

University Council

MINUTES

FEBRUARY 9, 2016

3:16 – 4:35 PM

STUDENT UNION 312

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Member: James Durbin, Elizabeth Erickson, Wayne Hill, Nancy Homa, Kristin Koskey, Kristine Kraft, Isaac Lampner, Tim Lillie, John MacDonald, Chand Midha, Nathan Mortimer, Stephen Myers, Ruth Nine-Duff, Godfrey Ovwigho, Rex Ramsier, Michael Spayd, Harvey Sterns, Bill Viau</p> <p>Absent with notice: Rick Angeletti, Larry Burns, Nicole MacPherson, Diane Raybuck, Taylor Swift, Lauri Thorpe</p> <p>Absent without notice: Thomas Calderon, Caroline Drotar, Nancy Marion, Monique Mullett, Brittne Paramore, Shiva Sastry</p> <p>Other attendees: Kim Haverkamp, Willy Kollman, Cassandra Spaeder</p>	
Agenda topics:		
3:16 – 3:20	CALL TO ORDER	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> 1. The chair called the meeting to order at 3:16 p.m. In accordance with Roberts Rules of Order, vice chair Sterns will assume the chair position for the remainder of the term (April 30, 2016). He commended former chair Moore’s leadership of the UC and Steering Committee. 2. There was a motion to declare the vice chair position vacant. The motion carried by unanimous consent. 3. The chair asked for additions to the agenda. The Student Engagement and Success Committee will present their in-depth report at the March meeting. The agenda was approved as amended by unanimous consent. 4. The chair asked for additions or corrections to the December 8 University Council (UC) minutes. There being none, the agenda was approved as distributed by unanimous consent. The minutes will be posted to the UC website and SharePoint site. 	
3:20 – 3:30	STEERING COMMITTEE REPORT	HARVEY STERNS
DISCUSSION	<p>The chair reviewed the attached January 20 UC Steering Committee Minutes. Per the December 18 response from Dr. Scarborough, the following correction will be made to the minutes: Bill Viau has been asked to coordinate an assessment that also involved OAA and to bring recommendations forward for discussion by the end of January April.</p>	

3:30 – 3:50	UNFINISHED BUSINESS	HARVEY STERNS
DISCUSSION	<p>1. The following amendment was made to the motion regarding the University’s capital plan that was presented at the December 8 UC meeting:</p> <p style="padding-left: 40px;">The Physical Environment Committee recommends to University Council that they approve the revised, submitted to the Ohio Board of Regents, University’s Capital Plan Request as presented to the University Council on December 8, 2015. With the recommendation that the university consult with historic experts on the 2018-2020 buildings considered for demolition.</p> <p>The motion carried as amended by a secret ballot vote of 15 in favor and 1 opposed.</p> <p>2. Isaac Lampner accepted the nomination for secretary. There was a motion to close the nominations and elect the nominee as secretary. The motion carried by unanimous consent.</p> <p>3. Ruth Nine-Duff accepted the nomination for vice president. There was a motion to close the nominations and elect the nominee as vice president. The motion carried by a secret ballot vote of 16 in favor and 0 opposed.</p>	
3:50 – 4:15	IN-DEPTH STANDING COMMITTEE REPORT	STANDING COMMITTEE CHAIR
DISCUSSION	<p>Communications:</p> <p>The chair discussed the committee goals and the appointed administrators of the Communications and the Recreation and Wellness committees discussed the results of the Tobacco/Nicotine Use Survey in the attached Communications In-Depth Report to the UC.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> • Communication students in Dr. Durbin’s class will analyze the results of the survey • The Communications and the Recreation and Wellness committees will develop an action plan • The Recreation and Wellness committee will bring recommendations for policy to the UC 	
4:15 – 4:35	STANDING COMMITTEE REPORTS	STANDING COMMITTEE CHAIRS
DISCUSSION	<p>Information Technology: The appointed administrator discussed the attached Information Technology Committee Goals and the attached Enterprise Resource Planning (ERP) Committee Charter. This group will identify gaps and recommend changes to the current ERP systems and processes for students, administration and research.</p> <p>University Council members were asked to share the charter with their constituent group and send feedback to Godfrey Ovwigho at govwigho@uakron.edu.</p> <p>Institutional Advancement: No report.</p> <p>Physical Environment: The chair discussed the attached Physical Environment Committee Goals.</p>	

	<p>Recreation and Wellness: The chair discussed the attached Recreation and Wellness Committee Goals.</p> <p>Talent Development and Human Resources: Subcommittees are working on the following committee goals:</p> <ul style="list-style-type: none"> • Evaluation of the performance review process for non-faculty employees • Expansion of the succession planning report submitted to UC last February to cover layoff planning • Recommendations related to talent development planning and programming <p>The committee passed a resolution recognizing Dr. Theresa Beyerle for her accomplishments and service to the University Council and the University.</p> <p>Budget and Finance: No report.</p> <p>Student Engagement and Success: No report.</p>
4:35 – 4:35	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">HARVEY STERNS</p>
DISCUSSION	<p>There were none at this time.</p> <p>The meeting was adjourned at 4:35 p.m. by unanimous consent.</p>

University Council

MINUTES

MARCH 8, 2016

3 – 3:40 PM

STUDENT UNION 312

MEETING CALLED BY	Harvey Sterns, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Harvey Sterns, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Member: Elizabeth Erickson, Wayne Hill, Nancy Homa, Kristin Koskey, Kristine Kraft, Isaac Lampner, Tim Lillie, John MacDonald, Nicole MacPherson, Nathan Mortimer, Ruth Nine-Duff, Rex Ramsier, Shiva Sastry, Cassandra Spaeder, Harvey Sterns, Bill Viau</p> <p>Absent with notice: Larry Burns, James Durbin, Michael Spayd, Chand Midha, Stephen Myers, Diane Raybuck, Lauri Thorpe</p> <p>Absent without notice: Thomas Calderon, Caroline Drotar, Sterling Galehouse, Nancy Marion, Monique Mullett, Godfrey Ovwigho, Brittne Paramore</p> <p>Other attendees: Chrissy Cooney, Debbie Gannon, Kim Haverkamp, Katie Watkins</p>

Agenda topics:

3:00 – 3:40

CALL TO ORDER

HARVEY STERNS

DISCUSSION	<ol style="list-style-type: none"> 1. A quorum was not present. The chair called an emergency action to establish an ad hoc Bylaws Review and Recommendation Committee. The Board of Trustees is asking the University Council to provide feedback on the AGB consultant's recommendations that were provided to the UC in the form of revised UC Bylaws. The ad hoc Bylaws Review and Recommendation Committee will decide how to respond to the request. 2. The following motion to establish an ad hoc Bylaws Review and Recommendation Committee was made: A committee will be appointed by this body to review the document from the AGB consultant and to make recommendations to the UC with respect to the bylaws. The motion carried by unanimous consent. 3. A motion was made to appoint an odd number of people to the committee and to permit others to attend and speak, but not vote. The motion carried by unanimous consent. A suggestion was made to appoint a CPAC representative, a student representative and Thomas Calderon, chairs/school directors representative, to the committee. Isaac Lampner (USG) volunteered to serve.
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4. A motion was made to appoint the following nominees to the committee:

- Tim Lillie
- Kris Kraft
- Elizabeth Erickson
- Ruth Nine-Duff
- Isaac Lampner

The motion carried by unanimous consent. The CPAC and chairs/school directors appointments are pending.

Kim Haverkamp will schedule the first meeting of the Bylaws Review and Recommendation Committee.

A discussion of the initial draft of the University Council response will be added to the April 12 UC meeting agenda.

The meeting was adjourned at 3:40 p.m.

