*University Council*

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| University Council Executive Committee |
| Minutes | october 26, 2021 | 3:30-4:10 pm | microsoft teams |
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| Meeting called by | Tonia Ferrell |
| Type of meeting | Monthly Meeting |
| Presider | Tonia Ferrell |
| Note taker | Heather Loughney |
| Attendees | **Attendees:** Jeanette Carson, Ed Evans, Tonia Ferrell, Joseph Gingo, Marjorie Hartleben, Courtney Johnson-Benson, Grace Kasunic, Kris Kraft, Gary Miller, John Wiencek**Absent with notice:**  **Absent without notice:**   |
| Agenda topics: |
|  | Call to Order | tonia ferrell |
|  | 1. The chair called the meeting to order. The agenda was approved without dissent.
2. The minutes of the October 5th meeting (rescheduled September 28 meeting) were approved without dissent.
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|  | Topic Submissions | tonia ferrell |
|  |  The chair welcomed everyone and in particular Board of Trustees Chair Joe Gingo. The chair then opened discussions on topic submissions. Kris Kraft pointed out a submission concerning safety for grad students walking campus at night and in particular in the area of the Chima building. Issues of lighting and that women and students of color have felt unsafe leaving the building after hours. Jeanette Carson also pointed out that there had been safety issues brought to her concerning Simmons hall and that it was discovered that 911 cannot be called from the new Teams phone system. Also there was no cell service in a location within Simmons. She pointed out the need for updated information and training on phones and emergency procedures. Chair Ferrell asked Jeanette to have the person who shared this with her put in a topic submission concerning this incident. Marjorie Hartleben pointed out that there are emergency phones as well as courtesy phones on campus. President Miller said that the university used to have “safety walks” on campus with administrators, faculty, staff and students. If everyone agreed, those could be scheduled again. It was also pointed out that after the absence from campus due to COVID that safety needs to be reviewed, especially in light of the recent tornado warning on campus. People who used to be designated for emergencies may no longer be on campus. The second topic submission was concerning alias emails. Many departments need to have an alias email that is for the department and then is distributed to everyone within the department. It is difficult when a departmental email goes to just one person and that person leaves and the email never goes anywhere after that. Chair Ferrell asked about responses from those submissions that were sent out to committees and campus departments. Responses have been received on some, work is continuing on emails that have been received. Topics are received and come to the UCEC for distribution to departments/campus entities for review and acknowledgement within 10 days of receipt. Then 30 days for an update on action or to request more time. Responses come back to UCEC to share with UC. Topic submissions are posted to the UCEC Teams folder each Friday for UCEC to review.  |
|  | unfinished Business | tonia ferrell |
|  | 1. Speaker Series- the chair shared that a plan has been put in place for speakers to come to UC meetings to address enrollment and retention. In November Tammy Ewin will report on APR message, in December Kim Gentile will bring in information on undergraduate recruitment. In January 2022 Joe Urgo and copresenters will speak on retention and February is in conversation. Graduate student recruitment and transfer student recruitment will be discussed in the spring as well.
2. Chairs and Administrators meeting with UCEC – action items were made from the meeting getting information about a food truck even in spring and discussion about an in-person meeting in February that has a social component to it. Hope to be in person for interaction before and after the meeting. Ed Evans asked about the possibility of having a winter food truck event using the Field House? President Miller checked and responded during the meeting that the Field House could be used for such an event, the truck could park at the door and people could eat inside. The chair pointed out that a subcommittee needs to be formed to handle these events now that Anne Bruno is no longer on campus. Funding will also have to be acquired for the events. The chair will ask for volunteers from the UC and on campus.
3. Ex-officio appointments to standing committees – the chair stated that she was not aware that some committees were already doing this. She pointed out that they do not have a vote but are allowed and could give someone a taste of the work of the UC and possibly lead to them being appointed later. This led into a conversation about whether all 8 committees of the UC are still useful and necessary. It was pointed out that it is important that all committees have clear goals that relate to the strategic plan. Goals should be discussed with committees, perhaps a retreat type event? It was pointed out that perhaps once a year is not enough for this type of meeting. The chair agreed that conversations after the meeting did suggest that the meeting should be more than once per year and could be conducted as more of a retreat.
4. Bylaws review – still in discussions and some topics have been pushed forward due to attendance at last meeting. Heather will work with the chair to schedule another meeting to wrap up conversations and get ready to present to full UC. It was suggested to have bylaws align with goals of university but some were hesitant to prolong the bylaws review for that as well. Discussion about finishing bylaws and then looking at alignment. There was also discussion of whether the 8 committees of the UC are still relevant and it was suggested that that could be a part of a separate document and taken out of the bylaws discussion.
5. UC Orientation – no updates.
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|  | New Business | Tonia ferrell |

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|  | new business | tonia ferrell  |

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|  | 1. Agenda for November 9, 2021 UC meeting was approved.
2. The chair asked about the open seats for USG members. President Kasunic stated that they are working to fill seats but biggest obstacle is not knowing the meeting schedules of the committees. It was also stated that appointees can be in USG and not a senator. Chair Ferrell pointed out that this has been issue this year for other groups on UC as well. May need to have discussions about the ex-officio idea in light of filling open seats.
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|  | New Business | Tonia ferrell |

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|  | good of the order | tonia ferrell |

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|  | 1. Chair Gingo shared how happy he was that two of issues being discussed in the meeting, safety and enrollment. Both are vital issues to the campus. Safety of a big concern for the Board of Trustees and they welcome input on it. He also mentioned that the Faculty Senate has been challenged to give ideas on how to improve enrollment.
2. Meeting was adjourned at 4:10 pm.
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