

University Council Steering Committee

MINUTES

JANUARY 27, 2015

3:30 – 4:17 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Turner Anderson, Kristen Koskey, Stacey Moore, Kathie Ruther, Mike Sherman, Harvey Sterns, Suzanne Testerman Absent with notice: Diane Raybuck Absent without notice: Ian Schwarber Other attendees: Kim Haverkamp

Agenda topics

3:30 – 3:35 **CALL TO ORDER** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. The chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The chair asked for additions or correction to the December 16 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:35 – 3:55 **UNFINISHED BUSINESS** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. New Member Orientation: Suzanne Testerman, Ian Schwarber and Kristen Koskey are developing an orientation for new members. 2. Staff Union Representation: The UC Steering Committee has no objection to the staff union being represented on UC. Provost Sherman will ask the General Council for a legal opinion and resolution on this issue.
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3:55 – 4:07 **ISSUE BRIEFS** **STACEY MOORE**

DISCUSSION	A topic submission regarding Fee Remission for Part-Time Staff Dependents was issued by Leonard Pizzute. Kathie Ruther will take the topic submission to SEAC with the expectation that SEAC will bring a resolution, if supported, to the UC.
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4:07 – 4:17 **NEW BUSINESS** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. The February 10 UC agenda was approved. Vice Chair Sterns will preside over the Feb. 10 UC meeting. 2. The 2015 UC Year End Timeline was approved. The Steering Committee will ask UC members for input on the UC Satisfaction Survey at the March 10 UC meeting. The survey will be sent to UC and standing committee members on April 2.
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3. UCSC meetings will take place from 3 – 4 p.m. to accommodate class schedules.
4. The 2015-16 UC and UCSC meeting schedules were approved. The combined UC/Standing Committee meeting will take place on October 13.

The meeting adjourned at 4:17 p.m. by unanimous consent.

University Council Steering Committee

MINUTES

FEBRUARY 24, 2015 3:00 – 4:10 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Turner Anderson, Kristen Koskey, Stacey Moore, Diane Raybuck, Ian Schwarber, Mike Sherman, Harvey Sterns, Suzanne Testerman Absent with notice: Kathie Ruther Other attendees: Kim Haverkamp

Agenda topics

3:00 – 3:05 **CALL TO ORDER** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. The chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The chair asked for additions or correction to the January 27 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:05 – 3:30 **UNFINISHED BUSINESS** **STACEY MOORE**

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee chair and secretary conducted a meeting of the standing committee chairs. The following is a summary of the meeting: <ul style="list-style-type: none"> • The standing committee chairs would like administrative support for scheduling meetings, preparing agendas/minutes and uploading documents to the UC SharePoint site. <ul style="list-style-type: none"> ○ The Steering Committee will ask the standing committee administrators to assign administrative support to their committee, see UC Bylaw D(8)(a)(iv). Kim Haverkamp will conduct an orientation for the administrative assistants. • The standing committees are sometimes unsure of the type of topics appropriate for University Council and Standing Committee business. <ul style="list-style-type: none"> ○ The UC informs the administration on matters of planning and policy that affect all constituent groups, see UC Bylaw B). ○ The UC has aligned in-depth committee reports with the BOT dates so the UC can be timely with issues that go to the BOT. ○ Standing committees should focus on the goals they set at the beginning of the UC year. ○ A recommendation was made to have standing committee administrators inform the UC of important issues in their area at the beginning of each UC meeting.
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	2. The University is expecting a response from the Higher Learning Commission this summer.
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3:30 – 3:55 ISSUE BRIEFS STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. A topic submission regarding Academic Advising Compensation and Retention was submitted by Michael Levinstein. The Steering Committee will refer the topic submission to the Talent Development and Human Resources committee. 2. A topic submission regarding Smoking was submitted by Richelle Laipply. The Steering Committee will refer the topic submission to the Communications committee with a request to send a campus communication to reinforce the current campus smoking policy. 3. A topic submission regarding E-Cigarettes was submitted by Jeanette Kontak. The Steering Committee will refer the topic submission to the Recreation and Wellness committee.
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3:55 – 4:10 NEW BUSINESS STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee will create an annual report template for standing committees. Annual reports will be submitted in writing to the Steering Committee and presented at the April 7 UC meeting. 2. The March 10 UC agenda was approved. 3. Suzanne Testerman and Kristen Koskey are revising the University Council Overview for the new member orientation. The orientation will not be a part of a regular UC meeting. 4. The meeting was adjourned at 4:10 p.m. by unanimous consent.
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University Council Steering Committee

