**University of Baltimore Impromptu Governance**   
**Steering Council Agenda**   
**November 13, 2020**    
**1:00-2:00pm**   
<https://ubalt.zoom.us/j/92358709289?from=addon>

* **Oversight Group Discussion**
* Discussion of Role and Vision
  + - The role of the GSC in this process will be to ensure that things stay on time, not to make decisions or second guess team recommendations
    - For one example, in section 6 there is a recommendation of a new office by Nov. 30. The group will need to come back with some kind of recommendations on that. I hope the GSC will ensure they do this and have financial recommendations.
  + Clarity
    - Objectives given from the President to team leads … what are they exactly?
      * The instructions from the President were simply “make a team that is representative of students faculty and staff” with a minimum of two from each, then look at the deadlines and make recommendations for implementing them according to the timeline.
    - What are the BOR reporting expectations?
      * The BOR wants quarterly reports, but didn’t specify anything beyond that like formatting.
* **Accountability and Transparency**
* What will that look like?
* Monthly and key milestone updates from Implementation Group
* Monthly Updates
* Brief progress report on each goal
* General status update on implementation deadlines
  + - * + The teams must make reference to the financial implications of what they are doing, for any and all recommendations
* First Monthly Update to include (in addition)
* Final decisions on membership
* Rationale for any additional at large membership
* Any objectives placed upon implementation team membership by the leads
  + - * One possible format
        + What has been accomplished?
        + What challenges or timeline difficulties are there?
        + What are the next steps?
* How will failure to implement by noted deadlines be managed on campus
  + - All responsibility is ultimately with the President
    - The GSC should inform the President as soon as possible if there are indications that a team is not on track in some way
  + Other actions the GSC can take
    - Filling vacancies that may arise
    - Ensuring alignment of different groups with regard to timelines
* **Meeting Schedule and GSC Initiatives Discussion**
  + Meetings will go biweekly for now
  + We will use that time to check in with the groups and track any potential problems.
* **Outcomes**
* Action Steps for the GSC
  + - The group will create a format to be used by all groups
    - Pavan will draft a letter to be sent to that group leads next week outlining the reporting plan, understanding that December will be the first formal reporting and that it will be potentially out of sync with the schedule moving forward.
* Conversation to continue at the next meeting.