

University Council Executive Committee

MINUTES

JANUARY 24, 2023

3:34-4:09 PM

MICROSOFT TEAMS

MEETING CALLED BY	Jeanette Carson
TYPE OF MEETING	Monthly Meeting
PRESIDER	Jeanette Carson
NOTE TAKER	Heather Loughney
ATTENDEES	<p>Attendees: Jeanette Carson, Ed Evans, JP Garcher, Marjorie Hartleben, Kris Kraft, Nate Meeker, Benjamin Swanson, John Wiencek</p> <p>Absent with notice: Tonia Ferrell</p> <p>Absent without notice:</p>
Agenda topics:	
CALL TO ORDER JEANETTE CARSON	
	<ol style="list-style-type: none"> The chair called the meeting to order. The agenda for the meeting was approved unanimously. The minutes of the November 29, 2022 meeting were approved as distributed.
TOPIC SUBMISSIONS JEANETTE CARSON	
	<p>One topic submission was received:</p> <ul style="list-style-type: none"> Grant Graduation from COB – send to Dean Nemer and cc Gwen. Include chair, Debmalya Mukherjee, Erin Makarius. Mention that OAA has been copied.
UNFINISHED BUSINESS JEANETTE CARSON	
	<ul style="list-style-type: none"> UC Procedural Manual – the vice chair thanked Kris and Heather for what was created so far. The full committee will meet to discuss and plan for the next portion. Guest speakers: February guests will be discussing New Student Orientation and Christin Seher will be speaking as well. It was suggested to have Chief of Police, Jim Gilbride come to the March meeting along with Kerry Jackson to discuss campus safety updates. Heather will contact Stephen McKellips to see if he can move to the April UC meeting. There was also discussion on future speakers and Faii from Counseling had contacted Kris Kraft to offer to discuss the School of Counseling. After more discussion the UCEC decided to create a mental health month in August 2023 and invite other mental health agencies on campus to attend. This topic will be revisited at the February UCEC meeting. It was also suggested that advisors be invited to that mental health month meeting.

	<ul style="list-style-type: none"> • There was discussion on making the past presentations available to campus on the UC website. Heather was asked to create a spreadsheet of all speakers that have presented with links to their PowerPoints. This will be placed on the UC website.
<p style="text-align: center;">NEW BUSINESS JEANETTE CARSON</p>	
	<ul style="list-style-type: none"> • Agenda for the February 14, 2023 UC meeting was approved. The provost will be out of town for this meeting but will invite Gwen to attend to speak. • Service Awards – the vice chair brought up the issue of the event for service awards. In the past there were awards for the milestones of employment; 5, 10, 15, 20, 25, 30, 35 and 40+ years of service. There would be an event in Quaker Station with refreshments and the president and provost would attend. Would like to incorporate the Achievement Awards into this and bring back to a full event. It was shared that in 2019 this was an event with Alumni, with their luncheon. The provost suggested reaching out to Willy Kollman to get ideas for putting on the event this year and to coordinate with him for awards. The provost indicated that OAA would be willing to help with awards. It was also pointed out that HR had a hand in the service awards and would need to be in the loop as well. A memo will be sent to Willy to set up a discussion with the chair, vice chair and secretary about the event and the awards. • For the February UCEC meeting there was suggestion to discuss time for compliance training. • Heather to check with Kristin on the president’s availability for the February meeting.
<p style="text-align: center;">GOOD OF THE ORDER JEANETTE CARSON</p>	
	<ul style="list-style-type: none"> • No items for Good of the Order. • The meeting was adjourned at 4:09 pm.

University Council Executive Committee

MINUTES

FEBRUARY 28, 2023

3:31-4:24 PM

MICROSOFT TEAMS

MEETING CALLED BY	Tonia Ferrell
TYPE OF MEETING	Monthly Meeting
PRESIDER	Tonia Ferrell
NOTE TAKER	Heather Loughney
ATTENDEES	<p>Attendees: Jeanette Carson, Tonia Ferrell, Marjorie Hartleben, Kris Kraft, Nate Meeker, Benjamin Swanson, John Wiencek</p> <p>Absent with notice: JP Garcher, Ed Evans</p> <p>Absent without notice:</p>
Agenda topics:	
CALL TO ORDER TONIA FERRELL	
	<ol style="list-style-type: none"> The chair called the meeting to order. The agenda for the meeting was approved with additions: add Parking response to Fir Hill Bus TS, Pay Date Change TS discussion, add budget process discussion under New Business, under Old Business discuss Service Awards. The minutes of the January 24, 2023 meeting were approved as distributed.
TOPIC SUBMISSIONS TONIA FERRELL	
	<ul style="list-style-type: none"> Pay Date Change – refer to Dallas Grundy to ask if this will go away with WorkDay? Bus to Fir Hill – response from Parking had link to the bus map and it indicated that anyone getting on the bus at Fir Hill had a 35 minute ride to get back to campus center. While this seems excessive, Parking cannot add another bus at this time and can’t change the route. This TS will be closed, and response sent to submitter. Wikipedia Issue – refer to University Communications and Marketing.
UNFINISHED BUSINESS TONIA FERRELL	
	<ul style="list-style-type: none"> UC Procedural Manual – Heather has been redirected by Patti Huth to begin with a calendar of business for both UC and Faculty Senate, then move on to procedural manuals for both groups. She has also been instructed to be the main writer and to share final versions with UCEC and FSEC for review. Remove this item from Unfinished Business until calendars are completed. Guest speakers: March meeting will be Chief of Police, Jim Gilbride and Kerry Jackson to discuss campus safety updates. Steve McKellips can move

