

**EXECUTIVE COMMITTEE MEETING**  
**Thursday, March 3, 2011**  
**CSU 204**  
**Approved Minutes**

In attendance: Roger Severns, Mary Visser, Paul Hustoles (recorder), Angela Monson, Barbara Carson, Kelly Krumwiede, Dick Liebendorfer, Andy Johnson, Becky Schwartzkopf, Gregg Marg, Ellen Mrja, Bill Wagner, Steve Gilbert, Bobby Bothmann, John Seymour, Andi Lassiter, Gregory Taylor, Ron Nickerson, Marshel Rossow

Guest: Marilyn Hart

President Severns called the meeting to order at 3:03 p.m.

**1. Minutes of February 3, 2011**—Wagner/Nickerson moved to approve. Motion passed.

**2. Call for Additional Items/Reordering of Agenda**—Wagner: Do we want a discussion about volunteering our services in the event of a flood? Severns: I have talked about this with some of our colleagues in Moorhead. I hadn't thought about that in Mankato. St. Peter and New Ulm are very concerned. Let us two meet and we can talk further about this.

**3. Officer's Reports**

**a. President's Report**—Severns: Don Larsson's father has passed away. The funeral is Saturday. We have a card (passed around to sign). I wanted to talk about my impressions from Lobby Day and I intend to get an email out tomorrow. Given what the politicians were saying, it is clear that we are going to have substantial budget cuts. VP Straka said we have been planning for a 15-20% cut. Discussion followed. Mrja: One of our ideas was to use the matrix and my sense was that the answer was "no." That was only for budget reductions. Seymour: Lynn Akey has told the various committees that she has determined what our assessments would be. Severns: We will discuss this later. Seymour: We were told that when the task force reports were completed that we would get the results. VP Blackhurst has appointed an Ad Hoc Task Force Implementation Committee to begin to implement some of these recommendations. We haven't met since late January. I was sent an agenda for my approval (for today's meeting) and then a meeting was called at the last minute. This is a big change from the last two years. There is another joint submeet that is scheduled in about a month. That is likely where they are going to be asking for further suggestions.

**1. 15th Annual Burton Dinner** (March 5, 2011; Table full)—Severns: Thank you to all who are participating.

**2. Web Page**—Severns: I sent out a call and we have half a dozen who have responded including faculty. I have described work at 1-3 hours a month at \$12/hr. Hustoles/Lassiter moved to authorize Severns to make a hire at that rate. Motion passed.

**3. Windshield Pay for off campus classes**—Severns: Aside from 44 cents a mile for gas, you are also supposed to get 25 cents a mile for windshield pay. It is on page 28 of our last contract. If, for example, you are teaching at 7700 France, you can still get back pay for this piece. We haven't been talking about it. That gets us 69 cents a mile.

**4. Proposed Changes to the Local Constitution & Operating Procedures**—

Severns: We are going to be voting on this in our spring ballot. I just got a new 19 pages of possible revision from the IFO Office regarding even more issues. There could be more changes coming next year. The changes are not dramatic but they will have to be made. I will try to get a copy of this new document up on the website because we will have to work on this. There are some proposals that I thought would definitely affect the way we do things.

**b. Vice President/Grievance Officer**—Visser: There is some old “summer time blues.” We did get a memo from AVP Sandmann regarding our contract, but some deans seem to not be able to read it. If you hear about things, let us know. Monson: Can faculty have different student number limits? Severns: According to pedagogy, yes. Monson: Our college has a challenge with this because it is based on the salary dollars of the faculty member. Liebendorfer: These are up to departments and not the chairs, yes? Severns: Partly, and some of this is because there are so many interim deans. Gilbert: As I read the contract, the chairs propose the schedule and the department approves. We need to send a strong statement to the chairs. Wagner: It is my understanding that once the contract is signed, that the class is held, whatever the number of students in the class. Severns: If it is not labeled “Staff,” then, yes, the parties are committed. Wagner: Overload classes on campus—that should be offered to regular faculty first. And it is not. Severns: This one is coming from the chairs. Of course adjuncts are cheaper. Nickerson: Our dean “staffed” us until the last minute. And we have also been told that the dean is the one who is not allowing overloads to happen. Severns: If the dean is saying that there is not enough money for a faculty member, they cannot offer the course. Carson: I am a department chair, and our dean gave us last minute money for adjuncts only—he told us that this was an “emergency hire.” Of course, he is leaving. Severns: I know they do it. Let us know. Lassiter: Is it the same for release time? Severns: That’s a whole other issue.

**c. Treasurer’s Report**—Hustoles: We have a current balance of \$1,882.93. Our domain name is about to expire. The longer the term, the better the price. Hustoles/Schwartzkopf moved to purchase a 20-year lease on the domain name for \$280. Motion passed.

#### **4. IFO/MnSCU OPENING FOR STATE IFO CONSIDERATION**

a. MnSCU Returning Adults to Progress in Degree Advisory Committee (2 from all universities – 01/04/11) NO VOLUNTEERS FROM MSU, MANKATO

#### **5. FACULTY ASSOCIATION – STILL NEEDED – Spring 2011**

**a. Statewide Action Committee** (1 Needed) 2 year term—Severns: Jim Grabowska and I have talked about this. We want to change the nature of what the Action Committee looks like. This is closest to an ad hoc committee. We probably need somebody on every campus to deal with more than just the forthcoming contract. Things are becoming complicated enough at MnSCU. This needs to be ongoing and persistent. We will need one. I will bring this back.