STEERING COMMITTEE REPORT	HARVEY STERNS
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DISCUSSION	
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UNFINISHED BUSINESS	HARVEY STERNS
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DISCUSSION	
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IN-DEPTH STANDING COMMITTEE REPORT	STANDING COMMITTEE CHAIR
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DISCUSSION	
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STANDING COMMITTEE REPORTS	STANDING COMMITTEE CHAIRS
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DISCUSSION	
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NEW BUSINESS	HARVEY STERNS
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DISCUSSION	
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University Council

University Council

MINUTES

APRIL 12, 2016

3 – 4 PM

STUDENT UNION 312

MEETING CALLED BY	Harvey Sterns, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Harvey Sterns, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Member: Thomas Calderon, James Durbin, Elizabeth Erickson, Sterling Galehouse, Wayne Hill, Nancy Homa, Kristin Koskey, Kristine Kraft, Isaac Lampner, Tim Lillie, John MacDonald, Nicole MacPherson, John Messina, Chand Midha, Nathan Mortimer, Stephen Myers, Ruth Nine-Duff, Godfrey Ovwigho, Rex Ramsier, Diane Raybuck, Cassaundra Spaeder, Michael Spayd, Harvey Sterns, Bill Viau</p> <p>Absent with notice: Larry Burns, Shiva Sastry, Absent without notice: Caroline Drotar, Nancy Marion, Monique Mullett, Brittne Paramore Other attendees: Jennifer Blickle, Kim Haverkamp</p>

Agenda topics:

3:00 – 3:05	CALL TO ORDER	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order. He asked for additions to the agenda. Elections for chair, vice chair and secretary were added to the agenda. The agenda was approved as amended by unanimous consent. The chair asked for additions or corrections to the March 8 University Council minutes. There being none, the agenda was approved as distributed by unanimous consent. 	
3:05 – 3:10	STEERING COMMITTEE REPORT	HARVEY STERNS
DISCUSSION	The chair reviewed the attached March 15 UC Steering Committee minutes .	
3:10 – 3:55	UNFINISHED BUSINESS	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> The appointed administrator and chair of the Recreation and Wellness Committee presented the attached Tobacco Free Policy Recommendation. 	

The following motion was made:

Whereas smoking and tobacco use causes health risks to the individual and surrounding community;

Be it resolved that the University Council Recreation and Wellness Committee supports the Tobacco Free Policy recommendation.

Be it further resolved that the University Council supports this policy recommendation and will pass it onto the president for his action.

The motion carried by a secret ballot vote of 16 in favor and 2 opposed.

2. The Board of Trustees asked the University Council to provide feedback on the AGB consultant's recommendations that were provided to the UC in the form of revised UC Bylaws. An ad hoc Bylaws Review and Recommendation Committee was formed at the March 8 UC meeting.

The chair of the ad hoc Bylaws Review and Recommendation Committee presented the following documents:

- [Report and Resolution](#)
- [UC Response to AGB Consultant's Recommendations concerning UC Bylaws](#)

The UC discussed the following discrepancy:

- **Bylaw D(5)(f):** Appointed administrators for support shall be ex officio but non-voting members of their respective committees.
- **Bylaw D(8)(a)(iv):** 1 Member: An appointed administrator for support shall be designated and appointed by the senior vice president, provost and chief operating officer. The appointed administrator for support shall be an official from the office of academic affairs or the vice president that is most closely associated with the standing committee's topical areas. The appointed administrator for support is a voting member of the standing committee who is responsible for convening the first meeting every year to elect committee officers and providing administrative support to the officers of the committee sufficient to achieve the work of the committee.

A motion was made to remove bylaw D(5)(f).

The motion carried by a secret ballot vote of 17 in favor and 2 opposed

The following motion was made:

Resolved, that the proposed changes to the Association of Governing Boards consultants' University Council bylaws be sent to the President for transmission to the Board of Trustees, with this report and the principles of shared governance generated that informed the changes, immediately by the Chair of the University Council. A copy of the proposals will also be immediately forwarded to the Chair of the Board for informational purposes, by the Chair of the University Council.

The motion carried by a secret ballot vote of 18 in favor and 2 opposed.

	<p>3. The following are the elections results for UC officers:</p> <p>Harvey Sterns was elected chair by a secret ballot vote. The term of office is for two years (expiring April 30, 2018). Election Results:</p> <ul style="list-style-type: none"> • Harvey Sterns – 12 • Tim Lillie – 7 <p>Ruth Nine Duff was elected vice chair by unanimous consent. The term of office is for two years (expiring April 30, 2018).</p> <p>Isaac Lampner was elected secretary by unanimous consent. The term of office is for one year (expiring April 30, 2017).</p>
3:55 – 4:00	<p style="text-align: center;">STANDING COMMITTEE REPORTS</p> <p style="text-align: right;">STANDING COMMITTEE CHAIRS</p>
DISCUSSION	<p>Budget and Finance: The committee continues to work toward the budget.</p> <p>Communications: No report.</p> <p>Information Technology: No report.</p> <p>Institutional Advancement: No report.</p> <p>Physical Environment: The committee is focusing on safety on main campus and the surrounding areas. The College of Education is expected to move into Zook Hall around the beginning of June.</p> <p>Student Engagement and Success: The committee is focusing on conducting an analysis of academic and non-academic student services. John Messina is the new appointed administrator.</p> <p>Recreation and Wellness: No report.</p> <p>Talent Development and Human Resources: The committee is working toward completing the goals by end of UC year.</p>
4:00 – 4:00	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">STANDING COMMITTEE CHAIR</p>
DISCUSSION	<p>There was no new business at this time.</p> <p>The meeting was adjourned at 4 p.m. by unanimous consent.</p>

University Council

MINUTES

MAY 3, 2016

3 – 4 PM

STUDENT UNION 312

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Member: Michelle Byrne, Mike Cheung, Elizabeth Erickson, Kristin Koskey, Kristine Kraft, John MacDonald, Nicole MacPherson, John Messina, Chand Midha, Nathan Mortimer, Stephen Myers, Ruth Nine-Duff, Rex Ramsier, Shiva Sastry, Harvey Sterns, Cassie Verardi, Bill Viau</p> <p>Absent with notice: Larry Burns, James Durbin, Debbie Gannon, Wayne Hill, Isaac Lampner, Cassandra Spaeder, Michael Spayd,</p> <p>Absent without notice: Caroline Drotar, Sterling Galehouse, Nancy Homa, Tim Lillie, Nancy Marion, Monique Mullett, Godfrey Ovwigho, Brittne Paramore</p> <p>Other Attendees: Willy Kollman</p>	
Agenda topics:		
3:10 – 3:12	CALL TO ORDER	HARVEY STERNS
DISCUSSION	A quorum was not present. The chair asked the Budget and Finance Committee to present their in-depth report for informational purposes.	
	STEERING COMMITTEE REPORT	HARVEY STERNS
DISCUSSION		
	UNFINISHED BUSINESS	HARVEY STERNS
DISCUSSION		
3:12 – 4:00	IN-DEPTH STANDING COMMITTEE REPORT	STANDING COMMITTEE CHAIR
DISCUSSION	<p>The chair and the appointed administrator of the Budget and Finance Committee discussed the attached FY17 Budget Conversation presentation.</p> <p>The following are some points of interest:</p> <ul style="list-style-type: none"> • The Higher Learning Commission monitors KPMG metrics (see slide 3) and will ask public universities with measures below 1.1 to provide a written response regarding the financial condition of the institution. We all need to be mindful of expenditures. • All of the areas in dining services will be transitioned to Aramark by fall. • The ERIP deficit has been satisfied. • College spending plans will be developed for the next three years to help with 	

