

# University Council Steering Committee

MINUTES

JULY 21, 2015

3:00 – 3:50 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Kristin Koskey, Isaac Lampner, Stacey Moore, Diane Raybuck, Mike Sherman, Suzanne Testerman  Absent with notice: Matt Bungard, Harvey Sterns

## 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. The topic, College and Vice Presidential Diversity Plans and Reports, was added under new business.</li> <li>The chair asked for additions or correction to the June 16 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>At the June 16 meeting, the Steering Committee voted to allow anonymous topic submissions. A statement will be added to the topic submission page that includes the following: <ul style="list-style-type: none"> <li>The UC’s ability to act may be limited if the submission is not clearly stated</li> <li>The UC will not be able to provide the author with a response</li> <li>It is the author’s responsibility to check the UC website for the result of their submission</li> </ul> Kim Haverkamp will draft the statement. </li> <li>UC Attendance/Quorum: According to Roberts Rules of Order, the chairman should not take the chair until a quorum is present. Currently there are 28 elected/selected members of the UC and 13 members attended the June 9 UC meeting. Therefore, there was not a quorum. The Recreation and Wellness Committee will be notified that the Wellness Statement motion will be placed on the August 11 UC agenda.</li> </ol>
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	<p>3. The UC Steering Committee anticipates the following business at the August 11 UC meeting:</p> <ul style="list-style-type: none"> <li>• Wellness Statement motion – Recreation and Wellness Committee</li> <li>• Fee Remission for Part-Time Staff Dependents motion – Talent Development and Human Resources Committee</li> </ul> <p>If it is determined that representatives from the committees cannot attend to bring the motions forward, the August 11 UC meeting will be canceled.</p> <p>The meeting notification email will emphasize the need for a quorum and remind members to notify Kim Haverkamp if they cannot attend. A reminder email will also be sent prior to the meeting.</p>
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3:30 – 3:30                      TOPIC SUBMISSIONS                      STACEY MOORE

DISCUSSION	There were none at this time.
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3:30 – 3:50                      NEW BUSINESS                      STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> <li>1. A recommendation was received from the Diversity Council proposing that each college and vice presidential unit develop Diversity Action Plans. The Steering Committee will refer the proposal to both the Talent Development and Human Resources committee and the Student Engagement and Success committee with a request that they work together to submit a motion to the Steering Committee by October 5.</li> <li>2. A suggestion was made to invite President Scarborough to the first meeting of each academic year. President Scarborough will be invited to the September 15 UC meeting.</li> <li>3. Due to budget constraints, beverages will not be provided at UC meetings.</li> <li>4. The August 11 UC meeting agenda was approved by unanimous consent.</li> </ol> <p>The meeting was adjourned at 3:50 p.m. by unanimous consent.</p>
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