

University Council Steering Committee

MINUTES

JUNE 2, 2015

9 – 10:13 AM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Kristen Koskey, Isaac Lampner, Stacey Moore, Diane Raybuck, Mike Sherman, Suzanne Testerman Absent with notice: Harvey Sterns Other attendees: Kim Haverkamp

Agenda topics

9:00 – 9:05 CALL TO ORDER STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. The chair asked for additions to the agenda. The agenda was approved as distributed by unanimous consent. A suggestion was made to add the topic Standing Committee Report Procedures to the June 16 meeting agenda. 2. The chair asked for additions or correction to the April 21 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.
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9:05 – 9:55 UNFINISHED BUSINESS STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee discussed the UC Satisfaction Survey and the following suggestions were made: <ul style="list-style-type: none"> • Standing Committee Goals: <ul style="list-style-type: none"> ○ The Steering Committee will send the standing committee annual report to each administrator and ask for goal recommendations ○ The Steering Committee will develop standing committee goals based on the annual reports, the bylaws and the administrator recommendations • Standing Committee Meetings and Attendance: <ul style="list-style-type: none"> ○ Each standing committee will be asked to provide their meeting schedule to the secretary of the Steering Committee ○ Standing committees should consider the schedules of all members when scheduling meetings (a doodle poll was suggested) ○ Meetings may be attended by phone or other virtual form where all members are able to communicate synchronously ○ The Steering Committee will develop an attendance chart on SharePoint for standing committees to use ○ Standing committees should inform the Steering Committee if members have missed more than three regular meetings
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- Steering Committee:
 - Ask Student Engagement and Success committee and/or Budget and Finance committee to develop a one-page document of best practices for leading effective UC committee meetings.
 - The Steering Committee will hold a meeting for chairs after standing committee elections have been completed to discuss best practices.

The UC Steering Committee will develop a response to the UC Satisfaction Survey that includes a historical record to show how the effectiveness of the counsel is improving.

2. New member orientation: Kristen and Suzanne will send the slides to the Steering Committee to review before the voiceover is added. An update will be provided at the June 9 UC meeting.
3. UC Purpose Statement: The following statement will be sent to the Steering Committee for review. The statement will be added to all UC agendas.

The university council will operate under the principle of consultative decision-making wherein the opinion and advice of the university council membership are sought but where decision-making authority remains with the senior administration and the board of trustees. The university council provides the integrated framework for both strategic and ongoing planning, decision-making and execution of the university's strategic plan. It helps to ensure that the goals and objectives of the strategic plan are realized through implementing strategies and action plans reported through the university council (*University Council Bylaws, January 20, 2015: B and C2, page 1*).

4. HLC Focused Visit: President Scarborough accepted the recommendations of the accreditation team and sent a response to the Higher Learning Commission. The following is a link to the [2015 HLC focused visit report and institutional response](#).

9:55 – 10:10

ISSUE BRIEFS

STACEY MOORE

DISCUSSION

1. The Steering Committee reviewed the response from Ted Curtis, VP Capital Planning & Facilities Management, regarding Folk Hall. The committee determined that the topic is an operational issue and will be referred to Mike Sherman in his capacity of Chief Operating Officer.
2. The Steering Committee reviewed the response from Laurie Madden, Associate Vice President of Auxiliary Services, regarding campus dining. The committee determined that the topic is an operational issue and will be referred to Mike Sherman in his capacity of Chief Operating Officer.
3. A topic submission regarding technology in Folk Hall was submitted by Elizabeth Church. The committee determined that the topic is an operational issue and will be referred to Mike Sherman in his capacity of Chief Operating Officer.

10:10 – 10:13

NEW BUSINESS

STACEY MOORE

DISCUSSION	<p>Kim Haverkamp will schedule a photo of University Council members for the website after all UC members have been elected/selected by the constituent groups.</p> <p>The meeting was adjourned at 10:13 a.m. by unanimous consent.</p>
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