

University Council Executive Committee (UCEC)

MINUTES

JANUARY 17, 2017

2:45 – 3:40 PM

LEIGH HALL 413

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting.	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Members: Megan Bodenschantz, Diane Gorse, Marjorie Hartleben, Isaac Lampner, Ruth Nine-Duff, Rex Ramsier, Harvey Sterns</p> <p>Absent with notice: Kristin Koskey, Michael Spayd</p>	
Agenda topics:		
2:45 – 2:50	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. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the December 13 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:50 – 3:20	UNFINISHED BUSINESS	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> UA received \$1 million in food swipes to Rob’s Café from Aramark for the following purposes: <ul style="list-style-type: none"> Faculty can take students to lunch for retention purposes Students in dorms that cannot afford a meal plan Students that can demonstrate a need for food <p>How do we get the word out to students in need without advertising? A suggestion was made to inform advisers and ZIP Assist.</p> The Textbook Committee had their first meeting. They are looking at the Barnes and Noble contract. The chair reminded the Executive Committee that they have been invited to meet with President Wilson about the transformation on Wed., Jan. 18. Towers Watson was hired to help UA with a Buyout Program. Provost Ramsier and VP/CFO Mortimer will meet with the Budget & Finance and Talent Development & HR committees to begin discussions around what a Buyout Program might look like. UA needs to save \$12 million through the Buyout Program. 	

3:20 – 3:25	TOPIC SUBMISSIONS	HARVEY STERNS
DISCUSSION	A topic submission was received regarding contract professional hours. The topic will be referred to the Talent Development & Human Resources Committee.	
3:25 – 3:40	NEW BUSINESS	HARVEY STERNS
Discussion	<ol style="list-style-type: none"> 1. Provost Ramsier discussed the HLC visit on February 12-15, 2017. The student survey data and comments have been sent to the HLC team. We scored the weakest on Financial Aid. 2. The Executive Committee was asked to review the HLC report. Criterion 5 focuses on governance. The HLC team will ask UCEC members questions to verify what was presented in the report. 3. The agenda for the February 7 UC meeting was discussed. The Budget & Finance Committee was asked to bring the UA Strategic Planning and Budget Proposal back to UC after committee approval. The topic will be added to Action Items. The agenda was approved as amended by unanimous consent. <p>The meeting was adjourned at 3:40 p.m. by unanimous consent.</p>	

University Council Executive Committee (UCEC)

MINUTES

FEBRUARY 21, 2017 2:30 – 3:30 PM LEIGH HALL 413

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting.	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Members: Diane Gorse, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier, Michael Spayd, Harvey Sterns</p> <p>Absent with notice: Kristin Koskey, Megan Bodenschantz, Isaac Lampner</p>	
Agenda topics:		
2:30 – 2:35	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. 2. The chair asked for additions or corrections to the January 17 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:35 – 3:45	ACTION ITEMS	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> 1. A USG Resolution was received regarding organic waste recycling. The resolution will be referred to the Physical Environment Committee. 2. A USG Resolution was received regarding hypodermic needle disposal. The resolution will be referred to the Physical Environment Committee. 	
2:45 – 2:55	TOPIC SUBMISSIONS	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> 1. A topic submission was received regarding a professor rating website. The UCEC will explore this topic with USG and GSG. 2. The Talent Development and Human Resources Committee provided a response regarding contract professional hours. The Executive Committee reviewed the response and it will be sent to the author. 	
2:55 – 3:30	NEW BUSINESS	HARVEY STERNS
Discussion	<ol style="list-style-type: none"> 1. The second Special Information Session with the Board has been scheduled for April 10. We have been asked to provide a brief agenda of topics. A request for topic recommendations will be sent to UC members. 	

2. There was a discussion about the changes to graduate assistantships. The Graduate Council Executive Committee will hold open forums to answer questions.
3. The 2016-17 UC Year-End Timeline was reviewed.
 - Annual reports will not be presented at a UC meeting due to time constraints; the reports will be circulated and posted to the UC website
 - The University Council year does not coordinate with the elections of some of the constituent groups. It is important to have constituent representation all year (including summer). A suggestion was made to ask current members to serve until replacements are appointed. Each constituent group chair will be asked to determine how their group will resolve this issue.
4. The Information Technology Committee will not have an in-depth report for the April meeting. UCEC will ask the Budget and Finance Committee to present a report.
5. The Mid-American Conference Provosts have proposed the following for conference-wide programming:
 - Academic Leadership Development Program: A one-year program for faculty interested in learning about higher education administration and aspiring to go into leadership roles. Sarah Cravens will be the liaison for UA.
 - Faculty Recognition Program: Each campus has been asked to provide information on current faculty recognition programs by February 27. Kim Haverkamp will compile this information.
6. The agenda for the March 14 UC meeting was approved by unanimous consent.

