

University Council

MINUTES

FEBRUARY 14, 2012 3 – 5 P.M.

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	Monthly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Dale Adams, Jim Boyes, Matt Bungard, Julie Burdick, Gustavo Carri, Kelly Daw, Alexa Doult, Elizabeth Erickson, Charlie Fey, Kim Gentile, Jessica Goerke, Kim Haverkamp, Wayne Hill, Becky Hoover, John Kline, Eileen Korey, Timothy Lillie, Kent Marsden, Jim McHugh, Sue McKibben, Chand Midha, Stacey Moore, Justin Orashan, Andrea Pavlichich, Jim Sage, Shivakumar Sastry, Steve Sedlock, Mike Sherman, Cheryl Collins-Slusarczyk, Laura Spray, Bob Stachowiak, Harvey Sterns, David Witt</p> <p>Absent: David Cummins, Karastin Katusin, John LaGuardia, George Newkome, Tom Wistrull</p> <p>Absent with notice: Ted Curtis, Nancy Roadruck, Mike Sherman</p>

Agenda topics

3:00 – 3:05 CALL TO ORDER

DISCUSSION	<p>Tim Lillie called the meeting to order and noted that a quorum was present. He asked for additions to the agenda. There being none, the agenda was approved. He asked for additions or corrections to the January 17th University Council (UC) minutes. There being none, the minutes of the previous meeting were approved as distributed. It will be a continued practice to have the agenda and minutes posted on the UC SharePoint site.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

3:05 – 3:25 STEERING COMMITTEE REPORT

DISCUSSION	<p>The Steering Committee met on January 25th and February 8th.</p> <p>The Steering Committee created an Operational Protocol for Term of Appointment to be proposed to the UC for adoption. Tim Lillie explained the proposed Operational Protocol for Term of Appointment. At-large members of the UC and members of the Standing Committees are elected/selected by their Constituent Group. The Steering Committee recommended that staggered terms be determined by the Constituent Group. Tim Lillie read the proposed Operational Protocol document. There was a motion to make the Term of Appointment Operational Protocol document available to all members of the UC and to table the vote until the next meeting on March 20, which being duly made and seconded was approved by voice vote. The document is posted in the Operational Protocol section of the UC SharePoint site.</p> <p>The Steering Committee created a Resolution to end the Term of Appointment on April 30th of each year. Kent Marsden explained that if students were to actively serve, it would be difficult for them if UC ended in the summer or at the end of a calendar year. Kent Marsden read the following Resolution:</p> <p>WHEREAS, the University Council has been formally inaugurated as of early 2012, and, WHEREAS, The Council elections/selections for at-large seats and for seats on each of the standing committees has been recently effected, and, WHEREAS, the final operating documents/bylaws of the Council are not yet finalized, and, WHEREAS, it is recognized that finalizing these documents will proceed this calendar year, and, WHEREAS, it is recognized that stability of University Council and Standing Committee membership would be conducive to good functioning, therefore, BE IT RESOLVED that terms of election/selection of at-large University Councilors and of Standing Committee members be fixed as beginning on May 1 of the year in which they are appointed, BE IT FURTHER RESOLVED that the terms of those selected/elected to represent constituencies as at-</p>
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	<p>large University Councilors or as Standing Committee members, as inaugural members, shall end for those appointed/selected/elected for one year on April 30, 2013; for those appointed/selected/elected for two years, on April 30, 2014 and for those appointed/selected/elected for three years on April 30, 2015. All new terms, except as otherwise specified, shall be for three years, beginning with the terms starting on May 1, 2013. Terms for new officers shall begin on May 1, 2014.</p> <p>Tim Lille asked if there was any debate on the resolution. There being none; the resolution was approved by voice vote.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

3:25 – 3:40 STANDING COMMITTEE REPORTS

DISCUSSION	<p>The following Standing Committees submitted reports. The reports are posted in the Standing Committee section of the UC SharePoint site.</p> <p>Budget, Finance and Benefits: The Standing Committee has looked at the first five months of the FY12 budget which ended on November 30th, 2011. The Standing Committee is collaborating with the Integrated Financial Planning Group to coordinate the committee's activities. Two student members have resigned due to class schedule conflicts.</p> <p>Physical Environment: Sasaki will be meeting with groups on campus March 5 – 6, 2012. The UC discussed classroom space on campus and the new classroom scheduling system that will soon be implemented. A motion was made that the Physical Environment Standing Committee give frequent reports to UC about the short-term and long-term planning goals of the physical plan, which being duly made and seconded was approved by voice vote.</p> <p>Research: The Standing Committee is examining options for distributing Opportunity Briefs on campus in order to better align the dissemination of research information to the campus community. One student member resigned due to class schedule conflicts and one student member is unable to attend meetings regularly due to work conflicts.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

3:40 – 3:50 ACTION ITEMS AND OPERATING QUESTIONS

DISCUSSION	<p>Jessica Goerke discussed the following documents related to UA's student absence policy:</p> <ul style="list-style-type: none"> • University Absence Policy: Guidelines for Absence Due to Participation in University Sponsored Events • Letter to Instructors • Assignment Completion Form <p>These documents are posted in the Operational Protocol section of the UC SharePoint site.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

3:50 – 4:00 NEW BUSINESS

DISCUSSION	<p>Questions were raised about the Pearson eLearning contract. Tim Lillie suggested that an Issue Brief be created for this issue.</p> <p>The Presidents of GSG and USG asked Committee Chairs to inform them if student members resign or are not attending meetings regularly. Tim Lillie said that the Steering Committee is in the process of developing a policy.</p> <p>Tim Lillie announced that the Term of Appointment document will be available to UC members while it is being developed. The document is posted in the Operational Protocol section of the UC SharePoint site.</p> <p>There was a motion to adjourn, which being duly made and seconded was approved by voice vote.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE