# University Council Steering Committee

## MINUTES    SEPTEMBER 22, 2015    3:00 – 4:00 PM

| MEETING CALLED BY | Stacey Moore, chair |
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| TYPE OF MEETING | Monthly Meeting |
| PRESIDER | Harvey Sterns, vice chair |
| NOTE TAKER | Kim Haverkamp |
| ATTENDEES | Members: Matt Bungard, Kristin Koskey, Isaac Lampner, Diane Raybuck, Mike Sherman, Harvey Sterns, Suzanne Testerman<br><br>Absent with notice: Stacey Moore |

## Agenda topics

### 3:00 – 3:07    CALL TO ORDER    HARVEY STERNS

| DISCUSSION | 1. The vice chair asked for additions to the agenda. A topic submission regarding Staff Annual Evaluations was added to the agenda.  The agenda was approved as amended.<br><br>2. The vice chair asked for additions or correction to the August 18 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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### 3:08 – 3:15    UNFINISHED BUSINESS    HARVEY STERNS

| DISCUSSION | 1. The online orientation for new members is complete and will be posted to the UC website.  Information will be distributed to members with the notification of the Oct. 13 UC/Standing Committee combined meeting.  An announcement will be made during the Oct. 13 UC meeting.<br><br>2. The Steering Committee discussed the standing committee goals process.<br>• A suggestion was made to task each standing committee with an annual goal of helping the VP develop a strategic plan for their unit<br>• The Steering Committee will ask for constituent group feedback to help with goal development<br><br>3. The Steering Committee reviewed a draft survey for constituent group feedback. The following suggestions were made:<br>• Send the survey to the chair of each constituent group and ask them to discuss University Council at their next meeting and identify policy/planning issues that they would like each standing committee to consider<br>• Explain the difference between committee goals and topic submissions<br>• Add a question to determine why the group thinks the issue they are submitting is a policy issue |
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|  | • Give the constituent groups one month to complete the survey<br>• Let the constituent groups know that a member of the Steering Committee would be happy to attend their meeting and help facilitate the discussion<br><br>4. The Digest ran an announcement, "University Council wants your input," on September 10th and 15th. One topic submission was received after the announcements. Kim Haverkamp will resubmit the announcement to The Digest.<br><br>5. The Fee Remission for PT Staff Dependents motion that passed at the September 15 UC meeting will be sent to President Scarborough. Kim Haverkamp will continue to follow-up with the President's Office on the progress of the Leave Bank Policy and Succession and Retirement Planning Recommendations.<br><br>6. The Steering Committee discussed UC attendance/quorum at the summer meetings. Councilor Bungard and Councilor Koskey will bring a draft resolution to change the summer UC meeting schedule to the October UC Steering Committee meeting. Kim Haverkamp will include all UC members in the Outlook Calendar meeting series. |
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| 3:55 – 4:05 | TOPIC SUBMISSIONS | HARVEY STERNS |
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| DISCUSSION | 1. A topic submission regarding Workload Policy was submitted anonymously. The Steering Committee determined that the topic is an operational issue and will be referred to Mike Sherman in his capacity of Chief Operating Officer.<br><br>2. A topic submission regarding Staff Annual Evaluations was submitted by John Kline. The Steering Committee will refer the topic to the Talent Development and Human Resources committee. |
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| 4:05 – 4:10 | NEW BUSINESS | HARVEY STERNS |
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| Discussion | The agenda for the October 13 UC/Standing Committee combined meeting was approved by unanimous consent.<br><br>The meeting was adjourned at 4:10 p.m. by unanimous consent. |
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