University Council Steering Committee

MINUTES MAY 15, 2013 2:00 – 2:45 PM

MEETING CALLED BY	Mike Sherman, co-chair
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Kent Marsden, vice chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Nate Kerr, Kent Marsden, Suzanne Testerman, Mike Sherman Other attendees: Julie Burdick, Kim Haverkamp

Agenda topics

2:00 – 2:05	CALL TO ORDER	KENT MARSDEN

DISCUSSION	1. The vice chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The vice chair asked for additions or correction to the May 1st Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website. 3. Co-chair Sherman explained that the Effectiveness and Efficiency Initiatives were created to make recommendations about the FY14 budget process. It was anticipated that the activities of these initiatives would fold into the appropriate UC standing committees. The vice president of each UC standing committee has received input from UC members about the activities of the Effectiveness and Efficiency Initiatives for which they are involved. The initiatives are expected to end in May.

2:05 – 2:25	UNFINISHED BUSINESS	KENT MARSDEN

DISCUSSION	1. The Steering Committee discussed the open co-chair seat. It was decided that vice chair Marsden will co-convene the University Council and Steering Committee meetings with co-chair Sherman. The election for UC Steering Committee co-chair will take place after the Board of Trustees decision on the proposed bylaws. **Kent Marsden will draft a letter to thank Tim Lillie for his service as co-chair of the Steering Committee.** 2. The UC proposed bylaws should be scheduled to be on the Board of Trustees Rules Committee agenda in June. 3. The operating protocol for annual membership appointments and elections that were passed at the May 14th University Council meeting will go into effect immediately as an interim solution, pending the Board of Trustees' decision on the proposed bylaws.

	4. USG appoints members to University Council at the beginning of the fall semester. A suggestion was made to help USG change the date of their election to correspond with the University Council year, so USG members elected to University Council will have the opportunity to be elected to Steering Committee positions at the June 2014 UC meeting.
	5. Kim Haverkamp will send notification to Bill Viau that the University Council voted to accept his response to the UC Service Recognition Proposal at the May 14th UC meeting.
	6. The Steering Committee reviewed the response from the Budget and Finance Committee regarding participation in the budget process. No further action is necessary.

2:25 – 2:35	ISSUE BRIEFS	KENT MARSDEN

DISCUSSION	1. The Steering Committee reviewed the response from the Budget and Finance Committee regarding the Cost per Student FTE and SCH issue brief. No further action is required. **Kim Haverkamp will send the response to the issue brief author.**
	2. The Steering Committee discussed the process for reviewing future issue briefs. A suggestion was made to ask the author about the purpose of the action requested to ensure that there is a stated purpose for the issue brief response.

2:35 – 2:45	NEW BUSINESS	KENT MARSDEN

DISCUSSION	1. A suggestion was made to add the topic, 2012 – 2013 University Council Debrief, to the June 4th University Council agenda. This will be a discussion to gain feedback and guidance from UC members. **Kim Haverkamp will add the topic to the UC agenda.**
	Meeting adjourned at 2:45 p.m.