

## EXECUTIVE COMMITTEE

Thursday, February 6, 2014

CSU 238

3:00 p.m.

### Approved Minutes

Present: Jim Grabowska, Mary Visser, Kellian Clink, Lynnette Engeswick, Paul Hustoles, Barb Carson, Roger Severns, Craig Matarrese, Bobby Bothmann, Gregg Marg, Luis Posas, Kirsti Cole, Jen Veltsos, Don Ebel, Anne Dahlman, Jackie Lewis, Miriam Porter, Heidi Southworth for Teri Wallace, Ron Nickerson

1. Minutes of previous meeting (Unapproved Minutes – January 9, 2014) **Marg/Hustoles Moved to approve: Passed**
2. Call for Additional Items/ Reordering of Agenda
3. Cornerstone Digital Repository – Time Certain 3:20 p.m. (Heidi Southworth, Digital Services Librarian). The library is building an Institutional Repository which will gather and archive Faculty/Staff/Student Scholarship and share it with a World Wide Audience. We will be able to restrict to campus when desired. Asking for self-submissions. Undergraduate Journal Articles, Symposiums. Still working on guidelines, procedures & best practices. Porter: Peer Review? Southworth: Discussing. Will not put in items not cleared for copyright. We will be very cautious. Some publishers will allow, others will not. Freedom of Speech balanced with copyright violations. Software is being used by 300 other users, including Yale and Macalester. Hustoles: We have thousands of pictures from our hundreds of productions. Southworth: Videos and Audios are fine Hustoles: We have Playbills and all that! Clink: history of the school coming up in 4 years, think about collections that would help tell the story. Grabowska: can we digitize old theses? Southworth: We'll set up some timelines and processes as we go.
4. IFO/MnSCU COMMITTEE OPENINGS
5. FACULTY ASSOCIATION VACANCIES – REPRESENTATION STILL NEEDED  
***If you know folks, encourage them!***
  - a. SBS Extended Learning Replacement Spring 2014 (1)
  - b. Business GCAP Replacement beginning Spring 2014 (1)
  - c. Search Committee – Assistant Director for Writing and Languages (1 Needed – would like member to be from English)
  - d. Honors Council – Business (3 Year Term) -
6. FA APPOINTMENTS BY FA EXECUTIVE
  - a. Curriculum Design System (CDS) Replacements for Spring 2014 from UCAP – Lisa Baures, Pat McKinzie. Replaces Ken and Rhonda.
  - b. Education Extended Learning Spring 2014 - Aaron R. Deris
  - c. Honors Council - Allied Health & Nursing (3 Year Term) - Hans-Peter de Ruiten; Library & Unaffiliated (3 Year Term) - Steven P. Gilbert; Arts & Humanities (1 Year Replacement) – Elizabeth Harsma, Rachael Hanel, Alisa Eimen, Deepa Oommen **Veltsos/Cole for Oommen. Passed.**
  - d. Business UCAP Replacement for Spring 2014 (1) Jon Kalinowski
  - e. Search Committee for Assistant Director for Math and Science (1 from SET) - Guarionex Salivia

f. Search Committee for Assistant Director for Writing & Languages (1 from A&H) – Heather Camp  
**Hustoles/Carson to move the slate: Passed.**

