

# EXECUTIVE COMMITTEE MEETING

Tuesday, August 16, 2011  
CSU 238

## APPROVED MINUTES

In attendance: Jim Grabowska (FA President), Mary Visser (FA Vice President), Daniel Swart, Lynnette Engeswick, Paul Hustoles, Angela Monson, Barbara Carson, Kelly Krumwiede, Dick Liebendorfer, Georgia Holmes, John Seymour, Becky Schwartzkopf, Gregg Marg, Ellen Mrja, Bill Wagner, Paul Wyss, Emily Stark, Marge Murray-Davis, Nancy Fitzsimons, Miriam Porter, Kirsti Cole, Hans-Peter DeRuiter, Ron Nickerson, Danae Quirk Dorr, Queen Booker, Donna Brauer, Don Larsson.

### **1. Minutes of previous meeting (Unapproved Minutes – April 21, 2011)**

*Mrja/Hustoles: Moved to approve: Passed.*

### **2. Call for Additional Items/ Reordering of Agenda**

(Hustoles): Thanks for the 30+ IFO members who helped with orientation; all colleges were represented.

(Grabowska): Students feel more welcome as we have made strides to be more helpful and inviting.

### **3. Officers Reports**

#### **a. President's Report (Grabowska)**

**(1) Department Visits** – Offer for President to visit department meetings around campus.

**(2) Deans** - Visit with Deans this summer went well. New CSET dean does not have any plans, but wants to follow “3 C’s” of communication, collaboration, and collegiality. Four new dean searches are going to be beginning; faculty are encouraged to serve on upcoming search committees.

**(3) Article 11, Section 1; Newly promoted faculty and Salary Equity** – Please read the new IFO Newsletter, specifically the Salary Equity article. The old contract is still being followed. Email from Russ Stanton has not come out yet, but it should soon. 19B (Professional Development Funds) issue has tentative agreement to keep them available and potentially to expand definitions of what they may be used for. Anything monies you already have are still available. New funds for 2012 (\$1300) are usually made possible via a side memorandum of agreement. This year new funding was not be made available until the budget got settled. Now the data needs to go to new Chancellor for discussion first. There is a total of \$3.5 million in unused Professional Development Funds, and the Chancellor is not motivated to fund yet. If letter of understanding regarding Professional Development Funds is going to happen, it is going to be much more involved, so don't count on anything just yet. Monson: Promotion and tenure is still going forward? Grabowska: Yes. Larsson: Only reason for that would be if there was still no state budget. Mrja: If faculty have money in the development accounts, can they still be used? Larsson: Yes. Holmes: Departments may also have money from retired faculty to distribute. Grabowska: Settlement anytime this fall is most likely not going to happen. Keep your receipts for trips. Hustoles: There is a 60 day tax issue with that, but most departments are collegial. They could siphon money to younger faculty. Holmes: You can always submit your receipts and have them in the queue but not get reimbursed until after the funds become available. Nickerson: Are carrier steps are scheduled to sunset?

Larsson: Not until 2014-2015. Holmes: Departments that have been folded together may still have money floating around.

**(4) Athletics & Academics** – We can now work within the 9 month calendar to work with coaches, and may be able to gain more FA members from the pool of coaches.

**(5) Faculty Development Center** – This topic was put on the table very late last year. The FA resisted making any decisions that quickly, but this topic is still on the table. Concerns brought up last year are going to be addressed again this year, and the FDC will be back on the table this year. Question: Is the money to fund the proposed FDC being spent somewhere else currently?

**(6) Looming Issued: Fixed Term and Adjunct Concerns** – Adjuncts are usually union members, but are sometimes considered 2<sup>nd</sup> class citizens; this needs to be addressed. Fixed-term appointments are positions, not people. We need to make sure that positions are filled in the appropriate manner. Search waivers beyond 4 years have been signed by Administration without Meet and Confer agreement. These decisions need to be made as the contract disposes and now just how the administration decides. This issue is being grieved. During retrenchment, notices of open searches should have been sent out to the retrenched. By simply reappointing fixed terms or adjuncts, the University broke this part of the contract. Summer monies may be sent out to the colleges to hire new fixed term, but it may be dealt with differently across the colleges. There are also problems with replacement of faculty in interim positions with adjunct or fixed-term faculty. Positions should be replaced with more than adjunct or fixed term. Fitzsimons: Are there some times when an appointment is made that full replacement versus adjunct is made and vice versa?(Grabowska): No one knows. Carlson: Perhaps some data collection needs to be done regarding how many adjuncts/fixed term are teaching courses. Grabowska: That data is regularly sent by FA to State. Grabowska will present this data to Executive Committee at some point. Carlson: Also some information about bringing researchers onto campus to do research? Fitzsimons: A 3-pronged approach of reinvest, recruit, and redesign was brought forward at the President's Retreat

**(7) Working to develop a list of committee appointments for which faculty are asked to volunteer** – This list is being worked on by Donna. The service part of Article 22 is being given shorter shrift throughout the colleges, and this has a negative impact on the Shared Governance system. This apparent low value also does not agree with the President's generation of new working groups, etc. for faculty to staff. The IFO Contract addresses all 5 areas, with Teaching being principal. We have ability to negotiate more flexibility in these 5 areas.

