

University Council Steering Committee

MINUTES

NOVEMBER 20, 2015 8:30 – 9:30 AM LEIGH HALL 414

MEETING CALLED BY	Stacey Moore, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Stacey Moore, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Members: Kristin Koskey, Isaac Lampner, Stacey Moore, Brittne Paramore, Diane Raybuck, Mike Sherman,</p> <p>Absent with notice: Harvey Sterns, Suzanne Testerman</p>	
Agenda topics:		
8:30 – 8:35	CALL TO ORDER	STACEY MOORE
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order. The following topics were added to the agenda. The agenda was approved as amended by unanimous consent. <ul style="list-style-type: none"> Leave Bank Topic Submission Response Standing Committee Calendar/Cycle The chair asked for additions or correction to the November 3 Steering Committee minutes. A revision was made to show that the chair emailed the Draft AGB Statement on Board Responsibility for the Oversight of College Completion and Attainment to the Steering Committee after the meeting. The minutes were approved as amended by unanimous consent. The minutes will be posted to the UC website and SharePoint site. 	
UNFINISHED BUSINESS		STACEY MOORE
DISCUSSION	<ol style="list-style-type: none"> The UC motion regarding the AGB visit in December that passed at the November 10 UC meeting will be sent to President Scarborough. The Steering Committee reviewed the attached Constituent Group Survey response from SEAC. The goal feedback will be sent to each standing committee for their consideration. The Steering Committee discussed the attached Summer Meeting Survey Results and determined there was not enough evidence to support a policy change. The following suggestions were made to try to optimize attendance at summer meetings: <ul style="list-style-type: none"> Send a doodle poll to determine the best meeting time for UC members Add the meetings to Outlook Calendar for all UC members The Steering Committee will send an email to UC members that have missed three or more meetings to remind them of the attendance policy stated in the UC Bylaws. 	

8:55 – 9:15	TOPIC SUBMISSIONS	STACEY MOORE
DISCUSSION	<ol style="list-style-type: none"> 1. The Course Catalog and Enrollment Schedule Topic Submission response was reviewed and will be sent to the author. 2. Kim Haverkamp will send a reminder about the Scholarship Cap Topic Submission to the Student Engagement and Success Committee. 	
9:15 – 9:30	NEW BUSINESS	STACEY MOORE
Discussion	<ol style="list-style-type: none"> 1. The agenda for the December 8 UC meeting was approved by unanimous consent. 2. The Steering Committee discussed the capital project request. The Physical Environment Committee approved the capital project list that was presented by Steve Myers, Capital Planning and Facilities Management, and Nathan Mortimer, VP Finance and Administration/CFO, prior to state submission. The Steering Committee will ask the Physical Environment Committee to review the list of capital project with the UC on an annual basis. A suggestion was made to send the UC Annual Calendar for In-Depth Standing Committee Reports to each standing committee administrator to ensure that the calendar corresponds with the cycle for their unit; enabling the standing committee to bring recommendations for planning and policy to the UC in a timely manner. 3. The chair received the following response from Nathan Mortimer regarding the Leave Bank Topic Submission: <p style="margin-left: 40px;">“I apologize for the much delayed response.....I’ve come to learn the topic of a SL donation program has been raised a few times over the years but to get a final and lasting declaration on the topic, I requested that General Counsel’s Office request an opinion from the Attorney General’s Office regarding the University’s legal ability to provide for such a program. I will hold moving ahead with any recommendation pending a response from the AG which I suspect will be forthcoming by calendar year end.”</p> <p>The meeting was adjourned at 9:15 a.m. by unanimous consent.</p>	