**b. Ad-Hoc Committee** for a “Comprehensive Assessment System for General Education” outcomes (3rd request sent) – (1 Rep. each unit - Still Need) Bus; Educ; Lib/Unaf; SBS; SET—Severns: We can’t find people to do this. Please let us know if you can find anyone. Marg: This was supposed to be one of the responsibilities of the Gen Ed Committee. Gilbert: This originated with the Gen Ed Committee’s dissatisfaction with the process. Severns: This approach is very awkward. Severns: Shall I send it back to Gen Ed? Gilbert: The Gen Ed Committee has agreed to this arrangement. It does require some people with specialized background. Severns: Given that it is already up and running I will not stop it, but I will go back to my college and try to find a rep.

## **6. FACULTY ASSOCIATION APPOINTMENTS/CONFIRMATION**

a. Campus Violence Meetings (Select 1) – A&H - Jim Grabowska (A&H); Educ - Synova Nelson—Hustoles/Visser moved to approve Grabowska. Motion passed.

## **7. Discussion Items/Action Items**

a. **On-line Course evaluation system**—Marg: The Ad Hoc Committee has met and is forwarding the proposal. We looked at 8 different companies but only one that had what we were looking for. There is a \$50,000 cost up front and then a \$9,000 annual fee. We might come out even.

b. **Amendment to FA Release Time Policy**—Severns: We talked about this specifically for campus FA Presidents. Some have been teaching in excess of the recommendation. This doesn't address packaged courses. This has been passed at the IFO Board level. I just wanted you to see this. On our campus, the VP gets 3 credit hours as our Grievance Officer; the President gets 9.

c. **Academic Report from Board of Directors Meeting**—Severns: We will be going back to 2 half-time people next year. Donna Brauer will be one of those.

d. **Create Undergraduate Research Council**—Marilyn Hart: We have a newly established Center for Undergraduate Research. I would like your advice in forming an Undergraduate Research Council. We have a highly successful spring conference, now in its 11th year. There are 14 faculty representing all colleges. Two years ago we formed an ad hoc committee, and I am its chair. We have discussed institutionalizing undergraduate research. This committee will disband in May. We would like to establish a permanent committee. Please note that the Conference Steering Committee is not FA approved. This proposal (handout) will serve for a reduction in total faculty involvement but will create a more focused committee. Severns: This would replace the Ad Hoc Committee and the Research Conference Steering Committee, which is not an FA committee. Bothmann: How does this relate to the Graduate Committee? We have been told that there will be a whole new structure coming from the Graduate College. Hart: This is independent right now. Bothmann: This sounds like the exact same thing. Hart: A big difference is that we are very established and the Graduate Research Conference is just starting. Nickerson: This is a big group. It would be nice to see a student in here. Hart: We have never had a problem getting volunteers. Mrja: I commend the work of the group. Hustoles: This should be like any normal FA committee with the regular call for volunteers coming from the president. Hustoles/Mrja moved to approve the creation of a new Undergraduate Research Council that would also include student representation. Severns suggested that this go back to the Research Committee for final work and be brought back to Exec. Motion passed.

e. **Request to Form an Academic Data Summary Ad-Hoc Work Group**—Lassiter: We did not talk about this at the Assessment Submeet. We should have a rep on any committee. We have a challenge about the lack of active FA members on our Submeet. Severns: We can't just let this go, it needs to be fixed. Lassiter/Mrja moved to request that an FA Rep from Assessment be added to the previously designated FA reps. Motion passed.

f. **Policy Formal Review** (February 15 to April 11, 2011)—Copies of all policies may be accessed at:<http://www.mnsu.edu/policies/whatis/review/>, the 'Policies under Review' section.

**g. MOA's**—Severns: We haven't signed any this semester. We can't agree on what "Intellectual Property" is. We have talked about getting a signed letter from Administration telling us that they don't want our intellectual property.

**h. Administration/Faculty Summit?**—Severns: President Davenport is willing to have a joint meeting this year on this topic. I would recommend that we have some kind of gathering soon. Lassiter: Do we have enough people here that will rotate to next year? Seymour: This has been a very discouraging year. Monson: Won't that work to our disadvantage? Nickerson: We might not know who the chairs are, but we know that the chairs will be returning members of their respective committees. Mrja/Seymour moved to have Severns set up a summit. Motion passed. Monson: Will you be talking about both communication and the budget? Severns: It may or may not be appropriate to talk about the budget at this time. Lassiter: Budget just doesn't involve faculty. Schwartzkopf: The agenda of the summit will depend on when it occurs. Carson: We might want to come up with a common statement about what has actually been cut. Wagner: Some discussion should be had about the tone of shared governance. We have to create an environment for shared governance.

**i. UCAP Recommendation to Undergraduate Bulletin**—Nickerson: We need to fix a problem. The bulletin says that students have to take 53 Gen Ed credits—and it is 44. We have taken this to Modern Language and to Gen Ed. It should be fixed by next fall. Severns: I will talk to VP Blackhurst about this too.

**j. Spring Chair's Workshop**—Severns: this is FYI. We are getting different things from different statewide administrators regarding Students First. We will keep you posted.

## **8. Informational Items**

- a. FA Executive Meeting, Thursday, April 07, 2011 @ 3:00 p.m., CSU 238.
- b. FA/AD Meet & Confer, Thursday, April 14, 2011 @ 3:00 p.m. CSU 204
- c. Last FA Executive Meeting, Thursday, April 28 @ 3:00 p.m., CSU 238

The meeting adjourned at 5:02 p.m.

Paul J. Hustoles  
Recording Secretary