**(8) Web page update & development** – Working with Scott Lassiter (Web Designer) to make sure it is updated, perhaps a refresh and update of the whole site. I would look for an endorsement to have Lassiter submit a mock-up (10-20 hours at \$15/hr) for review. It would be worth the investment.

**Visser/Nickerson: Move to allow up to 20 hours for Lassiter to develop a template to be brought for review by Executive Committee: Passed**

**(9) FA Executive - November 17 @ 3:00 PM Conflict with State IFO Board @ 6:30 PM** - Visser will officiate the FA Executive after Grabouska leaves for the State IFO Board Meeting.

**(10) New Faculty Barbeque Wednesday, September 7th, 5:00 to 7:00 PM Highland Park, Mankato** – Cost guess of \$500.00, estimate of 120 people.

**Hustoles/Visser – Move to spend around \$500 for the new faculty BBQ: Passed.**

**b. Vice President/Grievance Officer's Report (Visser)** – We have appealed some disciplinary actions taken by the Administration on faculty. We look forward to a more consistent application of discipline with the new Deans. I would like to bring back a clarification of how investigation process works for affirmative action.

**c. Treasurer's Report (Engeswick)** - \$7283.90 in balance. We are currently very solvent.

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

**a. Professional Science Master's Degree Program – SET – Gregg Marg**

**Hustoles/Visser: Move to reappoint Marg as MSU, Mankato representative: Passed.**

#### **5. IFO STANDING COMMITTEE APPOINTMENT – CONFIRMATION NEEDED**

**a. Statewide Action Committee - (1 Needed -2 year term) – Leah Rogne (SBS)**

**b. Academic Affairs – (1 Needed – 2 year term) – Shannon Fisher**

**c. Feminist Issue Committee – (1 – Needed - 2 year term) Annelies Hagemeister**

**d. Salary Equity Committee – (1 – Needed - 3 year term) Ihsuan Li**

**e. Governmental Relations Committee – (1 – Needed - 1 year term) Martin Mitchell**

**f. Academic Technology Committee – (1 – Needed - 2 year term) David Georgina**

**Nickerson/Hustol: Move to confirm the above: Passed.**

**6. FACULTY ASSOCIATION – STILL NEEDED –Fall 2011**

- a. FA Committee Chairpersons for Fall 2011 Extended Learning; General Education & Diversity

**Hustoles/Marg: Move to confirm Danae Quirk Dorr as Chair of Extended Learning: Passed.**

- b. COB Extended Learning – Business (1 year replacement needed for Brenda Flannery) – Still open.
- c. Academic Standing Committee - Riding on the agenda until we hear from them with more info.

**7. FACULTY ASSOCIATION APPOINTMENTS/CONFIRMATION**

- a. Paul Hustoles State IFO Representative (1 Year Replacement)– (FA Electronic Vote)
- b. FA Chair Confirmation (FA Electronic Vote) Budget – Ellen Mrja; Faculty Development – Paul Wyss; Faculty Improvement & Sabbatical – Emily Stark; Graduate – Nancy Fitzsimons; Planning – Miriam Porter; Research – Hans-Peter DeRuiter
- c. Parking Appeals Committee Summer only – Bonnie Shult

**Liebendorfer/Marg: Move to confirm the above: Passed.**

**8. FACULTY ASSOCIATION APPOINTMENTS CONFIRMATION NEEDED**

- a. COA&H Graduate Committee (1 Year Replacement for Gretchen Perbix) – Melissa Purdue
- b. COB Graduate Committee (2 Year Term) – Claudia Pragman
- c. COE Faculty Development (Education 2 Year Appointment Needed) – Patricia Hoffman
- d. University Student Conduct Board (15 to 18 Needed) – A&H – Jim Grabowska; Matthew Sewell; AH&N – Lynnette Engeswick; Marlene Tappe; Roy Kammer; Kristie Campana; Joye Bond; BUS – Queen Booker; EDUC – Carrie Chapman; Guy Reid; SBS – Barbara Keating; Kimberly Zammitt; Vang Xiong; SET – Mary Hadley; Mezbahur Rahman

**Carson/Schwartzkopf: Move to confirm the above: Passed.**

- e. LTR Membership – A&H – Steven Smith; Business – Queen Booker; SBS – Steve Vassar; SET – SELECT ONE - Scott Fee; Mary Hadley

**Marg/Hustoles: Move to confirm the above with SET selection of Scott Fee: Passed.**

- f. Parking Appeals Committee (2011-2013 Appointment) - (1 Needed) – Bonnie Shult
- g. Undergraduate Research Council – AH&N – Heather Von Bank; A&H – Mary Johnson; Bus – Kristen Scott; Educ – Beth Sandell; Alex Panahon; Lib-Unaf – Joe Holtermann; SBS – Emily Boyd; Ihsuan Li; KarlaLassonde; Forrest Wilkerson; SET – Steve Losh; Hongxia Yin
- h. University’s Policy Consultation and Approval Committee for the 2011-2012 – (2) A&H – Paul Hustoles; SBS – Chris Corley

**Carlson/Mrja: Move to confirm the above: Passed.**

**9. Discussion Items/Action Items**

- a. HLC Assessment Steering Committee (Nickerson) – The chosen 3 areas include General Education, Writing, and University Goals. The task groups already up and running. We’ll need a call for faculty members for a 4 year steering committee.
- b. Space Committee (Handke) (Time Certain 11:05 a.m.) – Unable to attend; moved to Action Items for next meeting.
- c. Search Committee for Assistant Vice President of Facilities Management – Kevin Buisman Chair – Need 1 representative by Monday, August 22 – This call was sent out a few days ago and they wanted someone by the 22nd. While the search committee’s inability to

follow protocol is not our problem, we may want to be at the table at the beginning before things get too far along.

**Hustoles/Seymour: Motion to have Visser be the representative to this group: Passed.**

**10. Meet & Confer Agenda Items — Thursday, September 1, 2011 @ 3:00 p.m., CSU 204**

*Addition of the following under Discussion Items*

- d. Replacement of faculty to interim (Full service)
- e. Timelines (esp. Searches)
- f. Taskforces as opposed to the sub-meet process
- g. Asking for info discussed at retreat regarding metro campuses

**11. Faculty Association Committee Chair & IFO Standing Committee Reports**

**a. General Education & Diversity (Booker)**

**Hustoles/Carson: Motion to confirmed Booker as Chair of General Education & Diversity: Passed**

**b. Assessment & Evaluation (Kirsti Cole)** - briefed on HLC committee and putting together an easier to read calendar of assessment. Website is also being revamped.

**c. Budget (Ellen Mrja)** – It will be very hard to plan for future positions with summer money. The plan is to use focus One-time money for \$100,000 and below projects this year. Appropriations are down this year (8%). This may be wiped out by the 5% tuition increase. Fiscal year 2013-2014 appropriations will be going down, but right now FY 2012-2013 is not as ominous. Summer session earnings really helped, and \$1 million is being kicked back to the Deans. This year and next year we have huge incoming classes. Enrollment management will be even more important now. National and international monetary crises are going to affect us in the future.

**d. Planning (Miriam Porter)** - How should one time money processes continue this year? What is the role of planning in the Meet & Confer structure? Need to question and ask for information on this process.

**e. Research (Hans-Peter DeRuiter)** – This committee mainly looks at faculty research proposals, but will also be looking at the barriers to faculty doing research. We will try to be innovative in finding solutions to doing research. We will investigate the submission process for the \$5K FRG to make it easier and more streamlined. (Larsson): We will need to get an article of agreement to get this money for FRGs because we still don't have a contract.

**f. UCAP (Ron Nickerson)** - Will investigate the possible requirement for graduation alluded to at the President's convocation. The Undergraduate Bulletin needs to be cleaned up regarding the switch from 128 credit to 120 credit programs. Most have been converted so far. More policy changes will happen this year, driven in part by financial aid policy changes (ex: overhaul of probation and suspension system).

**g. Extended Learning (Danae Quirk Dorr)** – We will be investigating enrollment trends. We will also investigate a formula revision for calculating the online tuition differential, and how that might affect the budget. Dispersment as well as assessment quality needs to be discussed. Update for 7700 France is going to be requested.

**k. IFO Negotiations (Donna Brauer)** – The Negotiation teams are meeting already, and have exchanged ideas and have settled on a list that both sides are willing to talk about. There is a tentative agreement on 3 language items; we are getting what we want. The coalition bargaining on health care is also moving forward; the state wants that settled by the end of the year. MnSCU is not in any hurry to talk about money. Until they are ready to talk money, we are talking about language. Since there may not be much money, they may have to give us language instead.

**Meeting Adjourned at 2:26 PM**

Respectfully submitted,

Daniel J. Swart  
FA Secretary