

# University Council Steering Committee

## MINUTES

FEBRUARY 24, 2015 3:00 – 4:10 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Turner Anderson, Kristen Koskey, Stacey Moore, Diane Raybuck, Ian Schwarber, Mike Sherman, Harvey Sterns, Suzanne Testerman  Absent with notice: Kathie Ruther  Other attendees: Kim Haverkamp

### Agenda topics

3:00 – 3:05 CALL TO ORDER STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> <li>The chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>The chair asked for additions or correction to the January 27 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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3:05 – 3:30 UNFINISHED BUSINESS STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> <li>The Steering Committee chair and secretary conducted a meeting of the standing committee chairs. The following is a summary of the meeting: <ul style="list-style-type: none"> <li>The standing committee chairs would like administrative support for scheduling meetings, preparing agendas/minutes and uploading documents to the UC SharePoint site. <ul style="list-style-type: none"> <li>The Steering Committee will ask the standing committee administrators to assign administrative support to their committee, see UC Bylaw D(8)(a)(iv). Kim Haverkamp will conduct an orientation for the administrative assistants.</li> </ul> </li> <li>The standing committees are sometimes unsure of the type of topics appropriate for University Council and Standing Committee business. <ul style="list-style-type: none"> <li>The UC informs the administration on matters of planning and policy that affect all constituent groups, see UC Bylaw B).</li> <li>The UC has aligned in-depth committee reports with the BOT dates so the UC can be timely with issues that go to the BOT.</li> <li>Standing committees should focus on the goals they set at the beginning of the UC year.</li> <li>A recommendation was made to have standing committee administrators inform the UC of important issues in their area at the beginning of each UC meeting.</li> </ul> </li> </ul> </li> </ol>
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	2. The University is expecting a response from the Higher Learning Commission this summer.
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3:30 – 3:55                      ISSUE BRIEFS    STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> <li>1. A topic submission regarding Academic Advising Compensation and Retention was submitted by Michael Levinstein. The Steering Committee will refer the topic submission to the Talent Development and Human Resources committee.</li> <li>2. A topic submission regarding Smoking was submitted by Richelle Laipply. The Steering Committee will refer the topic submission to the Communications committee with a request to send a campus communication to reinforce the current campus smoking policy.</li> <li>3. A topic submission regarding E-Cigarettes was submitted by Jeanette Kontak. The Steering Committee will refer the topic submission to the Recreation and Wellness committee.</li> </ol>
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3:55 – 4:10                      NEW BUSINESS    STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> <li>1. The Steering Committee will create an annual report template for standing committees. Annual reports will be submitted in writing to the Steering Committee and presented at the April 7 UC meeting.</li> <li>2. The March 10 UC agenda was approved.</li> <li>3. Suzanne Testerman and Kristen Koskey are revising the University Council Overview for the new member orientation. The orientation will not be a part of a regular UC meeting.</li> <li>4. The meeting was adjourned at 4:10 p.m. by unanimous consent.</li> </ol>
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