The meeting was adjourned at 3:30 p.m. by unanimous consent.

	<p>4. A question was raised about the implementation of the Tobacco Free Campus Policy that will go into effect on July 1, 2017. UCEC members are concerned that employees and students may not be aware of the policy. The UCEC will send email to Nathan Mortimer and Wayne Hill asking them to share the implementation plan.</p>
2:45 – 2:45	<p style="text-align: center;">TOPIC SUBMISSIONS</p> <p style="text-align: right;">HARVEY STERNS</p>
DISCUSSION	<p>There were none at this time.</p>
2:45 – 3:30	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">HARVEY STERNS</p>
Discussion	<ol style="list-style-type: none"> 1. The following people will represent UC on the Ernst & Young Dashboard Committee. Each member has informed Barbara Weinzierl of their interest to serve. <ul style="list-style-type: none"> • Ruth Nine-Duff • Shiva Sastry • Pam Brandenstein 2. There was a discussion about Roberts Rules of Order. 3. USG President Megan Bodenschatz informed the committee that USG is taking applications for student trustees. Students must be able fulfill a two-year seat. The application deadline is April 14. Application information is available on the USG website, www.uakron.edu/usg. Please pass the information on to interested students. 4. The agenda for the April 11 UC meeting was approved by unanimous consent. <p>The meeting was adjourned at 3:30 p.m. by unanimous consent.</p>

University Council Executive Committee

MINUTES

APRIL 18, 2017

2:30 – 3:30 PM

LEIGH HALL 413

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Members: Megan Bodenschantz, Diane Gorse, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier, Néna Roy, Harvey Sterns</p> <p>Absent with notice: Michael Spayd</p> <p>Absent without notice: Isaac Lampner</p>	
Agenda topics:		
2:30 – 2:35	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. The topic of UC Bylaws Discussion was added to the agenda. The agenda was approved as amended by unanimous consent. 2. The chair asked for additions or corrections to the March 21 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:35 – 2:45	UNFINISHED BUSINESS	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> 1. The implementation plan for the Tobacco Free Campus Policy was reviewed and the topic will be added to the May 2 UC meeting agenda. USG was told that students will be informed of the new policy at New Roo Weekend. A suggestion was made to create an information sheet to help people understand the policy. 2. The Goals Alignment Workshop Proposal from the Talent Development and Human Resources Committee was discussed. A suggestion was made to hold the workshop on April 28. Kim Haverkamp will check Dr. Ransom’s availability and room availability at the Student Union. UC and standing committee members will be invited to the workshop. 3. Committee Annual Reports will be posted to the UC website. A communication will be sent to UC and standing committee members letting them know how to find the reports. 	
2:45 – 2:45	TOPIC SUBMISSIONS	HARVEY STERNS
DISCUSSION	There were none at this time.	

Discussion

1. A suggestion was made to consider changing the bylaws to allow members who transition after retirement to finish out their terms on University Council. The topic will be added to the May 2 UC meeting.

Per UC Bylaw K(1-4), amendments to the bylaws may be proposed in writing at any regularly scheduled meeting. A vote by the UC may be taken only at a subsequent regular or special UC meeting. To pass, a proposed amendment requires at least a two-thirds vote. Amendments shall take effect upon approval of the Board of Trustees.

2. UC and committee members with terms expiring April 30, 2017 will continue to be invited to meetings until constituent groups submit new members to fill the seats.
3. The agenda for the May 2 UC meeting was approved by unanimous consent.

