

University Council Steering Committee

MINUTES

APRIL 3, 2013

2:00 – 3:05 PM

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

Agenda topics

2:00 – 2:05 CALL TO ORDER TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> The co-chair asked for additions to the agenda. The following topics were added: <ul style="list-style-type: none"> Board of Trustees bylaws review Role of the UC in upcoming issues Role of the Steering Committee in making decisions for the use of resources The co-chair asked for additions or correction to the March 20th Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
------------	---

2:05 – 2:05 UNFINISHED BUSINESS TIM LILLIE

DISCUSSION	There were none.
------------	------------------

2:05 – 2:25 ISSUE BRIEFS TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> An issue brief regarding Costs per Student FTE and SCH was submitted on March 18th by David Witt and was emailed to the Steering Committee after the March 20th Steering Committee meeting. The co-chair sent an electronic voting ballot to committee members. Three votes were received to endorse sending the issue brief to the Budget Committee. The issue brief was not sent forward because this type of voting process had not been previously discussed. The Steering Committee discussed the Costs per Student FTE and SCH issue brief and voted to refer it to the Budget and Finance Committee. They will be asked to get the data they need from Institutional Research and send a response to the Steering Committee by April 30th so the Steering Committee can provide a status report to University Council at the May 9th UC meeting.
------------	--

	<p>3. An issue brief regarding Effectiveness Initiatives Committees was submitted on March 22nd by Peggy Walchalk on behalf of SEAC. The Steering Committee voted to refer the issue brief to Provost Sherman requesting that he provide names of the committee chairs and members of the effectiveness committees to Peggy Walchalk and the Steering Committee.</p>
--	---

2:25 – 3:05

NEW BUSINESS

TIM LILLIE

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee discussed ways to ensure that future creation of committees go through University Council. The University Council would expect that before policies for operational issues are ready to be implemented, the UC would have the opportunity to review and make formal recommendations to the President. The Steering Committee voted to send their understanding of how this should operate to President Proenza and Provost Sherman. 2. New members were certified by the Steering Committee: Member Update 4-3-13 Kim Haverkamp will send notification to SEAC and CPAC. 3. The co-chair provided an update on the bylaws. The Steering Committee received a letter from President Proenza stating that he will review the proposed bylaws and forward them to the Rules Committee of the Board of Trustees. 4. The Steering Committee discussed having a representative attend Board of Trustees meetings for informational purposes. 5. The co-chair informed the Steering Committee that a request to have a transcriptionist at each UC meeting was denied as well as a request to include information in an Email Digest announcement. 6. The co-chair asked the Steering Committee to think about how to develop a bylaws implementation plan. Kim Haverkamp will add this topic to the UC Steering Committee agenda. <p>The meeting was adjourned at 3:05 by unanimous consent.</p>
------------	---