

**University Council MINUTES**  
**Wednesday, August 10, 2016**  
**8:30 AM - 10:00 AM**  
**SUB 233**

**Members:**

Waded Cruzado, Daniel Adams, Kenning Arlitsch, Kregg Aytes, Randy Babbitt, Jeff Bader, Charles Boyer, Matt Caires, Kari Cargill, Leon Costello, Tracy Ellig, Chris Fastnow, Brett Gunnink, Maggie Hammett, Alison Harmon, Cathy Hasenpflug, Robert Hawks, Bob Hietala, Karlene Hoo, Chris Kearns, Abbey Keene, Greg Kegel, Garrett Leach, Ilse-Mari Lee, Terry Leist, Shelley McKamey, Helen Melland, Bob Mokwa, Chris Murray, Kim Obbink, Mark Nook, Kellie Peterson, Renee Reijo Pera, Nicol Rae, Jyl Shaffer, Jerry Sheehan, Royce Smith, Sylvia Sparkman, Dan Stevenson, Susan Wolff

---

I. Call to Order

*President Waded Cruzado*

President Cruzado called the meeting to order at 8:30 a.m.

II. Approval of Minutes for May 4, 2016

There was a motion, by Chris Fastnow, to approve the May 4, 2016, minutes; Susan Wolff seconded the motion. The minutes were approved unanimously.

III. University Wide Information/ Announcements

President Cruzado welcome everyone back from the summer. She then provided introductions of the following new staff: Jyl Shaffer, Leon Costello, Dan Stevenson, Royce Smith and Jeffrey Conger. President Cruzado then announced that MSU is welcoming another American Council on Education (ACE) fellow in September, Dr. Eric Lopez. She will introduce him at the next meeting.

IV. New Items

A. [Non-employee Appointment Policy](#)

*Kellie Peterson*

Kellie explained that this policy applies to a unique set of people who are affiliated with campus. Randy Babbitt asked if it applies to Retired Faculty, and per Kellie, they are covered under a separate policy. Michael Babcock inquired if the background check portion of the policy applies to volunteers. Kellie is going to further research this

question. President Cruzado then indicated that this policy will be posted for thirty days for additional questions and comments.

V. Informational Items

A. Records Retention Policy

*Laura Humberger, Associate Vice President, Administration & Finance*

*Leslie Taylor, Legal Counsel*

*Kellie Peterson, Legal Counsel*

Leslie explained to the group that background behind creating this policy, as she has wanted MSU to have its own policy for quite a while. Currently, MSU is operating using the State Record Schedule. The proposed schedule will come from the Office of the Commissioner of Higher Education (OCHE) and will be titled a "Retention Schedule." This will be adopted by OCHE in January 2017.

B. Planning Council Priorities for FY18

*Chris Fastnow, Director, Planning & Analysis*

President Cruzado praised Planning Council for being such a great stewards of our Strategic Plan. Chris provided updates in the following areas: Learning, Discovery, Engagement, Integration, Access and Stewardship. In addition, President Cruzado talked about Diversity and plans to begin meetings with various stakeholders on campus for furthering this initiative.

C. Year in Review Slide Show

*President Waded Cruzado*

The President's Office prepared a Year in Review Slide Show for the Council. President Cruzado thanked Maggie Hayes for her work on this effort.

VI. Public Comment

There was no public comment offered.

VII. Updates

There were no additional updates shared.

**NOTE:**

**The next University Council meeting is scheduled for Wednesday, September 7, 2016.**

**Please NOTE that the September 7, 2016 was postponed to October 5, 2016.**