	<p>to the April UC meeting. Discussion around a mental health month in August 2023 and to invite other mental health agencies on campus to attend; Social Work, Counseling, Psychology among those discussed.</p> <ul style="list-style-type: none"> • Service Awards – Tonia was contacted about elevating the awards and giving plaques to those with 20 years or more of service. A memo was sent to Willy Kollman, Tonia will be meeting with him and others to discuss. This will probably end up under Paul Levy’s purview who is involved with awards and recognition. Service Awards ceremony shifting to fall this year, so hoping to have enough time to do something to elevate it.
--	---

NEW BUSINESS	TONIA FERRELL
---------------------	----------------------

	<ul style="list-style-type: none"> • Agenda for the March 14, 2023, UC meeting was approved. • Discussion on April 11 UC meeting – it will be in person and also on Teams. It was decided to not have refreshments at this meeting due to low turnout at last in person meeting. • Provost Wiencek discussed the budget process underway. In 2nd year of meeting with groups on campus to discuss spending and budgets and the assumptions for the next year. Budgets will remain flat. Investment in enrollment management to correct some safety gaps. There is no new money, reserves are diminishing rapidly, so will be looking at budgets in OAA to reallocate. We are not doing any reduction in workforce. Looking at priorities and what things we can stop doing. Goal is to continuously look at the budget. The provost will send an email to the Budget & Finance chair to update her on plans.
--	--

GOOD OF THE ORDER	TONIA FERRELL
--------------------------	----------------------

	<ul style="list-style-type: none"> • CPAC and SEAC are hosting a professional development workshop on March 9. • The chair thanked Jeanette for filling in as vice chair at January and February meetings. • The meeting was adjourned at 4:24 pm.
--	---

University Council Executive Committee

MINUTES

MARCH 28, 2023

3:32-3:50 PM

MICROSOFT TEAMS

MEETING CALLED BY	Tonia Ferrell
TYPE OF MEETING	Monthly Meeting
PRESIDER	Tonia Ferrell
NOTE TAKER	Heather Loughney
ATTENDEES	<p>Attendees: Jeanette Carson, Ed Evans, Tonia Ferrell, JP Garchar, Marjorie Hartleben, Kris Kraft, Nate Meeker, Benjamin Swanson, John Wiencek</p> <p>Absent with notice:</p> <p>Absent without notice: Ben Swanson</p>
Agenda topics:	
CALL TO ORDER TONIA FERRELL	
	<ol style="list-style-type: none"> 1. The chair called the meeting to order. The agenda was approved as distributed. 2. The minutes of the February 28, 2023 meeting were approved as distributed.
TOPIC SUBMISSIONS TONIA FERRELL	
	<ul style="list-style-type: none"> • Part-time Faculty Parking Permits – refer to Budget & Finance, Talent Development & Human Resources and cc Jared Coleman (parking), ask for a collaboration on the response. • Ed Evans commented that the clock outside the Student Union was 10 minutes fast and has been for months. He will submit a Topic Submission to get it fixed. The submission will be sent to Physical Facilities.
UNFINISHED BUSINESS TONIA FERRELL	
	<ul style="list-style-type: none"> • Guest speakers: Heather to send reminder to Steve McKellips and Kim Gentile that presentations are to be 15 minutes. • The mental health month will now be two months; August will focus on staff and faculty mental health; Tim McCarragher and Faii Sangganjanavanich will be invited to present. In September the focus will be mental health for students and ZipAssist will be invited. Heather will send invitations out. The UCEC was also asked to send Heather recommendations on who else should be invited to participate in either month. • October – the new dean for College of Health and Human Sciences will be invited to attend.