The meeting was adjourned at 3:30 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

MAY 9, 2017

2:30 – 3:45 PM

LEIGH HALL 413

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Members: Taylor Bennington, Jeanette Carson, Diane Gorse, Marjorie Hartleben, Ruth Nine-Duff, Néna Roy, Harvey Sterns</p> <p>Absent with notice: Rex Ramsier,</p> <p>Absent without notice: Isaac Lampner,</p>	
Agenda topics:		
2:30 – 2:35	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. 2. The chair asked for additions or correction to the April 18 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:35 – 3:35	UNFINISHED BUSINESS	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> 1. The chair is participating in the Transition After Retirement Program (TARP) and will step away from the University for 60 days (June 1 – July 30). In the absence of the chair, the vice chair presides over the meetings of the UC and UCEC (see UC bylaw H(1)(b)). The UC will vote on the proposed addition to the UC bylaws at the June 13 UC meeting. If passed, UC members who retire and remain active in the HR system may continue to fulfill the duties of their unexpired terms with the approval of the constituency group that selected or elected them. 2. Eleven people attended the Goal Alignment Workshop. A second Goal Alignment Workshop will take place this summer. Kim Haverkamp will send the committees a request to submit their goals in September; date to be determined. 3. There was a discussion about the Graduate School moving from Polsky to be more central on campus. 	

	<p>4. There was a discussion about the closing of the Child Development Center. The following suggestions were made:</p> <ul style="list-style-type: none"> • Lease the building to a child care center that is flexible and can provide care on an hourly basis and during evening hours. • Survey students to determine child care needs. • Create an ad hoc committee. <p>5. There was a discussion regarding the attached 2016-17 UC Satisfaction Survey Results. Kim Haverkamp will send the report to UC and standing committee members and post it on the UC website.</p>	
3:30 – 3:30	TOPIC SUBMISSIONS	HARVEY STERNS
DISCUSSION	There were none at this time.	
3:35 – 3:45	NEW BUSINESS	HARVEY STERNS
Discussion	<p>1. Isaac Lampner' s term ended. There will be an election to fill the position of secretary at the June 13 UC meeting. Kim Haverkamp will send an election notification to UC members.</p> <p>2. The agenda for the June 13 UC meeting was approved by unanimous consent.</p> <p>The meeting was adjourned at 3:45 p.m. by unanimous consent.</p>	

University Council Executive Committee

MINUTES

JUNE 20, 2017

2:30 – 2:52 PM

LEIGH HALL 413

MEETING CALLED BY	Ruth Nine-Duff, vice chair
TYPE OF MEETING	Monthly Meeting
PRESIDER	Ruth Nine-Duff, vice chair
NOTE TAKER	Tonia Ferrell, secretary
ATTENDEES	<p>Attendees: Taylor Bennington, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, NÉna Roy</p> <p>Absent with notice: Jeanette Carson, Diane Gorse, Rex Ramsier, Harvey Sterns</p>

Agenda topics:

2:30 – 2:33 **CALL TO ORDER** **RUTH NINE-DUFF**

DISCUSSION	<ol style="list-style-type: none"> 1. The vice chair called the meeting to order. She asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent. 2. The vice chair asked for additions or correction to the May 9 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent.
-------------------	--

2:33 – 2:38 **UNFINISHED BUSINESS** **RUTH NINE-DUFF**

DISCUSSION	<ol style="list-style-type: none"> 1. Standing Committee Goals – The vice chair indicated that most standing committees had established and provided goals, but some were still needed and those would be submitted to Kim Haverkamp soon. The vice chair noted we have a second Goals Workshop scheduled in September. 2. UC Bylaws – The vice chair suggested we form an ad-hoc committee on UC Bylaws in August or September so that our chair and long-standing UC members away from the summer can participate in reviewing the bylaws. Of concern: 1) definition of quorum and 2) appointment timing for UC not in line with Faculty Senate appointments.
-------------------	---

2:38 – 2:42 **TOPIC SUBMISSIONS** **RUTH NINE-DUFF**

DISCUSSION	There were none at this time. Executive committee discussed concern about not receiving new topic submissions. Related to new business discussion below, constituents may need to be reminded they can submit topics to UC.
-------------------	---

Discussion

1. UC Communication in Email Digest – The vice chair discussed the potential of a return of a monthly update for UC in the Email Digest. This has not been a routine method of communication with campus constituents for a few years. In light of HLC and emphasis on Shared Governance at UA, is important to raise awareness of UC.
 - a. Representative Roy suggested campus email blasts in addition to Digest to support messaging.
 - b. The secretary highlighted the need to reach students through ZipMail or other avenues.
 - c. The vice chair asked the secretary to reach out to Wayne Hill and Communications standing committee chair about topic suggestion and let them know it will be up for discussion at the next UC meeting. The secretary would like to see the Communications standing committee work on this after UC discusses.

