

# University Council Steering Committee

## MINUTES

OCTOBER 31, 2012 2:00 – 3:00 PM

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

### Agenda topics

2:00 – 2:05 CALL TO ORDER MIKE SHERMAN

DISCUSSION	<p>The co-chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</p> <p>The co-chair asked for additions or correction to the October 17<sup>th</sup> Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The October 17<sup>th</sup> minutes will be posted to the UC website.</p>
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2:05 – 2:35 UNFINISHED BUSINESS MIKE SHERMAN

DISCUSSION	<ol style="list-style-type: none"> <li>The Steering Committee reviewed the Proposed Bylaws document and clarified items that had been revised at the October 17<sup>th</sup> and 26<sup>th</sup> Steering Committee meetings. <b>Kim Haverkamp will edit the Proposed Bylaws document per the discussion and send it to Steering Committee members for feedback.</b> <p>The Steering Committee determined the following timeline for next steps:</p> <ul style="list-style-type: none"> <li>11/1/12 – Send revisions to steering committee for feedback.</li> <li>11/2/12 – Send the revised bylaws document to standing committee chairs and ask them to get feedback from their committee during their November meeting.</li> <li>11/21/12 – Deadline for feedback from standing committees.</li> <li>11/28/12 – UC Steering Committee meeting. Steering committee reviews feedback from standing committees.</li> <li>12/11/12 – University Council meeting. Add agenda item: Feedback from Committees on Bylaws.</li> </ul> </li> <li>The Steering Committee reviewed the Standing Committee Goals tally sheet results and identified items of focus for each Standing Committee during 2012-13. <b>Kim Haverkamp will create a document with the identified goals.</b></li> </ol>
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