	<ul style="list-style-type: none"> • There will be no guest speaker for July. • It was also decided that the in-person meetings will be April and November moving forward.
NEW BUSINESS	
TONIA FERRELL	
	<ul style="list-style-type: none"> • Agenda for the April 11, 2023, UC meeting was approved.
GOOD OF THE ORDER	
TONIA FERRELL	
	<ul style="list-style-type: none"> • Distance Learning Services – Friday, March 31 they are collaborating with Kol Israel Foundation to host Holocaust Survivors via distance learning, they will be online in LH 208, an announcement is coming in the Digest. • The Social Engagement Committee will host a Food Truck Event on Wednesday, April 5 on Coleman Commons from 11 am-2 pm. An announcement will be in the Digest. • USG has completed elections for president and vice president, announcements coming soon. • The meeting was adjourned at 3:50 pm.

University Council Executive Committee

MINUTES

APRIL 25, 2023

3:31-4:38 PM

MICROSOFT TEAMS

MEETING CALLED BY	Tonia Ferrell
TYPE OF MEETING	Monthly Meeting
PRESIDER	Tonia Ferrell
NOTE TAKER	Heather Loughney
ATTENDEES	<p>Attendees: Ed Evans, Tonia Ferrell, JP Garchar, Marjorie Hartleben, Kris Kraft, Nate Meeker, Benjamin Swanson, John Wiencek</p> <p>Absent with notice: Jeanette Carson</p> <p>Absent without notice:</p>
Agenda topics:	
CALL TO ORDER TONIA FERRELL	
	<ol style="list-style-type: none"> The chair called the meeting to order. The agenda was approved as distributed. The minutes of the March 28, 2023, meeting were approved as distributed.
TOPIC SUBMISSIONS TONIA FERRELL	
	<ul style="list-style-type: none"> No new submissions
UNFINISHED BUSINESS TONIA FERRELL	
	<ul style="list-style-type: none"> Guest speakers – no speaker for July. August will be employee mental health; Tim McCarragher and Fi Sangganjanavanich to be invited to speak. September will student mental health; Ali Doehring to be invited to speak. October will be AKRs, invite provost fellows to speak. November speaker will be the incoming dean of CHHS. Future UCEC meetings there will be discussion about continuing guest speakers.
NEW BUSINESS TONIA FERRELL	
	<ul style="list-style-type: none"> Agenda for the May 9, 2023 UC meeting was approved. The chair discussed Strategic Planning, discussions with the provost fellows last week, changes moving forward for UPG – to refocus UPG only UCEC members, provost fellows and the provost will be on UPG. UPG will only meet a few times during the year to review plans, hear reports from fellows and to discuss goals and plans. UCEC members could volunteer for collaboratives that are of interest or where the fellows need some help. Plenty of opportunities for UCEC members to be involved.

Discussion of the new UPG continued with ideas on how to improve communication of the UPG idea out to the campus community. Ideas included having UCEC members go out into the colleges to listen to ideas and questions and bring those back to the fellows. Also discussed asking the fellows what they need help with and assisting them.

- UC participation – discussion about UC meetings remaining virtual or moving back to in person. Concerns about the lack of discussions in virtual meetings, that in person meetings could be better for interactions among members. Concerns expressed about the issues with technology that are still a problem. Discussion about possibly “livestreaming” the meetings for those who wish to log in to observe in Teams but move to in person for all UC members. For now, there are two in person meetings scheduled, April and November. The chair ended the discussion by saying that this conversation should continue over the summer, with a decision made on whether to return to in person meetings by September.
- Committee overlap – the chair met with Senate Chair Budd to discuss the two overlaps between UC Information Technology and FS Communications and Computer Technology committees and UC Student Engagement & Success and FS Student Affairs committees. The chair indicated that the UC committee structure is strict on membership and would pose issues in combining committees. The chair pointed out that it is illogical to have two committees doing the same work. Perhaps the two similar committees could meet once during the semester to discuss goals and projects.
- Discussion continued into the area of UC committee reporting; how well committees are posting their minutes after meetings and the timelines of reporting. It was decided that Budget & Finance should report in March on budget assumptions, have CFO speak and give feedback to the CFO. Present again in June on the proposed budget moving to Board of Trustees. Talent Development and Human Resources should present once a semester on what they are working on. They should be reporting on work with HR on performance and the tools coming in. Clearer expectations of the reporting timelines also need to be communicated to them. Discussion of training for committee leaders and what is expected from them.
- Marjorie Hartleben shared that the SEAC transition will mean that about 100 people will be moving into CPAC and bringing changes to the SEAC constituency as well as addition of bargaining unit staff to SEAC. The chair indicated she had a discussion with Sarah Kelly and offered assistance of the UCEC in the transition.

GOOD OF THE ORDER

TONIA FERRELL

- SpringFest is this Friday, will most likely be held indoors due to forecast.
- USG President Garchar indicated that the incoming USG President, Alia Baig would be attending the next UCEC meeting and thanked the UCEC for the

work with him and USG this past year. The chair thanked Garchar for his great work this year.

- GSG President Swanson also indicated that this would be his last meeting as well and that the incoming president would attend UCEC next month. The chair also thanked Swanson for his work during this past year.
- The meeting was adjourned at 4:38 pm.