	<p>startups that were not backed by money.</p> <ul style="list-style-type: none"> • Finance and Administration will work with colleges and administrative units on carryover/IDC. <p>Next Steps:</p> <ul style="list-style-type: none"> • The CFO will take a temporary FY17 budget to the Board of Trustees in June and will enact a full budget in the fall when faculty are on campus. • The CFO will discuss the FY17 budget with the Budget and Finance Committee. • The Budget and Finance Committee will inform the UC. <p>The meeting was adjourned at 4 p.m.</p>
<p>STANDING COMMITTEE REPORTS STANDING COMMITTEE CHAIRS</p>	
DISCUSSION	
<p>NEW BUSINESS HARVEY STERNS</p>	
DISCUSSION	

University Council

MINUTES

JUNE 14, 2016

3 – 4:05 PM

LEIGH HALL 214

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Member: Megan Bodenschantz, Mike Cheung, Elizabeth Erickson, Debbie Gannon, Nick Golina, Diane Gorse, Marjorie Hartleben, Wayne Hill, Nancy Homa, Kristine Kraft, Isaac Lampner, John MacDonald, Nicole MacPherson, John Messina, Chand Midha, Nathan Mortimer, Ruth Nine-Duff, Godfrey Ovwigho, Rex Ramsier, Michael Spayd, Harvey Sterns, Bill Viau</p> <p>Absent with notice: Larry Burns, Kristin Koskey, Tim Lillie, Stephen Myers, Shiva Sastry, Cassie Verardi</p> <p>Absent without notice: Michelle Byrne, Nancy Marion</p>	
Agenda topics:		
3:00 – 3:05	CALL TO ORDER	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order. He asked for additions to the agenda. The Communications Committee and Recreation and Wellness Committee will present their reports first and second respectively. The agenda was approved as amended by unanimous consent. The chair asked for additions or corrections to the April 12 University Council minutes. There being none, the agenda was approved as distributed by unanimous consent. 	
3:05 – 3:20	STEERING COMMITTEE REPORT	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> The chair will meet with the Board of Trustees to discuss the desirable qualities of a new president. The chair asked UC members to email him with their thoughts on this topic. The chair discussed the attached Standing Committee Expectations which includes the following deadlines for the 2016-17 UC year: <ul style="list-style-type: none"> Sept. 30: Committee goals and the corresponding measures that will be used to evaluate progress must be submitted to the Steering Committee Oct. 11: Committee goals will be presented formally at the UC meeting 	

3. The University Council year does not coordinate with the elections of the constituent groups. Some standing committees do not have a complete membership roster because we do not have appointments from Faculty Senate, GSG, SEAC and USG. The following topics regarding committee function was discussed:
 - New Faculty Senate members take office at the first senate meeting of the fall semester; therefore, current Faculty Senate members will be attending the summer meetings
 - Committees secretaries do not have time to schedule meetings and produce minutes
 - The Office of the Provost provides staff support for UC and the Steering Committee
 - Standing committees should use the same model as the UC for committee support; the appointed administrator should provide a person to support the operations of the committee (schedule meetings, produce agendas/minutes, email correspondence to members, etc.)
4. The chair reviewed the attached UC Steering Committee minutes:
 - [May 18, 2016](#)
 - [June 8, 2016 Special Meeting](#)

3:20 – 3:35

UNFINISHED BUSINESS

HARVEY STERNS

DISCUSSION

1. Dr. Ramsier provided the following UC Bylaws Update:
 - The UC Response to the AGB Consultants Recommendations concerning the UC Bylaws submitted to Dr. Scarborough in April 2016 was similar to the UC Bylaws submitted to Dr. Scarborough in Jan. 2015
 - Appointed administrators are not voting members of UC in the April 2016 UC Response
 - The UC Bylaws is on the consent agenda for the June 15 BOT meeting and then it will go to the Rules Committee.
 - Dr. Ramsier suggests that the BOT approve the bylaws without having to hire a new staff person due to the budget situation; the Office of the Provost is providing adequate staff support for UC and the Steering Committee

Dr. Ramsier clarified that he does not suggest that the bylaw regarding the staff person for support of UC activities be stricken, but he emphasized that the UC needs to continue to operate with Office of the Provost staff support until further notice.
2. The Steering Committee held a special meeting on June 8 and appointed the three UC officers to the Tiger Team. The UC Tiger Team members will bring topics from the Tiger Team to the UC for discussion. They will also provide the Tiger Team with feedback from the UC (which includes members from all UC constituent groups).

A suggestion was made to have a CPAC member represent UC on the Tiger Team because CPAC is the only constituent group not represented on the Tiger Team.

DISCUSSION

Communications:

A survey was sent to students to understand the communication channels they use throughout campus. The committee will analyze the results and bring recommendations for policy to the UC.

Recreation and Wellness:

The chair asked if the UC received a response from Dr. Scarborough regarding the Tobacco Free Policy recommendation that was passed at the April 12 UC meeting. Dr. Ramsier reported that the recommendation was sent to the BOT and it is with the Rules Committee.

Budget and Finance:

Committee members have a good understanding of the budget process. It is a challenge to educate new members every year.

We have a revenue challenge for the FY17 budget due to an enrollment decline. The Institution has to focus on Fall 2017 enrollment. We are putting plans in motion to move the institution forward for FY18 and beyond.

Information Technology: No report

Institutional Advancement: No report

Physical Environment: No report

Student Engagement and Success:

The committee is discussing a draft of the student retention and completion plan that is due to the state by the end of the month. It is a working document and the committee will focus on how to operationalize the plan. We will start to see the graduation impact of the plan in two and a half years.

Talent Development and Human Resources:

The committee is working on the following:

- Succession and retirement planning assessment
- A wellness plan that provides incentives to people for wellness (with the Recreation and Wellness Committee)

The committee provided UC members with the following documents regarding employee training programs:

- [Overview of UA's Employee Training and Leadership Opportunities](#)
- [Research on Providing Training Opportunities for Employees](#)
- [Training and Leadership Opportunities at Universities in Ohio](#)
- [Leadership Trainings and Employee Development Programs at Universities in the US](#)

The following motion was made:

Whereas the closing of ITL has led to the loss of talent development training at UA, training which is needed to increase the effectiveness, flexibility and productiveness of its employees,

Whereas the Talent Development and HR Committee has researched professional

	<p>development, leadership and training opportunities provided by other universities to identify best practices both across the US and in the State of Ohio, (see attached report)</p> <p>Whereas a survey of CPAC and SEAC members was conducted, with over 250 responses, that determined that there is demand for such training courses (see also attached results and comments)</p> <p>Therefore the Talent Development and Human Resources Committee recommends to University Council:</p> <ul style="list-style-type: none"> • that there be a coordinated effort by UA to replace ITL training for staff and contract professionals and other institutional personnel. • that as an interim option UA should partner with other universities that already provide such services effectively, notably Kent State University or Ohio State University • that UA allocate sufficient resources to allow for such training. <p>The motion carried by a secret ballot vote of 15 in favor and 2 opposed.</p>
4:05 – 4:05	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">HARVEY STERNS</p>
DISCUSSION	<p>There were none at this time.</p> <p>The meeting was adjourned at 4:05 p.m. by unanimous consent.</p>

University Council

MINUTES

JULY 12, 2016

3 – 3:50 PM

LEIGH HALL 214

MEETING CALLED BY	Harvey Sterns, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Harvey Sterns, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Member: Megan Bodenschatz, Mike Cheung, Elizabeth Erickson, Debbie Gannon, Nick Golina, Diane Gorse, Nancy Homa, Kristine Kraft, Chand Midha, Ruth Nine-Duff, Jeanne-Helene Roy, Shiva Sastry, Michael Spayd, Harvey Sterns, Cassie Verardi</p> <p>Absent with notice: Phillip Allen, Marjorie Hartleben, Isaac Lampner, Nicole MacPherson, Rex Ramsier</p> <p>Absent without notice: Michelle Byrne, Kristin Koskey, Nancy Marion</p> <p>Other attendees: Kim Haverkamp, Wayne Hill, Willy Kollman, Godfrey Ovwigho, John MacDonald, John Messina, Stephen Myers</p>

