

# University Council

MINUTES

JANUARY 10, 2017

3 – 4:35 PM

STUDENT UNION 312

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Member:</b> Philip Allen, Linda Barrett, Megan Bodenschatz, Michelle Byrne, Julie Cajigas, Mike Cheung, Jared Coleman, Elizabeth Erickson, Tonia Ferrell, Kristen Giaquinto, Nick Golina, Diane Gorse, Nancy Homa, Kristine Kraft, Chand Midha, Ruth Nine-Duff, Rex Ramsier, Jeanne-Helene Roy, Harvey Sterns, Cassie Verardi</p> <p><b>Absent with notice:</b> Kristin Koskey, Shiva Sastry, Michael Spayd, Matt Wilson</p> <p><b>Absent without notice:</b> Marjorie Hartleben, Isaac Lampner, Marina Pelemis</p> <p><b>Other attendees:</b> Celeste Cook, John Green, Wayne Hill, John Messina, John MacDonald, Barbara Weinzierl</p>	
<b>Agenda topics:</b>		
3:00 – 3:05	<b>CALL TO ORDER</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>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.</li> <li>The chair asked for additions or corrections to the December 6 University Council (UC) minutes. There being none, the minutes were approved as distributed by unanimous consent.</li> </ol>	
3:05 – 3:15	<b>EXECUTIVE COMMITTEE REPORT</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>UC Chair Sterns discussed the attached <a href="#">letter from BOT Chair Bauer</a>. In response to the UC motion to add UC faculty and staff as non-voting members of the Board of Trustees Committees, the Board decided not to accept the recommendation. UC Chair Sterns said he was disappointed with the decision and he will work with the suggested mechanism and see what happens.</li> </ol> <p>However, BOT Chair Bauer intends to do the following for the remainder of his term as Board Chairman:</p> <ul style="list-style-type: none"> <li>Appoint Trustee Liaisons to attend meetings of both the Faculty Senate and the University Council.</li> <li>Schedule at least one or more “Information Sessions” during the Spring Semester, 2017, with the leadership of the Faculty Senate, University Council and student government.</li> </ul>	

	<p>2. UC Chair Sterns reviewed the attached <a href="#">December 13 UC Executive Committee minutes</a>.</p>
3:15 – 3:41	<p style="text-align: center;"><b>ACTION ITEMS</b> <span style="float: right;">HARVEY STERNS</span></p>
DISCUSSION	<p>1. Linda Barrett, chair of the Information Technology Committee, discussed the attached <a href="#">Laptop Replacement Cost Estimate</a>. A motion was made to support the Faculty Senate CCTC Laptop Replacement Resolution (see attached <a href="#">Dec. 6 IT Report to UC</a>, #3).  <b>The motion carried</b> by a secret ballot vote of 15 in favor and 2 opposed.</p> <p>There was a discussion about faculty purchasing their own equipment for classroom use. Faculty must use University encrypted machines to maintain student confidentiality.</p> <p>2. The Budget and Finance Committee discussed suggestions from the survey sent to UC members regarding the UA Strategic Planning and Budget Process Proposal. John Green, member of the Budget and Finance Committee, discussed revisions to the attached <a href="#">UA Strategic Planning and Budget Proposal v2</a>. The purpose of the proposal is to institutionalize the process for developing the University budget. The process is based on a one-year plan update.</p> <p>There was discussion about the need for a five-year strategic plan. Development of a strategic plan is not the function of the UC Budget and Finance Committee.</p> <p>A motion was made to refer the revised UA Strategic Planning and Budget Proposal back to the UC Budget and Finance Committee for review and support before UC takes action.  <b>The motion carried</b> by a secret ballot vote of 16 in favor and 1 opposed.</p> <p>3. The Physical Environment Committee reviewed and approved the attached <a href="#">Space Allocation Form</a> for changes to CAS and CRH and now recommends approval by University Council.  <b>The motion for approval carried</b> by a secret ballot vote of 17 in favor and 0 opposed.</p>
3:41 – 4:00	<p style="text-align: center;"><b>COMMUNICATIONS IN-DEPTH STANDING COMMITTEE REPORT</b> <span style="float: right;">JULIE CAJIGAS</span></p>
DISCUSSION	<p>Julie Cajigas, chair of the Communications Committee, discussed the attached <a href="#">PowerPoint presentation</a>. The following items were discussed:</p> <ul style="list-style-type: none"> <li>• Committee Goals</li> <li>• Student Communication <ul style="list-style-type: none"> <li>○ Research – Conducted in Spring 2016; UA has changed since then</li> <li>○ General Considerations – care, listen, communicate, transparency</li> <li>○ Improve Current Channels – My Akron, Zipmail, social media channels, mobile app</li> <li>○ Interviews with Student Trustees and USG President</li> </ul> </li> </ul> <p>Students are looking for a way to be involved in UA and be heard in a meaningful way.</p>

	<p>The Communications Committee has created two subcommittees:</p> <ul style="list-style-type: none"> <li>• Channel Improvement</li> <li>• Campus Culture</li> </ul>
4:00 – 4:05	<b>PROVOST’S REMARKS</b> <span style="float: right;"><b>REX RAMSIER</b></span>
<b>DISCUSSION</b>	<p>President Wilson is not able to attend because he is in Vietnam creating partnerships.</p> <p>The following items were discussed:</p> <ul style="list-style-type: none"> <li>• The Higher Learning Commission visit is February 12 – 15, 2017 <ul style="list-style-type: none"> <li>○ The HLC assurance argument was submitted on time</li> <li>○ The HLC agenda will include a meeting with the UC Executive Committee</li> <li>○ It is important to demonstrate that we understand the issues facing the institution (finance and enrollment), we have a plan to address the issues and we can make the plan work</li> <li>○ We will get a draft report from the HLC team six weeks after the visit</li> </ul> </li> <li>• The Ernst and Young team are on-site and working with people across campus</li> </ul>
4:05 – 4:35	<b>STANDING COMMITTEE REPORTS</b> <span style="float: right;"><b>STANDING COMMITTEE CHAIRS</b></span>
<b>DISCUSSION</b>	<p><b>Communications Committee:</b>  White Space Creative was hired to help UA develop a messaging platform. Representatives from White Space Creative discussed the Akron Proud Campaign:</p> <ul style="list-style-type: none"> <li>• Stories are used to describe UA’s uniqueness; to talk authentically about UA</li> <li>• White Space Creative talked to students, faculty, staff, alumni, focus groups, internal/external groups about their experiences to develop the stories</li> <li>• The stories will be used in digital ads and direct emails to targeted audiences</li> </ul> <p>The attached document containing <a href="#">example stories and uses</a> was distributed.</p> <p>A suggestion was made to connect student stories to social media (snapchat, UA Facebook page, etc.)</p> <p><b>Student Engagement and Success Committee:</b> The committee’s goals focus on scholarships. President Wilson has established a committee to evaluate possible changes to scholarships. Therefore, the committee will redefine goals at the January meeting.</p>
4:35 – 4:35	<b>NEW BUSINESS</b> <span style="float: right;"><b>HARVEY STERNS</b></span>
<b>DISCUSSION</b>	<p>There were none at this time.</p> <p>The meeting was adjourned at 4:35 p.m. by unanimous consent.</p>

# University Council

MINUTES

FEBRUARY 7, 2017

3 – 4:37 PM

STUDENT UNION 312

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p><b>Member:</b> Philip Allen, Linda Barrett, Megan Bodenschatz, Michelle Byrne, Elizabeth Erickson, Kristen Giaquinto, Diane Gorse, Marjorie Hartleben, Nancy Homa, Kristin Koskey, Kristine Kraft, Isaac Lampner, Chand Midha, Ruth Nine-Duff, Rex Ramsier, Jeanne-Helene Roy, Shiva Sastry, Michael Spayd, Harvey Sterns, Cassie Verardi, Matt Wilson</p> <p><b>Absent with notice:</b> Julie Cajigas, Mike Cheung, Jared Coleman, Nick Golina</p> <p><b>Absent without notice:</b> Tonia Ferrell, Marina Pelemis</p> <p><b>Other attendees:</b> Rowland Bauer, Celeste Cook, Darnell Davis, Olivia Demas, Wayne Hill, John MacDonald, John Messina, Zachary Michel, Steve Myers, Warren Woolford</p>	
Agenda topics:		
3:00 – 3:05	CALL TO ORDER	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> <li>1. UC Chair Sterns called the meeting to order and welcomed the Board of Trustees members to the meeting. BOT Chair Roland Bauer introduced the BOT members in attendance: Olivia Demas (official UC liaison), Warren Woolford, Zach Michael and Darnell Davis.</li> <li>2. The chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>3. The chair asked for additions or corrections to the January 10 minutes. There being none, the agenda was approved as distributed by unanimous consent.</li> </ol>	
3:05 – 3:15	EXECUTIVE COMMITTEE REPORT	HARVEY STERNS
DISCUSSION	The chair reviewed the attached <a href="#">January 17 UC Executive Committee minutes</a> .	
3:15 – 3:20	ACTION ITEMS	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> <li>1. The Budget and Finance Committee discussed the attached <a href="#">UA Strategic Planning and Budget Proposal v3</a> and made the following motion:  The Budget and Finance Committee has reviewed and recommended that the integrated planning and budgeting process as presented here be adopted and recommended by the UC to President Wilson and the University of Akron for consideration.  <b>The motion carried</b> by a secret ballot vote of 16 in favor and 0 opposed.</li> </ol>	

	<p>2. The Physical Environment Committee reviewed and approved the attached <a href="#">Space Allocation Form</a> for reassignment of Goodyear Polymer Center 826 from lab space to office space and now recommends approval by University Council. <b>The motion for approval carried</b> by a secret ballot vote of 19 in favor and 0 opposed.</p> <p>3. Chair Sterns conveyed appreciation for the February 6 Special Information Session with the Board regarding the cost of Athletics. The second Special Information Session with the Board has been scheduled for April 10. More information is forthcoming.</p>
3:20 – 3:40	<p style="text-align: center;"><b>TALENT DEVELOPMENT AND HUMAN RESOURCES SPECIAL REQUEST REPORT</b></p> <p style="text-align: right;"><b>LIZ ERICKSON</b></p>
DISCUSSION	<p>Liz Erickson, chair of the Talent Development and Human Resources Committee, discussed the attached <a href="#">report regarding the potential buyout program</a>. CFO Mortimer and Provost Ramsier met with the Budget &amp; Finance Committee and the Talent Development &amp; Human Resources Committee to discuss what a buyout program might look like. A representative from Towers Watson joined the meeting by phone. The attached report contains a summary of the meeting and feedback from the Talent Development &amp; Human Resources Committee.</p> <p>If there is a buyout plan it would need to be rolled out in April-May to allow a 45-day window and changes by Fall 2017.</p> <p>CFO Mortimer said that UA will not issue any debt to cover a buyout. There are many constructs to structure a program. The program has not yet been developed. Feedback from constituent groups will help guide the design process.</p>
3:40 – 4:00	<p style="text-align: center;"><b>PROVOST’S REMARKS</b></p> <p style="text-align: right;"><b>REX RAMSIER</b></p>
DISCUSSION	<p>1. HLC Site Visit:</p> <ul style="list-style-type: none"> <li>• The HLC Team Visit Itinerary has been posted</li> <li>• There will be no public forum due to a new HLC process that compresses the 2 ½ day visit into a 1 ½ day visit</li> <li>• If you have been invited to two meetings that take place at the same time, attend the meeting that you feel you can make the most contribution</li> </ul> <p>We have invited a representative from the Chancellor’s Office to accompany the HLC team. She will choose the meetings she wants to attend. She will not be part of the HLC team deliberation.</p> <p>2. Provost Ramsier said there was good discussion at the February 6 Special Information Session with the Board regarding the cost of Athletics. He hopes the second Special Information Session with the Board on April 10 goes as well, but he will not be present as he will be chairing an HLC team visit in Indiana.</p> <p>3. Graduate Assistantship Program:</p> <ul style="list-style-type: none"> <li>• A recommendation has been received from the Graduate Council through Faculty Senate</li> <li>• The target savings is \$10 million the first year and \$15 million the second year</li> <li>• The Deans are formulating their own savings plan which will also be considered before final decisions are made</li> <li>• Thanks to Phil Allen, Harvey Sterns and Chand Midha for their help with this initiative</li> </ul>