2. The agenda for the July 11 UC meeting – New Business was added to the agenda for the July 11 UC meeting and the changes were approved by unanimous consent.
 - a. Ad-Hoc Committee on UC Bylaws
 - b. UC Communication in Email Digest

The meeting was adjourned at 2:52 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

JULY 18, 2017

2:30 – 3:30 PM

LEIGH HALL 413

MEETING CALLED BY	Ruth Nine-Duff, vice chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Ruth Nine-Duff, vice chair	
NOTE TAKER	Tonia Ferrell, secretary	
ATTENDEES	<p>Attendees: Taylor Bennington, Jeanette Carson, Tonia Ferrell, Diane Gorse, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier</p> <p>Absent with notice: Néna Roy, Harvey Sterns</p>	
Agenda topics:		
2:30 – 2:33	CALL TO ORDER	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> The vice chair called the meeting to order. The topic, Digest Communications, was added and the agenda was approved as amended by unanimous consent. The vice chair asked for additions or correction to the June 20 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:33 – 3:05	UNFINISHED BUSINESS	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> A Goal Alignment Workshop has been scheduled for Wed., Sept. 6, 3 – 4 p.m. Lakeesha Ransom will lead the workshop. The following UC Bylaws were identified for possible revisions. The UCEC will discuss with the chair upon his return in August. <ul style="list-style-type: none"> D(4): The UC shall define its year to begin May first <ul style="list-style-type: none"> Proposed change: Begin Sept. 1 to align with academic year D(5) and D(5)(e): The UC shall consist of 27 voting members. President and Provost are voting members <ul style="list-style-type: none"> Proposed change: The UC shall consist of 25 voting members. President and Provost are ex officio, non-voting members D(8)(b)(iii): Duties of standing committee chair <ul style="list-style-type: none"> Proposed change: Add duties of standing committee vice chair and secretary (same as UCEC officers in bylaws H(1)(a-c)). G(1)(d-e): A quorum shall be a majority of members present in person <ul style="list-style-type: none"> Proposed change: A quorum shall be a majority of the filled seats. 	
3:05 – 3:05	TOPIC SUBMISSIONS	RUTH NINE-DUFF
DISCUSSION	There were none at this time.	

Discussion

1. The UC secretary will submit a summary of the minutes to the Digest after each meeting to inform the campus community of UC business.
2. The UCEC revised the Standing Committee In-Depth Report Calendar.
3. There was a discussion about whether Space Allocation Forms should be approved by University Council. Further discussion will take place when the chair is back.
4. The agenda for the August 8 UC meeting was approved by unanimous consent.

The meeting was adjourned at 3:30 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

AUGUST 15, 2017

2:30 – 3:20 PM

LEIGH HALL 413

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Attendees: Taylor Bennington, Jeanette Carson, Tonia Ferrell, Diane Gorse, Ruth Nine-Duff, Rex Ramsier, Nena Roy, Harvey Sterns</p> <p>Absent with notice: Marjorie Hartleben</p>	
Agenda topics:		
2:30 – 2:33	CALL TO ORDER	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> The chair called the meeting to order. The topics, Child Development Center and Goal Alignment Workshop, were added and the agenda was approved as amended by unanimous consent. The chair asked for additions or correction to the July 18 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
2:33 – 3:05	UNFINISHED BUSINESS	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> With the closing of the Child Development Center, we need to find academic training for programs that involve child development. Faculty Senate is looking at this issue. The committee discussed revisions to the August 8 UC Update for the Digest. Tonia Ferrell will send the revisions to Joette Weir. A motion was made to endorse the following changes to the UC Bylaws. The motion carried by unanimous consent. <ul style="list-style-type: none"> D(4): The UC shall define its year to begin May first <ul style="list-style-type: none"> Proposed change: Begin Sept. 1 to align with academic year D(5) and D(5)(e): The UC shall consist of 27 voting members. President and Provost are voting members <ul style="list-style-type: none"> Proposed change: The UC shall consist of 25 voting members. President and Provost are ex officio, non-voting members D(8)(b)(iii): Duties of standing committee chair <ul style="list-style-type: none"> Proposed change: Add duties of standing committee vice chair and secretary (same as UCEC officers in bylaws H(1)(a-c)). G(1)(d-e): A quorum shall be a majority of members present in person <ul style="list-style-type: none"> Proposed change: A quorum shall be a majority of the filled seats. 	

