

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.