	<p>4. Textbooks: There is a proposal going in the state budget regarding textbooks. The University/College will charge students a fee, up to \$300, for textbooks and then be responsible for purchasing and providing the textbooks to their students. Apparently, the University/College will have to cover any cost over the \$300 fee. It is unclear whether the fee is annual or per semester. If the plan is passed, it will take affect Fall 2018. UA has a contract with Barnes and Nobel until 2019.</p> <p>Provost Ramsier is on a committee to develop a proposal that may be more reasonable.</p> <p>The UC Textbook Committee sent a list of questions to Barnes and Noble and has not received a response. Provost Ramsier asked Celeste Cook, Nathan Mortimer and Bill Viau if there are legal ramifications to asking questions of Barnes and Noble.</p> <p>5. There is a proposal in the state budget that will allow community colleges to offer bachelors degrees as long as they are not offered by a local University.</p> <p>Provost Ramsier said that there are organized groups working on these issues and all groups need to work together. He encouraged UC members to stay informed.</p>
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4:00 – 4:18	STANDING COMMITTEE REPORTS	STANDING COMMITTEE CHAIRS
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DISCUSSION	<p><b>Communications</b> – No report.</p> <p><b>Information Technology</b> – The committee discussed the process for implementing a laptop refresh rollout. UCIT is working with the Faculty Senate Computing &amp; Communications Technology Committee (CCTC). They also discussed other systems that need to be examined: curriculum proposal system, clickers, WebEx, etc. Springboard and PeopleSoft are being examined by other University committees.</p> <p><b>Institutional Advancement</b> – The committee is currently researching agreements between Universities and companies servicing local customers (cable providers, groceries, fast food restaurants, retail stores, etc.) to solicit donations in support of scholarships from those customers.</p> <p><b>Physical Environment</b> – The committee is evaluating the use of space in Simmons Hall. Traffic will be affected for upcoming projects:</p> <ul style="list-style-type: none"> <li>• Sections of Buchtel Avenue and College Streets will close after Commencement to connect Central Hower to chilled water and electrical</li> <li>• South College Street turnaround will be under construction; lanes will be open</li> <li>• The parking lot at Wolf Ledges and Carroll Street will be closed</li> <li>• There will be a hole in front of the Goodyear Polymer Building for a month or two</li> </ul> <p><b>Recreation and Wellness</b> - The committee was approached by a student who would like sharps containers installed in campus restrooms. The student is also working with USG and GSG.</p> <p>Megan Bodenschatz, USG President, informed UC that legislation regarding this topic was passed by USG. If the USG legislation is passed by John Messina, USG will bring it to UC.</p>
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	<p><b>Student Engagement and Success</b> – The committee met with David Black regarding international scholarships. International students do not typically take the ACT and many scholarships are based on ACT scores.</p> <p>The committee is working on the following to help international students:</p> <ul style="list-style-type: none"> <li>• Communication to inform them to take the ACT</li> <li>• First year learning community</li> <li>• EXL Unclasses</li> <li>• How to help them feel immediately connected on campus</li> </ul> <p>Other goals – Determine how to help students in the following areas:</p> <ul style="list-style-type: none"> <li>• New Student Orientation</li> <li>• Financial Aid</li> <li>• Registration</li> </ul>
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4:18 – 4:37	<b>PRESIDENT’S REMARKS</b>	<b>MATT WILSON</b>
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<b>DISCUSSION</b>	<p>President Wilson thanked the Board of Trustees members for their support of University Council.</p> <p>The following items were discussed:</p> <p>Enrollment:</p> <ul style="list-style-type: none"> <li>• Applications and confirmations are up from last year</li> <li>• Residence Halls applications are up over 100% from last year</li> <li>• The Admissions team has been enhanced</li> <li>• Faculty are visiting High Schools</li> </ul> <p>Diversity:</p> <ul style="list-style-type: none"> <li>• Our new chief diversity officer, Jolene Lane, has been attending Rethinking Race events; she will officially begin on March 29</li> <li>• The Black Male Symposium is scheduled for April 7-8, 2017</li> <li>• The Black Male Summit is scheduled for September 29-30, 2017</li> </ul> <p>International Initiatives:</p> <ul style="list-style-type: none"> <li>• 120 people responded to the call for information on international programs and expertise</li> <li>• 115 people attended two open forums to brainstorm potential strategies for international engagement</li> <li>• 180 students, faculty, staff and community members attended the immigration forum; the streamed event received over 700 hits on Facebook</li> <li>• An executive director of international recruitment has been hired</li> <li>• A proposal for an International Center is being developed</li> <li>• Housing is asking students if they would like to room with an international student</li> </ul> <p>Transformation Plan:</p> <ul style="list-style-type: none"> <li>• Dean Tudor is working on a proposal for evening, weekend and flexible programming</li> </ul> <p>Scholarship Plan:</p> <ul style="list-style-type: none"> <li>• President Wilson will meet with the UC Budget and Finance Committee to discuss a new scholarship program that entails automatic upgrades for a guaranteed number of semesters</li> </ul>
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	<p>Budget Reductions:</p> <ul style="list-style-type: none"> <li>• Spending is down and we want to keep it down</li> <li>• Looking at ways to save money through centralized travel</li> <li>• Looking at energy costs</li> <li>• Scholarship Plan – if everyone opts in, we can save money in the first three years and potentially receive revenue in the fourth year</li> <li>• Athletics – decrease spending and increase revenue</li> <li>• Fundraising – increase development officers and give them targets</li> </ul>
4:37 – 4:37	<p style="text-align: center;"><b>NEW BUSINESS</b></p> <p style="text-align: right;"><b>HARVEY STERNS</b></p>
<b>DISCUSSION</b>	<p>There were none at this time.</p> <p>The meeting was adjourned at 4:37 p.m. by unanimous consent.</p>

# University Council

MINUTES

MARCH 14, 2017

3 – 5 PM

STUDENT UNION 312

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Members:</b> Linda Barrett, Megan Bodenschatz, Michelle Byrne, Julie Cajigas, Mike Cheung, Jared Coleman, Elizabeth Erickson, Tonia Ferrell, Kristen Giaquinto, Nick Golina, Marjorie Hartleben, Nancy Homa, Kristine Kraft, Isaac Lampner, Chand Midha, Ruth Nine-Duff, Rex Ramsier, Néna Roy, Shiva Sastry, Michael Spayd, Harvey Sterns, Cassie Verardi, Matt Wilson</p> <p><b>Absent with notice:</b> Phillip Allen, Diane Gorse</p> <p><b>Absent without notice:</b> Marina Pelemis</p> <p><b>Other attendees:</b> Roland Bauer, Alfred Ciraldo, Olivia Demas, John Green, Wayne Hill, John MacDonald, John Messina, Zachary Michel, Barbara Weinzierl</p>	
<b>Agenda topics:</b>		
3:00 – 3:05	CALL TO ORDER	HARVEY STERNS
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>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.</li> <li>The chair asked for additions or corrections to the February 7 University Council minutes. There being none, the agenda was approved as distributed by unanimous consent.</li> </ol>	
3:05 – 3:08	EXECUTIVE COMMITTEE REPORT	HARVEY STERNS
<b>DISCUSSION</b>	The chair reviewed the attached <a href="#">February 21 UC Executive Committee minutes</a> .	
3:08 – 3:08	ACTION ITEMS	HARVEY STERNS
<b>DISCUSSION</b>	There were none at this time.	
3:08 – 3:16	RECREATION AND WELLNESS IN-DEPTH STANDING COMMITTEE REPORT	KRIS KRAFT
<b>DISCUSSION</b>	<p>Kris Kraft, chair of the Recreation and Wellness Committee, discussed the attached <a href="#">Goals Update</a>. The following items were discussed:</p> <ul style="list-style-type: none"> <li>They are working with the Communications Committee to prepare for a tobacco free campus, which will take effect on July 1, 2017.</li> <li>A campus wellness website has been created, <a href="http://www.uakron.edu/wellness">www.uakron.edu/wellness</a>.</li> </ul>	

	<ul style="list-style-type: none"> <li>• . Please send suggestions and/or items for inclusion to the committee.</li> <li>• They are working with the Communications Committee to develop a survey to assess student needs and awareness of local food pantries. Swipe cards are available for students in need of food. ZipAssist and academic advisors are aware of the swipe card assistance.</li> </ul>
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3:16 – 4:00	PRESIDENT’S REMARKS	MATT WILSON
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DISCUSSION	<p>The following items were discussed:</p> <ul style="list-style-type: none"> <li>• An update on the Transformation Plan was sent to the campus community on March 13.</li> <li>• Campus visits are up. Seat confirmations are up 20% from this time last year.</li> <li>• Ernst &amp; Young is convening a dashboard team to develop processes and tools for making the data in our systems more accessible. UC can appoint one or two people to serve on the team.</li> <li>• There is a proposal regarding textbooks in the state budget. Universities will be responsible for purchasing and providing undergraduate students with textbooks. Universities can charge students a \$300 fee. <ul style="list-style-type: none"> <li>○ Some students pay less than \$300 for textbooks.</li> <li>○ Barnes and Nobles informed us that 50% of students on our campus do not purchase textbooks and 50% use a variety of different outlets.</li> <li>○ Publishers are shifting from printed to online books. Are online books considered to be textbooks?</li> <li>○ President Wilson testified in Columbus on March 7</li> <li>○ The IUC Provosts are discussing alternative solutions</li> </ul> </li> <li>• The budget is where we anticipated it would be. Please remain conservative with spending.</li> <li>• We are not proceeding with a campus-wide buyout. AAUP and the administration have agreed to offer full-time faculty a limited individualized retirement incentive. Non-faculty members are not excluded. We can have a conversation with any individual interested in transitioning out of the University. We want to avoid involuntary layoffs.</li> <li>• Kevin Rushing, Director of Student Accounts/Bursar, will work with Barbara Weinzierl to look at our scholarship system. A taskforce will be convened to look at all scholarships strategically. UA was commended by the state for the guarantee scholarship.</li> <li>• We are looking at travel policies to determine ways to control costs.</li> <li>• We are looking at transfer policies because we are losing students due to the time it takes to transfer credits.</li> <li>• Interviews are complete for the position of director of the Center for International Students and Scholars.</li> <li>• Jarrod Tudor, dean of Wayne College, will convene a taskforce to look at ways to attract more veteran students. Please contact Jarrod Tudor if you are interested in veterans and military issues.</li> <li>• Faculty can receive food swipes to Rob’s Café to spend time with students for retention purposes.</li> <li>• The Black Male Symposium will take place on April 7.</li> <li>• We are in the initial stages of exploring the possibility of working with the University of Mumbai to establish a branch campus in the U.S. They are also looking at Universities in Manhattan and Houston.</li> </ul>
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4:00 – 4:15	PROVOST'S REMARKS	REX RAMSIER
DISCUSSION	<p>The following items were discussed:</p> <ul style="list-style-type: none"> <li>• Provost Ramsier is on the taskforce that is looking at alternative solutions to the state's textbook proposal. <ul style="list-style-type: none"> <li>○ Legislators think that faculty do not look at the cost of textbooks and that they make money on textbooks. UA has a rule to address both of these issues.</li> <li>○ We are looking at the possibility of having one book for multi-section courses.</li> <li>○ UA is mindful of costs to students.</li> </ul> </li> <li>• There is a proposal in the state budget to ban the tenure system and require tenured faculty to teach a specific number of hours each semester. The IUC Provosts are against this proposal.</li> <li>• We have not yet received a report from HLC.</li> <li>• Next year we are looking at a \$40 million deficit. We cannot afford to pay people to retire. We discussed the individualized incentive approach with AAUP because the faculty contract is the only place that it is written. The approach is individualized because each department is different and each person is different. Each person will have a variety of options. Department chairs will be involved because they know how it will affect their unit.</li> </ul>	
4:15 – 4:55	STANDING COMMITTEE REPORTS	STANDING COMMITTEE CHAIRS
DISCUSSION	<p><b>Budget and Finance:</b></p> <ul style="list-style-type: none"> <li>• CFO Mortimer presented the attached report regarding <a href="#">Leased Parking Lots</a>. UA will continue with the Delta Gamma lease and return other parking spots back to the landlord when the leases expire at the end of May. Estimated savings is \$50,000. The plan has been endorsed by USG and GSG presidents and the UC Budget and Finance Committee.</li> <li>• The parking deck in front of ASG was closed for the winter because of a structural issue. The deck will reopen after the snow melts. The structural issue is being discussed.</li> <li>• CFO Mortimer discussed a proposal to reduce the endowment spending and administrative fee from 6% to 5.25% on both the University side and the Foundation side. The UC Budget and Finance Committee is supportive of the change if it goes forward.</li> <li>• CFO Mortimer and Andrew Henry, Physical Facilities, presented the attached report regarding an <a href="#">Added Recycling Initiative</a>. UA started a robust recycling program over the last five years. The plan is to add a composter to the program to recycle organic waste. The cost would be \$13,000 annually.</li> </ul> <p><b>Communications:</b> The committee is writing resolutions about campus culture, the mobile application and Zipmail. They are planning to bring the resolutions to UC before the end of the semester.</p> <p><b>Information Technology:</b> No report.</p> <p><b>Institutional Advancement:</b> The committee is working on the following:</p> <ul style="list-style-type: none"> <li>• They are developing a tool kit from best practices in the schools/colleges to connect students with donors.</li> </ul>	