	<p>The topic, Bylaw Changes, will be added to the Sept. 12 UC meeting.</p> <p>Per UC Bylaw K(1-4), amendments to the bylaws may be proposed in writing at any regularly scheduled meeting. A vote by the UC may be taken only at a subsequent regular or special UC meeting. To pass, a proposed amendment requires at least a two-thirds vote.</p> <p>4. Space Allocation Forms: The Physical Environment Committee should discuss space allocations and report to UC. Does the Physical Environment Committee and the UC need to sign the Space Allocation form? The UCEC will ask the Physical Environment Committee to discuss and bring a recommendation to UC.</p> <p>5. Ad hoc committees: The ad hoc committees should provide updates at the monthly UC meetings. The following was discussed:</p> <ul style="list-style-type: none"> ● Ad hoc Textbook Committee: <ul style="list-style-type: none"> ○ Add Jeanette Carson to the committee ○ USG will appoint a member to the committee ○ Invite Greg Dieringer and Janet Bean to attend the meetings ● Ad hoc Awards Committee <ul style="list-style-type: none"> ○ Kim Haverkamp will schedule a meeting ○ USG will appoint a member to the committee ○ USG will look into how students picked Outstanding Mentor ○ Students should have input for Outstanding Teacher <p>6. Goals Alignment Workshop: Kim Haverkamp will ask committee chairs if they would like to have a workshop that would help their committee with goal development. The deadline to submit committee goals will be Sept. 29.</p> <p>7. A suggestion was made to use surplus meal tickets for visiting students and parents.</p>
3:05 – 3:05	<p style="text-align: center;">TOPIC SUBMISSIONS</p> <p style="text-align: right;">HARVEY STERNS</p>
DISCUSSION	There were none at this time.
3:05 – 3:20	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">HARVEY STERNS</p>
Discussion	<p>1. The UCEC meeting time was discussed. Diane Gorse will let Kim Haverkamp know if she is available to meet at 3 p.m.</p> <p>2. The agenda for the Sept. 12 UC meeting was approved as amended by unanimous consent.</p> <p>The meeting was adjourned at 3:20 p.m. by unanimous consent.</p>

University Council Executive Committee

MINUTES

SEPTEMBER 19, 2017 3 - 4 PM

LEIGH HALL 413

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Tonia Ferrell, secretary	
ATTENDEES	<p>Attendees: Taylor Bennington, Jeanette Carson, Tonia Ferrell, Kristen Giaquinto, Ruth Nine-Duff, Rex Ramsier, Néna Roy, Harvey Sterns</p> <p>Absent with notice: Marjorie Hartleben</p> <p>Absent without notice: None</p> <p>Others present: None</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. Added ITL discussions to the agenda under New Business. The agenda was approved as amended by unanimous consent. 2. The chair asked for additions or correction to the August 15 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
3:05 – 3:10 UNFINISHED BUSINESS HARVEY STERNS		
DISCUSSION	<p>Campus Communication</p> <ol style="list-style-type: none"> 1. Tonia Ferrell, secretary, received draft around 2 pm today and didn't have time to submit to the UCEC for review before the meeting. 2. She will distribute it to the committee via email to receive feedback and provide final version to UCM for Digest submission. 	
3:10 – 3:25 TOPIC SUBMISSIONS HARVEY STERNS		
DISCUSSION	<p>Revisit Sick Leave Policy Proposal</p> <ol style="list-style-type: none"> 1. First attempt to create a sick leave bank in 2014 was not successful. Attorney General of State of Ohio said it was not an option by state law. However, other schools in Ohio were doing this at the time. Seems they were asked to shutter their programs after UA's request to AG. 2. However, the new state budget allows for Ohio universities to create a sick leave bank. 3. This topic should be referred to Talent Development and Human Resources to bring forth a proposal to the UC for a vote. 	