Agenda topics:

3:00 – 3:05 **CALL TO ORDER** **HARVEY STERNS**

DISCUSSION	<ol style="list-style-type: none"> 1. The chair called the meeting to order. He asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. Approved. 2. The following announcements were made: <ul style="list-style-type: none"> • TDHR is scheduled to present an in-depth report at August 9 UC meeting • Reminder to standing committees to send approved minutes to Kim Haverkamp (kh1@uakron.edu) for the UC website and SharePoint site • Reminder to the following standing committees to send their 2015-16 annual report to Kim Haverkamp: <ul style="list-style-type: none"> ○ Budget and Finance ○ Physical Environment ○ Talent Development & Human Resources 3. The chair asked for additions or corrections to the June 14 University Council (UC) minutes. The following statement will be added to the Tiger Team announcement: <p style="margin-left: 40px;">A suggestion was made to have a CPAC member represent UC on the Tiger Team because CPAC is not represented on the Tiger Team.</p> <p>The minutes were approved as amended by unanimous consent.</p>
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3:05 – 3:20	STEERING COMMITTEE REPORT	HARVEY STERNS
DISCUSSION	<p>1. The chair reviewed the attached June 21 UC Steering Committee minutes.</p> <p>2. There are several UC members on the Tiger Team. UC members are serving on the following Tiger Team subcommittees:</p> <ul style="list-style-type: none"> • Enrollment: Mike Cheung • Cost Savings: Chand Midha, Ruth Nine-Duff • Shared Governance: Mike Cheung, Isaac Lampner, Ruth Nine-Duff, Harvey Sterns • Communications: Wayne Hill, Isaac Lampner, Harvey Sterns <p>The subcommittees have been given the authority to reach out to people who can contribute to their charge.</p>	
3:20 – 3:20	UNFINISHED BUSINESS	HARVEY STERNS
DISCUSSION	There were none at this time.	
3:20 – 4:40	STANDING COMMITTEE REPORTS	STANDING COMMITTEE CHAIRS
DISCUSSION	<p>Budget and Finance: The committee has not met because of summer schedules. A message regarding the budget was sent to the campus community (see The Digest, June 16, 2016). The message was reflective of committee meeting discussions.</p> <p>Communications: The committee has not met because they have not had a quorum. Wayne Hill is the convener for the Tiger Team Communications Subcommittee. Members from the UC Communications Committee will be invited to the Tiger Team Communications Subcommittee meeting.</p> <p>Information Technology: The committee has not met because they have had difficulty getting the group together. Godfrey Ovwigho will convene a meeting in the next couple weeks.</p> <p>Institutional Advancement: No report.</p> <p>Physical Environment: The committee toured the Law School project. The furniture is currently arriving at Zook Hall.</p> <p>Student Engagement and Success: The committee is reviewing the retention plan and will decide on the areas in which to focus committee work. They are discussing the idea of starting a campus-wide Blue and Gold Day.</p> <p>Recreation and Wellness: The committee is working on filling officer vacancies. They discussed opportunities that are coming in the fall semester.</p> <p>Talent Development and Human Resources: The committee is working on a report regarding layoff succession planning and a topic submission regarding part-time faculty salaries.</p>	

DISCUSSION

1. Chair Sterns asked all UC committees to work hard to make the shared governance structure work. Shared governance will be reviewed during the next HLC visit.
2. Wayne Hill encouraged constituent groups to seek a meeting/discussion with Interim President Matt Wilson. One of his goals is to strengthen relationships.
3. The following suggestions were made:
 - Ask alumni to support UA on social media
 - The Executive Committee should inform the constituent groups that UC members are expected to attend summer meetings
 - The Executive Committee should schedule a meeting with standing committee chairs to help with goal development and brainstorm ideas
 - UC could sponsor a faculty/staff development opportunity

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

University Council Leadership Roundtable

MINUTES

AUGUST 2, 2016

3 – 4 PM

LEIGH HALL 414

MEETING CALLED BY	Harvey Sterns, chair
TYPE OF MEETING	Leadership Roundtable
PRESIDER	Harvey Sterns, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	Attendees: Linda Barrett, Alisa Benedict O’Brien, Kim Cole, Elizabeth Erickson, Kathee Evans, Debbie Gannon, Diane Gorse, Marjorie Hartleben, Kristin Koskey, Kris Kraft, Isaac Lampner, Mary Jo MacCracken, Ruth Nine-Duff, Rex Ramsier, Scott Roberts, Shiva Sastry, Michael Spayd, Laura Spray, Harvey Sterns

Agenda topics:

3:00 – 4:00

CALL TO ORDER

HARVEY STERNS

DISCUSSION	<p>The UC Executive Committee invited UC standing committee chairs, vice chairs and secretaries to participate in a UC Leadership Roundtable. All UC standing committees were represented. The UC chair called the meeting to order at 3 p.m.</p> <p>The Chair emphasized the importance of committees functioning for the good of the University as well as the importance of meeting governance issues with HLC.</p> <p>The following was discussed:</p> <ol style="list-style-type: none"> 1. UC members are representatives of a constituent group and they should communicate with their group to bring ideas/issues to their committee. 2. The attached UC Bylaws were approved at the June 15 BOT meeting. The document is in rule format for the August 10 BOT meeting. The following changes were discussed: <ul style="list-style-type: none"> • Administrators are not voting members of the UC. It is expected that administrators will attend UC meetings when the committee presents an in-depth report or brings a substantial topic before the UC. • Quorum for meetings is a majority of the filled seats <p>Standing committees should review their committee description (see pages 9-11) and bring amendments to the UC if needed.</p> <ol style="list-style-type: none"> 3. The chair reviewed the attached Standing Committee Expectations document. 4. Goal development was discussed. The following suggestions were made: <ul style="list-style-type: none"> • Goals should be important to the institution and have measureable outcomes/impact • Committees chairs should report on goal progress at each UC meeting
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Shiva Sastry (ssastry@uakron.edu) asked attendees to let him know what ideas/issues they think the Budget and Finance committee should address.

5. Rex Ramsier discussed the following:
 - The Tiger Team committees are working on short-term, tactical issues and they will give long-term planning issues to the UC committees.
 - UC has to demonstrate that we have a shared governance system that works. We have been entrusted to come up with recommendations that will make a difference to the institution.
 - Members should think about: Who am I representing; What is the goal; and Why am I here.
6. The following suggestions were made:
 - Physical Environment and Budget Committees – get involved in Stark State discussions
 - Physical Environment Committee – get involved in Martin Center discussions

The meeting was adjourned at 4 p.m.