	<ul style="list-style-type: none"> <li>• They are conducting research on point of sale donations to scholarships (i.e., grocery stores, fast food chains, utility providers, etc.).</li> </ul> <p><b>Physical Environment:</b> The committee has been discussing recycling and composting.</p> <p><b>Student Engagement and Success:</b> The committee is working on the following:</p> <ul style="list-style-type: none"> <li>• They are developing a New Student Orientation pilot program that would allow students to enroll in a couple first semester classes before they come to NSO. This will give the student a chance to become familiar with navigating the registration system and could shorten the time needed for advising during NSO.</li> <li>• They are meeting with representatives from Financial Aid, Admissions and Advising to get their input on if/how layoffs in 2015 have affected their ability to meet student needs. They want to hear their concerns and ideas to help support them if they see the need.</li> </ul> <p><b>Talent Development and Human Resources:</b> Chair Erickson discussed the attached <a href="#">TDHR Report</a>.</p> <p>A motion was made to endorse the recommendations in the report for submission to the Provost. There was a discussion about revisions due to the announcement regarding the decision not to proceed with a campus-wide buyout program. Provost Ramsier informed the body that he understood the intent of the recommendations.</p> <p><b>The motion carried</b> by unanimous consent.</p>
4:55 – 5:05	<p style="text-align: center;"><b>NEW BUSINESS</b></p> <p style="text-align: right;"><b>HARVEY STERNS</b></p>
<b>DISCUSSION</b>	<p>There was a motion to endorse the Added Recycling Initiative presented during the Budget and Finance Committee report.</p> <p>After further discussion and because of time constraints, there was a motion to continue the discussion at the April 11 UC meeting.</p> <p><b>The motion to continue the discussion carried</b> by majority consent.</p> <p>The meeting was adjourned at 5:05 p.m. by unanimous consent.</p>

# University Council

## MINUTES

APRIL 11, 2017

3 – 4:52 PM

STUDENT UNION 312

<b>MEETING CALLED BY</b>	Harvey Sterns, chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Harvey Sterns, chair
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p><b>Member:</b> Philip Allen, Linda Barrett, Megan Bodenschatz, Michelle Byrne, Julie Cajigas, Mike Cheung, Jared Coleman, Elizabeth Erickson, Kristen Giaquinto, Nick Golina, Nancy Homa, Kristine Kraft, Isaac Lampner, Chand Midha, Ruth Nine-Duff, Néna Roy, Shiva Sastry, Michael Spayd, Harvey Sterns, Matt Wilson</p> <p><b>Absent with notice:</b> Tonia Ferrell, Diane Gorse, Marjorie Hartleben, Rex Ramsier, Cassie Verardi</p> <p><b>Absent without notice:</b> Marina Pelemis</p> <p><b>Other attendees:</b> Taylor Bennington, Olivia Demas, Wayne Hill, John Messina, Nathan Mortimer, Lakeesha Ransom, John Reilly, Bill Viau, Barbara Weinzierl</p>
<b>Agenda topics:</b>	
<b>3:00 – 3:03</b>	<b>CALL TO ORDER</b> <span style="float: right;"><b>HARVEY STERNS</b></span>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>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.</li> <li>The chair asked for additions or corrections to the March 14 University Council minutes. There being none, the agenda was approved as distributed by unanimous consent. The minutes will be posted to the UC website and SharePoint site.</li> </ol>
<b>3:03 – 3:24</b>	<b>ACTION ITEMS</b> <span style="float: right;"><b>HARVEY STERNS</b></span>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>There was further discussion about the Recycling and Composting Initiative. A motion was made to lay the question on the table. <b>The motion carried</b> by unanimous consent.</li> <li>The Communications Committee chair discussed the attached <a href="#">Technology Student Communication Report and Resolutions</a> regarding mobile application development and Zipmail improvements.</li> </ol> <p>There was a motion to support the following resolutions:</p> <ol style="list-style-type: none"> <li>Whereas student communication is important to retention and reputation at The University of Akron, and whereas research has been conducted on the communication needs of students at The University of Akron, the University Council resolves that resources should be identified and allocated to University Communication and Marketing in order to address student communication challenges through the redesign and development of an updated mobile application, considering the priorities listed in the attached report.</li> </ol>

	<p>II. Whereas student communication is important to retention and reputation at The University of Akron, and whereas research has been conducted on the communication needs of students at The University of Akron, the University Council resolves that University Communication and Marketing should consider and implement changes to Zipmail listed in the attached report in order to improve student experience with this important information channel.</p> <p><b>The motion carried</b> by a secret ballot vote of 19 in favor and 0 opposed.</p>
3:24 – 3:49	<p style="text-align: center;"><b>PRESIDENT’S REMARKS</b></p> <p style="text-align: right;"><b>MATT WILSON</b></p>
DISCUSSION	<p>The following items were discussed:</p> <ul style="list-style-type: none"> <li>• UA, Cleveland State, Kent State and Youngstown State are discussing the state’s Tuition Guarantee Program that would allow students in the same cohort to pay a fixed rate for four years.</li> <li>• The Governor’s Office may challenge Institutions of Higher Education to reduce the burden of textbook costs to students by 50% over 5 years.</li> <li>• CFO Mortimer is working with the UC Budget and Finance Committee to develop a budget for the next fiscal year. Departments have been underspending by 5-10%.</li> <li>• The first seat deposit deadline is May 1. We are seeing a 20 – 23% increase over last year.</li> <li>• Center for International Students and Scholars: <ul style="list-style-type: none"> <li>○ We are not hiring a VP for cost savings purposes</li> <li>○ The Executive Director of International Recruitment began in February</li> <li>○ The Executive Director of Global Engagement will begin in May</li> <li>○ The search for Director of the Center for International Students and Scholars is ongoing</li> </ul> </li> <li>• The new Akron Guarantee Scholarship requires students to opt in. The Admissions team is calling students and parents and 90 – 95% of the students contacted are taking the scholarship. Approximately 752 students have opted in so far. We are increasing revenue with every student that opts in.</li> <li>• Ernst and Young are continuing to look at enrollment, scholarship and SSI. The Dashboard Team will develop processes to make data more accessible. We will need to put systems and people in place to maintain the processes.</li> <li>• The administration is working with AAUP on the TARP program.</li> <li>• Bits and Atoms: UA is dedicating time and effort; not money. CFO Mortimer met with all deans and leadership. We are about one year from relocating and construction.</li> </ul>
3:49 – 4:00	<p style="text-align: center;"><b>EXECUTIVE COMMITTEE REPORT</b></p> <p style="text-align: right;"><b>HARVEY STERNS</b></p>
DISCUSSION	<ol style="list-style-type: none"> <li>1. The chair reviewed the attached <a href="#">March 21 UC Executive Committee minutes</a>.</li> <li>2. The following items were discussed at the April 10 Special Information Session of the Board: <ul style="list-style-type: none"> <li>• Athletics discussion, including the resignation of Coach Dambrot and the hiring of Coach Groce.</li> <li>• Future planning and approaches; resources are limited.</li> <li>• Staff opportunities for career development and skill enhancement.</li> <li>• Textbook discussion, including alternate resources (i.e., library resources and Springboard).</li> </ul> </li> </ol> <p>The Board plans to have two more sessions.</p>

4:00 – 4:23

INFORMATION TECHNOLOGY  
IN-DEPTH STANDING COMMITTEE REPORT

NATHAN MORTIMER

DISCUSSION

Nathan Mortimer, appointed administrator of the Information Technology Committee, discussed the attached [Information Technology Services \(ITS\) Update](#). The following items were discussed:

- Considered migration of Enterprise Resource Planning (ERP) to the cloud, but decided to stay with PeopleSoft for the next 3-5 years and not incur migration costs. The student module in the cloud is not robust yet.
- Verizon put 350 distributed antennas on campus increasing cellular service across campus and in the residence halls. The cellular service at Wayne College still needs to be rectified.
- The wireless and wired networks are being upgraded. The residence halls haven been upgraded.
- A laptop refresh is planned for FY18.

A suggestion was made to allow faculty to purchase their own laptops and get software support from UA to save the cost of a refresh. Nathan Mortimer explained that it is important to have expert security mechanisms on devices used by employees. The laptop refresh is an investment.

4:23 – 4:45

COMMITTEE REPORTS

COMMITTEE CHAIRS

DISCUSSION

**Budget and Finance:** No report.

**Communications:**

- The committee is working on student centered initiatives.
- They are discussing the need for an Institute for Teaching and Learning, where faculty can come together to talk about the scholarship of learning. A suggestion was made to contact Faculty Senate because they are also discussing this topic.
- They are working with the Recreation and Wellness Committee to develop a survey regarding food insecurity. The survey is expected to be ready in the fall.

**Institutional Advancement:**

- The committee is planning a discussion among colleges/departments regarding best practices for connecting students and donors.
- There was a motion to support the decision to discontinue leasing the following parking lots. The cost savings will be \$50,000 annually.
  - Methodist Church near ASB
  - Greek Orthodox church near Olin Hall
  - The Chapel near Route 8
  - Broadway Parking Deck near Quaker Square

**The motion carried** by a secret ballot vote of 17 in favor and 0 opposed.

**Physical Environment:** The committee is working on a space plan for Simmons Hall. UC members should visit Zook Hall to see the new flux chandelier.

**Recreation and Wellness:** The committee is working with the Communications Committee on the tobacco free campus initiative and a survey regarding food insecurity.

	<p><b>Student Engagement and Success:</b> The committee is revamping their goals due to the scholarship changes.</p> <p><b>Talent Development and Human Resources:</b></p> <ul style="list-style-type: none"> <li>• The chair discussed the attached <a href="#">report</a>. A suggestion was made to get input from the leadership of SEAC and CPAC. The chair will ask the constituent group representatives to get input from their group.</li> <li>• The chair reminded the Executive Committee to consider scheduling the proposed Committee Alignment Workshop in May.</li> </ul> <p><b>Ad hoc Awards Committee:</b> Harvey Sterns reviewed the attached <a href="#">University Awards</a> document. A suggestion was made to have the Communications Committee involved in marketing the awards to campus. Julie Cajigas and John Messina volunteered to be on the committee.</p>
4:45 – 4:52	<p style="text-align: center;"><b>NEW BUSINESS</b></p> <p style="text-align: right;"><b>HARVEY STERNS</b></p>
<b>DISCUSSION</b>	<p>UA is hosting a Retirement Planning Fair on Monday, April 17, from 10 a.m. to 2 p.m. in Student Union Ballroom A. Representatives from the University’s Benefits Administration, SERS, STRS and nine vendors for the Alternative Retirement Plans (ARP), 403(b) and 457(b) will be available.</p> <p>The meeting was adjourned at 4:52 pm by unanimous consent.</p>

