

# University Council Steering Committee

## MINUTES

DECEMBER 12, 2012 2:00 – 3:20 PM

MEETING CALLED BY	Tim Lillie, co-chair
TYPE OF MEETING	Biweekly Meeting
PRESIDER	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Tim Lillie, Kent Marsden, Nancy Roadruck, Steve Sedlock Absent with notice: Sue McKibben, Mike Sherman Other attendees: Julie Burdick, Kim Haverkamp

### Agenda topics

2:00 – 2:05 CALL TO ORDER TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> <li>The co-chair asked for additions to the agenda. The following topics were added: <ul style="list-style-type: none"> <li>Bylaws review process for next UC meeting on January 8<sup>th</sup>.</li> <li>Special meeting to continue bylaws review</li> </ul> </li> <li>The co-chair asked for additions or correction to the November 28<sup>th</sup> Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.</li> </ol>
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2:05 – 2:55 UNFINISHED BUSINESS TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> <li>The Steering Committee discussed the process that was used to review the bylaws at the December 11<sup>th</sup> UC meeting. The following are next steps for the January 8<sup>th</sup> UC meeting: <ul style="list-style-type: none"> <li>A meeting notification will be sent to members on December 14<sup>th</sup> and a reminder will be sent on January 2<sup>nd</sup>. The notification will inform members that amendments from the floor must be in writing with a hard copy brought to the meeting. The members will be asked to send amendments in advance if possible to Kim Haverkamp and Nancy Roadruck. <b>Kim Haverkamp will draft the meeting notification.</b></li> <li>Bylaws review will continue seriatim (paragraph by paragraph) beginning with E(8).</li> <li>Members can offer an amendment to a paragraph and there will be a vote on the specific amendment. There is no formal decision to accept or reject any part of the bylaws document until the end.</li> <li>After the initial review of the entire document, there will be an opportunity to offer further amendments. Members can amend amendments at this time.</li> <li>A final vote will be taken to endorse the bylaws. A majority vote in favor is needed for endorsement.</li> </ul> </li> </ol>
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	<ol style="list-style-type: none"> <li>2. A suggestion was made to hold a special meeting before the next regular UC meeting to continue review of the bylaws. The decision was made not to hold a special meeting.</li> <li>3. The Steering Committee plans to complete the bylaws review at the January 8<sup>th</sup> UC meeting. Once the bylaws are endorsed by University Council, the Steering Committee will send a memo with the bylaws to President Proenza for potential Board of Trustees endorsement at the January 30<sup>th</sup> Board of Trustees Meeting. <b>Tim Lillie, Nancy Roadruck and Kim Haverkamp will create the memo.</b></li> <li>4. There was a discussion about implementation of the new bylaws. Upon approval of the bylaws by the UC, they will be forwarded directly to the President for his action which may be to refer them directly to the Board of Trustees, to implement them immediately if he does not think BOT approval is necessary, or return them to the UC with reasons for their disapproval. When finally approved by the Board, the bylaws will go into effect immediately; the SC will propose a schedule for transition from the old rules to the new.</li> <li>5. There was a discussion about a possible overlap between UC committees and Faculty Senate committees. The Steering Committee will continue to explore ways in which UC and Faculty Senate can work together in the areas of Research, Student Engagement and Athletics so that all constituency groups can be involved in committee work.</li> </ol>
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2:55 – 3:05

ISSUE BRIEFS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> <li>1. The Talent Development and Human Resources Committee submitted responses for the Faculty Staff Staffing issue brief and the University Administration Hiring issue brief along with a report titled, UA Staffing. <b>Kim Haverkamp will post the response to SharePoint and the UC website.</b></li> <li>2. A response was received from Ted Curtis, VP for Capital Planning and Facility Management, regarding the Sky Walk issue brief. Vice President Curtis responded to the author. <b>Kim Haverkamp will post the response to SharePoint and the UC website.</b></li> <li>3. A response was received from Ted Curtis, VP for Capital Planning and Facility Management, regarding the No Smoking by Building Entrances issue brief. VP Curtis responded to the author. <b>Kim Haverkamp will post the response to SharePoint and the UC website.</b></li> <li>4. An update was received from Jared Coleman, Director of Parking and Transportation Services, regarding the Residential Parking issue brief. He has scheduled a meeting with the author for mid-January. No further action is necessary.</li> </ol>
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3:05 – 3:20

NEW BUSINESS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> <li>1. The Student Engagement and Success Committee submitted an additional committee goal to the Steering Committee. The Steering Committee decided that committee goals do not need to be approved by the Steering Committee if it is consistent with the mission of the committee. <b>Kim Haverkamp will send a response to the committee chair.</b></li> </ol>
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2. New Member Update:

- Margo Ohlson (SEAC) joined the Research Committee
- Anthony Serpette (SEAC) joined the Information Technology Committee
- Gus Carri (Faculty Senate) stepped down from the Budget and Finance Committee.

3. The Steering Committee discussed the procedure for re-electing a new chair to a Standing Committee when the chair steps down before the term of office has expired. It was decided that the Standing Committee will determine whether they re-elect immediately or re-elect after they receive a new member from the Constituency Group.

The meeting was adjourned at 3:20 p.m. by unanimous consent.