

University Council Steering Committee

MINUTES

MAY 2, 2012

2:00 – 3:00 PM

MEETING CALLED BY	Tim Lillie
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, Mike Sherman Absent with Notice: Nancy Roadruck

Agenda topics

2:00 – 2:05

CALL TO ORDER

TIM LILLIE

DISCUSSION	<p>Tim Lillie called the meeting to order. He asked for additions to the agenda. The following topics were added:</p> <ul style="list-style-type: none"> • Survey to UC members • UC recognition letter update • UC and UC Steering Committee meeting schedules • Student participation at summer meetings <p>Jessica Goerke submitted a letter to Tim Lillie relinquishing her seat on the UC Steering Committee due to graduation. Jessica also submitted a list of GSG members that have been appointed to serve on UC for 2012-2013.</p> <p>Tim Lillie asked for additions or corrections to the April 19th Steering Committee minutes. There being none, the minutes were approved as distributed.</p>
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2:05 – 2:20

UNFINISHED BUSINESS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee discussed the Opportunity Brief Resolution that was endorsed by UC on April 10th. The Steering Committee will send it to the Office of Research and Institutional Marketing for implementation. Tim Lillie will create the message. Kim Haverkamp will send the email. 2. The Steering Committee discussed the Faculty Staff Staffing Resolution from David Witt that was endorsed by UC on April 10th. The Steering Committee will send it to the Talent Development and Human Resources Committee to review and make recommendations about execution back to the UC Steering Committee. The suggestion was made to hold open forums on this topic in the fall.
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DISCUSSION	<ol style="list-style-type: none"> 1. An issue brief regarding University Administration Hiring was submitted on March 29th by Ronald Fields. The Steering Committee will refer the issue brief to the Talent Development and Human Resources Committee and ask them to incorporate it into their response to the previous resolution on Faculty and Staff Analysis. 2. An issue brief regarding Campus Safety was submitted on March 30th by Christopher Allen. The Steering Committee will send Christopher Allen a summary of UA’s safety initiatives and the link to UA’s safety webpage. 3. An issue brief regarding Employee Accountability was submitted on April 3rd by Alexander D’Rain. The Steering Committee will refer the issue brief to Becky Hoover for response to the author. 4. An issue brief regarding Tennis Court Lighting was submitted on April 5th by Joseph Burrier. The Steering Committee will refer the issue brief to Tom Wistrill for response to the author. 5. An issue brief regarding the Wolf Ledges Parkway Highway Access Ramp was submitted on April 12th by Paige Dabernig. The Steering Committee will refer the issue brief to Ted Curtis for response to the author. 6. An issue brief regarding UA’s Non-discrimination Policy was submitted on April 18th by Chris Kuhn. The Steering Committee will refer the issue brief to the Talent Development and Human Resources Committee to review and make recommendations back to the UC Steering Committee. 7. The Steering Committee discussed response deadlines for issue briefs. The decision was made to give the Standing Committee Chairs responsibility for determining response deadlines for the issue briefs referred to their committee. Kent Marsden will inform the ad hoc bylaws committee of this decision.
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DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee discussed the University Council meeting schedule. The decision was made that University Council will meet the second Tuesday of each month from 3 – 5 p.m. in Student Union 312. <i>During the summer, University Council will meet from 3-4:30 p.m.</i> Kelly Daw will add meeting information to the UC website. 2. The Steering Committee discussed the Steering Committee meeting schedule. The decision was made to continue to meet every two weeks on Wednesday from 2 – 3 p.m. in the McCollester Room. Kim Haverkamp will add the meetings to Steering Committee members’ Outlook calendars. 3. The Steering Committee discussed sending a survey to University Council members. The survey will measure the productivity of University Council and the Standing Committees and ask for suggestions to improve productivity. The decision was made to give members two weeks to respond to the survey with a reminder after one week. The Office of Academic Affairs will create the survey.
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	<p>A sample survey will be sent to the Steering Committee for approval before being sent to all UC members.</p> <p>4. The Steering Committee discussed the attendance policy for UC meetings during the summer. The decision was made that UC members should notify the committee of their absence. The committee secretary will record it as absent with notice.</p>
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2:50 – 2:53

UNIVERSITY COUNCIL MEETING AGENDA

TIM LILLIE

DISCUSSION	<p>An election to replace Jessica Goerke’s position on the UC Steering Committee was added to the “New Business” section of the agenda for the May 8th University Council meeting.</p>
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