MINUTES

MARCH 17, 2015

3 – 3:50 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Harvey Sterns, vice chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Turner Anderson, Kristen Koskey, Diane Raybuck, Kathie Ruther, Mike Sherman, Harvey Sterns, Suzanne Testerman Absent: Stacey Moore, Ian Schwarber Other attendees: Kim Haverkamp

Agenda topics

3:00 – 3:05

CALL TO ORDER

HARVEY STERNS

DISCUSSION	<ol style="list-style-type: none"> The vice chair asked for additions to the agenda. The following topics were added under topic submissions: <ul style="list-style-type: none"> Date of Monthly Paychecks Response E-Cigarette Response The agenda was approved by unanimous consent. The vice chair asked for additions or correction to the February 24 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:05 – 3:20

UNFINISHED BUSINESS

HARVEY STERNS

DISCUSSION	<ol style="list-style-type: none"> Athletics Fee Motion Response from Dr. Scarborough: The Steering Committee discussed the response and believes that Associate CFO Nathan Mortimer and the Undergraduate Student Government leadership successfully worked toward a technology solution in the spirit of the original motion. The Steering Committee will follow the progress of the proposed solution. New Member Orientation: Councilor Testerman and Councilor Koskey are developing an online orientation which will be accessible on the UC website. There will also be live orientation once a year. The anticipated completion date is mid-June. UC Satisfaction Survey: The survey was sent to UC members for feedback on March 12. The Steering Committee discussed the feedback and the suggested revisions will be implemented.
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3:20 – 3:40

TOPIC SUBMISSIONS

HARVEY STERNS

<p>DISCUSSION</p>	<ol style="list-style-type: none">1. A topic submission regarding Campus Dining was submitted by Julia Lunsford. The Steering Committee will refer the topic submission to Lauri Madden, Associate Vice President of Auxiliary Services and copy Nathan Mortimer, Associate Chief Financial Officer.2. The Steering Committee reviewed the response from Nathan Mortimer, Associate Chief Financial Officer, regarding Date of Monthly Paychecks. The response will be sent to the author.3. The Steering Committee reviewed the response from the Recreation and Wellness Committee regarding E-Cigarettes. The Steering Committee will seek advice from the Office of General Counsel regarding the College of Health Professions smoking policy as it relates to the UA policy.
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3:40 – 3:50

NEW BUSINESS

HARVEY STERNS

<p>DISCUSSION</p>	<ol style="list-style-type: none">1. The April 7 UC agenda was approved.2. The Steering Committee will review topic submission responses to determine if further action is necessary before they are reported to the UC.3. The meeting was adjourned at 3:50 p.m. by unanimous consent.
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University Council Steering Committee

MINUTES

APRIL 21, 2015

3 – 4 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Turner Anderson, Kristen Koskey, Stacey Moore, Diane Raybuck, Mike Sherman, Harvey Sterns, Suzanne Testerman Absent with notice: Kathie Ruther, Ian Schwarber Other attendees: Kim Haverkamp

Agenda topics

3:00 – 3:05 CALL TO ORDER STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> The chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the March 17 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:05 – 3:20 UNFINISHED BUSINESS STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> Leave Bank Policy and Succession and Retirement Planning response from Dr. Scarborough: The Steering Committee reviewed the response and will inform Council members at the next UC meeting. UC Satisfaction Survey Results: The Steering Committee discussed the results and committee members were asked to bring ideas for improvement to the next UCSC meeting. Kim Haverkamp will send the results to the Council members with the May UC meeting notification. In response to the survey results, a suggestion was made to read the UC mission at the beginning of each UC meeting and to add the UC mission to the meeting agendas. Kim Haverkamp will add the UC mission to the UC meeting agendas. The chair will invite Dr. Scarborough to a UC meeting to discuss strategic plan initiatives. Standing Committee Goals: The Steering Committee will suggest goals for each Standing Committee. The May 12 UC meeting will be rescheduled for May 19. A special UC meeting may be scheduled for the first week of June to consider the proposed FY16 budget.
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3:20 – 3:40

