

University Council Minutes

April 25th, 2006

3:00 p.m.- 5:00 p.m. UC Cypress Room

Meeting began at 3:10 p.m.

- **Emergency Contingency Plan** (Christy Coons Yates)
 - Bob DeLong and Meredith Lancaster are waiting for University Council's go ahead to finish the revisions along with Thressea Boyd and the President for submission to the Board of Regents.
 - Members have had two weeks to look at the Checklist, Essential Business Practices, and the Executive Summary. The Essential Business Practices is included as an appendixes tab in the Formal Emergency Plan. The order of the Executive Summary has been slightly altered to meet the new tabs. At Mike Meacham's request to alphabetize the checklist, this request has been made.
 - Are there any suggestions, recommendations or questions the Council has?
 - "Is Athletics or Athletic Events addressed? If we had athletic events scheduled, are there procedures for letting Herb know that we are in a state of emergency?" (M Krotseng) "Herb is a part of Cabinet. He would be notified immediately." (B. DeLong) "From what I understand, as part of the internal document, there is a phone tree for communication." (C. Coons Yates) "Who would communicate this information to other institutions?" (M. Krotseng) "That would be Charles Harmon from University Relations responsibility." (C. Coons Yates)
 - If we are all in agreement, University Council is ready to make a motion to endorse the Emergency Contingency Plan.
 - "I make a motion that we endorse the Emergency Contingency Plan." (J. Black) T. Martin seconded the motion.
 - All those in agreement say I. University Council will send B. DeLong a formal letter stating the endorsement of the plan, but Environmental and Occupational Safety can go ahead and proceed. (C. Coons Yates)
- **Planning Retreat Update** (C. Coons Yates & Thressea Boyd)
 - T. Boyd and I are meeting later in the week to look at dates, times, and scheduling. We have already had several members mention bad times to hold the retreat. If you already know dates between June and July that you have already committed to, please email or stop by my office and let me know. That would help Thressea and I schedule the retreat. We want to find a time where the majority of the Council will be here. We also requested COSA, Faculty Senate and SGA pick representatives that could attend the retreat during the summer months. (C. Coons Yates) "The one date that is looking the best for the President is July 10, 11, 12, 13, 24, and 25. Those dates are standing out as good dates. I did not look at June dates but I can go back and look." (T. Boyd) T. Martin requested for the retreat not to be held June 30 and July 1. Russ Mast mentioned looking at orientation dates because that will affect quite a few people. "Let's tentatively pick the date of July 24-25." (T. Boyd) "Please let me know in the next day or two if you have definite plans during July 24-25." (C. Coons Yates) "I will look at June dates and send an email if there are any possible times." (T. Boyd)
 - In preparation of the next meeting on May 9th, go back and look at the emphasis area grid. Think about what Performance Indicators you would like to attach to those notes. If you look at a block and realize you do not know how to attach Performance Indicators to some of these actions steps, we may have to branch out to people with backgrounds in that specific area. If you have an idea for a Performance Indicator for the overall category, that would be a great suggestion as well.
 - "Scott Sikes is planning a mini retreat to prepare for a Capital Campaign on May 19. He welcomes University Council members to attend the retreat. The outside consult will be here to talk about the campaign and give an overall assessment of advancement operations. Since we are discussing Private Support it may be a good idea for a few of the members to attend." (C. Harmon)

Meeting adjourned at 3:45

Next meeting May 9th, 2006, 3:00-5:00 p.m. in the UC Magnolia Room #1

Attended:

Thressea Boyd for Dr. Zaccari,
Jeremy Baker
Laverne Gaskins
Wilson Huang
Traycee Martin
Joe Newton

Christy Coons Yates
Jim Black
Greg Gordon
Kurt Keppler
Russ Mast
Walter Peacock

Ralph Allen
Denise Bogart
Charles Harmon
Marsha Krotseng
Mike Meacham
T. Yorkey

Not Attending: Brad Bergstrom, Honey Coppage, Louis Levy, Herb Reinhart, Scott Sikes, Maggie Viverette

Guests: B. DeLong (Environment & Occupational Safety)
M. Lancaster (Environmental & Occupational Safety)
R. Kellner (Auxiliary Services)
J. Mattachione (Auxiliary Services)

Recorder: Kate Gurley