University Council: Shared Leadership

“The University Council is the representative and legislative body of the University that deliberates and makes recommendations to the president and senior vice president, provost and chief operating officer on planning, policy, operations and other substantive matters in areas that relate to the well-being and common interest of the greater university community.” (University Council Bylaws, Nov. 12, 2013: C1, page 2)

Through this consultative decision making model, we will complement and support the success of our strategic planning and implementation activities, and promote continuous improvement across the campus.

See the following:  http://www.uakron.edu/uc/
Note that Council and Standing committee members can also access the Sharepoint site at: https://sps.uakron.edu/committees/UC/SitePages/Home.aspx

The Sharepoint site also has some tentative/interim materials that bylaws should eventually codify, in the Operational Protocol section. Everything is tentative, pending bylaws.
University Council: Structure

**Constituent Groups Represented on the University Council**
- Undergraduate Student Government
- Contract Professionals Advisory Committee
- Deans
- Department Chairs/School Directors
- Faculty Senate
- Graduate Student Government
- Staff Employee Advisory Committee
- Vice Presidents

**Board of Trustees**
- President (Strategic/Planning)
- SVPP (Operational)

**University Council**
- 35 members
- Steering Committee
  - 8 members
- Standing Committees (8)
  - 13 members each
The **University Council** is the main representative legislative body, which will deliberate and make recommendations to the President.

<table>
<thead>
<tr>
<th>Members</th>
<th>Selection Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 constituent group representatives</td>
<td>Selected or elected by constituent groups</td>
</tr>
<tr>
<td>1 dean + 1 department chair/school director</td>
<td>Selected by their peers</td>
</tr>
<tr>
<td>1 university employee</td>
<td>Jointly appointed by President and Provost</td>
</tr>
<tr>
<td>1 senior vice president, provost, and chief operating officer</td>
<td>Duty as ex officio voting member of University Council</td>
</tr>
<tr>
<td>8 standing committee chairs</td>
<td>Duty as chair of respective standing committee</td>
</tr>
<tr>
<td>8 standing committee co-conveners</td>
<td>Duty as co-convener of respective standing committee</td>
</tr>
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</table>
The **Steering Committee** is responsible for the overall coordination of the entire UC and is comprised of eight voting members:

- The UC members elected as chair, vice chair and secretary (must be a representative from Faculty Senate, CPAC, SEAC, USG and GSG).
- Five additional members, one from each constituency group (Faculty Senate, CPAC, SEAC, USG and GSG) elected by their constituency’s representatives to UC from amongst themselves.

The senior vice president, provost and chief operating officer is an ex officio voting member.
The eight **Standing Committees**, comprised of 104 members, are elected or selected by each University community constituency.

- Budget and Finance
- Communications
- Information Technology
- Physical Environment
- Public Affairs and Development
- Recreation and Wellness
- Student Engagement and Success
- Talent Development and Human Resources
Standing Committees: Responsibilities

- Elect officers from among the committee members, two-year terms
- Develop annual goals to study, monitor and make recommendations regarding the Committees topical area
- Make recommendations about topics submitted to UC
Standing Committees: Expected Practices

- Committee members are responsible for interacting with their campus constituency to seek input on matters of interest to the UC.
- Standing Committees will recruit temporary, non-voting members as they see fit to carry out their role.
- Supervisors of committee members will support committee member activities and consider such service as both professional development and part of the member’s work duties.
Standing Committees: Meetings

- Committees will typically meet twice a month on a yearly basis.
- The most recent edition of Robert’s Rules of Order will be the official body of rules for the UC in situations not specifically addressed.
Standing Committees: Elected and Appointed Officers

<table>
<thead>
<tr>
<th>Officer</th>
<th>Duties</th>
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<tbody>
<tr>
<td><strong>Chair</strong>&lt;br&gt;Member of the standing committee; elected by the committee; serves on the UC</td>
<td>• Calls and presides over committee meetings&lt;br&gt;• Facilitates committee meetings&lt;br&gt;• Assures agendas are developed to guide committee activities</td>
</tr>
<tr>
<td><strong>Appointed Administrator for Support</strong>&lt;br&gt;VP or other designate; serves on the UC</td>
<td>• Calls the first annual meeting of the committee&lt;br&gt;• Provides advice on topics and the sequence of topics for the agenda&lt;br&gt;• Oversees committee officer elections&lt;br&gt;• Undertakes tasks as directed by the committee&lt;br&gt;• Provides staffing and resource support for committee work&lt;br&gt;• In the absence of the chair, presides over committee meetings</td>
</tr>
<tr>
<td><strong>Vice-chair</strong></td>
<td>• Assists the chair and appointed administrator for support as needed&lt;br&gt;• In the absence of the chair and appointed administrator for support, presides over meetings</td>
</tr>
<tr>
<td><strong>Secretary</strong></td>
<td>• Assures the integrity of committee records and assures distribution of records to interested members of the University and the committee’s leadership&lt;br&gt;• In the absence of the chair, appointed administrator for support and the vice-chair, presides over committee meetings</td>
</tr>
</tbody>
</table>