University Council

MINUTES

AUGUST 9, 2016

3 – 4:30 PM

LEIGH HALL 214

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Member: Phillip Allen, Linda Barrett, Megan Bodenschatz, Michelle Byrne, Mike Cheung, Elizabeth Erickson, Tonia Ferrell, Debbie Gannon, Nick Golina, Diane Gorse, Marjorie Hartleben, Nancy Homa, Kristine Kraft, Isaac Lampner, Chand Midha, Ruth Nine-Duff, Rex Ramsier, Jeanne-Helene Roy, Shiva Sastry, Michael Spayd, Harvey Sterns, Cassie Verardi</p> <p>Absent with notice: Kristin Koskey</p> <p>Absent without notice: Nancy Marion</p> <p>Other attendees: Wayne Hill, John Messina, John McDonald</p>	
Agenda topics:		
3:00 – 3:05	CALL TO ORDER	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order. He asked for additions to the agenda. The topic, Tiger Team Report, was added to unfinished business. The agenda was approved as amended by unanimous consent. The chair asked for additions or corrections to the July 12 University Council (UC) minutes. There being none, the agenda was approved as distributed by unanimous consent. 	
3:05 – 3:11	EXECUTIVE COMMITTEE REPORT	HARVEY STERNS
DISCUSSION	<p>The chair reviewed the attached July 19 UC Executive Committee minutes and August 2 Leadership Roundtable minutes.</p>	
3:11 – 3:25	UNFINISHED BUSINESS	REX RAMSIER
DISCUSSION	<ol style="list-style-type: none"> Tiger Team Report: The Tiger Team will be phased out soon and the work of the subcommittees will come to UC. Tiger Team subcommittees include: Enrollment, Cost Savings, New Revenue Generation, Communication and Shared Governance. The Shared Governance subcommittee will be asked to contribute substantially to our upcoming HLC report. <p>The following was discussed:</p> <ul style="list-style-type: none"> UC is about communication, sharing, transparency and making the University better; it is not about getting accreditation reaffirmed. If we focus on these goals, accreditation will come naturally. The BOT is taking UC seriously and recognizes that it is about making the University better. UC needs to show that we can make shared governance work and we are 	

	<p>helping UA make decisions that help the institution.</p> <ul style="list-style-type: none"> • The committees need to meet regularly, work hard and provide evidence that point to action. <p>The following suggestions were made:</p> <ul style="list-style-type: none"> • The tuition bill should be due after scholarships are applied so the bill reflects what a student actually owes. Currently, tuition is due before scholarships are applied causing confusion and frustration to students and parents. • When the Tiger Team work is given to UC committees, have a Tiger Team member attend UC committee meetings to provide context and help with the transition. <p>2. Stark State College: Government leaders thought it would be a good idea for Stark State to have a campus in Summit County. UA leadership/deans and Stark State leadership/deans met to discuss ways to work together to attract students that the institutions cannot attract individually. Collaboration discussions are ongoing. Possible collaborations include:</p> <ul style="list-style-type: none"> • Utilize space on UA campus • Use of UA services • Build faculty working relationships at the department level • Dual enrollment opportunities <p>3. Marketing: UCM is working with Enrollment to determine marketing strategies to help increase enrollment. Discussions are ongoing.</p>
3:25 – 3:45	<p style="text-align: center;">TALENT DEVELOPMENT AND HUMAN RESOURCES IN-DEPTH REPORT</p> <p style="text-align: right;">LIZ ERICKSON</p>
DISCUSSION	<p>The chair of the Talent Development and Human Resources Committee reviewed the attached 2015-16 Activities Report.</p> <p>The report includes the following topics:</p> <ul style="list-style-type: none"> • Performance review process for non-faculty employees • Layoff planning • Talent development planning and programming • Benefit incentives to aid health and wellness <p>The committee is currently reviewing a proposal regarding part-time faculty salaries.</p>
3:45 – 4:25	<p style="text-align: center;">STANDING COMMITTEE REPORTS</p> <p style="text-align: right;">STANDING COMMITTEE CHAIRS</p>
DISCUSSION	<p>Budget and Finance: Shiva Sastry (ssastry@uakron.edu) asked UC members to let him know what ideas/issues they think the Budget and Finance committee should address.</p> <p>Provost Ramsier reported that the budget is expected to go to the BOT in October.</p> <p>Chair Sterns reminded the Budget and Finance Committee that the proposed budget should be discussed with UC prior to the BOT meeting.</p>

	<p>Communications: The committee is planning to elect officers at the September meeting. UCM is currently working on an advertising campaign that will kick off soon and run 4-5 months.</p> <p>Information Technology: The committee elected officers. The appointed administrator discussed important issues for IT.</p> <p>There is a need to update and refresh IT machines on campus. The refresh program was not included in the budget. We need to find a solution and develop a plan for the future. A suggestion was made to have faculty buy their own computer and have UA supply the software. Please send ideas to Linda Barrett (barrett@uakron.edu).</p> <p>It is difficult for department chairs to get labs up and running for fall semester because technology fees were not in department budgets.</p> <p>Institutional Advancement: No report.</p> <p>Physical Environment: The committee went on a tour of Zook Hall and the Law School. A suggestion was made to tour the NCERCAMP corrosion labs.</p> <p>Student Engagement and Success: The committee discussed New Roo Weekend, August 28-30, and Fall Convocation, September 9. Please encourage your colleagues to attend. Beginning fall semester, Fridays will be Blue & Gold day on campus. Please encourage your colleagues to participate.</p> <p>Recreation and Wellness: The committee is working on developing goals for 2016-17. The Provost reported that the draft rule for the smoke-free policy is being shared with the bargaining units and should go to the BOT in December. The policy is a wellness measure and we must be mindful of helping employees.</p>
4:25 – 4:30	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">HARVEY STERNS</p>
DISCUSSION	<p>A motion was made to add a report from the Provost to the University Council meeting agenda. The motion passed by unanimous consent.</p> <p>The meeting was adjourned at 4:30 p.m. by unanimous consent.</p>

	<p>Provost Ramsier discussed the Higher Learning Commission (HLC) visit scheduled for mid-February (Valentine’s Day). The campus community (including undergraduate and graduate students) has been asked to submit evidence from their own experience that demonstrates that we meet one or more of the HLC’s criteria. He stressed the importance of campus participation and asked members to complete the survey. He also asked USG and GSG leadership to encourage students to participate.</p> <p>The UC Bylaws were approved by the Board of Trustees in June 2016. Now, we must prove to the HLC team that University Council is functioning effectively.</p> <p>There are UC members on the HLC writing teams. A draft of the HLC report will be posted online for a 10-day public comment period in November and the final report will be submitted to HLC in mid-December. During the HLC site visit, there will be an open forum for students, faculty and staff.</p> <p>More information is available at www.uakron.edu/hlc.</p>	
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	There were none at this time.	
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DISCUSSION	<ol style="list-style-type: none"> 1. Nathan Mortimer and Shiva Sastry presented the attached FY16-FY18 Budget Conversation PowerPoint. <p style="margin-left: 20px;">The following is a summary of the discussion:</p> <ul style="list-style-type: none"> • The FY16 financial metrics for higher education were discussed. Nathan will share the FY17 metrics with the Budget and Finance Committee in November. • \$18 million of university reserves will be used to stabilize the FY17 budget. We will manage the budget through position control. • Ernst & Young will provide a snapshot of UA’s financial situation and help us find ways to save money and generate revenue. • Ohio put a freeze on tuition. The Legislature may put a cap on fees. The Senate has challenged Universities to develop a plan to reduce the cost of attendance by 5%. • The Budget and Finance Committee will bring the FY18 budget proposal to the UC. 2. The following motion was made regarding IDC funds: <p style="margin-left: 20px;">WHEREAS, the University Council Budget and Finance Committee finds that there is approximately \$1.8 million in 270 accounts accumulated over the years that comprise the current faculty component of Indirect Cost Recovery (IDC) distribution; and</p> <p style="margin-left: 20px;">WHEREAS, the members of the Budget and Finance Committee believe that the release of these said funds is important for supporting research of the individual investigators; and</p> <p style="margin-left: 20px;">WHEREAS, the members of the Budget and Finance Committee believe that releasing these funds to the individual Principal Investigators will not cause excessive burden on the finances of the University of Akron; and</p> 	
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WHEREAS, the members of the Budget and Finance Committee recognize that it would be better to delay the creation of policies governing the finances of the institution until the upcoming review of the finances has been completed by the externally engaged party Ernst and Young; and

WHEREAS, the members of the Budget and Finance Committee, after due consideration, find that the release of these said funds will help to improve the morale among faculty; Now, Therefore,

BE IT RESOLVED, that the University Council Budget and Finance Committee unanimously recommends the release of said \$1.8 million in 270 individual accounts to the respective individual Principal Investigators for use in accordance with the policies established for expenditure of IDC funds; and

BE IT FURTHER RESOLVED, that the University Council recommends that released IDC be expended in a manner which facilitates the PI's research activities and research portfolio and, it is expended prudently as it is University Council's desire for the released funds to remain available for PI expenditures should the funds remain unexpended on June 30, 2017; and

BE IT FURTHER RESOLVED, that the University Council Budget and Finance Committee recognizes this resolution as a tactical fiscal decision and not as an enduring permanent policy. The University Council further recommends that a broader institutional policy be pursued and implemented regarding the intended purpose of IDC and its collection, allocation, and expenditures.