	<ol style="list-style-type: none"> 4. TDHR committee will need the current policy from State of Ohio for review. 5. Some items for TDHR to consider: What problem are we trying to solve? How many employees at UA have an issue with needing additional sick leave each year? 6. UA has operated on a case-by-case basis in the past and has helped employees who need additional assistance with sick leave. <p>Akron Club Sports Field</p> <ol style="list-style-type: none"> 1. Club sports are not getting preference for Shrank Field time versus Hoban sports. The question was raised if Hoban using field is a revenue generator. Even if yes, they should not take priority over UA club sports who have the time scheduled. 2. UGS provides \$40,000 per year for all club sports for travel. Rest of funding is provided through donations or students “pay for play.” 3. Refer topic to Physical Environment for review and the committee will ask Athletics to address the issue. Will provide proposal as needed to UC for a vote or information.
--	--

3:25 – 4:00	NEW BUSINESS	HARVEY STERNS
-------------	--------------	---------------

Discussion	<p>Joint committee regarding human development on campus (UC & FS)</p> <ol style="list-style-type: none"> 1. What are we doing about human development on campus? Discussed briefly at last UC meeting. We have many manifestations across campus and need student training grounds on campus. 2. A committee could address issue and plan/provide strategy in this arena. Chair and Provost are in agreement. We should look to revive this as a strength and multi-disciplinary effort. 3. Has to be a joint effort with Faculty Senate because of academic nature. 4. UCEC in agreement to form ad-hoc committee and have potential members self-select based on interest. <p>Implications of facilities planning</p> <ol style="list-style-type: none"> 1. Do we want each facilities change approved by UC or UCEC? 2. UC is supposed to be a long-range planning body, not a body to approve changes. Where do we draw the line related to space? 3. First step – Physical Environment committee reviews request 4. Second step – If Physical Environment committee feels it should get a larger view/discussion bring to UCEC. 5. Third step – UCEC can refer to full UC discussion and potential vote. 6. Physical Environment committee, under chair Harvey Sterns, to develop a decision-making rubric and propose to UC. 7. Discussed other items related to facilities like Quaker Square and long range space/campus design and planning. <p>ITL (Institute for Teaching and Learning) 2.0</p> <ol style="list-style-type: none"> 1. Announced today the launch of a new ITL on campus to provide professional development and other services for faculty. Institutions need these services. 2. ITL will be frugal and lean. 3. Chair received email from Talent Development and Human Resources committee and they would like to re-establish the relationship with ITL and shared goals.
------------	---

Other Discussions Not Added to Agenda

1. The Return of Baseball and Addition of Women's Lacrosse
 - a. The UCEC had brief discussions about the addition of new sports programs that were announced in today's Digest.
 - b. Overall feeling is positive about the decision and the community goodwill has already been felt.
 - c. Development plan is in place for fundraising.

The agenda for the October 10 UC meeting was approved by unanimous consent.

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

University Council Executive Committee

MINUTES

OCTOBER 17, 2017

3:15 – 4:15 PM

LEIGH HALL 413

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Attendees: Taylor Bennington, Jeanette Carson, Tonia Ferrell, Kristen Giaquinto, Marjorie Hartleben, Ruth Nine-Duff, Harvey Sterns</p> <p>Absent with notice: Rex Ramsier, Néna Roy</p>	
Agenda topics:		
3:15 – 3:18	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. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the September 19 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
3:18 – 3:10	UNFINISHED BUSINESS	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> At the Sept. 19 UCEC meeting, the Club Sports Practice Field topic submission was referred to the Physical Environment Committee. <ul style="list-style-type: none"> The Physical Environment Committee has requested more information from the department that schedules practice fields for club sports. The situation may be short-term since Hoban is using our fields while their fields are being renovated. Suggestions were offered, including scheduling a year ahead of time for field use instead of monthly and setting a specific scheduling policy for sport fields that can be followed to determine priority for use. John Messina, VP for Student Success, and John MacDonald, Director of Student Recreation and Wellness Services, are also working on the club sports practice field topic and suggested Buchtel Field may be a solution. Harvey Sterns will discuss this topic with John Messina and bring an update to the Nov. 21 UCEC meeting. At the Oct. 10 UC meeting, the UC approved the UC bylaws revisions which includes changing the UC year to run Sept. 1 – Aug. 31. UC and Standing Committee members with terms ending on April 30, 2017 will continue to serve until August 31, 2017. The committee discussed revisions to the Oct. 10 UC Update for the Digest. Tonia Ferrell will send the revisions to Joette Dignan Weir. 	