TOPIC SUBMISSIONS

STACEY MOORE

<p>DISCUSSION</p>	<ol style="list-style-type: none">1. The Steering Committee reviewed the response from the Office of General Counsel regarding the E-Cigarette topic submission. The response will be sent to the author.2. Per the recommendations from the April 7 UC meeting, the Steering Committee will refer the Campus Dining topic submission to the Budget and Finance Committee and the Recreation and Wellness Committee.3. The Steering Committee will refer the Fee Remission for Part-Time Staff Dependents topic submission to the Talent Development and Human Resources Committee.4. A topic submission regarding Folk Hall was submitted by Elizabeth Church. The Steering Committee will refer the topic submission to the Physical Environment Committee.
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3:40 – 4:00

NEW BUSINESS

STACEY MOORE

<p>DISCUSSION</p>	<p>There were none at this time.</p> <p>The meeting was adjourned at 4 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

JUNE 2, 2015

9 – 10:13 AM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Kristen Koskey, Isaac Lampner, Stacey Moore, Diane Raybuck, Mike Sherman, Suzanne Testerman Absent with notice: Harvey Sterns Other attendees: Kim Haverkamp

Agenda topics

9:00 – 9:05

CALL TO ORDER

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> The chair asked for additions to the agenda. The agenda was approved as distributed by unanimous consent. A suggestion was made to add the topic Standing Committee Report Procedures to the June 16 meeting agenda. The chair asked for additions or correction to the April 21 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.
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9:05 – 9:55

UNFINISHED BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> The Steering Committee discussed the UC Satisfaction Survey and the following suggestions were made: <ul style="list-style-type: none"> Standing Committee Goals: <ul style="list-style-type: none"> The Steering Committee will send the standing committee annual report to each administrator and ask for goal recommendations The Steering Committee will develop standing committee goals based on the annual reports, the bylaws and the administrator recommendations Standing Committee Meetings and Attendance: <ul style="list-style-type: none"> Each standing committee will be asked to provide their meeting schedule to the secretary of the Steering Committee Standing committees should consider the schedules of all members when scheduling meetings (a doodle poll was suggested) Meetings may be attended by phone or other virtual form where all members are able to communicate synchronously The Steering Committee will develop an attendance chart on SharePoint for standing committees to use Standing committees should inform the Steering Committee if members have missed more than three regular meetings
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- Steering Committee:
 - Ask Student Engagement and Success committee and/or Budget and Finance committee to develop a one-page document of best practices for leading effective UC committee meetings.
 - The Steering Committee will hold a meeting for chairs after standing committee elections have been completed to discuss best practices.

The UC Steering Committee will develop a response to the UC Satisfaction Survey that includes a historical record to show how the effectiveness of the counsel is improving.

2. New member orientation: Kristen and Suzanne will send the slides to the Steering Committee to review before the voiceover is added. An update will be provided at the June 9 UC meeting.
3. UC Purpose Statement: The following statement will be sent to the Steering Committee for review. The statement will be added to all UC agendas.

The university council will operate under the principle of consultative decision-making wherein the opinion and advice of the university council membership are sought but where decision-making authority remains with the senior administration and the board of trustees. The university council provides the integrated framework for both strategic and ongoing planning, decision-making and execution of the university's strategic plan. It helps to ensure that the goals and objectives of the strategic plan are realized through implementing strategies and action plans reported through the university council (*University Council Bylaws, January 20, 2015: B and C2, page 1*).

