

University Council Steering Committee

MINUTES

FEBRUARY 22, 2012 2 – 3 P.M.

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Jessica Goerke, Kim Haverkamp, Tim Lillie, Kent Marsden, Sue McKibben, Nancy Roadruck, Mike Sherman

Agenda topics

2:00 – 2:05 CALL TO ORDER TIM LILLIE

DISCUSSION	Tim Lillie called the meeting to order. He is pleased with the progress being made on the organization of administrative tasks.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:05 – 2:25 OPERATIONAL PROTOCOL TIM LILLIE

DISCUSSION	<p>Tim Lillie made edits to the Draft Operational Protocol document that will be presented for action at the next UC meeting on March 20th.</p> <p>There was a discussion about student membership. It is difficult for student groups to find enough bodies to serve on UC and Standing Committees. The White Paper states that half of the members come from the governing body and half come from the at-large population. GSG is limited to the nine senators in their governing body; therefore, some senators have to serve on more than one committee to fill the UC and Standing Committee seats. SEAC and CPAC had the same challenge and they changed the number of members in their election/selection process. The student groups may also want to modify their election/selection process.</p>		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Make sure the most recent version of the Draft Operational Protocol document is used for distribution.	Kim Haverkamp		

2:25 – 2:45 STANDING COMMITTEE VISITS KENT MARSDEN

DISCUSSION	<p>SEAC had changes in two appointments. The changes have been documented on the UC Roster and the Term of Appointment document on the UC SharePoint site. When a vacancy occurs, the constituent group can appoint immediately. The UC Steering Committee will certify the appointment before the person can be seated at a UC meeting.</p> <p>There is some confusion in UC Standing Committees about the purpose of the committee. The UC is about shared governance. The Standing Committees should make recommendations about long-term and short-term policy. They should not get involved in day-to-day operations. The UC Steering Committee will continue to support the Standing Committees through visits.</p>		
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CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

2:45 – 3:00

NEW BUSINESS

TIM LILLIE

DISCUSSION	<p>The UC Steering Committee will make a proposal to UC to change the name of the Budget, Finance & Benefits Standing Committee to the Budget and Finance Standing Committee. This item will be put on the March 20th UC agenda under new business and Nancy Roadruck will present the proposal.</p> <p>There was a discussion to form an ad hoc Bylaws Committee. Tim Lillie read the following draft language:</p> <p>The Steering Committee of the University Council will appoint an ad hoc Bylaws Review and Recommendation Committee to review the white paper of August 19, 2011, the Bylaws proposed on February 25, 2010 and the Board resolution regarding the creation of bylaws for the University Council of January 2011. Operating Protocols created for use by the UC shall also be considered by this committee. The Committee will report proposed bylaws to the Steering Committee by June 15, 2012.</p> <p>The purpose of the committee is to make sure that operating protocol is clear. June 15th may be too soon for the Bylaws Committee to have recommendations to the Steering Committee. The decision was made to make an announcement to UC and Standing Committee members that the Steering Committee will form an ad hoc Bylaws Review and Recommendation Committee. There was a consensus that the committee will consist of five people and that they will report proposed bylaws to the Steering Committee by the end of the calendar year. Tim Lillie will determine a way to ask for volunteers from UC and the Standing Committees.</p> <p>The following Issue Briefs were submitted through the Issue Brief Survey on the University Council SharePoint site:</p> <ul style="list-style-type: none"> • The Steering Committee discussed the Recognition of Service on University Council issue brief. The decision was made to refer this Issue Brief to the Talent Development and Human Resources Standing Committee. The Standing Committee will review the issue and submit a written report to the Steering Committee summarizing their findings and recommendations. • The Steering Committee discussed the Exploration of Pearson eLearning Initiative issue brief. The decision was made to refer this Issue Brief to the Information Technology Standing Committee. The Standing Committee will review the issue and submit a written report to the Steering Committee summarizing their findings and recommendations. 		
	CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
An Issue Brief Status Report has been added to the UC SharePoint site, found in the "University Council Steering Committee" section.	Kim Haverkamp		

Next Meeting: March 7, 2 – 3 p.m., Leigh Hall 413