The motion carried by a secret ballot vote of 18 in favor and 2 opposed.

3:45 – 4:50

STANDING COMMITTEE REPORTS

STANDING COMMITTEE
CHAIRS

DISCUSSION

Communications: The committee is working on developing goals and elected officers.

Information Technology: The committee discussed a laptop refresh and the idea of changing student emails from Gmail to Office 365.

Institutional Advancement: The committee is working on developing goals and will electing officers soon.

Physical Environment:

1. The following motion was made:

At the September 8 meeting, the Physical Environment Committee recommended the following resolution to be presented to the University Council.

The Physical Environment Committee supports the move of the Graduate School offices from Polsky to the 5th floor of Leigh Hall pending the final assignment of office space and the move of Institutional Research into new office space in Zook Hall. The move is recommended contingent on the availability of funds to support such move.

The motion carried by a secret ballot vote of 17 in favor and 2 opposed.

2. The following motion and amendment was made:

At the September 8 meeting, the Physical Environment Committee recommended the following resolution to be presented to the University Council.

	<p>The Physical Environment Committee supports the request from Dean John Green to move Geography from CAS to Crouse Hall, rooms 213 and 217. The move is recommended contingent on the availability of funds to support such move.</p> <p>The amendment carried by a secret ballot vote of 16 in favor and 3 opposed.</p> <p>The motion carried as amended by a secret ballot vote of 16 in favor and 1 opposed.</p> <p>Student Engagement and Success: The committee finalized goals. The administrator thanked UC members for their support of Blue and Gold Day. A UC member commended the Student Success Team on the success of New Student Convocation.</p> <p>Recreation and Wellness: The committee finalized goals and discussed a UC Clinic Integration proposal.</p> <p>Talent Development and Human Resources: The committee is continuing to look at performance evaluations at other universities. They are planning to meet with the Williams Honors College dean to discuss training workshops. They are planning to meet with the Recreation and Wellness Committee to discuss benefits.</p> <p>Chair Sterns reminded the standing committees that they should be fully functional and actively involved in the governance process as soon as possible.</p>
4:50 – 5:00	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">HARVEY STERNS</p>
DISCUSSION	<p>There were none at this time.</p> <p>The meeting was adjourned at 4:50 p.m. by unanimous consent.</p>

University Council

MINUTES

OCTOBER 11, 2016

3 – 4:50 PM

ZOOK HALL 108

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Member: Phillip Allen, Linda Barrett, Megan Bodenschatz, Michelle Byrne, Julie Cajigas, Mike Cheung, Jared Coleman, Elizabeth Erickson, Tonia Ferrell, Nick Golina, Diane Gorse, Marjorie Hartleben, Nancy Homa, Kristin Koskey, Kristine Kraft, Isaac Lampner, Chand Midha, Ruth Nine-Duff, Rex Ramsier, Jeanne-Helene Roy, Shiva Sastry, Michael Spayd, Harvey Sterns, Cassie Verardi, Matt Wilson</p> <p>Absent with notice: Marina Pelemis Absent without notice: Briana DiMichele</p> <p>Standing Committee Members: Alisa Benedict O'Brien, Pamela Brandenstein, Barb Caillet, Irina Chernikova, Kim Cole, Enoch Damson, Aimee DeChambeau, Kathryn Evans, Emily Fillmore, Debbie Gannon, Dorothy Gruich, Steve Kaufman, Paul Levy, Laurel Lohrey, Mary Jo MacCracken, John MacDonald, John Messina, Barb Pizzute, Lakeesha Ransom, Michelle Reed, Gamal Saxton, Kathern Sigal Papp, Laura Spray, Todd Simmons, Jarrod Tudor</p>	
Agenda topics:		
3:08 – 3:10	CALL TO ORDER	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> Jaimie Newhall provided a clicker demonstration. When voting, press A for Yes and B for No. You can change your mind during the vote because the clicker records the last button pushed before the results are displayed on the screen. The chair called the meeting to order. He asked for additions to the agenda. The agenda was approved by a secret ballot vote of 20 in favor and 0 opposed. The chair asked for additions or corrections to the September 13 University Council (UC) minutes. The minutes were approved by a secret ballot vote of 20 in favor and 0 opposed. 	
3:10 – 3:15	EXECUTIVE COMMITTEE REPORT	HARVEY STERNS
DISCUSSION	<p>The chair reviewed the attached September 20 UC Executive Committee minutes.</p> <p>The chair discussed the need for transparency during standing committee meetings, but acknowledges that sensitive topics requiring confidentiality may occasionally arise. Each standing committee can decide how it is to operate. Members should only share information in the approved minutes.</p> <p>University council approved the report by a secret ballot vote of 21 in favor and 0 opposed.</p>	

3:15 – 3:15	UNFINISHED BUSINESS	HARVEY STERNS
DISCUSSION	There were none at this time.	
3:15 – 3:25	PROVOST'S REMARKS	REX RAMSIER
DISCUSSION	<p>The following topics were discussed:</p> <ul style="list-style-type: none"> • The Higher Learning Commission visit is February 12 – 15, 2017 and the HLC team will talk to UC members about shared governance. Writing teams are working on the HLC report. • Decisions about open positions have been made at the college level. An analysis of open positions in the VP units is being conducted. • Ernst and Young will present a draft state of affairs report to the BOT. The final report will be shared with the campus community. We need to have a plan and work together to get out of our financial situation. 	
3:25 – 3:56	STUDENT ENGAGEMENT AND SUCCESS IN-DEPTH STANDING COMMITTEE REPORT	MICHELLE BYRNE
DISCUSSION	<p>Michelle Byrne and John Messina presented the attached report, Student Engagement and Success: Focus on Retention and Completion Plan. The report includes the following information:</p> <ul style="list-style-type: none"> • Updated retention information for Fall 2016. • Retention and completion goals for 2016-2018. • Current retention/completion efforts. • Credit hour reduction. • Retention and completion grants. • Finish in Time. <p>The committee's goals for 2016-17 have a financial focus:</p> <ul style="list-style-type: none"> • Review scholarship appeal process. • Review scholarship cap policy. • Investigate scholarships for international students. <p>The following topics were discussed:</p> <ul style="list-style-type: none"> • Financial obligation is a common retention/completion barrier across all preparedness levels. • Efficiency Task Force is compiling credit hour data. <p>The following suggestions were made:</p> <ul style="list-style-type: none"> • Improve communication about scholarships available to international students. • Look at financial challenges for adult students. • Ask Institutional Advancement about the donor's perspective of the scholarship cap. • Educate students and create policy around academic and financial support. 	
3:56 – 4:47	PRESIDENT'S REMARKS	MATT WILSON
DISCUSSION	<p>The following topics were discussed:</p> <ul style="list-style-type: none"> • The Making a Difference and Moving Forward Campaign is under way to increase scholarship funds. • The newly renovated Zook Hall had its unveiling at an open house during homecoming weekend. 	

