

University Council Steering Committee

MINUTES

APRIL 4, 2012

2:00 – 3:00 P.M.

MEETING CALLED BY	Tim Lillie and Mike Sherman
TYPE OF MEETING	Biweekly Meeting
FACILITATOR	Tim Lillie
NOTE TAKER	Kim Haverkamp
ATTENDEES	Julie Burdick, Jessica Goerke, Kim Haverkamp, Tim Lillie, Sue McKibben, Nancy Roadruck Absent with Notice: Mike Sherman, Kent Marsden Members of the ad hoc Bylaws Review and Recommendation Committee: Matt Bungard, Mary Hardin, Carol Pleuss

Agenda topics

4:00 – 4:05

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 under New Business:</p> <ul style="list-style-type: none"> • Golden Ideas • Report template for Standing Committees responding to Issue Briefs <p>He asked for additions or corrections to the March 20th Steering Committee minutes. There being none, the minutes were approved as distributed.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2:05 – 2:20

UNFINISHED BUSINESS

TIM LILLIE

DISCUSSION	<p>Tim Lillie welcomed the members of the ad hoc Bylaws Review and Recommendation Committee. The charge of the committee is to review the white paper of August 19, 2011, the Bylaws proposed on February 25, 2010, the Board Action of January 2011 and develop a set of bylaws based on the best principles from these documents. All documents are in the "Operational Protocol" section of the UC SharePoint site. The Committee will report proposed bylaws to the Steering Committee in October. Nancy Roadruck will establish a meeting time for the first meeting and Tim Lillie will convene the first meeting.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Nancy Roadruck will establish a meeting time for the first meeting and Tim Lillie will convene the meeting.	Nancy Roadruck/Tim Lillie	

2:20 – 2:35

ISSUE BRIEFS

TIM LILLIE

DISCUSSION	<p>An Issue Brief regarding firearms on campus was submitted on March 26th by Nicholas Banke. The decision was made to refer the issue brief to Chief Callahan and Candace Campbell Jackson.</p> <p>An Issue Brief regarding UA's summer session schedule was submitted on March 20th by Cassie Cicen. The decision was made to refer the issue brief to Rex Ramsier.</p> <p>An Issue Brief regarding course evaluation was submitted on March 20th by Albert Forster. The decision</p>	
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<p>was made not to consider this issue brief because it is an academic issue and should be addressed by Faculty Senate.</p> <p>An Issue Brief regarding financial aid was submitted on March 20th by Rosalyn Rainey. The decision was made to refer this issue brief to the Budget and Finance Standing Committee with a recommendation to contact Michelle Ellis and Lee Gill for assistance.</p> <p>An issue regarding faculty and staff staffing was submitted via email to the Steering Committee by David Witt. The decision was made to add the item to the "New Business" section of the agenda for the April 10th University Council meeting.</p> <p>The Steering Committee decided that Tim Lillie and Nancy Roadruck will create a response to each person that submitted an Issue Brief.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Tim Lillie and Nancy Roadruck will create a response to each person that submitted an issue brief.	Tim Lillie/Nancy Roadruck	

2:35 – 2:50

NEW BUSINESS

TIM LILLIE

DISCUSSION	<p>The Steering Committee discussed support and remuneration for UC activities. The suggestion was made to designate office space and administrative support for UC activities and remuneration for non-administrative Steering Committee Members and Standing Committee Co-Chairs because of the time commitment involved. There was discussion about using a recognition program in lieu of compensation and the importance of ensuring that supervisors are aware of the duties and time commitment of UC members. The Steering Committee will continue to discuss this topic.</p> <p>The Steering Committee discussed the suggestion to align ideas that are generated through Golden Ideas to specific UC Standing Committees. Golden Ideas is located on Zipline and is a sourcing platform for generating and "discussing" ideas in a web-based format. There was discussion about the process for implementation and it was decided that the Golden Ideas that relate to University policy should be brought to UC through an Issue Brief, a Standing Committee or the Steering Committee.</p> <p>The Steering Committee discussed the suggestion that a report template be created for Standing Committees responding to Issue Briefs. It was decided that a report template will be created.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2:50 – 3:00

UNIVERSITY COUNCIL MEETING AGENDA

TIM LILLIE

DISCUSSION	<p>The issue regarding faculty and staff staffing submitted by David Witt will be added to the "New Business" section of the agenda for the April 10th University Council meeting and uploaded to the UC SharePoint site.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE