

## **University Planning and Budget Council**

Approved Minutes

Friday, November 2, 2012

Chancellor's Conference Room

10:30 a.m.

### **Members Present:**

Gillian Acheson  
Susan Breck  
Julie Furst-Bowe (*ex officio*)  
Kathleen Gardner  
Jane Gillespie  
Mike Hamil  
Larry LaFond

Norris Manning  
Nolan Middendorf  
Tim Schoenecker (Chair)  
Morris Taylor (Chair Designate)  
Erin Timpe  
Jerry Weinberg  
Bill Winter (*ex officio*)

### **Members Absent:**

Nasir Almasri  
Allison Flood

Erik Zimmerman

### **Guests:**

Patrick Hundley  
Elizabeth Keserauskis

#### I. Call to Order

*The meeting was called to order at 10:32 a.m.*

#### II. Additions to the Agenda

*There were no additions to the agenda.*

#### III. Approval of October 26, 2012 meeting minutes

*The October 26, 2012 meeting minutes were approved as written.*

#### IV. Announcements

a) The UPBC website will be updated to allow posting of agendas prior to meetings.

b) Council members should complete the online Open Meetings Act training if they have not yet done so and send their certificates to Tim (hard copy or PDF).

#### V. Old Business

a) Revision to UPBC Operating Papers: The proposed revision was emailed to Council members on October 30. Changes include: 1) disallowing substitutes to

meetings, except for semester-long substitutes for the past president of the Faculty or Staff Senates or the current president of Student Government due to unavoidable scheduling conflicts; 2) requiring that notice of the time, place, and agenda be delivered to the Chancellor and made available to the public at least 48 hours prior to each meeting; and 3) permitting time for public comment at the beginning of each meeting. *Motion to approve the revision to the UPBC Operating Papers made by Mike Hamil, seconded by Larry LaFond. The motion passed unanimously.*

## VI. New Business

- a) Review of FY12 Accomplishments and FY13 Strategic Plan (Vice Chancellor for University Relations Patrick Hundley and Assistant Vice Chancellor Elizabeth Keserauskis): Patrick distributed one handout: University Relations Annual Update. Areas highlighted included annual giving and phonathon, planned giving, the Defining Excellence campaign, alumni affairs, marketing and communications, and FY13 goals.
- b) Other new business:
  - i. Synthetic/Biochemistry Laboratory Naming Proposal: Chancellor Furst-Bowe distributed one handout: memorandum regarding request to name the synthetic/biochemistry laboratory in the new science building after the Sigma-Aldrich Corporation. *The naming proposal will be included on next week's agenda.*
  - ii. Open Meetings Act Discussion: There was discussion regarding how to notify the University community about public comment at meetings. Bob Vanzo's email to the campus dated October 12 listed the UPBC among the committees required to comply with the Open Meetings Act. Several members suggested that another email be sent to the campus community providing specific information about the UPBC. There was also discussion regarding the requirements for meeting minutes; minutes must include the date, time, and place of the meetings, attendance, a summary of discussion, and a record of any votes taken. *The approved operating papers will be posted to the UPBC website and a section will be added to the meeting agenda allowing time for public comment.*

## VII. Adjournment

*The meeting was adjourned at 11:26 a.m.*

Next Meeting: November 9, 2012