4. HLC Focused Visit: President Scarborough accepted the recommendations of the accreditation team and sent a response to the Higher Learning Commission. The following is a link to the [2015 HLC focused visit report and institutional response](#).

9:55 – 10:10

ISSUE BRIEFS

STACEY MOORE

DISCUSSION

1. The Steering Committee reviewed the response from Ted Curtis, VP Capital Planning & Facilities Management, regarding Folk Hall. The committee determined that the topic is an operational issue and will be referred to Mike Sherman in his capacity of Chief Operating Officer.
2. The Steering Committee reviewed the response from Laurie Madden, Associate Vice President of Auxiliary Services, regarding campus dining. The committee determined that the topic is an operational issue and will be referred to Mike Sherman in his capacity of Chief Operating Officer.
3. A topic submission regarding technology in Folk Hall was submitted by Elizabeth Church. The committee determined that the topic is an operational issue and will be referred to Mike Sherman in his capacity of Chief Operating Officer.

10:10 – 10:13

NEW BUSINESS

STACEY MOORE

<p>DISCUSSION</p>	<p>Kim Haverkamp will schedule a photo of University Council members for the website after all UC members have been elected/selected by the constituent groups.</p> <p>The meeting was adjourned at 10:13 a.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

JUNE 16, 2015

3:00 – 4:05 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Suzanne Testerman
ATTENDEES	Members: Matt Bungard, Kristin Koskey, Stacey Moore, Diane Raybuck, Harvey Sterns, Suzanne Testerman Absent with notice: Isaac Lampner, Mike Sherman

Agenda topics

3:00 – 3:07

CALL TO ORDER

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> The chair asked for additions to the agenda. The following items were added to the agenda: <ul style="list-style-type: none"> Quorum Discussion UC Meeting Preparation Student Engagement and Success Update The chair asked for additions or correction to the June 2 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:08 – 3:15

UNFINISHED BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> Quorum Discussion: A suggestions was made to allow the UC Steering Committee to conduct business at UC meetings during the summer months without a quorum. A full review of actions taken will be presented at the first UC meeting after the beginning of fall semester.
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3:15 – 3:32

TOPIC SUBMISSIONS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> The Steering Committee reviewed the Fee Remission for Part-Time Staff Dependents Response from the Talent Development and Human Resources Committee. TDHR will bring a motion to the UC. There was a discussion regarding the topic submission process and the Steering Committee should identify each topic submission as a policy topic or an operational topic and clearly communicate the topic submission process to the author. A motion was made and seconded to allow anonymous topic submissions, with language TBD.
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<p>DISCUSSION</p>	<ol style="list-style-type: none">1. UC Meeting Preparation: A suggestion was made to have steering committees submit report materials to the UC Steering Committee and post them to SharePoint 7 days prior to the UC meeting to allow UC members an opportunity to review the documents.2. Student Engagement & Success Update: Michael Spayd (CPAC) will replace Paul Levy (Chairs/School Directors) as committee chair per Bylaw D(6)(c): “Officers must be a representative of Faculty Senate, CPAC, SEAC, USG or GSG.”3. The July 14 UC meeting agenda was approved by unanimous consent. <p>The meeting was adjourned at 4:05 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

JULY 21, 2015

3:00 – 3:50 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Kristin Koskey, Isaac Lampner, Stacey Moore, Diane Raybuck, Mike Sherman, Suzanne Testerman Absent with notice: Matt Bungard, Harvey Sterns

Agenda topics

3:00 – 3:05

CALL TO ORDER

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> The chair asked for additions to the agenda. The topic, College and Vice Presidential Diversity Plans and Reports, was added under new business. The chair asked for additions or correction to the June 16 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:05 – 3:30