University Council Executive Committee

MINUTES

MAY 23, 2023

3:34-4:34 PM

MICROSOFT TEAMS

MEETING CALLED BY	Tonia Ferrell
TYPE OF MEETING	Monthly Meeting
PRESIDER	Tonia Ferrell
NOTE TAKER	Heather Loughney
ATTENDEES	<p>Attendees: Tonia Ferrell, Marjorie Hartleben, Kris Kraft, John Wiencek</p> <p>Absent with notice: Jeanette Carson, Nate Meeker</p> <p>Absent without notice: Ed Evans,</p>
Agenda topics:	
	CALL TO ORDER TONIA FERRELL
	<ol style="list-style-type: none"> 1. The chair called the meeting to order. The agenda was approved as distributed. 2. The minutes of the April 25, 2023, meeting was approved as distributed.
	TOPIC SUBMISSIONS TONIA FERRELL
	<ul style="list-style-type: none"> • Three topic submissions were posted to Teams folder but did not appear, Heather will repost them to the UCEC Teams folder. • The chair suggested having President Miller send another Email Digest item on topic submissions, in September following first UC meeting.
	UNFINISHED BUSINESS TONIA FERRELL
	<ul style="list-style-type: none"> • Guest speakers – Gwyneth Price is confirmed for the June meeting. No speaker for July meeting. • UC participation – discussion of hybrid meetings for fall, technology issues are a deterrent. Look into reserving LH 208 for all UC meetings for the academic year. Discussion on whether to allow UC members to attend virtually or guests only. Discussion to continue at next UCEC meeting. The changes to SEAC and CPAC will affect appointments, will have to wait until they are completed to review appointments. It was requested that the provost speak to the need for staff to be allowed to serve, given time away from office to participate in governance. • UC committee reporting – discussions on schedule for committee reports, return to reports for some UC meetings. Discussion included having Budget &

	<p>Finance report in March and June, Physical Environment report in October and give updates on campus planning and projects, Talent Development to report on the Workday rollout and report at end of implementation. There was discussion on requesting that rules that are to be reviewed by the Board of Trustees come to UC for review. Fall audits were also discussed as a possible committee review item. There was discussion of Discussion to continue at next meeting.</p> <ul style="list-style-type: none"> • Discussion of adding provost fellows to agenda for reports, have a fellow attend each UC meeting to give updates. Chair Ferrell will reach out to the fellows to invite them. • Committee overlap – the chair gave updates on the discussions with Faculty Senate Chair Budd regarding the Computing and Communications Technology and UC Information Technology committees combining and the Student Affairs and UC Student Engagement and Success committees combining. CCTC did not want to combine as a joint committee, feeling the work was different enough to warrant both. It was suggested the chair of CCTC could become ex-officio on UCIT committee. Student Affairs was still discussing the proposal and Faculty Senate Chair Budd would be back in touch with their decision. Discussion to continue.
<p style="text-align: center;">NEW BUSINESS TONIA FERRELL</p>	
	<ul style="list-style-type: none"> • Agenda for the June 13, 2023 UC meeting was approved with the addition of the Provost Fellows as a permanent agenda item. Heather to confirm that President Miller will be attending.
<p style="text-align: center;">GOOD OF THE ORDER TONIA FERRELL</p>	
	<ul style="list-style-type: none"> • The meeting was adjourned at 4:34 pm.

University Council Executive Committee

MINUTES

JULY 25, 2023

3:37-5:02 PM

MICROSOFT TEAMS

MEETING CALLED BY	Tonia Ferrell
TYPE OF MEETING	Monthly Meeting
PRESIDER	Tonia Ferrell
NOTE TAKER	Heather Loughney
ATTENDEES	<p>Attendees: Jeanette Carson, Alexis Currie, Cam Feezel, Tonia Ferrell, Marjorie Hartleben, Nate Meeker, John Wiencek</p> <p>Absent with notice: Ed Evans, Kris Kraft</p> <p>Absent without notice:</p>
Agenda topics:	
	<p>CALL TO ORDER TONIA FERRELL</p>
	<ol style="list-style-type: none"> 1. The chair called the meeting to order. The agenda was approved as distributed. 2. The minutes of the May 23, 2023, meeting was approved as distributed.
	<p>TOPIC SUBMISSIONS TONIA FERRELL</p>
	<ul style="list-style-type: none"> • Discussion of the process for topic submissions; Heather will post all new topic submissions in the UCEC Teams folder each Friday afternoon. Conversation and comments on submissions will be placed in the UCEC Teams folder post. Role of the UCEC is to move all submissions to proper UC committee or campus entity, preferred to go to a UC committee. Submissions will be referred before the next UCEC meeting and the chair will review all submissions received at the next UCEC meeting. • Topic submissions to refer: <ul style="list-style-type: none"> ○ Nursing degree – will be sent to Gwyneth Price, OAA ○ Parking Lot 24 restrictions - to Physical Environment ○ Campus Clocks – to Physical Environment
	<p>UNFINISHED BUSINESS TONIA FERRELL</p>
	<ul style="list-style-type: none"> • Guest speakers – Tonia expressed concern that the August topic presenters may not be ready. Will check with Kris Kraft to see if she has made contact. If not, will be pushed back to September and October. It was suggested to have Jason Segedy give an update on the Polsky project.

