

University Council Steering Committee

MINUTES

MARCH 7, 2012

2 – 3 PM

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 Absent with Notice: Mike Sherman

Agenda topics

2:00 – 2:05

CALL TO ORDER

TIM LILLIE

DISCUSSION	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda and the following items were added under New Business: Issue Brief Status Report, Roberts Rules of Order and a request that Tim Lillie received by email.</p> <p>He asked for additions or corrections to the February 22nd Steering Committee minutes. There being none, the minutes were approved.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:05 – 2:25

UNFINISHED BUSINESS

TIM LILLIE

DISCUSSION	<p>The Steering Committee considered four candidates that were nominated for the ad hoc Bylaws Review and Recommendation Committee. The decision was made to appoint Andrea Hinton, Matt Bungard, Carol Pleuss and Liz Erickson. The Steering Committee reserves the right to appoint one more person to the committee. The Steering Committee will convene the first meeting of the ad hoc Bylaws Review and Recommendation Committee to explain the charge. The ad hoc Bylaws Review and Recommendation Committee members will appoint the Chair. Nominations for the fifth member should go to Nancy Roadruck (nancy5@uakron.edu) and Kim Haverkamp (kh1@uakron.edu). The ad hoc committee should start work sometime in April and report to the Steering Committee by the middle of October.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:25 – 2:45

ISSUE BRIEFS

TIM LILLIE

DISCUSSION	<p>The Steering Committee discussed the process for handling Issue Briefs. An Issue Brief Status Report has been created to track the progress of each Issue Brief and it is posted in the "UC Steering Committee" section of the UC SharePoint site. Every Issue Brief, without exception, will be provided to the Steering Committee. That Committee will then decide which of the Briefs, if any, rise to the level of referral to a Standing Committee.</p> <p>The Steering Committee discussed ways to communicate the purpose of an Issue Brief. The following suggestions were made:</p> <ul style="list-style-type: none"> • SharePoint demonstration at the next UC meeting for Standing Committee Chairs • Use Zipline and Email Digest • Use OAA Marketing Briefs from Dr. Sherman 		
------------	--	--	--

	<ul style="list-style-type: none"> Ask UC Constituent Groups to send information to their members <p>The Steering Committee will develop clear and consistent language about the function of Issue Briefs that will be consistent across constituencies.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create a draft for Email Digest	Kent Marsden	
Put a link on Zipline to the UC Issue Brief Survey	Julie Burdick	

2:45 – 3:00

NEW BUSINESS

TIM LILLIE

DISCUSSION	<p>The Steering Committee discussed the agenda for the University Council meeting on March 20th. The Terms of Appointment Operating Protocol document was emailed to all University Council and Standing Committee members on March 2nd. As Secretary, Nancy Roadruck will introduce the Operating Protocol document. The Steering Committee report, by Tim Lillie, will include information about the ad hoc Bylaws Review and Recommendation Committee, the Issue Brief process, and the suggested forms of communication.</p> <p>There was discussion about whether a UC member can continue to serve if they choose not to run for or are not re-elected to their Constituent Group. If there is an at-large seat open in the Constituent Group, they can move to that seat, provided their constituency elects/appoints that person to the at-large seat. If they are not part of the Constituent Group and there is not an at-large seat available, they cannot be a voting member of the Standing Committee. All meetings are open, but only members of the Standing Committee can vote.</p> <p>There was a discussion about whether Standing Committees should secret-ballot voting. According to Roberts Rules, committees and the UC itself may order any vote to be taken by secret ballot at its discretion. However, the sense of some on the Steering Committee is that a secret ballot ought to be able to be part of the standing rules of the UC. Since the UC does not have a bylaw about this the voting method should be determined by the Standing Committee or by the UC, as noted. This issue is also to be presented to the Bylaws Committee for discussion, to determine how to include it in proposed new bylaws.</p> <p>There was a suggestion to have a new officer training every year.</p> <p>Tim Lillie received an email requesting that the Steering Committee ask for budget allocations and expenditures for campus units for the past ten years. Kent Marsden received the same request from the Integrated Financial Planning Group, with a timeframe of five years. Nancy Roadruck will combine the two requests and create an Issue Brief. The Steering Committee referred the Issue Brief to the Budget, Finance & Benefits Standing Committee with the proviso that they respond within 30 days of the issuance of the Brief, to the Steering Committee. The motion to do this carried.</p> <p>There was a motion to order ten copies of Roberts Rules of Order books for Nancy Roadruck, as Secretary and for each Standing Committee. The motion carried.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Order Roberts Rules of Order books	Kim Haverkamp	