UNFINISHED BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> At the June 16 meeting, the Steering Committee voted to allow anonymous topic submissions. A statement will be added to the topic submission page that includes the following: <ul style="list-style-type: none"> The UC’s ability to act may be limited if the submission is not clearly stated The UC will not be able to provide the author with a response It is the author’s responsibility to check the UC website for the result of their submission Kim Haverkamp will draft the statement. UC Attendance/Quorum: According to Roberts Rules of Order, the chairman should not take the chair until a quorum is present. Currently there are 28 elected/selected members of the UC and 13 members attended the June 9 UC meeting. Therefore, there was not a quorum. The Recreation and Wellness Committee will be notified that the Wellness Statement motion will be placed on the August 11 UC agenda.
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	<p>3. The UC Steering Committee anticipates the following business at the August 11 UC meeting:</p> <ul style="list-style-type: none"> • Wellness Statement motion – Recreation and Wellness Committee • Fee Remission for Part-Time Staff Dependents motion – Talent Development and Human Resources Committee <p>If it is determined that representatives from the committees cannot attend to bring the motions forward, the August 11 UC meeting will be canceled.</p> <p>The meeting notification email will emphasize the need for a quorum and remind members to notify Kim Haverkamp if they cannot attend. A reminder email will also be sent prior to the meeting.</p>
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3:30 – 3:30 TOPIC SUBMISSIONS STACEY MOORE

DISCUSSION	There were none at this time.
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3:30 – 3:50 NEW BUSINESS STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. A recommendation was received from the Diversity Council proposing that each college and vice presidential unit develop Diversity Action Plans. The Steering Committee will refer the proposal to both the Talent Development and Human Resources committee and the Student Engagement and Success committee with a request that they work together to submit a motion to the Steering Committee by October 5. 2. A suggestion was made to invite President Scarborough to the first meeting of each academic year. President Scarborough will be invited to the September 15 UC meeting. 3. Due to budget constraints, beverages will not be provided at UC meetings. 4. The August 11 UC meeting agenda was approved by unanimous consent. <p>The meeting was adjourned at 3:50 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

AUGUST 18, 2015

3:00 – 4:00 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Stacey Moore, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Isaac Lampner, Stacey Moore, Diane Raybuck, Mike Sherman, Harvey Sterns Absent with notice: Kristin Koskey, Suzanne Testerman

Agenda topics

3:00 – 3:07

CALL TO ORDER

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. The chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The chair asked for additions or correction to the July 21 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:07 – 3:45

UNFINISHED BUSINESS

STACEY MOORE

DISCUSSION	<ol style="list-style-type: none"> 1. The Steering Committee asked President Scarborough to attend the September 15 UC meeting. He is not available. A suggestion was made to reschedule the September meeting to accommodate the President's schedule. The Steering Committee decided to convene the regular UC meeting on September 15 and ask President Scarborough to address the UC at a special meeting on September 17 from 1:30 – 2:30 p.m. 2. UC Roster: Kim Haverkamp will inform SEAC of vacant positions. Provost Sherman will appoint an administrator to the Recreation and Wellness standing committee. There will be several CPAC vacancies in December. 3. Standing Committee Goals Process: The Steering Committee will identify goals for each standing committee. Kim Haverkamp will send to the Steering Committee the standing committees responsibilities from the January 20, 2015 UC bylaws and the 2014-15 standing committee annual reports. A suggestion was made to ask the representatives of each standing committee to consult with their constituency to identify topics for consideration. An electronic survey will be created to gather the topics.
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	<p>4. University Communication: The Steering Committee will run an announcement in the Digest at the beginning of fall semester asking the campus community to submit topics for UC consideration.</p> <p>5. The Steering Committee will ask standing committee administrators to present an update on impacted areas to their committee and the UC.</p>
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3:45 – 3:45 TOPIC SUBMISSIONS STACEY MOORE

DISCUSSION	There were none at this time.
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3:45 – 4:00 NEW BUSINESS STACEY MOORE

DISCUSSION	<p>1. September 15 UC Agenda:</p> <ul style="list-style-type: none"> • Include 2016 Budget Overview • Include motions on the agenda and send motion documents with the meeting notification • Stacey will provide an update on the UC bylaws during the Steering Committee report <p>2. The meeting was adjourned at 4 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

SEPTEMBER 22, 2015 3:00 – 4:00 PM

MEETING CALLED BY	Stacey Moore, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Harvey Sterns, vice chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Members: Matt Bungard, Kristin Koskey, Isaac Lampner, Diane Raybuck, Mike Sherman, Harvey Sterns, Suzanne Testerman Absent with notice: Stacey Moore