	<ul style="list-style-type: none"> • UC participation – discussion of hybrid meetings for fall, discussion of technology issues and it was decided that the more the technology is used the more familiar everyone will get with it. The UC meetings for fall semester will be held in person with hybrid option. LH 208 will be reserved for the meetings. Discussion on best set up for the meetings. • UC committee reporting – reports will be added into the Guest Speakers list and make sure committees know when they are expected to report to UC. • Committee overlap – no updates. • The president will be asked to put an item in Digest after the September UC meeting to remind campus of topic submission information.
NEW BUSINESS TONIA FERRELL	
	<ul style="list-style-type: none"> • Agenda for the August 8, 2023 UC meeting was approved. Heather to confirm that President Miller will be attending. • Discussion of possible orientation for UC committee chairs and administrators.
GOOD OF THE ORDER TONIA FERRELL	
	<ul style="list-style-type: none"> • The meeting was adjourned at 5:02 pm.

University Council Executive Committee

MINUTES

AUGUST 22, 2023

3:30-3:55 PM

MICROSOFT TEAMS

MEETING CALLED BY	Tonia Ferrell
TYPE OF MEETING	Monthly Meeting
PRESIDER	Tonia Ferrell
NOTE TAKER	Heather Loughney
ATTENDEES	<p>Attendees: Alia Baig, Jeanette Carson, Alexis Currie, Tonia Ferrell, Marjorie Hartleben, Nate Meeker, John Wiencek</p> <p>Absent with notice: Ed Evans, Kris Kraft</p> <p>Absent without notice:</p>
Agenda topics:	
CALL TO ORDER TONIA FERRELL	
	<ol style="list-style-type: none"> 1. The chair called the meeting to order. The chair added Orientation under New Business. The agenda was approved as amended. 2. The minutes of the July 25, 2023, meeting were approved as distributed.
TOPIC SUBMISSIONS TONIA FERRELL	
	<ul style="list-style-type: none"> • Topic submissions to refer: <ul style="list-style-type: none"> ○ Pickleball Courts – will be referred to Campus Wellness, with note to bring in any other entities on campus for discussion.
UNFINISHED BUSINESS TONIA FERRELL	
	<ul style="list-style-type: none"> • Guest speakers – September speaker is Faii Sangganjanavanich who will speak on student mental health. October is the full UC meeting, with a report from Budget & Finance. Dan Freisner is confirmed to speak at the December meeting. The chair requested that all upcoming speakers be listed on future UCEC agendas. • UC participation – in person for fall, if a voting UC member they are expected to attend in person. Chair had a meeting with the president, provost, Gwen Price and discussed UC’s role in participation. Would like to get more momentum this year for admins to get more policies into committee work. Evans supported that and mentioned that he did not recall the last time Budget & Finance had delivered a report. Committee reports online are not up to date

	<p>either. The chair added that this will be discussed in a future meeting with admins and chair with plans to educate or reeducate concerning committee expectations.</p> <ul style="list-style-type: none"> • Committee overlap – no updates. The chair will follow up with FS chair Budd after the upcoming Faculty Senate meeting. • Committee reporting – Budget & Finance will be expected to report twice per year, Physical Facilities once per year. Returning to the processes of UC, with goals and annual reports. In discussions with provost and Paul Levy talked about the need for goals and to back to annual reports for future HLC visits. • The president will be asked to put an item in Digest after the September UC meeting to remind campus of topic submission information. • Secretary Kraft reported that all committee memos are ready to go out. • SEAC elections – Hartleben reported that Michele Novachek offered to serve on UCEC until SEAC gets elections done. SEAC seats won't be filled by the September UC meeting. The chair reminded UCEC that quorum for UC is majority of filled seats.
<p>NEW BUSINESS TONIA FERRELL</p>	
	<ul style="list-style-type: none"> • Agenda for the September 12, 2023 UC meeting was approved. • Special Awards committee – two nominations for volunteers. If you know anyone else who may want to serve have them contact Michele Novachek. • Orientation – chair would like to have a meeting with chairs/admins with the provost to have an orientation with them. Would take place in Teams. Will work with Patti to schedule. Could have a couple smaller meetings if can't get everyone in same place at same time. More involved orientation is a desire, but time is an issue for most people. A welcome memo was sent out by Kris to new members.
<p>GOOD OF THE ORDER TONIA FERRELL</p>	
	<ul style="list-style-type: none"> • Chair Ferrell thanked Jeanette Carson for her service on UC for many years, this is her last meeting as Vice Chair. Also thank you to Marjorie Hartleben for her service to UC. • The meeting was adjourned at 3:55 pm.