# University Council

MINUTES

MAY 2, 2017

3 – 3:52 PM

STUDENT UNION 335

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Member:</b> Philip Allen, Linda Barrett, Megan Bodenschatz, Michelle Byrne, Jeanette Carson, Jared Coleman, Elizabeth Erickson, Tonia Ferrell, Nick Golina, Diane Gorse, Marjorie Hartleben, Nancy Homa, Kristine Kraft, Lynn Lucas, Chand Midha, Ruth Nine-Duff, Jeanne-Helene Roy, Shiva Sastry, Harvey Sterns</p> <p><b>Absent with notice:</b> Kristen Giaquinto, Isaac Lampner, Rex Ramsier, Linda Saliga, Matt Wilson</p> <p><b>Absent without notice:</b> Julie Cajigas, Mike Cheung, Marina Pelemis</p> <p><b>Other attendees:</b> Kim Cole, John Messina, Lakeesha Ransom, John Reilly, Barbara Weinzierl</p>	
<b>Agenda topics:</b>		
3:00 – 3:05	CALL TO ORDER	HARVEY STERNS
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>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.</li> <li>The chair asked for additions or corrections to the April 11 University Council minutes. There being none, the agenda was approved as distributed by unanimous consent.</li> </ol>	
3:05 – 3:15	EXECUTIVE COMMITTEE REPORT	HARVEY STERNS
<b>DISCUSSION</b>	The chair reviewed the attached <a href="#">April 18 UC Executive Committee minutes</a> .	
3:15 – 3:30	ACTION ITEMS	RUTH NINE-DUFF
<b>DISCUSSION</b>	<p>The following addition to UC bylaw D(3) and D(9)(i) was discussed (see attached <a href="#">UC Bylaws Proposal</a>, pages 2 and 4):</p> <p style="padding-left: 40px;">Employees who retire from the university and remain active in the HR system may, if they wish, continue to fulfill the duties of their unexpired terms, but only with the approval of the constituency group that selected or elected them.</p> <p>SEAC and CPAC have discussed the proposed addition and they are supportive. Faculty Senate will discuss it at their next meeting.</p> <p>A vote will take place at the June 13 UC meeting.</p>	

3:30 – 3:30	IN-DEPTH STANDING COMMITTEE REPORT	CHAIR
DISCUSSION	The Budget and Finance Committee will present an in-depth report at the June 13 UC meeting.	
3:30 – 3:45	COMMITTEE REPORTS	COMMITTEE CHAIRS
DISCUSSION	<p><b>Budget and Finance:</b> No report.</p> <p><b>Communications:</b> No report.</p> <p><b>Information Technology:</b> The committee is discussing future goals.</p> <p><b>Institutional Advancement:</b> The committee is working on a tool kit for best practices to connect students to donors. They are planning a meeting with departments and colleges to discuss best practices.</p> <p><b>Physical Environment:</b></p> <ol style="list-style-type: none"> <li>1. The committee reviewed and approved the attached <a href="#">space allocation form</a> for reassigning the general purpose classroom in the College of Arts and Sciences, room 407, to the Child and Family unit as their main classroom for instructional purposes. <b>The motion for approval carried</b> by a secret ballot vote of 18 in favor and 0 opposed.</li> <li>2. A space allocation form has been initiated for moving the Graduate School to Leigh Hall. There will be several cascading moves to accommodate this request. Steve Myers is working on a cost estimate.</li> <li>3. The committee looked at the reassignment of two significant areas in Simmons Hall. The departments involved are deciding how to occupy the space.</li> <li>4. A schedule of state-funded construction projects taking place this summer will be sent to the campus community via The Digest.</li> <li>5. The committee is discussing a 15,000 sq. ft. addition to the College of Business.</li> </ol> <p><b>Student Engagement and Success:</b> The committee met with representatives in financial aid, ZipAssist and advising. They discussed reaching students with a texting service through PeopleSoft. The committee is planning to help the departments get access to this service.</p> <p>The Communication Committee would like to help with this project.</p> <p><b>Recreation and Wellness:</b> The committee is working on the tobacco-free campus implementation.</p> <p><b>Talent Development and Human Resources:</b> The Transition After Retirement Plan (TARP) has been launched. Decisions are expected by May 15. The committee is discussing alternatives for non-faculty.</p> <p><b>Goal Alignment Workshop:</b> The chair reminded UC members that the workshop is Thursday, May 4, 11 – noon in Student Union 335. The purpose of the workshop is to allow chairs of the committees, appointed administrators and as many members of the committees who are available to discuss, critique, and coordinate their goals. The workshop was developed in cooperation with the Talent Development and Human Resources Committee and will be conducted by Dr. Lakeesha Ransom.</p>	
3:45 – 3:52	NEW BUSINESS	HARVEY STERNS

**DISCUSSION**

1. Wayne Hill discussed the tobacco-free campus implementation plan. UA will become a tobacco-free campus on July 1, 2017. Signs will be installed at the main entrances to campus.

Information is available online at, [www.uakron.edu/tobacco-free](http://www.uakron.edu/tobacco-free). The website contains the following:

- Our policy
- Support services for helping you quit
- Answers to common questions
- A poster you can print and post

The campus community has been notified via The Digest. Vendors and contractors have been notified. SEAC, CPAC, USG and GSG are helping inform people of the policy. Communication will be a continuous process.

A suggestion was made to contact OrgSyn to reach out to student organizations.

2. The chair reminded standing committees to submit their annual report.
3. USG informed UC members of their textbook drive. Please take gently used textbooks that you would like to donate to the library.

The meeting was adjourned at 3:52 p.m. by unanimous consent.

# University Council

MINUTES

JUNE 13, 2017

3 – 4:30 PM

LEIGH HALL 214

MEETING CALLED BY	Ruth Nine-Duff, vice chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Ruth Nine-Duff, vice chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p><b>Member:</b> Philip Allen, Taylor Bennington, Jeanette Carson, Mike Cheung, Jared Coleman, Tonia Ferrell, Marjorie Hartleben, Nancy Homa, Lynn Lucas, Chand Midha, Ruth Nine-Duff, Linda Saliga, Shiva Sastry</p> <p><b>Absent with notice:</b> Linda Barrett, Michelle Byrne, Julie Cajigas, Elizabeth Erickson, Kristen Gianquinto, Diane Gorse, Katherine Holcomb, Kristine Kraft, Rex Ramsier, Jeanne-Helene Roy, Harvey Sterns, Matt Wilson</p> <p><b>Absent without notice:</b> Trent Weigand</p> <p><b>Other attendees:</b> Olivia DeMoss, John MacDonald, John Messina, Steve Myers, Zak Steiner</p>	
Agenda topics:		
3:00 – 3:05	CALL TO ORDER	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> <li>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.</li> <li>The vice chair asked for additions or corrections to the May 2 UC minutes. The agenda was approved by a secret ballot vote of 12 in favor and 0 opposed.</li> </ol>	
3:05 – 3:10	STEERING COMMITTEE REPORT	RUTH NINE-DUFF
DISCUSSION	The chair reviewed the attached <a href="#">May 9 UC Executive Committee minutes</a> .	
3:10 – 3:20	ACTION ITEMS	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> <li>There was a motion to support the following addition to UC bylaw D(3) and D(9)(i) (see attached <a href="#">UC Bylaws Proposal</a>, pages 2 and 4):  Employees who retire from the university and remain active in the HR system may, if they wish, continue to fulfill the duties of their unexpired terms, but only with the approval of the constituency group that selected or elected them.  <b>The motion carried</b> by a secret ballot vote of 7 in favor and 3 opposed.</li> <li>Tonia Ferrell was nominated for the position of secretary. There was a motion to close the nominations and elected the nominee as secretary.  <b>The motion carried</b> by a secret ballot vote of 11 in favor and 0 opposed.</li> </ol>	

3. The Physical Environment Committee reviewed and approved the attached [Space Allocation Form](#) for use of the empty lot at 116 Fir Hill Road as a location for a set of raised garden beds where vegetables and flowers will be grown by a student organization.

There was a motion to defer consideration until there is a representative from the Physical Environment Committee in attendance to answer questions.  
**The motion to defer carried** by a secret ballot vote of 11 in favor and 0 opposed.

The appointed administrator of the Physical Environment Committee arrived and informed the UC that there is no cost to the University.  
**The motion for approval carried** by unanimous consent.

3:20 – 4:10	<b>BUDGET AND FINANCE COMMITTEE IN-DEPTH STANDING COMMITTEE REPORT</b>	<b>STANDING COMMITTEE CHAIR</b>
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<b>DISCUSSION</b>	<p>Shiva Sastry, chair, and Nathan Mortimer, appointed administrator, discussed the FY18 budget. The Budget and Finance Committee endorsed the principles that went into the FY18 budget.</p> <p>The annual budget process is the responsibility of the CFO. The Budget and Finance Committee will focus on the timeline in the attached <a href="#">UA Strategic Planning and Budgeting Process</a> to make sure that the spirit of the process is being followed.</p> <p>The following items were discussed:</p> <ul style="list-style-type: none"> <li>• FY17 Topics brought to the Budget and Finance Committee</li> <li>• FY18 General Fund Budget and Assumptions</li> <li>• FY18 Auxiliary Funds Budget and Assumptions</li> <li>• FY18 Sales Funds Budget and Assumptions</li> </ul> <p>The Budget and Finance Committee has a good understanding of the documents that were shared with the UC. The documents will be available on the budget website (<a href="http://www.uakron.edu/budget">www.uakron.edu/budget</a>) after BOT approval.</p> <p>UA received 20,000 meals at Rob’s Café from Aramark. The cards were provided to the colleges for student retention purposes. We did not use all of them.</p> <p>Seven people are participating in TARP. One-third of the savings will be reinvested into the faculty side of the house.</p> <p>CFO Mortimer shared his future goals:</p> <ul style="list-style-type: none"> <li>• Bring forward a capital plan</li> <li>• Bring forward the restricted accounts</li> <li>• Provide a forecast of where we are and where we are headed</li> </ul>
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4:10 – 4:20	<b>STANDING COMMITTEE REPORTS</b>	<b>STANDING COMMITTEE CHAIRS</b>
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<b>DISCUSSION</b>	<p><b>Communications:</b> No report.</p> <p><b>Information Technology:</b> No report.</p>
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	<p><b>Institutional Advancement:</b> The committee is continuing to work on a tool kit for best practices to connect students to donors. They are also discussing an idea about how to inform students of available scholarship funds.</p> <p><b>Physical Environment:</b> The committee is continuing to work on various items for space planning.</p> <p><b>Student Engagement and Success:</b> The committee had a joint meeting with the University Communication committee about how to send effective messages to students through existing systems. A pilot will be developed for advisors to communicate with students using GradesFirst.</p> <p><b>Recreation and Wellness:</b> The committee is working on ways to help students with food insecurity. They hope to assess student food insecurity in the fall.</p> <p><b>Talent Development and Human Resources:</b> The committee is working on developing goals for 2017-18.</p>
4:20 – 4:25	<p style="text-align: center;"><b>NEW BUSINESS</b></p> <p style="text-align: right;">RUTH NINE-DUFF</p>
DISCUSSION	<p>The vice chair discussed the attached <a href="#">Student Communication Resolution Response</a> from President Wilson.</p> <p>The meeting was adjourned at 4:25 p.m. by unanimous consent.</p>

# University Council

MINUTES

JULY 11, 2017

3 – 3:40 PM

LEIGH HALL 214

<b>MEETING CALLED BY</b>	Ruth Nine-Duff, vice chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Ruth Nine-Duff, vice chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Members:</b> Linda Barrett, Michelle Byrne, Julie Cajigas, Jeanette Carson, Jared Coleman, Tonia Ferrell, Kristen Giaquinto, Diane Gorse, Katherine Holcomb, Nancy Homa, Kristine Kraft, Lynn Lucas, Chand Midha, Mike Nelson, Ruth Nine-Duff, Rex Ramsier, Matt Wilson</p> <p><b>Absent with notice:</b> Phillip Allen, Taylor Bennington, Elizabeth Erickson, Marjorie Hartleben, Néna Roy, Linda Saliga, Shiva Sastry, Harvey Sterns, Trent Weigand</p> <p><b>Other attendees:</b> Roland Bauer, Celeste Cook, Aimee deChambeau, Wayne Hill, Marca Selway-Kaplar, Jolene Lane, John MacDonald, John Messina, Zach Michael, Bill Viau, Barbara Weinzierl</p>	
<b>Agenda topics:</b>		
<b>3:00 – 3:03</b>	<b>CALL TO ORDER</b>	<b>RUTH NINE-DUFF</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>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.</li> <li>The vice chair asked for additions or corrections to the June 13 University Council minutes. There being none, the agenda was approved as distributed by unanimous consent.</li> </ol>	
<b>3:03 – 3:06</b>	<b>EXECUTIVE COMMITTEE REPORT</b>	<b>RUTH NINE-DUFF</b>
<b>DISCUSSION</b>	<p>The chair reviewed the attached <a href="#">June 20 UC Executive Committee minutes</a>.</p> <p>The UCEC will form an ad-hoc committee in August/September to review UC Bylaws. Areas for possible revision include the quorum definition and the timing of constituent group appointments.</p> <p>The secretary will submit a University Council Update to the Digest after each meeting to inform the campus community of UC business.</p>	
<b>3:06 – 3:15</b>	<b>ACTION ITEMS</b>	<b>RUTH NINE-DUFF</b>
<b>DISCUSSION</b>	There were none at this time.	
<b>3:15 – 3:27</b>	<b>PRESIDENT’S REMARKS</b>	<b>MATT WILSON</b>

DISCUSSION	<p>The following items were discussed:</p> <p>Budget:</p> <ul style="list-style-type: none"> <li>• We received approval from the BOT to operate at a \$29m deficit for FY18. This is lower than the forecast by EY. We need to continue to find creative ways to save money and close the gap.</li> <li>• UA did not receive a SSI increase from the State.</li> <li>• The State capped tuition and fees for in-state students.</li> </ul> <p>Enrollment:</p> <ul style="list-style-type: none"> <li>• Freshman enrollment is up 350-400 students from last year.</li> <li>• Akron Guarantee Scholarship will bring in about \$1.8m in revenue.</li> <li>• Transfer student enrollment is up.</li> <li>• Graduate applications are down.</li> </ul> <p>The International Center:</p> <ul style="list-style-type: none"> <li>• Executive Director, International Recruitment, JP Yates</li> <li>• Executive Director, Global Engagement, Robyn Brown</li> <li>• Director, Center for International Students and Scholars, Nicola Kille</li> <li>• JP Yates brought 40 international high school counselors to visit campus while they were attending a convention in Cleveland</li> </ul> <p>Ideas being discussed:</p> <ul style="list-style-type: none"> <li>• Ohio Guarantee Plan – Universities can raise tuition for incoming freshman by 6% if they cap tuition for four years.</li> <li>• Reduce graduate and out-of-state tuition to attract students.</li> <li>• Revamp travel policy to include reasonable lodging, discounts, use of purchasing card. University gets cash back from use of the P-card.</li> <li>• Four-day academic calendar (MW, TTH) – guarantee students a three day weekend. Fridays would be career and study days. Possible start in Fall 2018.</li> <li>• Four-day work week (4 days, 10 hours) – can provide services to students in the evening hours. Can run creative programs on campus Friday-Sunday.</li> </ul> <p>Please send ideas/comments to President Wilson, Provost Ramsier or Barbara Weinzierl.</p>
3:27 – 3:31	<p style="text-align: center;">PROVOST’S REMARKS</p> <p style="text-align: right;">REX RAMSIER</p>
DISCUSSION	<p>The following items were discussed:</p> <p>Higher Learning Commission:</p> <ul style="list-style-type: none"> <li>• The HLC site visit team report is available on the HLC website: <a href="http://www.uakron.edu/hlc">www.uakron.edu/hlc</a>.</li> <li>• The team recommended interim reports for finance, shared governance and academic program review. The reports are due December 31, 2018.</li> <li>• The Institutional Actions Council (IAC) has the authority to concur with or modify the recommendations made by the site visit team. We expect to have the final action letter by fall.</li> </ul> <p>Strategic Planning:</p>

	<ul style="list-style-type: none"> <li>• Needs to be vetted at all levels and with community members.</li> <li>• He is meeting with research active faculty to ensure that research is kept as a priority in the overall UA plan.</li> </ul> <p>Students and families are on campus. Please be friendly and helpful. They are why we are here.</p>
3:31 – 3:38	<p style="text-align: center;"><b>STANDING COMMITTEE REPORTS</b></p> <p style="text-align: right;"><b>STANDING COMMITTEE CHAIRS</b></p>
DISCUSSION	<p><b>Budget and Finance:</b> No report.</p> <p><b>Communications:</b> Working with the Recreation and Wellness Committee on a survey about food insecurity. The survey will be sent to IRB for approval to send to students.</p> <p><b>Information Technology:</b> No report.</p> <p><b>Institutional Advancement:</b></p> <ul style="list-style-type: none"> <li>• Continuing to work on a toolkit of best practices to connect students to donors.</li> <li>• Collecting data from colleges regarding process for handling scholarship applications and funds available to students.</li> </ul> <p><b>Physical Environment:</b> They will tour Law School at their July meeting.</p> <p><b>Recreation and Wellness:</b></p> <ul style="list-style-type: none"> <li>• Thank you to the Communication Committee for their work to prepare campus for the smoke- and tobacco-free policy that took effect on July 1.</li> <li>• Working with the Communications Committee on survey about food insecurity.</li> </ul> <p><b>Student Engagement and Success:</b> No report.</p> <p><b>Talent Development and Human Resources:</b> No report.</p>
3:38 – 3:40	<p style="text-align: center;"><b>NEW BUSINESS</b></p> <p style="text-align: right;"><b>RUTH NINE-DUFF</b></p>
DISCUSSION	<p>The meeting was adjourned at 3:40 p.m. by unanimous consent.</p>

# University Council

MINUTES

AUGUST 8, 2017

3 – 4:30 PM

LEIGH HALL 214

MEETING CALLED BY	Ruth Nine-Duff, vice chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Ruth Nine-Duff, vice chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p><b>Member:</b> Philip Allen, Taylor Bennington, Michelle Byrne, Julie Cajigas, Jeanette Carson, Jared Coleman, Elizabeth Erickson, Tonia Ferrell, Kristen Giaquinto, Diane Gorse, Marjorie Hartleben, Katherine Holcomb, Nancy Homa, Kristine Kraft, Lynn Lucas, Chand Midha, Mike Nelson, Ruth Nine-Duff, Rex Ramsier, Néna Roy, Linda Saliga, Shiva Sastry</p> <p><b>Absent with notice:</b> Linda Barrett, Harvey Sterns, Trent Weigand, Matt Wilson</p> <p><b>Other attendees:</b> Celeste Cook, Jolene Lane, John MacDonald, Nathan Mortimer, Steve Myers, William Scala, Bill Viau, Joette Weir</p>	
Agenda topics:		
3:00 – 3:05	CALL TO ORDER	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> <li>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.</li> <li>The chair asked for additions or corrections to the July 11 UC minutes. There being none, the agenda was approved as distributed by unanimous consent.</li> </ol>	
3:05 – 3:10	STEERING COMMITTEE REPORT	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> <li>The vice chair reviewed the attached <a href="#">July 18 UC Steering Committee minutes</a>.</li> <li>A Goal Alignment Workshop has been scheduled for Wed., Sept. 6, 3 – 4 p.m. Lakeesha Ransom will lead the workshop.</li> </ol>	
3:10 – 3:15	ACTION ITEMS	RUTH NINE-DUFF
DISCUSSION	<ol style="list-style-type: none"> <li>The Physical Environment Committee reviewed and approved the Space Allocation Form to use the inactive space on the 3<sup>rd</sup> floor of InfoCision Stadium for the Lebron James Family Foundation Suite. It will be funded by donations. <b>The motion for approval carried</b> by a secret ballot vote of 19 in favor and 1 opposed.</li> <li>The Physical Environment Committee reviewed and approved the Space Allocation Form to use Quaker Square 148A currently assigned to Aramark for a POD location. The POD locations at Quaker Square and Spicer Residence Hall will be funded by Aramark. <b>The motion for approval carried</b> by a secret ballot vote of 19 in favor and 0 opposed.</li> </ol>	

3:15 – 3:33

PHYSICAL ENVIRONMENT COMMITTEE  
IN-DEPTH STANDING COMMITTEE REPORT

STEVE MYERS

DISCUSSION

Steve Myers, appointed administrator, presented the attached [Capital Projects Update](#).

The following items were discussed:

- 2017/2018 Capital Request
- Capital project construction updates
- Miscellaneous projects
- 2019/2020 Biennium Capital Request

The Law School renovation is complete.

3:33 – 3:46

PROVOST’S REMARKS

REX RAMSIER

DISCUSSION

The following was discussed:

- We received the final action letter from the HLC. The Institutional Actions Council (IAC) accepted the site visit team’s report and will require the following interim reports on Dec. 31, 2018:
  - Program review
  - Evidence of financial stability and a long-term financial plan for funding maintenance and repair of facilities
  - Shared governance and communication
- There will be a program review of all programs this fall. We will use a faculty-driven process. The goal is to strategically shape the future of the University.
- The enrollment prediction was -5% and we are at -4%.
- The idea of a four-day academic calendar is being discussed as a strategy to improve attractiveness to students. Ruth Nine-Duff (UC) and Bill Rich (FS) are on the committee. The committee will look at data, conduct focus groups and seek feedback before decisions are made.

A suggestion was made to make text books more affordable to students by using the same book for multiple semesters and/or utilize electronic and digital solutions in the classroom. The suggestion will be forwarded to the UC ad hoc Textbook Committee.

3:46 – 3:52

STANDING COMMITTEE REPORTS

STANDING COMMITTEE  
CHAIRS

DISCUSSION

**Budget and Finance** discussed the following:

- Potential for a tuition increase – a proposal did not go forward
- Scoreboard replacement at the JAR
- Potential changes to the travel policy

**Communications** is working on the following:

- Food insecurity survey (with Recreation and Wellness Committee)
- Ways to improve communication of important information to students (with Student Engagement and Success Committee)

**Information Technology:** No Report.

**Institutional Advancement** is reviewing the data from colleges regarding the process for handling scholarships.

	<p><b>Student Engagement and Success</b> elected new officers and is working on the following:</p> <ul style="list-style-type: none"> <li>• Ways to improve communication of important information to students (with Communications Committee)</li> <li>• Using Springboard as a way to communicate with students (with Design and Development Services)</li> <li>• Using “Class Roster Verification” to identify and help students with attendance issues</li> <li>• Identifying goals for 2017-18</li> </ul> <p>A suggestion was made to require all students to watch a Springboard training video so they understand how it works.</p> <p><b>Recreation and Wellness</b> is working on the following:</p> <ul style="list-style-type: none"> <li>• Food insecurity survey (with Communications Committee)</li> <li>• Identifying goals for 2017-18</li> <li>• Officer elections</li> </ul> <p><b>Talent Development and Human Resources</b> is working on identifying goals for 2017-18.</p> <p>Julie Cajigas asked when the ad hoc Awards Committee will meet.</p>
3:52 – 3:56	<p><b>NEW BUSINESS</b></p>
<p><b>DISCUSSION</b></p>	<p style="text-align: right;">RUTH NINE-DUFF</p> <ol style="list-style-type: none"> <li>1. Jolene Lane, VP Inclusion &amp; Equity/Chief Diversity Officer, announced that this is the 10<sup>th</sup> anniversary of the Black Male Summit. It will be held on September 29 – 30. Information is available at <a href="http://www.uakron.edu/bms">www.uakron.edu/bms</a>.</li> <li>2. Signs for no smoking/no tobacco/no vaping are being installed on doors across campus.</li> </ol> <p>The meeting was adjourned at 3:56 p.m. by unanimous consent.</p>

# University Council

MINUTES

SEPTEMBER 12, 2017

3 – 5 PM

STUDENT UNION 312

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Member:</b> Philip Allen, Linda Barrett, Taylor Bennington, Michelle Byrne, Julie Cajigas, Jeanette Carson, Jared Coleman, Elizabeth Erickson, Tonia Ferrell, Diane Gorse, Katherine Holcomb, Nancy Homa, Kristine Kraft, Lynn Lucas, Mike Nelson, Ruth Nine-Duff, Rex Ramsier, Néna Roy, Linda Saliga, Harvey Sterns, Trent Weigand, Matt Wilson</p> <p><b>Absent with notice:</b> Kristen Giaquinto, Marjorie Hartleben, Shiva Sastry  <b>Absent without notice:</b> Chand Midha</p> <p><b>Other attendees:</b> Roland Bauer, Celeste Cook, Kim Cole, Olivia Demas, \ Wayne Hill, John MacDonald, John Messina, Stephen Myers, Bill Viau</p>	
<b>Agenda topics:</b>		
3:00 – 3:05	<b>CALL TO ORDER</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>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.</li> <li>The chair asked for additions or corrections to the August 8 University Council (UC) minutes. There being none, the agenda was approved as distributed by unanimous consent.</li> </ol>	
3:05 – 3:27	<b>EXECUTIVE COMMITTEE REPORT</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The chair reviewed the attached <a href="#">August 15 UC Executive Committee minutes</a>.</li> <li>There was a discussion about having a second Goal Alignment Workshop. The committees are already working on goal development and the chairs did not feel a workshop is necessary. A suggestion was made to create a committee chair listserv so they can help one another, if needed. The UC chair reminded committee chairs to submit goals by Sept. 29.</li> <li>There was a discussion about how UA will focus on human development on campus. A suggestion was made to create a joint committee of UC and Faculty Senate members to look at this issue.</li> <li>The chair reviewed the attached <a href="#">proposed changes to the UC Bylaws</a>. There was a motion to amend the following bylaws: <ul style="list-style-type: none"> <li>G(1)(d): For purposes of conducting business, a quorum of the council shall be a majority of <b>the filled council seats members present in person.</b></li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>G(1)(e): For purposes of conducting business, a quorum of the standing committee shall be a majority of <del>the filled committee seats members present in person.</del></li> </ul> <p><b>The motion carried</b> by unanimous consent.</p> <p>UC members will vote on the proposed changes at the Oct. 10 UC meeting.</p>
3:27 – 3:27	<b>ACTION ITEMS</b> <span style="float: right;">HARVEY STERNS</span>
<b>DISCUSSION</b>	There were none at this time
3:27 – 3:46	<b>PRESIDENT’S REMARKS</b> <span style="float: right;">MATT WILSON</span>
<b>DISCUSSION</b>	<p>The following was discussed:</p> <ul style="list-style-type: none"> <li>Enrollment based on Census (locked in after 14<sup>th</sup> day) (Note: official enrollment numbers were made available September 13, 2017) <ul style="list-style-type: none"> <li>Freshman enrollment is up 8.1% compared to Fall 2016 (3,722 vs. 3,442); average GPA is 3.48, highest in UA history</li> <li>Honors College enrollment is up 11%; average GPA is 4.04</li> <li>Overall enrollment decreased 4.5%; UA planned for a 5% decrease; retention efforts are working and we hope to continue to see growth</li> </ul> </li> <li>Housing is almost 100% full; last year we were in the mid-80% range</li> <li>The final fiscal numbers were more positive than anticipated <ul style="list-style-type: none"> <li>We overcame a \$30m deficit in FY17 and put \$12m in the savings</li> <li>We started FY18 with a \$29 million deficit</li> <li>More information is available in the President’s communication to campus, <a href="#">Budget outlook for the coming year</a> (Aug. 23, 2017)</li> </ul> </li> <li>The International Center will have an open house and ribbon cutting ceremony on September 27.</li> <li>There is a website for online/evening/flexible programs: <a href="http://www.uakron.edu/flexible">www.uakron.edu/flexible</a>.</li> <li>A Director of Community Relations and Engagement has been hired to be a liaison with Akron Public Schools and provide corporate outreach. Anne Hanson started on September 11.</li> <li>Ernst and Young is working to complete the dashboards that will help us make informed decisions. People are being identified in departments as “super users” for training others to use the dashboards.</li> </ul>
3:46 – 3:55	<b>PROVOST’S REMARKS</b> <span style="float: right;">REX RAMSIER</span>
<b>DISCUSSION</b>	<p>The following was discussed:</p> <ul style="list-style-type: none"> <li>Academic program review is ready to launch <ul style="list-style-type: none"> <li>Phil Allen and Shiva Sastry are co-chairs of the Executive Advisory Committee</li> <li>The Review Committee will consist of faculty (approx. 24 people) and Faculty Senate Academic Policies Committee</li> <li>Deans will weigh-in on programs</li> <li>This process will help the President with strategic planning</li> </ul> </li> <li>Laurie Thorpe is retiring and the Provost will help with the transition <ul style="list-style-type: none"> <li>Get students in the right degree program as soon as possible</li> <li>Move central advisors to colleges</li> <li>Help students feel more connected to their intended colleges</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Honors College admissions process and criteria will change; requirements for Honors College will go through Honors Council and Faculty Senate</li> <li>○ We will hire an Associate Dean for the Honors College; professors and associate professors are eligible to apply</li> <li>● We have three students who are reservists for the Federal Emergency Management Agency (FEMA); we will accommodate their absence while they are helping hurricane survivors as we do for military reservists</li> <li>● President Wilson has done media appearances and signed a statement supporting Deferred Action for Childhood Arrivals (DACA); John Alvarez Turner, Multicultural Center, can help students who express concern</li> </ul>
3:55 – 4:10	<p style="text-align: center;"><b>COMMITTEE REPORTS</b></p> <p style="text-align: right;"><b>COMMITTEE CHAIRS</b></p>
<b>DISCUSSION</b>	<p><b>Budget and Finance:</b> No report.</p> <p><b>Communications:</b> Working on goals and following up on summer projects.</p> <p><b>Information Technology:</b> Working on goals. The committee met with John Corby the new Chief Information Officer and the new appointed administrator of the committee.</p> <p><b>Institutional Advancement:</b> Working on goals. Finished reviewing survey from colleges regarding how they administer scholarship funds.</p> <p><b>Physical Environment:</b> The committee received an update on campus projects and will begin discussing the next capital projects request. The Trecaso building was razed and a potential lawn is in place. The heat line in BCAS is not working.</p> <p><b>Recreation and Wellness:</b> Working on goals and the food insecurity survey.</p> <p><b>Student Engagement and Success:</b> A memo was sent to department chairs to share with faculty regarding roster verification, Help a Zip and Brightspace.</p> <p><b>Recreation and Wellness:</b> Working on goals.</p> <p><b>Talent Development and Human Resources:</b> Working on goals. Would like to have a joint meeting with the Recreation and Wellness Committee to discuss ways to encourage healthy behaviors through the benefits system.</p> <p><b>Ad hoc Textbook Committee:</b> UA has a contract with Barnes &amp; Nobel until 2019. Looking at ways to reduce costs in small increments over time. In short run, we have to work within the restraints of the Barnes &amp; Noble contract. They are meeting every two weeks.</p> <p>President Wilson emphasized the importance of this issue because we are mandated to report our efforts to the state.</p> <p><b>Ad hoc Awards Committee:</b> It is important to administer University level awards this year. Need to streamline the nomination process to get more applicants. Would like to have a student on the committee. They are meeting every two weeks.</p>
4:10 – 4:43	<p style="text-align: center;"><b>NEW BUSINESS</b></p> <p style="text-align: right;"><b>HARVEY STERNS</b></p>

DISCUSSION

1. Alma Olson, Director of Health Services, and Lisa Ritenour, Nurse Practitioner in Health Services, presented information in the following documents regarding tuberculosis testing for international students.

- [Tuberculosis Screening Program and Policy Proposal PPT](#)
- [Tuberculosis Screening Program Proposal Key Points](#)
- [Tuberculosis Screening Document](#)

A motion was made to refer this topic to the Recreation and Wellness committee for full discussion and formal recommendation to the UC.

**The motion carried** by unanimous consent.

2. Harvey Sterns presented the attached [Age Friendly University Initiative](#) and discussed the principles to become an age friendly campus. There is no cost to the University.

There was a motion to endorse becoming an age friendly university.

**The motion carried** by a secret ballot vote of 19 in favor and 0 opposed.

The meeting was adjourned at 4:43 p.m. by unanimous consent.

# University Council

MINUTES

OCTOBER 10, 2017

3 – 4:45 PM

ZOOK HALL 108

MEETING CALLED BY	Harvey Sterns, chair	
TYPE OF MEETING	Monthly Meeting	
PRESIDER	Harvey Sterns, chair	
NOTE TAKER	Kim Haverkamp	
ATTENDEES	<p><b>Member:</b> Philip Allen, Linda Barrett, Taylor Bennington, Michelle Byrne, Julie Cajigas, Jeanette Carson, Jared Coleman, Elizabeth Erickson, Tonia Ferrell, Kristen Giaquinto, Diane Gorse, Marjorie Hartleben, Katherine Holcomb, Nancy Homa, Kristine Kraft, Lynn Lucas, Chand Midha, Mike Nelson, Ruth Nine-Duff, Rex Ramsier, Linda Saliga, Shiva Sastry, Harvey Sterns, Matt Wilson</p> <p><b>Absent with notice:</b> Marca Kaplar, Néna Roy,</p> <p><b>Absent without notice:</b> Taylor Swift, Trent Weigand</p> <p><b>Other attendees:</b> Roland Bauer, Pam Brandenstein, Barbara Caillet, Harry Cheung, Celeste Cook, Kim Cole, Aimee deChambeau, Olivia Demas, Alison Doehring, Dorothy Gruich, Jolene Lane, John MacDonald, Ian McCullough, Melanie McGurr, John Messina, Stephen Myers, Kristen Foy Samson, Shawn Stevens, Joette Dignan Weir</p>	
Agenda topics:		
3:00 – 3:05	CALL TO ORDER	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> <li>The chair called the meeting to order and thanked standing committee members for attending. University Council is an important part of shared governance and this annual meeting of UC and committee members gives us an opportunity to discuss together how to help the University be successful and grow.</li> <li>The chair asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>The chair asked for additions or corrections to the September 12 University Council minutes. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>The chair read the attached <a href="#">Age Friendly University motion response</a> from President Wilson. He recommends adoption of the initiative and asks the UC to implement it.</li> </ol>	
3:05 – 3:13	EXECUTIVE COMMITTEE REPORT	HARVEY STERNS
DISCUSSION	<ol style="list-style-type: none"> <li>The chair reviewed the attached <a href="#">September 19 UC Executive Committee minutes</a>.</li> <li>The secretary is working with University Communication and Marketing to distribute a summary of each UC meeting to the campus community via the Digest.</li> </ol>	

	<p>3. There was a discussion about creating an ad hoc Human Development Committee to rethink what we are doing about human development as a course of study. This will be a joint committee with Faculty Senate.</p> <p>There was a motion to support the creation of an ad hoc Human Development Committee. <b>The motion carried</b> by a secret ballot vote of 21 in favor and 1 opposed.</p>
3:13 – 3:25	<p style="text-align: center;"><b>ACTION ITEMS</b></p> <p style="text-align: right;"><b>HARVEY STERNS</b></p>
<b>DISCUSSION</b>	<p>1. The UC voted on the following proposed changes to the UC Bylaws:</p> <ul style="list-style-type: none"> <li>• D(4): The university council shall define its year to begin <del>September</del> <b>May first</b>, so that terms expire <del>August thirty-first</del> <b>April thirtieth</b> of the following year. <b>The motion to support carried</b> by a secret ballot vote of 22 in favor and 0 opposed.</li> <li>• D(5): The university council shall consist of <del>twenty-five</del> <b>seven</b> voting members.</li> <li>• D(5)(e): <del>Two members: The president and senior vice president and provost and chief operating officer (SVPP) shall be ex officio but non-voting members.</del> <b>The motion to support carried</b> by a secret ballot vote of 21 in favor and 0 opposed.</li> <li>• D(8)(b)(iv): <del>The duties of the vice chair are to assist the chair in such ways as the latter may request; and in the absence of the chair, the vice chair presides over the meetings of the committee.</del></li> <li>• D(8)(b)(v): <del>The duties of the secretary are to record, transcribe and distribute the proceedings of the committee to committee members and the university council, assist the chair in such ways as the latter may request, arrange for orderly conduct of the business of the committee, and in the absence of the chair and vice chair, the secretary presides over the meetings of the committee.</del> <b>The motion to support carried</b> by a secret ballot vote of 21 in favor and 0 opposed.</li> <li>• G(1)(d): For purposes of conducting business, a quorum of the council shall be a majority of <del>the filled council seats</del> <b>members present in person.</b></li> <li>• G(1)(e): For purposes of conducting business, a quorum of the standing committee shall be a majority of <del>the filled committee seats</del> <b>members present in person.</b> <b>The motion to support carried</b> by a secret ballot vote of 20 in favor and 0 opposed.</li> </ul> <p>2. The Physical Environment Committee reviewed and approved the Space Allocation Form to move UA Adult Focus to the Polsky Building (suite 467, suite 469, room 465). <b>The motion for approval carried</b> by a secret ballot vote of 18 in favor and 0 opposed.</p>
3:25 – 3:42	<p style="text-align: center;"><b>STUDENT ENGAGEMENT AND SUCCESS IN-DEPTH STANDING COMMITTEE REPORT</b></p> <p style="text-align: right;"><b>MICHELLE BYRNE</b></p>
<b>DISCUSSION</b>	<p>Michelle Byrne, chair, discussed the attached <a href="#">PowerPoint presentation</a> regarding the committee goals for 2017-18.</p> <p>The following was discussed:</p> <ul style="list-style-type: none"> <li>• Improve communications with students</li> <li>• Use of “Help A Zip”</li> </ul>

	<ul style="list-style-type: none"> <li>• Class roster verification</li> <li>• Faculty mentoring</li> </ul>
3:42 – 3:55	<p style="text-align: center;"><b>PRESIDENT’S REMARKS</b></p> <p style="text-align: right;"><b>MATT WILSON</b></p>
<b>DISCUSSION</b>	<p>The following was discussed:</p> <p>Thank you:</p> <ul style="list-style-type: none"> <li>• Board chair Roland Bauer and vice chair Olivia Demas for attending UC meetings</li> <li>• Everyone who played a role in homecoming weekend; 1,200 people participated in homecoming events</li> <li>• UC members for their efforts in committee meetings and engagement across campus</li> </ul> <p>Enrollment:</p> <ul style="list-style-type: none"> <li>• Overall enrollment decreased 4.5%; UA planned for a 5% decrease</li> <li>• Undergraduate enrollment is close to 22,500</li> <li>• Increase in college credit plus students</li> <li>• Graduate enrollment decreased 12.5%; number is deceptive because of adjustments made to graduate assistantships</li> </ul> <p>Budget:</p> <ul style="list-style-type: none"> <li>• We started FY18 with a \$29 million deficit</li> <li>• Operating budget will be adjusted to reflect spending from last year; units will receive same operating budgets from 2015-16.</li> <li>• Everyone needs to be prudent with expenditures</li> </ul> <p>New initiatives:</p> <ul style="list-style-type: none"> <li>• Non-resident tuition for out-of-state-students will be reduced to \$15,500 per year from \$19,500</li> <li>• The Akron Guarantee Scholarship will be expanded to populations beyond traditional students, including adult students, transfer students and former qualifying UA students who “stopped out” more than three years ago</li> <li>• We have increased online/weekend programming (flexible learning options) to attract more non-traditional students</li> <li>• We are recommending to the Board of Trustees the return of men’s baseball and the introduction of women’s lacrosse; the Department of Development is fundraising for academic scholarships; we expect the sports to generate revenue and media exposure</li> <li>• We are recommending to the Board of Trustees the introduction of e-gaming; we expect e-gaming to attract students and draw positive attention to UA</li> </ul>
3:55 – 4:16	<p style="text-align: center;"><b>PROVOST’S REMARKS</b></p> <p style="text-align: right;"><b>REX RAMSIER</b></p>
<b>DISCUSSION</b>	<p>The following was discussed:</p> <ul style="list-style-type: none"> <li>• See Provost Updates on the OAA website, <a href="http://www.uakron.edu/provost">www.uakron.edu/provost</a>, for matters of importance to our academic mission</li> <li>• Provost Ramsier attended the Inter-University Council (IUC) Provosts’ meeting. The following was discussed: <ul style="list-style-type: none"> <li>○ The State Budget Bill included numerous mandates for universities</li> <li>○ Report on the cost of remedial education will be presented to the Board of Trustees before it is sent to the Chancellor</li> </ul> </li> </ul>

- Report on duplicative programs will be presented to the Board of Trustees before it is sent to the Chancellor
- Provost Ramsier is on the Provosts' Textbook Subcommittee; UC ad hoc Textbook Committee should keep him informed of their progress
- IUC Provosts will convene a special meeting in November to continue discussion about applied bachelor degrees at community colleges and other issues
- The Chancellor is setting eligibility requirements for College Credit Plus; the IUC Provosts can make recommendations

Council of Deans:

- Doctoral program funding: Colleges have been allocated the same funds as last year
- Masters program funding: Students admitted this fall are held harmless for two years and the funds have been allocated for their continuance. Colleges also received masters funding for next year's incoming class with specific amounts to be used for tuition and for waivers.

4:16 – 4:45

COMMITTEE REPORTS

COMMITTEE CHAIRS

**Budget and Finance:**

1. The committee made the following recommendation:

UC Budget and Finance Committee recommends that the UC endorse the resumption of Men's Baseball and the addition of Women's Lacrosse with reservations. As indicated in the financial pro forma reviewed with the UC B&F Committee, we commend the administration for their leadership in recommending the use of academic scholarships instead of Athletic Scholarships to support these programs. We strongly encourage them to pursue any and all donor engagement strategies to reduce the general fund support for these programs in the future. In addition, we strongly recommend that the students who receive scholarship for these programs must be required to stay in our campus dorms for their first two years in the program.

Expanding general fund athletic support at this time when UA faces fiscal challenges concerns us. For the continued wellbeing of the university, we strongly recommend a detailed financial review of all athletic support on campus to create a specific plan that can reduce the general fund support for athletics over the next three years.

A comment was made that this recommendation would impact local students. The current housing policy exempts students from living in the dorms if they are within the five-county region. Students outside the region are required to live in the dorm for one year.

A motion was made to support the recommendation. **The motion carried** by a secret ballot vote of 13 in favor and 5 opposed.

2. The committee made a recommendation to allow undergraduate students to take graduate classes at the undergraduate tuition rate.

The following comments were made:

- This would only apply to Graduate School credit; not Law School credit
- This would not apply to 3+programs
- Undergraduate students in the plateau (12-18 credits) would not pay for the

DISCUSSION

graduate course  
 A motion was made to support the recommendation. **The motion carried** by a secret ballot vote of 16 in favor and 2 opposed.

**Communications:** They are conducting a preliminary investigation into branding best practices for higher education and identifying key branding constituent groups at UA.

**Information Technology:** They are discussing consolidating faculty, staff and student emails on the same platform and shared network storage space.

**Institutional Advancement:** They are continuing to gather information about scholarship best practices. They discussed this topic with Rita Klein, Health Professions Dean’s Office, and will discuss it with Mary Schadle, Student Financial Aid.

**Physical Environment:** The committee recommends that routine Space Allocation Forms be approved at the committee level. The Space Allocation Form can be sent to the UC upon the request of a committee member.

**Recreation and Wellness:** They have been working with Alma Olson on TB testing for international students and will bring a presentation and recommendation to the UC. The American Lung Association recognized UA at their meeting for going smoke free.

**Talent Development and Human Resources:** They are working on a request to revisit the creation of a sick leave bank. They are also working with ITL on a talent development program for the non-academic sector.

**Ad hoc Textbook Committee:** They have generated ideas to get a baseline of the top 20 classes and programs per college. They would like to develop a toolkit on ways to lower text book costs.

**Ad hoc Awards Committee:** They reviewed previous awards and will create new award descriptions and a new award process.

4:45 – 4:45	NEW BUSINESS	HARVEY STERNS
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<b>DISCUSSION</b>	The meeting was adjourned at 4:45 p.m. by unanimous consent.
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# University Council

MINUTES

NOVEMBER 14, 2017

3 – 4:32 PM

STUDENT UNION 312

<b>MEETING CALLED BY</b>	Harvey Sterns, chair
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>PRESIDER</b>	Harvey Sterns, chair
<b>NOTE TAKER</b>	Kim Haverkamp
<b>ATTENDEES</b>	<p><b>Member:</b> Philip Allen, Linda Barrett, Taylor Bennington, Julie Cajigas, Jeanette Carson, Jared Coleman, Elizabeth Erickson, Tonia Ferrell, Katherine Holcomb, Nancy Homa, Kristine Kraft, Chand Midha, Mike Nelson, Ruth Nine-Duff, Néna Roy, Linda Saliga, Shiva Sastry, Marca Selway-Kaplar, Harvey Sterns</p> <p><b>Absent with notice:</b> Michelle Byrne, Kristen Giaquinto, Marjorie Hartleben, Lynn Lucas</p> <p><b>Absent without notice:</b> Taylor Swift, Trent Weigand</p> <p><b>Other attendees:</b> Heidi Blakeway-Phillips, Olivia Demas, Debbie Gannon, John Messina, Nathan Mortimer, Stephen Myers, Rex Ramsier, John Reilly, Barbara Weinzierl, Joette Dignan Weir, Matt Wilson</p>

Agenda topics:

3:00 – 3:10      CALL TO ORDER      HARVEY STERNS

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>The chair asked for additions or corrections to the October 10 University Council minutes. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>Please let Kim Haverkamp know if you are interested in serving on the ad hoc Human Development Committee. The first item of business will be implementing the Age Friendly University initiative.</li> <li>The chair read the attached <a href="#">motion response</a> from President Wilson regarding the resumption of men’s baseball and the addition of women’s lacrosse. The recommendations are being forwarded to both the Athletic Director and Chief Financial Officer for consideration and action.</li> <li>The chair read the attached <a href="#">motion response</a> from President Wilson regarding undergraduate students taking graduate classes in the Graduate School at the undergraduate tuition rate. The matter is being forwarded to the Bursar’s Office for consideration and action.</li> </ol>
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	<p>6. The chair read the attached <a href="#">motion response</a> from President Wilson regarding the UC Bylaws revisions that were endorsed at the June 13 and October 10 UC meetings. The revisions are being forwarded to the Office of General Counsel for consideration by the Rules Committee of the Board of Trustees, with the endorsement of both the President and Provost.</p> <p>The following revisions were made to the bylaws for clarification:</p> <ul style="list-style-type: none"> <li>• D(3): Employees who retire from the university and <b>continue employment pursuant to a re-employment agreement remain active in the HR system</b> may, if they wish, continue to fulfill the duties of their unexpired terms, <b>but may not run for another term. Continuation of terms shall be subject to only with</b> the approval of the constituency group that selected or elected them.</li> <li>• D(9)(a)(i): Is no longer a member of the group from which they were selected, unless this is due to retirement from the university. Employees who retire from the university and <b>continue employment pursuant to a re-employment agreement remain active in the HR system</b> may, if they wish, continue to fulfill the duties of their unexpired terms, <b>but may not run for another term. Continuation of terms shall be subject to only with</b> the approval of the constituency group that selected or elected them. If this approval is not granted, a vacancy may be declared.</li> </ul>
3:10 – 3:15	<p style="text-align: center;"><b>EXECUTIVE COMMITTEE REPORT</b></p> <p style="text-align: right;">HARVEY STERNS</p>
DISCUSSION	<p>The chair reviewed the attached <a href="#">October 17 UC Executive Committee minutes</a>.</p>
3:15 – 3:25	<p style="text-align: center;"><b>ACTION ITEMS</b></p> <p style="text-align: right;">HARVEY STERNS</p>
DISCUSSION	<p>Julie Cajigas and John Messina, co-chairs, ad hoc Awards Committee, presented the attached <a href="#">University-level Awards Resolution</a>.</p> <p>The following was discussed:</p> <ul style="list-style-type: none"> <li>• Simplified nomination process</li> <li>• Any member of the campus community can make a nomination, including students</li> <li>• Inclusiveness in awards (staff, contract professional, faculty, part-time faculty)</li> <li>• UC Awards Committee will be awarding body; all constituent groups should be represented on the committee</li> <li>• Awards presented annually with University service awards (instead of Founder’s Day event)</li> </ul> <p>The ad hoc Awards Committee made a motion to endorse the University-level Awards Resolution. <b>The motion carried</b> by a secret ballot vote of 17 in favor and 0 opposed.</p>
3:25 – 3:35	<p style="text-align: center;"><b>PRESIDENT’S REMARKS</b></p> <p style="text-align: right;">MATT WILSON</p>
DISCUSSION	<p>The following was discussed:</p> <ul style="list-style-type: none"> <li>• We are in the process of developing the University’s Capital Request for the Ohio Board of Regents. Nathan Mortimer will meet with the UC Physical Environment Committee to discuss. The State of Ohio is expected to reduce capital request funding by 10% over last biennium.</li> <li>• People are being trained to use the dashboards developed by Ernst and Young. It is anticipated that this will be completed by the end of the calendar year.</li> <li>• Revised budget numbers based on last year’s actual spending have been provided to departments.</li> </ul>