Agenda topics

3:00 – 3:07

CALL TO ORDER

HARVEY STERNS

DISCUSSION	<ol style="list-style-type: none"> The vice chair asked for additions to the agenda. A topic submission regarding Staff Annual Evaluations was added to the agenda. The agenda was approved as amended. The vice chair asked for additions or correction to the August 18 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website.
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3:08 – 3:15

UNFINISHED BUSINESS

HARVEY STERNS

DISCUSSION	<ol style="list-style-type: none"> The online orientation for new members is complete and will be posted to the UC website. Information will be distributed to members with the notification of the Oct. 13 UC/Standing Committee combined meeting. An announcement will be made during the Oct. 13 UC meeting. The Steering Committee discussed the standing committee goals process. <ul style="list-style-type: none"> A suggestion was made to task each standing committee with an annual goal of helping the VP develop a strategic plan for their unit The Steering Committee will ask for constituent group feedback to help with goal development The Steering Committee reviewed a draft survey for constituent group feedback. The following suggestions were made: <ul style="list-style-type: none"> Send the survey to the chair of each constituent group and ask them to discuss University Council at their next meeting and identify policy/planning issues that they would like each standing committee to consider Explain the difference between committee goals and topic submissions Add a question to determine why the group thinks the issue they are submitting is a policy issue
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	<ul style="list-style-type: none"> • Give the constituent groups one month to complete the survey • Let the constituent groups know that a member of the Steering Committee would be happy to attend their meeting and help facilitate the discussion <p>4. The Digest ran an announcement, “University Council wants your input,” on September 10th and 15th. One topic submission was received after the announcements. Kim Haverkamp will resubmit the announcement to The Digest.</p> <p>5. The Fee Remission for PT Staff Dependents motion that passed at the September 15 UC meeting will be sent to President Scarborough. Kim Haverkamp will continue to follow-up with the President’s Office on the progress of the Leave Bank Policy and Succession and Retirement Planning Recommendations.</p> <p>6. The Steering Committee discussed UC attendance/quorum at the summer meetings. Councilor Bungard and Councilor Koskey will bring a draft resolution to change the summer UC meeting schedule to the October UC Steering Committee meeting. Kim Haverkamp will include all UC members in the Outlook Calendar meeting series.</p>
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3:55 – 4:05 TOPIC SUBMISSIONS HARVEY STERNS

DISCUSSION	<p>1. A topic submission regarding Workload Policy was submitted anonymously. The Steering Committee determined that the topic is an operational issue and will be referred to Mike Sherman in his capacity of Chief Operating Officer.</p> <p>2. A topic submission regarding Staff Annual Evaluations was submitted by John Kline. The Steering Committee will refer the topic to the Talent Development and Human Resources committee.</p>
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4:05 – 4:10 NEW BUSINESS HARVEY STERNS

Discussion	<p>The agenda for the October 13 UC/Standing Committee combined meeting was approved by unanimous consent.</p> <p>The meeting was adjourned at 4:10 p.m. by unanimous consent.</p>
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University Council Steering Committee

MINUTES

NOVEMBER 3, 2015

4:20 – 5:10 PM

LEIGH HALL 413

MEETING CALLED BY	Stacey Moore, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Stacey Moore, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Members: Kristin Koskey, Stacey Moore, Diane Raybuck, Harvey Sterns</p> <p>Absent with notice: Isaac Lampner, Brittne Paramore, Mike Sherman,</p> <p>Absent without notice: Suzanne Testerman</p>	
Agenda topics:		
4:20 – 4:25	CALL TO ORDER	STACEY MOORE
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order. She asked for additions to the agenda. The following items were added and the agenda was approved as amended. <ul style="list-style-type: none"> Course Calendar and Enrollment Schedule Topic Submission Scholarship Cap Topic Submission Association of Governing Boards The chair asked for additions or correction to the September 22 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website and SharePoint site. 	
4:25 – 4:50	UNFINISHED BUSINESS	STACEY MOORE
DISCUSSION	<ol style="list-style-type: none"> The Wellness Statement motion that was passed at the October 13 UC meeting will be sent to President Scarborough. The Steering Committee will request standing committee goals for 2015-16. There will be a one-month deadline for submission. A suggestion was made to invite University Catering to the December UC meeting to discuss their new catering options. The Steering Committee continued to discuss the summer meeting schedule. A survey will be sent to members that missed at least one summer meeting to help the committee make an informed decision about the summer meeting policy. 	