University Council Executive Committee

MINUTES

SEPTEMBER 26, 2023

3:30-4:05 PM

MICROSOFT TEAMS

MEETING CALLED BY	Tonia Ferrell
TYPE OF MEETING	Monthly Meeting
PRESIDER	Tonia Ferrell
NOTE TAKER	Heather Loughney
ATTENDEES	<p>Attendees: Alia Baig, Alexis Currie, Ed Evans, Tonia Ferrell, Kris Kraft, Nate Meeker, Michele Novacheck, John Wiencek</p> <p>Absent with notice:</p> <p>Absent without notice:</p>
Agenda topics:	
CALL TO ORDER TONIA FERRELL	
	<ol style="list-style-type: none"> 1. The chair called the meeting to order. With no corrections, the agenda was approved as amended. 2. The minutes of the August 22, 2023, meeting were approved as distributed.
TOPIC SUBMISSIONS TONIA FERRELL	
	<ul style="list-style-type: none"> • Topic submissions to refer: <ul style="list-style-type: none"> ○ Leigh Hall Elevators – forward to Physical Environment Committee. ○ Menopause Support – forward to Campus Wellness. <p>There was discussion about making this a larger topic of interest on campus, to bring in the campus as a whole to participate in a discussion on making the campus more open and friendly to both female and male members of campus in menopause. Discussions will continue. It was suggested that we consider as an EC picking a larger topic of interest each semester and engaging in discussions and finding a way to bring campus together around the topics. Some EC can consider pushing to standing committees.</p>
UNFINISHED BUSINESS TONIA FERRELL	
	<ul style="list-style-type: none"> • Guest speakers – The chair shared that there is no guest speaker for October as the meeting will be shortened due to the State of the University Address that day. In November the Budget and Finance committee will report. The chair pointed out the months without a speaker slated and encouraged EC members to provide suggestions if they arise since we have spots to slot them in.

	<ul style="list-style-type: none"> • UC participation – meetings have been scheduled with the chairs of committee with the provost and Chair Ferrell. Meetings will be two committees per meeting, with a 30-minute time limit. They will discuss goals for the committees, participation and leveraging the committees for policy review moving forward. • Committee overlap – no updates. FS Chair Budd will be speaking with the chair of the Student Affairs committee soon. FS CCTC has expressed no interest in combining with the UC IT committee.
--	---

NEW BUSINESS	TONIA FERRELL
---------------------	----------------------

	<ul style="list-style-type: none"> • Procedural Point – the chair shared a procedure that had been in place in recent years that when a constituency had a both members of the UCEC as officers that a third member of that constituency would be appointed to the UCEC. It is not part of the UC bylaws and there were questions about whether it should continue. After discussion of the pros and cons of the procedure, the UCEC decided to end the procedure and to inform PSAC that they do not need to appoint a third member to UCEC this year. • There was a short discussion about the UC procedural manual and its status, Heather shared that the work on the manual began in September and will follow the same process as the Faculty Senate manual that was just completed. Hope to have it done by December. • Overlap with BOT meetings – the chair shared that UC will overlap twice this year with the scheduled BOT meetings; once in September and again in March 2024. UC will maintain its scheduled meetings, president and provost will not attend. • October UC meeting and State of University address – the UC will be meeting as scheduled, but the chair said that the meeting will end at 4 to allow UC members to attend address. • With corrections, the agenda for the October 10, 2023 UC meeting was approved.
--	---

GOOD OF THE ORDER	TONIA FERRELL
--------------------------	----------------------

	<ul style="list-style-type: none"> • Heather shared that the Social Engagement committee still needs more members. Michele Novacheck added that the committee plans to continue its work. • Nate Meeker shared that there was some confusion regarding Communications on whether they are going to be an ad hoc or meeting as needed. The chair said she will discuss that with Communications when she and the provost meet with them.
--	---

- The EJ Thomas 50th Gala happening this weekend was mentioned and discussion of who was attending.
- The meeting was adjourned at 4:05 pm.