	<ul style="list-style-type: none"> <li>• A letter will be sent to the campus community encouraging frugality in travel.</li> <li>• We are undergoing a budget reassessment to better refine deficit number for current fiscal year.</li> <li>• A task force has been created to look at the summer semesters, which are underutilized. We will discuss with USG ways to attract students through a survey that is being developed.</li> <li>• The idea of a four-day academic calendar was discussed with focus groups. Information from the focus groups was used to develop a survey for undergraduate students with about 3,000 student responses. Provost Ramsier is discussing feasibility with the Registrar’s Office. Campus community input will be sought soon.</li> <li>• We are working with the City of Akron on the Bounce Project, a maker space on S. Main Street. UA would like to use the facility for a cyber security range and an e-sports arena.</li> <li>• There may be suitors for the Plasma Center property or it may be razed for green space.</li> </ul>
3:35 – 3:40	<p style="text-align: center;"><b>PROVOST’S REMARKS</b></p> <p style="text-align: right;"><b>REX RAMSIER</b></p>
<b>DISCUSSION</b>	<p>The following was discussed:</p> <ul style="list-style-type: none"> <li>• We are meeting with vendors about new software for course scheduling.</li> <li>• We are looking at ways to streamline the travel paperwork process to be more cost effective on the staffing side.</li> <li>• Thank you to those serving on the Academic Program Review Committee. The Academic Review Process is continuing to move forward.</li> <li>• Thank you to the UC ad hoc Textbook Committee. Members are attending textbook vendor presentations this week and will provide Provost Ramsier with a summary. It is important to make textbooks affordable to students while maintaining quality.</li> <li>• Reports regarding duplicative programs and the cost of remedial education are going to the Board of Trustees in December for informational purposes.</li> </ul>
3:40 – 3:45	<p style="text-align: center;"><b>BUDGET AND FINANCE IN-DEPTH STANDING COMMITTEE REPORT</b></p> <p style="text-align: right;"><b>SHIVA SASTRY</b></p>
<b>DISCUSSION</b>	<p>The chair discussed the attached <a href="#">Budget and Finance Committee goals</a>. They are discussing the FY19 budget process per the implementation of the Strategic Planning and Budgeting Process that was endorsed by the UC and President Wilson.</p>
3:45 – 4:32	<p style="text-align: center;"><b>COMMITTEE REPORTS</b></p> <p style="text-align: right;"><b>COMMITTEE CHAIRS</b></p>
<b>DISCUSSION</b>	<p><b>Communications:</b> They are working on a recommendation regarding communication accessibility of the UA website. They will meet with Bob Kropff and Eric Kreider from University Communications and Marketing. They are also working on a promotion concept for University-level awards.</p> <p><b>Information Technology:</b> They are finalizing the committee goals, which include consolidation of email accounts to a single platform, identity management and network storage space. The faculty laptop refresh is in progress.</p> <p><b>Institutional Advancement:</b> They are continuing to look at the process for administering scholarships.</p> <p><b>Physical Environment:</b> They discussed strategy for the University’s Capital Request. They also discussed the club sports practice field topic submission. John Messina, VP for</p>

	<p>Student Success, and John MacDonald, Director of Student Recreation and Wellness Services, are also working on club sports practice field issue.</p> <p><b>Recreation and Wellness:</b> They are working with Alma Olson, director of health services, on the tuberculosis screening program proposal and will be bringing forth a resolution to UC for approval of a TB screening policy.</p> <p><b>Student Engagement and Success:</b> They are working to identify faculty with high-impact teaching strategies and techniques to conduct workshops through the Institute for Teaching and Learning. The workshops will focus on student engagement and retention through teaching.</p> <p><b>Talent Development and Human Resources:</b> The chair asked for details about a proposed buyout that is being discussed by UA leadership and expressed the importance of quality of academics and continuation of programs as a crucial element to any buyout plan. President Wilson and Provost Ramsier explained that a buyout is being discussed as another potential retirement option for faculty. The Transition After Retirement Program (TARP) will continue to be an option for faculty. A resolution is going to the Board of Trustees in December to seek permission to begin discussions with constituent groups about the buyout proposal.</p> <p><b>Ad hoc Textbook Committee:</b> They are attending textbook vendor presentations this week and will provide Provost Ramsier with a summary. Several members attended an all-day workshop at Kent State last week about open network textbook resources.</p>
4:32 – 4:32	<p style="text-align: center;">NEW BUSINESS</p> <p style="text-align: right;">HARVEY STERNS</p>
DISCUSSION	The meeting was adjourned at 4:32 p.m. by unanimous consent.

# University Council

MINUTES

DECEMBER 5, 2017

3 – 5 PM

STUDENT UNION 312

<b>MEETING CALLED BY</b>	Harvey Sterns, chair	
<b>TYPE OF MEETING</b>	Monthly Meeting	
<b>PRESIDER</b>	Harvey Sterns, chair	
<b>NOTE TAKER</b>	Kim Haverkamp	
<b>ATTENDEES</b>	<p><b>Member:</b> Philip Allen, Linda Barrett, Michelle Byrne, Jeanette Carson, Jared Coleman, Elizabeth Erickson, Tonia Ferrell, Marjorie Hartleben, Katherine Holcomb, Nancy Homa, Kristine Kraft, Lynn Lucas, Chand Midha, Mike Nelson, Ruth Nine-Duff, Rex Ramsier, Néna Roy, Linda Saliga, Harvey Sterns</p> <p><b>Absent with notice:</b> Julie Cajigas, Marca Kaplar, Shiva Sastry, Matt Wilson</p> <p><b>Absent without notice:</b> Taylor Bennington, Kristen Giaquinto, Taylor Swift, Trent Weigand</p> <p><b>Other attendees:</b> Roland Bauer, Olivia Demas, Alison Doehring, Jolene Lane, John MacDonald, John Messina, Nathan Mortimer, Stephen Myers, Alma Olson, John Reilly, Bill Viau, Joette Dignan Weir, Barbara Weinzierl</p>	
<b>Agenda topics:</b>		
3:00 – 3:05	<b>CALL TO ORDER</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>The chair called the meeting to order and asked for additions to the agenda. There being none, the agenda was approved as distributed by unanimous consent.</li> <li>The chair asked for additions or corrections to the November 14 University Council minutes. There being none, the agenda was approved as distributed by unanimous consent.</li> </ol>	
3:05 – 3:13	<b>EXECUTIVE COMMITTEE REPORT</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	The chair reviewed the attached <a href="#">November 21</a> UC Executive Committee minutes.	
3:13 – 3:25	<b>ACTION ITEMS</b>	<b>HARVEY STERNS</b>
<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>An ad hoc Outreach and Recruitment Committee was established and the following people volunteered to serve on the committee. <ul style="list-style-type: none"> <li>Jeanette Carson (UC, CPAC)</li> <li>Alison Doehring (UCRW, CPAC)</li> <li>Liz Erickson (UC, FS)</li> <li>Lynn Lucas (UC, CPAC)</li> <li>Ruth Nine-Duff (UC, SEAC)</li> <li>Harvey Sterns (UC, FS)</li> <li>Eric Veigel, Coordinator, Distance Learning Program Development</li> </ul> </li> </ol>	

2. John MacDonald, administrator of the Recreation and Wellness Committee, discussed the Tuberculosis Screening Program and Policy Proposal for International Students; see attached [policy proposal](#) and [PPT presentation](#).

The following were discussed:

- The UC Recreation and Wellness Committee worked in collaboration with the International Center
- The following people will be required for testing:
  - New international students
  - Visiting scholars (professors & researchers)
  - Student/employees travelling in study abroad programs for 6 weeks or more in a high risk country
- The tests can be done on campus and the charges are covered by health insurance
- The primary purpose of a tuberculosis screening process is to maintain a healthy and safe campus environment and to reduce the direct and indirect impact and costs associate with a case of active tuberculosis on campus

The committee made a motion to endorse the Tuberculosis Screening Program and Policy Proposal. **The motion carried** by a secret ballot vote of 17 in favor and 0 opposed.

3:25 – 3:40

#### INSTITUTIONAL ADVANCEMENT COMMITTEE IN-DEPTH REPORT

Jared Coleman, chair, discussed scholarships by reviewing the Office of Student Financial Aid Scholarship website, <http://www.uakron.edu/finaid/scholarship-programs/index.dot>.

The committee surveyed each college to learn how scholarships were being awarded and the opportunities and challenges presented in the current process. Based on these surveys and discussions with Development and Financial Aid, the committee is developing a tool kit to provide information and resources to people in the colleges/departments that work with scholarships. The tool kit is called UA Scholarship Resources and will be located in Brightspace.

The UA Scholarship Resources tool kit will include the following information:

- Communication templates to students and donors
- Sample scholarship applications
- Best practices
- Scholarship list
- Special publications

There was a discussion about the scholarship cap. The scholarship cap differs for individual students. The colleges/departments should work with Mary Schadle, Coordinator of University Scholarship Programs, Office of Student Financial Aid, to determine the scholarship cap for an individual student before a college/department scholarship is awarded.

The deans have been given endorsed funds for student recruitment, which should be used for scholarship awards.

There was also discussion about efficiencies in the scholarship awarding process and how technology (e.g., software, applications) could be introduced to provide assistance in the process and to maximize use of named scholarships versus university scholarships.

DISCUSSION

DISCUSSION	<p>The following was discussed:</p> <p><b>Program review</b></p> <ul style="list-style-type: none"> <li>• Provost Ramsier met with chairs and directors as well as the deans, and he and the President will meet with the Program Review Executive Committee to clear up any questions/concerns</li> <li>• The chairs and directors are working with their deans on the next step in the process</li> </ul> <p><b>Enrollment</b></p> <ul style="list-style-type: none"> <li>• Applications are down 27%</li> <li>• Admits are down 15%</li> <li>• Student enrollment for spring is up 1% from projections</li> <li>• We will work with Royall, a company that helps recruit and market potential students, for one-time assistance to help with applications for Fall 2018</li> <li>• We will hire an Associate Provost for Enrollment Management pending BOT approval on December 6, 2017</li> </ul> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• We received less state subsidy and saved more on graduate assistantships than expected</li> <li>• The budget is being reviewed daily to keep UA in alignment with priorities for the Stabilize, Invest, Grow plan</li> <li>• President Wilson sent a campus communication asking everyone to help save money with respect to entertainment, meetings and travel</li> </ul> <p>President Wilson created a Summer Task Force to find ways to utilize the campus in the summer. Please send your ideas to Barbara Weinzierl, <a href="mailto:bweinzi@uakron.edu">bweinzi@uakron.edu</a>.</p>
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DISCUSSION	<p><b>Budget and Finance:</b> No report.</p> <p><b>Communications:</b> No report.</p> <p><b>Information Technology:</b> The laptop refresh is moving forward. The laptops are expected to be distributed in the spring starting with full-time faculty.</p> <p><b>Physical Environment:</b></p> <ul style="list-style-type: none"> <li>• They endorsed the University's request for the capital appropriations bill, which will focus on infrastructure in the next biennium</li> <li>• They received the topic submission regarding drinking fountains and the University has already changed the standard for replacements</li> </ul> <p><b>Recreation and Wellness:</b></p> <ul style="list-style-type: none"> <li>• They are working with the Communications Committee on the food insecurity topic</li> <li>• They are working with the Division of Student Affairs on a pop-up food pantry</li> </ul> <p><b>Student Engagement and Success:</b> They are discussing ways to showcase effective teaching techniques for student success and the idea of tailoring the Akron Experience to the student's major.</p>
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	<p><b>Talent Development and Human Resources:</b></p> <ul style="list-style-type: none"> <li>• They are gathering information from other institutions regarding a workplace bullying and harassment policy, a topic submitted by the campus community to UC</li> <li>• They will bring a sick leave policy proposal to the UC</li> <li>• They have developed subcommittees to look at planning and development of the Institute for Teaching and Learning (ITL)</li> <li>• They are working with the Recreation and Wellness Committee to develop a policy that will encourage employees to maintain and improve their health</li> </ul> <p><b>Ad hoc Awards Committee:</b> They are working with University Communications and Marketing to develop a website for University-level awards and finalizing the call for nominations for the awards. Co-chair, John Messina, expressed that the committee is struggling with attendance of its members.</p> <p><b>Ad hoc Textbook Committee:</b> They attended textbook vendor webinars. They are gathering textbook costs for the top five bachelor and associate degree programs to share with the Provost.</p>	
4:15 – 4:15	NEW BUSINESS	HARVEY STERNS
DISCUSSION	The meeting was adjourned at 4:15 p.m. by unanimous consent.	