4:50 – 5:00	TOPIC SUBMISSIONS	STACEY MOORE
DISCUSSION	<ol style="list-style-type: none"> 1. A topic submission regarding the Course Catalog and Enrollment Schedule was submitted by Elizabeth Church. The Steering Committee will refer the topic to Ron Bowman, University Registrar. 2. A topic submission regarding the Scholarship Cap was submitted anonymously. The Steering Committee will refer the topic to Lauri Thorpe, Associate Vice President of Enrollment Management. 	
5:00 – 5:10	NEW BUSINESS	STACEY MOORE
Discussion	<ol style="list-style-type: none"> 1. The chair emailed the attached Draft AGB Statement on Board Responsibility for the Oversight of College Completion and Attainment to the Steering Committee after the meeting. 2. The agenda for the November 11 UC meeting was approved by unanimous consent. <p>The meeting was adjourned at 5:10 p.m. by unanimous consent.</p>	

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"> <li data-bbox="370 218 1377 287">1. The Course Catalog and Enrollment Schedule Topic Submission response was reviewed and will be sent to the author. <li data-bbox="370 317 1287 386">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"> <li data-bbox="370 497 1422 531">1. The agenda for the December 8 UC meeting was approved by unanimous consent. <li data-bbox="370 562 1417 695">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. <li data-bbox="370 1031 1390 1100">3. The chair received the following response from Nathan Mortimer regarding the Leave Bank Topic Submission: <p data-bbox="475 1131 1430 1367">“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 data-bbox="363 1398 1143 1432">The meeting was adjourned at 9:15 a.m. by unanimous consent.</p>	

University Council Steering Committee

MINUTES

DECEMBER 15, 2015

3 – 3:20 PM

LEIGH HALL 413

MEETING CALLED BY	Stacey Moore, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Stacey Moore, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	Members: Stacey Moore, Diane Raybuck, Mike Sherman, Harvey Sterns Absent with notice: Kristin Koskey, Isaac Lampner Absent without notice: Brittne Paramore	
Agenda topics:		
3:00 – 3:05	CALL TO ORDER	STACEY MOORE
DISCUSSION	<ol style="list-style-type: none"> 1. The chair called the meeting to order. A topic submission regarding potholes on campus was added to the agenda. The agenda was approved as amended by unanimous consent. 2. The chair asked for additions or correction to the November 20 Steering Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. The minutes will be posted to the UC website and SharePoint site. Approved. 	
UNFINISHED BUSINESS		STACEY MOORE
DISCUSSION	There were none at this time.	
3:05 – 3:15	TOPIC SUBMISSIONS	STACEY MOORE
DISCUSSION	<ol style="list-style-type: none"> 1. A topic submission regarding cell service at Wayne College was submitted by Anthony Serpette. The Steering Committee will refer the topic to Nathan Mortimer, Vice President for Finance and Administration/CFO. 2. A topic submission regarding potholes on campus was submitted by Elizabeth Church. The Steering Committee will refer the topic to Nathan Mortimer and Steve Myers, Capital Planning and Facilities Management. 	
3:15 – 3:20	NEW BUSINESS	STACEY MOORE
Discussion	<ol style="list-style-type: none"> 1. There will be an election at the January 12 UC meeting to replace Suzanne Testerman as the UC secretary. Kim Haverkamp will send an email regarding the election to UC members. 2. The agenda for the January 12 UC meeting was approved by unanimous consent. <p>The meeting was adjourned at 3:20 p.m. by unanimous consent.</p>	