- The new College of Engineering Swagelok Career Center had its unveiling on September 22.
- Fall visit day is Saturday, Oct. 15 and numbers are expected to exceed last year.
- The EXL Center is moving forward on an affordable budget.
- Ernst and Young will provide a snapshot of our current financial situation based on enrollment numbers.
- The city of Akron received grants to develop a maker space in the Polsky building.
- The Legislature is asking Higher Education Institutions to reduce the cost of text books.

President Wilson suggested that a UC committee look at ways to reduce text book costs.

3:45 – 4:50

STANDING COMMITTEE REPORTS/GOALS

STANDING COMMITTEE
CHAIRS

DISCUSSION

Physical Environment Committee – the following motion was made:

At its meeting on October 6, 2016, the Physical Environment Committee reviewed and approved the following three space allocation changes and now recommends approval by University Council.

1. Space Allocation Routing Number: 12000-398
Building: Central Hower Community School-Room 109D
Currently assigned to Capital Planning and Facilities Management.
Requested use of space is for Audio Visual Equipment Storage.
Funds for move have been identified.
2. Space Allocation Routing Number: 12000-402
Building: 178 South Forge Street (Wonder Bread)- Rooms 102D and 103D
Currently assigned to Capital Planning and Facilities Management.
Requested use of space is for Research Project Specimen Storage.
Funds for move have been identified.
3. Space Allocation Routing Number: 12000-401
Building: Auburn Science and Engineering Center- 504 Research Lab
Currently assigned to College of Engineering/Electrical and Computer Eng.
Requested use of space is to convert lab space to private office and student work stations.
Funds for change have been identified.

The motion carried by a secret ballot vote of 18 in favor and 1 opposed.

The UC standing committees developed the following goals for the current UC year ending on April 30, 2017:

- Budget and Finance Committee – have not yet received goals
- [Communication Committee Goals](#)
- [Information Technology Committee Goals](#)
- [Institutional Advancement Committee Goals](#)
- [Physical Environment Committee Goals](#)
- [Recreation and Wellness Committee Goals](#)
- [Student Engagement and Success Committee Goals](#)
- [Talent Development and Human Resources Committee Goals](#)

The goals will be shared with UC and standing committee members via email.

4:50 – 4:52

NEW BUSINESS

HARVEY STERNS

DISCUSSION

The meeting was adjourned at 4:52 p.m. by unanimous consent.

University Council

MINUTES

NOVEMBER 8, 2016

3 – 4:45 PM

STUDENT UNION 312

MEETING CALLED BY	Harvey Sterns, chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Harvey Sterns, chair
NOTE TAKER	Kim Haverkamp
ATTENDEES	<p>Member: Philip Allen, Linda Barrett, Megan Bodenschatz, Michelle Byrne, Mike Cheung, Jared Coleman, Elizabeth Erickson, Tonia Ferrell, Diane Gorse, Marjorie Hartleben, Kristin Koskey, Kristine Kraft, Isaac Lampner, Chand Midha, Ruth Nine-Duff, Rex Ramsier, Jeanne-Helene Roy, Shiva Sastry, Michael Spayd, Harvey Sterns, Cassie Verardi, Matt Wilson</p> <p>Absent with notice: Julie Cajigas, Briana DiMichele, Nick Golina, Nancy Homa, Marina Pelemis</p> <p>Other attendees: Kim Cole, Wayne Hill, John MacDonald, John Messina, Barb Pizzute</p>

Agenda topics:

3:00 – 3:05 **CALL TO ORDER** **HARVEY STERNS**

DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order. He asked for additions to the agenda. The topic, Motion Responses from President Wilson, was added. The agenda was approved as amended by a secret ballot vote of 18 in favor and 0 opposed. The chair asked for additions or corrections to the October 11 University Council (UC) minutes. There being none, the minutes were approved as distributed by a secret ballot vote of 18 in favor and 0 opposed.
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3:05 – 3:20 **EXECUTIVE COMMITTEE REPORT** **HARVEY STERNS**

DISCUSSION	<ol style="list-style-type: none"> The chair reviewed the attached October 18 UC Executive Committee minutes. The chair shared a Tiger Team proposal to add representatives from FS, AAUP, UA chairs and UC as non-voting members to Board of Trustees committees. <p>The following motion was made: The University Council supports the addition of UC faculty and staff as non-voting members of the Board of Trustees committees. The motion passed by a secret ballot vote of 16 in favor and 3 opposed.</p>
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DISCUSSION

1. The chair read the following motion responses from President Wilson:
 - [Geography, Grad School and IR Moves](#)
 - [IDC Funds](#)
2. The Budget and Finance Committee chair discussed the attached [proposed enhancements to UA’s Strategic Planning and Budgeting Process](#) and [Flow of Activities Timeline](#). He asked UC members to review the documents and provide feedback. A Qualtrics survey will be developed to gather feedback. The documents will also be shared with the Council of Deans, Chairs/School Directors, Faculty Senate and the campus community.
3. The chair asked standing committees to review the attached [Tiger Team Recommendations](#) to determine if any of the recommendations pertain to their committee.
4. An ad hoc Textbook Committee was established and the following members volunteered to serve on the committee. The UC chair will call the initial meeting.
 - Liz Erickson
 - Tonia Ferrell
 - Kris Kraft
 - Isaac Lampner
 - Jeanne-Helene Roy
5. The chair reviewed the [survey results regarding a proposal to revise the Course Calendar for 2017-2019](#).
 - Adding Convocation on the Friday before the fall semester passed by a vote of 20 in favor and 2 opposed
 - Eliminating Summer Commencement passed by a vote of 16 in favor and 6 opposed

DISCUSSION

- Jared Coleman discussed the attached [PowerPoint presentation](#). The following items were discussed:
- Here, Your Gift Matters (video is in report)
 - Making a Difference Moving Forward campaign graphic link for email signatures
 - “Adopt a Student” style programs
 - Alumni engagement events
- A suggestion was made to create a list of all scholarships and scholarship events across campus.
- A list of named scholarships is available on the [Department of Development website](#).

4:05 – 4:30	PRESIDENT’S REMARKS	MATT WILSON
DISCUSSION	<p>The following items were discussed:</p> <ul style="list-style-type: none"> • Attendance at fall visit days increased by 18 percent over last fall. • UA received \$3 million endowment from the Knight Foundation for polymer research. • The Making a Difference and Moving Forward scholarship campaign is going well. • When the Ernst & Young report is finalized, constituencies will be engaged to discuss ways to move forward. • We are forgoing galas and holiday parties this year. • There is a hold on hiring. • A communication will be coming out soon regarding Tiger Team recommendations. 	
4:30 – 4:35	PROVOST’S REMARKS	REX RAMSIER
DISCUSSION	<p>The following items were discussed:</p> <ul style="list-style-type: none"> • Thank you to everyone who has been part of the HLC writing teams. The report will be sent to the campus community in early December for feedback and then submitted to HLC prior to the holiday break. • He asked USG and GSG members to encourage their fellow students to complete the survey in Zipmail regarding their experiences at UA. A summary of the results will be provided to the HLC team. 	
4:35 – 4:45	STANDING COMMITTEE GOALS REPORTS	STANDING COMMITTEE CHAIRS
DISCUSSION	<p>Budget and Finance: The chair presented proposed enhancements to UA’s strategic planning and budget process (see unfinished business, page 2).</p> <p>Communications: The committee is focusing on the following:</p> <ul style="list-style-type: none"> • Developing ways to foster better communications with students • Messaging platforms to provide employees with information to discuss how the University is moving forward <p>The committee worked with the Office of Admissions on messaging that helped contribute to the increase of student participation in the fall visit days.</p> <p>Information Technology: No report.</p> <p>Physical Environment: The committee is focusing on a space planning process.</p> <p>Student Engagement and Success: The committee met with Mary Schadle, Student Financial Aid, and is planning to meet with someone from Admissions to get a better understanding of the scholarship process.</p> <p>Recreation and Wellness: The committee was contacted by a student concerned about finding hypodermic needles in bathrooms across campus.</p> <p>Talent Development and Human Resources: The committee is focusing on the following:</p> <ul style="list-style-type: none"> • A workshop to help UC committees share and integrate goals • Effects of the FLSA mandate <ul style="list-style-type: none"> ○ Provost Ramsier explained that staff members who will change classification due to the mandate will keep their vacation 	

