University Council Steering Committee

MINUTES   JANUARY 11, 2012   2 – 3 P.M.

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	First Organizational 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

2:00 – 2:20	ROLE OF STEERING COMMITTEE AND EACH STEERING COMMITTEE MEMBER	TIM LILLIE

DISCUSSION	The Steering Committee and the University Council (UC) will be policy-focused bodies, addressing substantive issues and will be supported by the Provost and President. The Secretary's role is to assure the integrity of the minutes and committee records. One of the roles of the Steering Committee is to determine which Standing Committee to send appropriate issues, when questions come up. Jan. 17th UC meeting will be the first official meeting to get things started. Dr. Proenza will be attending and will give a brief welcome. The agenda for the Jan. 17th UC meeting was reviewed and approved with changes. Standing Committee Chairs will be asked to prepare a written report summary to be posted to SharePoint and sent to Nancy Roadruck and Kim Haverkamp by the Friday before the UC meetings. The Chairs will give a five-minute presentation at the meeting. Agendas will be printed for the meeting. All presenters are encouraged to use SharePoint at the meeting to pull up presentation documents online for review (to save on printing).
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2:20 – 3:00	REVIEW AND DISCUSS CONTEXT OF WHITE PAPER	

DISCUSSION	Is there a need to update the white paper document or would the addition of an Operating Protocol document suffice? The Protocol draft could be the basis for formal bylaws. The Board of Trustees reacted positively to the White Paper. Since the Board also (January 2011) passed a resolution requesting bylaws eventually, the bylaws proposed to the Board Rules Committee in September 2010 will be used where appropriate to inform the interim Operating Protocols, which are the bridge to eventual formal Board rules. Retirees on UC: The Steering Committee recognizes that a Protocol is needed. Benefits as part of a Standing Committee: Should Benefits be part of the Budget and Finance Standing Committee or the Talent Development and Human Resources Standing Committee? Benefits is currently part of the Budget and Finance Standing Committee. Standing Committees should make sure the committee chairs address this and possibly have joint activities. This type of situation may come up in other Standing Committees, such as a financial issue on the Information Technology Standing Committee. Members on two Standing Committees: In cases where it might be appropriate for an individual to serve on more than one committee, that person can be a voting member of only one committee and may only be appointed as a non-voting member of any other committee, except as specifically provided for in UC governing documents. Term of Appointment: The term of each member will be recorded on the UC roster and posted to the website. Co-chairs are responsible for contacting the constituency of the outgoing member to request a replacement. When a member is replaced, the new person will serve the balance of the term. Members have to be appointed/elected by the appropriate constituency group. Nonmembers can be invited to

| | attend a meeting as a guest.

Consecutive Terms: Per the White Paper, Standing Committee members serve three year terms and student members serve a one-year term. Therefore, there are no current term limits.

Constituency Groups: Can contract professionals taking graduate classes serve as a member of GSG? The constituency group will determine how to elect or appoint members. The constituency group has to document how they elect/appoint in their bylaws. Each constituency group will certify its procedures for selection/election to the Steering Committee and will, when reporting new members, certify that the new member of a Standing Committee or the University Council is a member of its constituency.

Priority Organization: To what extent does the UC Steering Committee help Standing Committees organize priorities? UC has asked Standing Committees to let them know the 2 – 3 priority issues.

Issue Briefs: The Office of Academic Affairs will track the status of issues briefs and will post to SharePoint and Website. |

CONCLUSIONS	

Decisions regarding the size, formation, and who is a voting member of the Standing Committees are the role of the UC until more formal provisions, approved by the University Council, can be implemented.

Meeting calendar schedule needs to be determined in the Operating Protocol document (fiscal/calendar).

If two people have been appointed to a Standing Committee by the Provost, only one can have a vote in UC or in the Standing Committee.

ACTION ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**
Ask constituency groups for the terms of their UC members.	Kim Haverkamp	Jan. 17th
Add constituency group contacts on the roster.	Kim Haverkamp	Jan. 17th
Provost will have a conversation with the co-chairs from the two Standing Committees that have two Provost appointees.	Mike Sherman	
Develop a marketing and communication plan: Use Email Digest to link to items on website.	Eileen Korey or Designate	

Next Meeting: Wednesday, January 25, 2 – 3 p.m., McCollester Room