* Chair, vice-chair and secretary must be faculty, contract professional, staff or student. Terms of office for committee officers are two years
# Standing Committees: Elected Members

<table>
<thead>
<tr>
<th>Constituency Group Representatives</th>
<th>Constituency Group Representation</th>
<th>Term Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty (2)</td>
<td>(1) organized leadership representative, (1) at-large representative</td>
<td>3 years</td>
</tr>
<tr>
<td>Staff Members (2)</td>
<td>(1) organized leadership representative, (1) at-large representative</td>
<td>3 years</td>
</tr>
<tr>
<td>Contract Professionals (2)</td>
<td>(1) organized leadership representative, (1) at-large representative</td>
<td>3 years</td>
</tr>
<tr>
<td>Undergraduates (2)</td>
<td>(1) organized leadership representative, (1) at-large representative</td>
<td>1 year</td>
</tr>
<tr>
<td>Graduate Students (2)</td>
<td>(1) organized leadership representative, (1) at-large representative</td>
<td>1 year</td>
</tr>
<tr>
<td>Deans (1)</td>
<td>Selected by peers</td>
<td>3 years</td>
</tr>
<tr>
<td>Department Chairs (1)</td>
<td>Selected by peers</td>
<td>3 years</td>
</tr>
</tbody>
</table>
Standing Committees: Election Guidelines

• Each constituent group represented in the UC will choose their own UC standing committee representatives in accordance with their respective governance structure
  – Two representatives from each group will serve on each standing committee

• Where applicable, half of the members will be from their formal representative body and half will be from their at-large community

• Elections shall take place so that no more than one-third of a constituency’s membership is elected to serve annually (modified appropriately for student members)
University Council: Maximizing Effective Decision Making

The University Council:

- Moves constituency groups closer to the decision making process
- Enhances shared leadership
- Allows campus representatives (123 in all) to be involved in the shared leadership process at different levels
- Guarantees that constituencies are engaged with and responsible for efficient and effective leadership
University Council: Communication of UC Activities

Email Digest

The Digest
NEWS FOR FACULTY AND STAFF SENT DAILY

MARCH 4, 2019
Submit News | Submission Guidelines | Search Past Issues

TODAY’S NEWS
University Council wants your input

Representing the interests of students, faculty and staff, University Council strives to improve the University and to bring critical issues to the fore. To do that effectively, the council needs to hear from you.

“We want to increase participation with UC from the University community,” says Dr. Stacey Moore, the council chair. “We need everyone!”

To that end, council members have recently made it easier to submit topics for consideration.

The University Council is a representative body, founded on the principles of shared governance, that makes recommendations to the president on long-range planning and informs decisions on other substantive matters that affect the well-being and common interests of the University community.

Visit the University Council website.

UC Website

SharePoint

Welcome to the University Council SharePoint Site

This site contains documents for all standing committees of the University’s governance committees. You can view agendas, meeting minutes, and other documents generated by the various committees.

To view committee documents select the “Committee Documents” on left side of this screen. You will be redirected to a list of all committees with documents currently on the site. If you do not see a committee, that committee does not have any documents posted in SharePoint.

All committees can be accessed by selecting the “Committees” drop box on the left side of the “Committee Documents” screen and clicking on the committee name.
University Council: Topic Submissions

The method for submitting topics for discussion to the standing committees of the UC or the UC itself

Examples of topics submitted:
• Nursing mother’s locations
• Internet connectivity
• Student Recreation & Wellness Center open during football games
• Student family housing and day care
University Council: Topic Submissions

A topic can be submitted online:

- UC Website: [www.uakron.edu/uc](http://www.uakron.edu/uc)
- SharePoint: [https://sps.uakron.edu/committees/uc/sitepages/home.aspx](https://sps.uakron.edu/committees/uc/sitepages/home.aspx)
- My Akron: [www.zipline.uakron.edu](http://www.zipline.uakron.edu)
University Council: Topic Submission Process

1. Topic for discussion submitted

2. Topic reviewed by the steering committee to determine if it is a day-to-day operational issue or an issue of planning or policy
   a) **Day-to-Day Operational Issue**: The topic is sent to the appropriate VP for review, action and resolution
   
   b) **Planning or Policy Issue**: The topic is sent to the appropriate standing committee for review, action and resolution with clear expectations for communication to the steering committee and the UC
      
      • The standing committee may make a recommendation to the UC, request assistance from any other committee (including the steering committee) and/or request assistance from any relevant VP area
University Council: Topic Submission Process

3. Standing committee reports to UC on the topic submitted

4. UC considers and acts upon recommendations proposed by standing committees

5. The individual that submitted the topic is informed

6. The University community is informed
University Council: Topic Submission Documents

SharePoint:

- Status Report
- Topic Submission Responses
University Council: Topic Submission Documents

UC Website:
- Topic Submission Process
- UC Business: Summary of Progress
Questions?