Committee informs decision-making regarding budget issues?

A suggestion was made to send these questions about policy formation to the Budget and Finance Committee, for their review.

4. There was a discussion about the Effectiveness Initiative regarding staff utilization and benchmarking. A suggestion was made to send the following question to the Talent Development and Human Resources Committee:

- How can UC ensure that university policy is created that will inform decision-making regarding staff utilization, benchmarking and related topics?

5. There was a discussion about how to provide individuals with a UAnet ID access to issue brief inquiries and their resolutions. A decision was made to give individuals with a UAnet ID access to the issue brief section of the UC SharePoint site and provide a link on the UC website.

6. Three people have stepped down from standing committee chair positions. The Steering Committee discussed the implications for UC. Of concern to the SC is that all three expressed a concern over time limitations making it impossible for them to continue.

7. The Steering Committee discussed the HLC visit. The future nature of the UC and its committees and their formal roles in shared governance/shared leadership was raised during the visit and needs to be resolved. [Will the UC be essentially a body that exists to advise vice presidents or will it be a representative body, recommending policy and engaging in planning?]

The meeting was adjourned at 3 p.m. by unanimous consent.