	<ul style="list-style-type: none"> • Part-Time Faculty Salary topic submission <ul style="list-style-type: none"> ○ Provost Ramsier explained that the cost of implementing an increase in part-time faculty salaries recommended by the Faculty Senate would be more than one million dollars for just this semester, and that the University cannot afford this. <p>Provost Ramsier suggested that the committee look at employee, rather than only faculty, buyouts.</p>
4:45 – 4:45	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">HARVEY STERNS</p>
DISCUSSION	The meeting was adjourned at 4:45 p.m. by unanimous consent.

University Council

MINUTES

DECEMBER 6, 2016

3 – 5 PM

STUDENT UNION 312

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Member: Philip Allen, Linda Barrett, Michelle Byrne, Mike Cheung, Jared Coleman, Elizabeth Erickson, Tonia Ferrell, Nick Golina, Diane Gorse, Nancy Homa, Kristine Kraft, Chand Midha, Ruth Nine-Duff, Rex Ramsier, Shiva Sastry, Michael Spayd, Harvey Sterns, Cassie Verardi, Matt Wilson</p> <p>Absent with notice: Megan Bodenschatz, Julie Cajigas, Kristen Giaquinto, Marjorie Hartleben, Kristin Koskey, Isaac Lampner, Marina Pelemis, Jeanne-Helene Roy</p> <p>Other attendees: John Messina, John MacDonald, Godfrey Ovwigho, Barbara Weinzierl</p>	
Agenda topics:		
3:00 – 3:05	CALL TO ORDER	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> 1. UC observed a moment of silence for Duncan Unternaher. He passed away on December 5 and was a student in the College of Business Administration. 2. The chair called the meeting to order. He asked for additions to the agenda. Graduate student funding will be discussed during the Budget and Finance Committee report. The agenda was approved as distributed by unanimous consent. 3. The chair asked for additions or corrections to the November 8 University Council (UC) minutes. There being none, the agenda was approved as distributed by unanimous consent. 	
3:05 – 3:20	EXECUTIVE COMMITTEE REPORT	HARVEY STERNS
DISCUSSION	The chair reviewed the attached November 15 UC Executive Committee minutes . The minutes were approved by a secret ballot vote of 17 in favor and 0 opposed.	
3:20 – 3:30	UNFINISHED BUSINESS	HARVEY STERNS
DISCUSSION	<p>An ad hoc University Awards Committee was established and the following members volunteered to serve on the committee.</p> <ul style="list-style-type: none"> • Michelle Byrne • Kris Kraft • Michael Spayd 	

DISCUSSION

The following items were discussed:

- Thoughts and prayers to Duncan Unternaher’s family. UA is providing help to students that are grieving.
- There has been an increase in donations and new student commitments. Spring enrollment is down by 5%, which is better than where we were at this time last year. We anticipate that Fall 2017 enrollment will be the same as Spring 2017. We need to do everything possible to retain and recruit students.
- Everyone is working to stabilize the budget by being conservative and controlling expenditures.
- He introduced his new Chief of Staff, Barbara Weinzierl. She has been instrumental in helping the School of Law turn enrollment around.
- UC members were asked to review the Ernst & Young report that was sent to the campus community on November 21.
- Ernst & Young has been hired to provide expertise and advice so we can plan going forward.

What can we do to stabilize:

- Rebuild and develop relationships.
- Increase retention and graduation rates.
- Maximize the use of scholarship dollars. Barbara Weinzierl is establishing a working group to look at ways to use the scholarship system to retain students and help them graduate.
- Graduate assistantships are being discussed.
- Increasing fundraising.
- Reducing utility expenses.
- A retirement buyout is in the initial stage of discussion; no criteria have been developed.
- Growing partnerships with Community Colleges.
- Growing partnerships with admission recruiters.
- Offer non-traditional students more options. Evening College is being discussed among deans.
- Comprehensive international effort.

President Wilson attends the UC meetings and communicates with constituency groups so everyone knows where we stand. He hopes to have unity going forward.

DISCUSSION

The following items were discussed:

- The Higher Learning Commission will visit Main Campus and Wayne Campus on February 12 – 15, 2017.
 - The draft assurance argument is open for comment until December 12.
 - Members of the HLC team include a CFO, an enrollment manager, a university president and an institutional effectiveness person.
 - A representative from the Chancellor’s Office will shadow the team.
- Stark State College will begin classes in Akron in January.

3:25 – 3:31	PHYSICAL ENVIRONMENT IN-DEPTH STANDING COMMITTEE REPORT	STEVE MYERS
DISCUSSION	<p>1. Steve Myers presented the attached Capital Projects Update. The following items were discussed:</p> <ul style="list-style-type: none"> • Approved capital projects. • College Street will be closed during the summer of 2017 between Buchtel Avenue and Central Hower for infrastructure work. • School of Law renovation will move to the next phase during Spring Break. <p>2. The committee reviewed and approved the attached Space Allocation Form for Roo Express Operations and now recommends approval by University Council. The motion for approval carried by a secret ballot vote of 15 in favor and 0 opposed.</p>	
3:31 – 4:50	STANDING COMMITTEE REPORTS	STANDING COMMITTEE CHAIRS
DISCUSSION	<p>Budget and Finance: The committee is focusing on the following:</p> <ul style="list-style-type: none"> • Reviewing graduate scholarship data for discussions regarding sustainable budgets. • Reviewing data regarding research awards for colleges. • The committee would like to be involved in evaluating the potential cost savings of the potential retirement buyout. <p>Shiva Sastry discussed the attached Survey Results Report for the UA Strategic Planning and Budget Proposal. After the discussion, a motion was made to send the proposal back to the committee for revisions that may come from the survey results with the expectation that the committee will bring the revised proposal back to UC for a vote. The motion carried by a secret ballot vote of 17 in favor and 0 opposed.</p> <p>Phil Allen discussed the attached Graduate Assistantship Funding Analysis and Graduate Assistantship Funding Proposed Strategies. Other Universities give students either a tuition scholarship or a stipend; UA gives students both.</p> <p>Information Technology: Linda Barrett discussed the attached IT Report to UC. The UC IT Committee supports the CCTC Laptop Replacement Resolution passed by Faculty Senate on Dec. 1, 2016 (see resolution in attached IT Report). Godfrey Ovwigho informed UC that the cost estimate to replace laptops for all full-time faculty is \$2 million. After the discussion, a motion was made to ask that cost estimates be shared at the January 10 UC meeting. The motion was carried by a secret ballot vote of 16 in favor and 0 opposed.</p>	
5:15 – 5:15	NEW BUSINESS	HARVEY STERNS
DISCUSSION	<p>There were none at this time.</p> <p>The meeting was adjourned at 5:15 p.m. by unanimous consent.</p>	