	<ol style="list-style-type: none"> 4. President Wilson recommended adoption of the Age Friendly University motion and asked UC to implement it. The UCEC will ask the newly created ad hoc Human Development Committee to review the principles of the initiative and implement it. A suggestion was made to discuss implementation with the Department of Human Resources via the UC Talent Development and Human Resources Committee. 5. The committee reviewed the request for nominations for the ad hoc Human Development Committee. The request will ask UC and standing committee members to nominate themselves or other faculty, staff and students. 6. The Physical Environment Committee thinks that UA should keep the furniture, equipment and toys that are in the Child Development Center. It was mentioned that everything needs to be out of the building by mid-November. Harvey Sterns will discuss this request with Nathan Mortimer. 	
3:58 – 3:58	TOPIC SUBMISSIONS	HARVEY STERNS
DISCUSSION	There were none at this time.	
3:58 – 4:10	NEW BUSINESS	HARVEY STERNS
Discussion	<ol style="list-style-type: none"> 1. The standing committee goals were reviewed and are posted on the UC website. We have not received goals from the Budget and Finance Committee and the Information Technology Committee. Kim Haverkamp sent reminders. 2. The chair discussed the opportunity to provide Board of Trustee with a more detailed debrief for UC activities. Kim Haverkamp will follow up with Paula Neugbauer to gauge interest and need. Tonia Ferrell volunteered to provide debriefing document. 3. The agenda for the November 14 UC meeting was approved by unanimous consent. <p>The meeting was adjourned at 4:10 p.m. by unanimous consent.</p>	

University Council Executive Committee

MINUTES

NOVEMBER 21, 2017 3:00 – 4:10 PM LEIGH HALL 413

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Attendees: Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Ruth Nine-Duff, Rex Ramsier, Néna Roy, Harvey Sterns</p> <p>Absent with notice: Kristen Giaquinto</p> <p>Absent without notice: Taylor Bennington</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. There being none, the agenda was approved as distributed by unanimous consent. The chair asked for additions or correction to the October 17 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. Harvey Sterns completed the steps for UA to join the Age-Friendly University (AFU) network of global partners and UA is now represented on their website. 	
3:05 – 3:20	UNFINISHED BUSINESS	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> The committee reviewed the Nov. 14 UC Update for the Digest. Tonia Ferrell will send it to Joette Weir. The committee reviewed a debrief document for the Board of Trustee member who will give the UC update at the next BOT meeting. The debrief covers UC actions at the October and November meetings. Tonia Ferrell will send it to Celeste Cook, Secretary of the Board. The committee reviewed the nominations for the ad hoc Human Development Committee. There was a suggestion to add Laura Conley and Toni Bisconti to the committee. Harvey Sterns will ask Laura and Toni if they will serve. <p>There was a motion to adopt the following nominations:</p> <ul style="list-style-type: none"> Harvey Sterns, UC Chair Ruth Nine-Duff, UC Vice Chair Marca Selway-Kaplar, UC; GSG Huey-Li Li, UC; Educational Foundation & Leadership Laura Conley, Adult Focus 	

	<ul style="list-style-type: none"> • Toni Bisconti, Psychology • Mark McManus, Social Work • Carolyn Murrock, Nursing • Pamela Ann Schulze, Child & Family Development • Shannon Zentall, Child & Family Development <p>The motion carried by unanimous consent.</p> <p>This is a joint committee with Faculty Senate. Kim Haverkamp will send the list to Bill Rich, Faculty Senate Chairman.</p>
3:58 – 3:58	TOPIC SUBMISSIONS HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> 1. Workplace Bullying and Harassment Policy <ul style="list-style-type: none"> • There is not a clear process for how to handle aggression and unprofessionalism in the workplace. • Develop guidelines and a procedure that involves HR and not just the immediate supervisor <p>The topic will be referred to the Talent Development and Human Resources Committee.</p> 2. Water Fountains <ul style="list-style-type: none"> • As water fountains are replaced, switch to models that allow for easy refilling of water bottles. <p>The topic will be referred to the Physical Environment Committee.</p>
3:58 – 4:10	NEW BUSINESS HARVEY STERNS
Discussion	<ol style="list-style-type: none"> 1. The agenda for the December 5 UC meeting was approved by unanimous consent. 2. There is a sign in the Student Union Piano Lounge that still includes the word “polytechnic,” as well as the folders used for New Student Orientation. The appropriate areas will be informed so they can be removed. The Provost encouraged replacement of any materials that are still being used with the polytechnic tagline. 3. The following was discussed: <ul style="list-style-type: none"> • Website information is not updated when there is not someone in the unit to do it. • Visit days could be more informative; a suggestion was made to go to events at other universities and bring information back to enable continuous improvement. • Customer service needs improvement. • Applications are down, yield is up and quality looks good or better. • We are hiring an enrollment manager who can develop a strategic undergraduate enrollment plan. • Employees need to be proactive and make suggestions for improvement; a suggestion was made to call units with questions and give feedback providing praise or recommendations (like a secret shopper). • UC can help identify areas for improvement and the Provost recommended this function can and should be part of UC’s advisory role to the campus community.

