

University Council Executive Committee

MINUTES OCTOBER 22, 2019 2:30 – 3:50 PM LEIGH HALL 413

MEETING CALLED BY	Ruth Nine-Duff, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Ruth Nine-Duff, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Attendees: Phil Allen, Jeanette Carson, Tonia Ferrell, Ruth Nine-Duff, Mark Okocha, Linda Saliga, Julia Spiker, Amanda Stefin, Harvey Sterns</p> <p>Absent with notice: Marjorie Hartleben</p> <p>Absent without notice: Chand Midha</p>

Agenda topics:

2:30 – 2:35 **CALL TO ORDER** **RUTH NINE-DUFF**

DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order and asked for additions to the agenda. The topic Chair’s Invitation to the President was added to the agenda. The agenda was approved as revised by unanimous consent. The chair asked for additions or correction to the September 24 Executive Committee minutes. The following revision were made: Phill Allen will replace Harvey Sterns on the Sesquicentennial Steering Committee as a UC representative. Harvey Sterns continues on the Steering Committee as chair of the Academic Excellence Committee. The minutes were approved as revised by unanimous consent.
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2:35 – 3:30 **UNFINISHED BUSINESS** **RUTH NINE-DUFF**

DISCUSSION	<ol style="list-style-type: none"> There was discussion about the draft Bylaws language to establish the ad-hoc Awards Committee as a permanent committee. There was a suggestion to make it a special committee that reports to the UC Executive Committee. The draft language will be added as Bylaw H(3). The Bylaw revision will be read at the Nov. UC meeting and the vote will take place at the Dec. UC meeting. The UC Satisfaction Survey results were discussed, along with the purpose of the survey, and the following will be implemented: <ol style="list-style-type: none"> Instead of an annual survey which has a low response rate and issues with submission timelines, create a continuous method on the UC website for comments/suggestions/feedback. Communicate this new method for continuous improvement on UC meeting agendas and UC Digest announcements. Ask UC members to submit feedback before the end of spring semester (e.g., March/April timeframe before student members and others may be off campus).
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	<ol style="list-style-type: none"> b. Provide an orientation at the September UC meeting. The orientation should include the following: <ol style="list-style-type: none"> i. UC purpose statement ii. Procedures for meeting protocols iii. Duties of officers iv. Absence policy c. Work with constituent groups asking them to provide more orientation or background for appointees to standing committees so they have a better understanding of the UC's purpose d. Ad hoc committees should follow the same procedures as standing committees <ol style="list-style-type: none"> i. Officer elections and monthly meeting schedule ii. Submit written minutes for UC website iii. Submit written committee reports for UC meeting e. Invite guest speakers from across campus for informative discussions <ol style="list-style-type: none"> i. Annie Hanson will discuss Sesquicentennial Celebration in Nov. ii. Invite John Corby in Dec. iii. Suggestions: Jolene Lane, General Counsel, Galen Karriker/Marc Reed, International Center iv. Ask UC members to make suggestions at the Nov. UC meeting <p>3. There was a discussion about the number of committee reports that were presented last year. This number should increase with the new procedure to submit written committee reports prior to the UC meeting per existing UC Bylaws.</p>
3:30 – 3:35	<p style="text-align: center;">TOPIC SUBMISSIONS</p> <p style="text-align: right;">RUTH NINE-DUFF</p>
DISCUSSION	<p>Pedestrian Crosswalk at Hill Street and University Avenue</p> <ul style="list-style-type: none"> • Suggestion to install a stop sign at university Avenue, and/or refresh the white painting at crosswalks, and/or install yield to pedestrian blinking light <p>The topic was referred to the Physical Environment Committee.</p>
3:45 – 3:50	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">RUTH NINE-DUFF</p>
Discussion	<ol style="list-style-type: none"> 1. Chair Nine-Duff sent an open invitation to President Miller to attend UCEC meetings. 2. There was a discussion about the role of the appointed administrator at committee meetings. There was a question about how a committee should connect with an appointed administrator who is not attending meetings. This question will be discussed with the Chief Academic Officer at the Nov. UCEC meeting. 3. The following committee annual reports were reviewed and will be posted to the UC website: <ul style="list-style-type: none"> • Budget and Finance • Information Technology • Talent Development and Human Resources

4. The following committee goals were reviewed and will be posted to the UC website:

- Budget and Finance
- Communications
- Information Technology
- Recreation and Wellness
- Student Engagement and Success

Kim will send a reminder to the committees that have not submitted goals (Institutional Advancement, Physical Environment, Student Engagement and Success, Talent Development and Human Resources).

5. There was a reminder that UC may need to schedule a special meeting in Nov./Dec. for the three-year action plan discussion and vote.

6. The topic Bylaws Revision for Awards Committee will be added to the Nov. 12 UC agenda as New Business. The agenda was approved as revised by unanimous consent.

7. The meeting was adjourned at 3:50 p.m. by unanimous consent.