## 7. ELECTRONIC VOTING BY FA EXECUTIVE

## 8. DISCUSSION ITEMS/ACTION ITEMS

- a. Attendance at Sub Meet & Confer Meetings? All FA Committee Members or just chair? (Jim)  
The reason it's on here. Last year, one of the submeets "met" but with the two chairs only. We DO of course, understand that everyone goes. Everyone must be invited and attend.
- b. Unit Representative Charge – Attached (Goldenrod) Marg: Have been meeting and decided to come up with a charge. We have agreement that this is our charge. Grabowska: Any questions or concerns? We're still trying to get the college reps to the all chair breakfast; however, we'll continue to push. **Severns/Hustoles. Move to approve.** Discussion. Hustoles: The Unit Reps charge could also include generating nominations and encouraging people to participate on various committees. No one knows better than the Unit Rep who might be interested and effective. Encourage all members to participate in every aspect of FA. Lewis: Point 5. College Chairs as appropriate? Marg: This has been valuable for the Unit Reps to talk to the chairs about upcoming issues. Unit representatives often have info that hasn't been widely distributed. Hustoles: Win/Win Situation. **Hustoles/Marg move to amend: Passed.** Severns/Hustoles. **Charge as amended PASSED.**
- c. Information on the physical mechanisms that would allow off-campus faculty to participate in governance—sub-meets, main meet and confer, exec., etc. How do we identify and reserve resources like Telepresence or WebEx (Marg) Grabowska will get answers.
- d. Calendar group. Volunteers include Marg, Hustoles, Lim, Hagemeister, Toupençe, Mitchell, Brauer, Rolfsrud, **Carson/Nickerson moved to approve. Passed.**
- d. Committee Charges – GCAP and Research –We are going to review the charge on 2/12. Will come back to next Exec. Research has not reviewed.

## 9. MEET & CONFER AGENDA ITEMS -

- a. FAAD Meet & Confer – Thursday, February 20, 2014 @ 3:00 p.m. in CSU 253 (FA Agenda/AD Chair). Clink: Nonsmoking. Can we brainstorm ideas to make it work? Hustoles: I would suggest that the FA makes a statement. Grabowska: Thinking about ways to help it work is a good way to approach. Lewis: can we have a smoking place? We are susceptible to the second hand smoke. Is it legal to smoke on state property? Hustoles: Student smoking just walked onto the street, beyond the university. Was told I was not being civil when I asked the smoker to stop. Visser: Even third hand smoke (surfaces, the smoke coming through things, is a health hazard). Carson: Smoking hasn't disappeared, thought it would, but since it hasn't, what can be done? Marg: What have other places done? Cole: Former institution, 1 warning, then \$50, then \$100. Porter. We have a student conduct policy? Dowd? We have the conduit? We regulate the space? Express their right to smoke? Grabowska: Policy is very clear. Eliminates smoking on campus. Volunteers (Visser and Hustoles and Clink will come together and come up with ideas. Severns: Look into Clean Air Act? Should we consult uni lawyer? Cole: wonder if you could get creative in terms of the sanction: Clink: Pick up the butts. Nickerson: Could someone else be in charge of the policy. Porter: Should be approached from a health policy. Same as drinking on campus? Carrot and Stick.

Bothmann: Out of State Travel. We need an electronic travel form. Grabowska: it's in the works.

Communication of how retrenchment works and how it will impact our searches. How are they communicating out this complex issue? Retrenched person comes with their salary and tenure? HR

communicates to the retrenched personnel, they get 3 weeks. They have to be minimally qualified. They get to choose 3 areas. The retrenchment lists are not public yet Adjunct, probationary, etc. are up for their consideration. Cole: They determine they are minimally qualified. If they have coursework, degree, a general degree will do it. Veltsos: Transfer has prior consideration. They have one full academic year. Hustoles: Adjuncts never have seniority? Grabowska: Could be bumped by other people. Fixed term is temporary. Adjuncts and Fixed terms and those without tenure GO, just like that. A generalist would be able to get a job that the department might want more specificity. Veltsos: If they come in, they don't bring in their seniority? Grabowska: They bring their seniority, including probationary. Grabowska will check. Fixed term person can be bumped by one of these retrenched faculty members from a sister institution. No date associated with this. Severns: is pushing these things out. They can choose to retrench at the beginning of fall next year. Your whole search process can be impacted. Carson: Adjunct. We put in dollar amounts. Retrenchment could find you budgeting for 50k but the retrenched person makes more, that's your figure.

Carson: has a question about GCAP. Lewis' group is seeing loads of courses saying they will be staffed by adjuncts. Deans are signing off on course requests that will be staffed by Adjuncts. Carson: Perhaps this needs to be a meet & confer item. Overload, retrenched, feasibility to staff by adjunct? Hustoles: Depends on the cycle, frequency of the course offerings? People put so little information in the proposals. Carson: Funding issue isn't a GCAP concern, but a university concern. Wells has talked about building new programs with adjuncts. Two online MA from World Lanagues. Start up, contingent, to see if there's enough interest. We need clarification. Nickerson: MNSCU rule what we can ask for limits what we see on course proposals Deans should review the proposals and think about the money. Lewis: We are aware that we can't have the syllabus. Some people give us cut and paste, try to be faculty friendly. Why should people replace full-timers? We need to ask at Meet & Confer. Carson: Meet & Confer: Suggest Deans need to realize what they are doing when they are signing off on course proposals staffed with adjuncts. Visser: Promises from admin of lines following built-up programs but it doesn't happen.

#### 10. INFORMATION ITEMS

- a. Pepsi Contract extended until the end of the fiscal year. Scott Page will represent Planning on the Pepsi contract discussion
- b. FAAD Meet & Confer March 06, 2014 CSU 253 (FA Chair/AD Agenda)
- c. IFO Delegate Assembly (Governing Body of the IFO) – Friday, March 28 and Saturday, March 29, 2014 - Roseville Radisson
- d. Delegate Assembly Delegates - Mankato has a total of 43 delegates –open – 21

#### 11. FACULTY ASSOCIATION COMMITTEE CHAIRS REPORTS

- k. Unit Representatives

#### 13. OFFICER'S REPORTS

- a. Vice President/Grievance Officer (Mary Visser)

Several grievances going right now. Disciplinary matters. If the discipline is applied it must be done within the contract. Procedure is oral then written. They have to be conducted correctly. Busy time recently. There were some non-renewals. We don't write letters for non-renewals. Grabowska...policies and procedures from departments are dragon ladies of their own faculty... they are going to make sure that if they had to toe certain lines, new faculty will too. The union is all for development, pdrs, and other documents should be about development. Tub 'o tenure is bad idea, when loads of raw materials are submitted. The committee would provide direction on organizing the document so it was readable, fulfill the requirement to develop. Don't want PDR's applications for tenure/promotion to be summative. Because of our process of continual input, we have a 97% success rate in tenure.

Dahlman: Can departments create policies? Grabowska: You can. Policies and procedures, too.

Nickerson: cannot do anything against policy.

b. Treasurers Report (Lynnette Engeswick) Engeswick: 5,314.81 is our balance, all bills are paid.

c. President's Report (Jim Grabowska)

Will be a candidate for President of IFO. Election will come up this spring. First year of my second 2 year term. Were he to succeed, our newly elected VP would assume Presidency. IFO election is after delegate assembly, ours before that. Whoever runs for VP may end up being President.

President Davenport has asked if Admin can have a seat at this table (Exec). We can have a seat at the Extended Campus table. Severns: We could still have *in camera* votes. Carson: would have some pluses if they understand better some of our discussions. Hustoles: Concerned, with them, it is a different structure, in that everyone has a voice but one person makes the call. We are careful and considered. We are fundamentally democratic, they are monarchical. We would be happy to invite them for some discussions, but concerned by a permanent condition. Porter: Intrigued by the idea. Severns: we might want to structure us differently. Grabowska: transparency and reciprocity. Two way street. Ebel: cultural norms? We may need to executive sessions. Veltsos: I'm afraid the administration would think about an individual's opinion as THE FA opinion. Clink: Lost opportunity to speak freely with colleagues? Hustoles: Important to speak with ONE voice, Exec a place to hash things out, but when we speak we do so with one voice. Cole: He did not say quid pro quo? Grabowska: No. Severns: Price for most things. Gotta give something to get something. Nickerson: from the perspective of Admin, they can ask to be part of our stuff. Porter: Easier for them to come to us than them to come to us. Nickerson: Meet & Confer common voice. We can give it consideration!

Meeting Adjourned...