University Council Executive Committee

MINUTES

OCTOBER 24, 2023

3:32-4:32 PM

MCCOLLESTER ROOM,
BUCHTEL HALL

MEETING CALLED BY	Tonia Ferrell
TYPE OF MEETING	Monthly Meeting
PRESIDER	Tonia Ferrell
NOTE TAKER	Heather Loughney
ATTENDEES	<p>Attendees: Alia Baig, Alexis Currie, Ed Evans, Tonia Ferrell, Kris Kraft, Nate Meeker</p> <p>Absent with notice: Michele Novachek, John Wiencek</p> <p>Absent without notice:</p>
Agenda topics:	
<p>CALL TO ORDER TONIA FERRELL</p>	
	<ol style="list-style-type: none"> 1. The chair called the meeting to order. One addition to the agenda; Heather will give an update on UC procedural manual. The agenda was approved as amended. 2. The minutes of the September 26, 2023, meeting was approved as distributed.
<p>TOPIC SUBMISSIONS TONIA FERRELL</p>	
	<ul style="list-style-type: none"> • There were no new topic submissions. <ul style="list-style-type: none"> ○ Menopause Support –Campus Wellness has forwarded the TS to Talent Development and Human Resources to receive input on solutions to the submission. ○ Campus Clocks – Ed Evans noted that the clocks are still not correct, despite the TS having been responded to by Physical Environment. Nate Meeker will speak to Physical Facilities about the issue.
<p>UNFINISHED BUSINESS TONIA FERRELL</p>	
	<ul style="list-style-type: none"> • Guest speakers – <ul style="list-style-type: none"> ○ November – Wendy Lampner report on online programs, UCBF report about FY24 budget approved by BOT ○ December – Provost Fellows/Strategic Plan ○ January – Dean Friesner (CHHS) ○ <i>February</i> ○ March – UCBF initial report about FY25 budget assumptions and progress of process for budget

	<ul style="list-style-type: none"> ○ <i>April</i> ○ May – UCBF report about FY25 budget approved by BOT ○ June – Physical Environments ○ July – Provost Fellows/Progress on Goals ○ <i>August</i> <p>Discussion about the strategic plan and the process, if the process appears to be stalled and what can be done to improve the overall campus responses to it? Discussion of timeline of process and if it is being met. Concerns expressed over process and how campus perception is. This discussion will continue at next meeting.</p> <ul style="list-style-type: none"> ● Service Awards – item has been handed off to the Chief of Staff and UC requested that it be elevated. ● UC participation – meetings have been happening with Provost and UCEC officers. Draft plan to reshape membership of UC was discussed. Discussion will continue at the next UCEC meeting. ● Committee overlap with Student Engagement – Faculty Senate Student Affairs committee voted to disband, so this item will be taken off the UCEC agenda. Discussion about membership of Student Engagement and whether to add more faculty members. ● UC Procedural Manual – Heather explained that process has changed to now have two manuals; one for the procedures of the UC that are not outlined in the bylaws and one that will be a position manual for the administrative assistant to the UC with outlines of documents and details on admin duties.
NEW BUSINESS	
	<ul style="list-style-type: none"> ● The agenda for the November 14, 2023 UC meeting was approved. ● UCM Youth Protection Policy – the chair asked the UCEC members to review the documents shared with them and to give feedback.
GOOD OF THE ORDER	
	<ul style="list-style-type: none"> ● Heather shared that the ad hoc Social Engagement committee will host a Halloween event at the Student Union on Thursday, October 26 from 11 am – 2 pm and invited everyone to attend. ● The meeting was adjourned at 4:32 pm.

University Council Executive Committee

MINUTES NOVEMBER 30, 2023 9:01-10:03 AM TEAMS

MEETING CALLED BY	Tonia Ferrell
TYPE OF MEETING	Monthly Meeting
PRESIDER	Tonia Ferrell
NOTE TAKER	Heather Loughney
ATTENDEES	<p>Attendees: Alia Baig, Alexis Currie, Tracie Epner, Ed Evans, Blair Everett, Tonia Ferrell, Kris Kraft, Nate Meeker, Michele Novachek, John Wiencek</p> <p>Absent with notice:</p> <p>Absent without notice:</p>
Agenda topics:	
CALL TO ORDER TONIA FERRELL	
	<ol style="list-style-type: none"> 1. The chair called the meeting to order. Two topic submissions were added to the agenda. The amended agenda was approved. 2. The minutes of the October 24, 2023, meeting was approved as distributed.
TOPIC SUBMISSIONS TONIA FERRELL	
	<ul style="list-style-type: none"> ○ Student representation on Faculty Senate – referred to Faculty Senate Executive Committee. ○ Telehealth Counseling Services – refer to Campus Wellness and cc John Messina. It was mentioned that there is a wait list to get into counseling in CHHS now. John Messina has been speaking with Provost about making outside counseling available at discount to help relieve the on-campus resources. ○ Heat in Olin Hall – to Jill Bautista and Steve Myers – will be sent today.
UNFINISHED BUSINESS TONIA FERRELL	
	<ul style="list-style-type: none"> ● Guest speakers – <ul style="list-style-type: none"> ○ December – Budget & Finance – FY24 Budget, Provost Fellows/Strategic Plan, Jill Bautista – Youth Protection Policy ○ January – Dean Friesner (CHHS) ○ February – Heather Howley – prior learning initiatives