There was a motion to create an ad hoc Outreach and Recruitment Committee to help UA improve in these areas.

The motion carried by unanimous consent.

4. The meeting was adjourned at 4:10 p.m. by unanimous consent.

University Council Executive Committee

MINUTES

DECEMBER 12, 2017 3:05 – 4:00 PM LEIGH HALL 413

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p>Attendees: Jeanette Carson, Tonia Ferrell, Ruth Nine-Duff, Rex Ramsier, Harvey Sterns</p> <p>Absent with notice: Taylor Bennington, Marjorie Hartleben, Néna Roy</p> <p>Absent without notice: Kristen Giaquinto</p>	
Agenda topics:		
3:05 – 3:10 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 submission regarding compensation for non-bargaining unit employees was added and the agenda was approved as amended by unanimous consent. The chair asked for additions or correction to the November 21 Executive Committee minutes. There being none, the minutes were approved as distributed by unanimous consent. 	
3:10 – 3:17 UNFINISHED BUSINESS HARVEY STERNS		
DISCUSSION	<ol style="list-style-type: none"> The committee reviewed the nominations for the ad hoc Outreach and Recruitment Committee. There was a suggestion to add the following people to the committee: <ul style="list-style-type: none"> Laura Conley, Director of Adult Focus Kim Gentile, Senior Associate Director of Admission Outreach Megan Meeker, Social Media Specialist Ruth Nine-Duff, UC Vice Chair, SEAC Jarrold Tudor, Dean, College of Education and Wayne College Bill Kraus, Associate Provost for Enrollment Management (Starts Feb. 1) <p>Kim Haverkamp will schedule the initial meeting after the holiday break.</p> 	
3:17 – 3:25 TOPIC SUBMISSIONS HARVEY STERNS		
DISCUSSION	<ol style="list-style-type: none"> Library Entrance <ul style="list-style-type: none"> A request to require a valid zip card to enter the library because there are homeless people taking up seats during the school day <p>There was a discussion about the library being a public space for the citizens of Akron. Kim Haverkamp will ask Aimee deChambeau for a response.</p> 	

	<p>2. Compensation for Non-Bargaining Unit Employees</p> <ul style="list-style-type: none"> • A request for University administration to provide a plan and a timeframe for addressing the compensation inequity for non-bargaining unit employees <p>The topic will be referred to both the Budget and Finance Committee and the Talent Development and Human Resources Committee</p>
3:25 – 4:08	<p>NEW BUSINESS</p>
<p>Discussion</p>	<p style="text-align: right;">HARVEY STERNS</p> <ol style="list-style-type: none"> 1. The agenda for the January UC meeting was approved by unanimous consent. The meeting date will be changed to January 23 (instead of January 16 which is the first day of classes) 2. The UC Executive Committee will continue to provide a debrief of UC activities to Celeste Cook for the Board of Trustees. 3. There was a discussion about the possibility of moving the culinary program into Quaker Square. There would be more opportunity to get patrons from downtown businesses. We need to find creative ways to use Quaker Square, and Gallucci needs to be razed. 4. The idea of a four-day academic core calendar with a “Five Star Friday” for experiential learning activities is possible for Fall 2018. In one possible scenario: <ul style="list-style-type: none"> • Classes will run Monday – Thursday from 6:30 a.m. – 10:30 p.m. • Classes will be 75 minutes (two days) and 50 minutes (three or four days) • New scheduling software will reduce conflicts • We will continue with a 5-day work week for employees <p>Deans have been asked to provide Provost Ramsier with a list of activities their college will commit to do on Fridays.</p> <p>It was mentioned that technology upgrades may be needed in the classrooms that were used by departments to make them equivalent to general purpose classrooms. Jeanette Carson will send a list of classrooms that need upgrades to Ron Bowman to see if they are on the list of classrooms that may be used in Fall 2018.</p> 5. The meeting was adjourned at 4:08 p.m. by unanimous consent.