	<ul style="list-style-type: none"> ○ March – UCBF initial report about FY25 budget assumptions and progress of process for budget ○ April – Fedearia Nicholson-Sweval – Gates Foundation and First Year Experience ○ May – Physical Environment ○ June – UCBF report about FY25 budget approved by BOT ○ July – no report ○ August - Provost Fellows/Progress on Goals <ul style="list-style-type: none"> ● UC participation – meetings have been happening with Provost and UCEC officers. Draft plan to reshape membership of UC was discussed. Current version of UC has 113 people, the new version would have 65, would make appointments easier. <p>Operational side of university – budget, facilities, HR – committees that focus on operations. Strategic planning – UPG Policies and procedures – UC</p> <p><u>Came up with idea of:</u> Policies and Procedures Budget and Human Resources – BF and TDHR University Operations – physical env, communications and IT Campus Wellbeing and Success – student eng and campus wellness</p> <p>Awards committee and UPG would continue in new structure.</p> <ul style="list-style-type: none"> ● Discussion of returning to summaries of meetings in Email Digest, schedules of reporting for committees. Plan to be discussed with committee chairs and admins after first of year, share with UC in April or May. 	
NEW BUSINESS		TONIA FERRELL
	<ul style="list-style-type: none"> ● The agenda for the December 12, 2023 UC meeting was approved with one change, to remove Dallas as a guest speaker. ● Due to time constraints, the Travel Manual approval was pushed back to the December 19 UCEC meeting. 	
GOOD OF THE ORDER		TONIA FERRELL
	<ul style="list-style-type: none"> ● Ed Evans noted that the clock outside Buchtel Hall is still not correct. ● The meeting was adjourned at 10:03 am. 	

University Council Executive Committee

MINUTES DECEMBER 19, 2023 3:33-3:48 PM TEAMS

MEETING CALLED BY	Tonia Ferrell
TYPE OF MEETING	Monthly Meeting
PRESIDER	Tonia Ferrell
NOTE TAKER	Heather Loughney
ATTENDEES	<p>Attendees: Tracie Epner, Blair Everett, Tonia Ferrell, Kris Kraft, Nate Meeker, Michele Novachek, John Wiencek</p> <p>Absent with notice: Alexis Currie</p> <p>Absent without notice: Alia Baig, Ed Evans</p>
Agenda topics:	
CALL TO ORDER TONIA FERRELL	
	<ol style="list-style-type: none"> The chair called the meeting to order. A new item was added to New Business – 32NCSI. The amended agenda was approved. The minutes of the November 30, 2023 2023-11-30-minutes-uc-executive-committee-working.docx, meeting was approved as distributed.
TOPIC SUBMISSIONS TONIA FERRELL	
	<ul style="list-style-type: none"> Service Awards Follow Up – seeking retroactive recognition for years of service for employees. <p style="padding-left: 40px;">Provost Wiencek indicated he had communicated in numerous emails with the individual who submitted the TS, 25-year awards were never given, and will not be done retroactively. This was communicated to the individual by both the provost and Chair Ferrell. It was determined that the topic submission will be closed, and a message to be sent to the submitter with that information.</p>
UNFINISHED BUSINESS TONIA FERRELL	
	<ul style="list-style-type: none"> Guest speakers – no additional information, send formal invitation to Heather Howley for the February UC meeting presentation. UC participation – decided that chair/admins will be first point of contact to discuss new format, get feedback from them. Then make any changes they suggest. Next would bring to UC this spring for discussion. Vote to accept new format would follow before end of spring semester. Would transition to a

	<p>new format for Fall 2024. It was also recommended that discussions be had with USG/GSG and the Executive Committee of other constituency groups. UC bylaws will have to be amended and approved, then go to the Board for approval.</p>
<p style="text-align: center;">NEW BUSINESS TONIA FERRELL</p>	
	<ul style="list-style-type: none"> • The agenda for the January 9, 204 UC meeting was approved. • 32NCSI – this is a campus safety self-assessment, housed with NASPA. UC has been asked to convene an ad hoc committee to do this self-assessment in the spring semester. The chair asked if anyone on UCEC would be interested in chairing the committee. If anyone is interested, they can go to the website to look at the assessment. https://www.naspa.org/project/32-ncsi Will also ask for members of Student Success and Engagement, Campus Wellness and Physical Environment committees to appoint a couple of people from each of their committees to serve. It was suggested that people be chosen from Social Work and DSES be invited. UC will be the convener of the committee and will report back to UC when finished.
<p style="text-align: center;">GOOD OF THE ORDER TONIA FERRELL</p>	
	<ul style="list-style-type: none"> • Happy Holidays everyone! • The meeting was adjourned at 3:48 pm.