

FACULTY SENATE
SEPT 12, 2012
LEON JOHNSON 346
4:10 PM – 5:00 PM
MONTANA STATE UNIVERSITY-BOZEMAN, MONTANA
Minutes

Members Present: Burrows (Ext), Cantalupo (Ext), Dougher (PSPP), Engel (LRES), Franklin (Micro), Greenwood (Math), Hendrikx (Earth Sciences), Herbeck (Ed), Harney (Music), Hostetler (GCP), Kaiser (E&CE), Larson (M&IE), Lawrence (Chem/Bio Chem), Letiecq (HHD), Lynch (Psych), Mokwa (CE), Moreaux (A&RS), Neumeier (Physics), Reidy (History), Rossmann (Libraries), Swinford (Soc/Anthro), Wiedenheft (IMID), Zhu (CS)

Others Present: Larry Carucci, Terry Leist, Anne Milkovich, Martha Potvin, Bob Swenson

Chair, John Neumeier called the meeting to order at 4:10 pm, and a quorum was present. The minutes from August 29, 2012 were approved.

Curriculum & Programs Committee Chair (C&PC) Approval

FS unanimously approved Abigail Richards, Assistant Professor of Chemical & Biological Engineering, to chair the C&PC committee.

Sabbatical Policy Update – Larry Carucci

- Requires candidate to read the Collective Bargaining Agreement.
- Sabbaticals are now funded by the University at $\frac{3}{4}$ salary.
- Provost Potvin announced that there is an increase in the number of faculty that sabbatical funding will support. Funding is sent to departments for replacement of the individual on sabbatical.
- Provost Potvin would like to have copies of sabbatical documents, at various stages of the process.
- Materials will be presented in electronic form, from inception to completion, so all may review them online.
- Upon return from sabbatical and within six (6) months, a written report from the faculty member will be given to Faculty Affairs and the Provost. With a presentation, dates and location should also be provided.
- Written endorsements from dept head, dean, and how fees impact the department are required. If there are more than one faculty member applying for sabbaticals, deans are asked to provide a ranking. Faculty Affairs will first review the applicants without departmental ranking, and make recommendations based on qualifications.
- The applicant may solicit three letters (internal/external) of recommendation.
- A motion was made and passed to adopt the sabbatical document with an added statement about the responsibilities of applicant, timing and order in which documents will be submitted by applicant, dept head, dean, etc.

Update on MSU Councils

- University (Neumeier)
 - Update on Title 9 and how to handle reports.

- Two interim policy discussions included non-discrimination and a student-code-of-conduct.
- The updated Strategic Plan was adopted by the council.
- Policy for Students Missing Class was presented.
- Renting Space policy was presented.
- Information provided on DegreeWorks.
- Presentation on financial literacy.
- Deans (Neumeier)
 - Discussed “Year of Engaged Leadership” for AY 13-14.
 - A policy for background checks for any employees working with children in MSU sponsored programs is being crafted. It will be brought to FS as it is reviewed.
 - Jack Creek Preserve, Ennis, is available to faculty for research.
 - OCHE questions the \$12,000 post-retirement contracts that MSU offers.
 - Phased retirement was discussed.
 - RFP has been submitted for a compensation study of faculty and professional employees.
- Budget (Rossmann)
 - OCHE - 70% of general fund expenditures going towards instruction, academic support, student services. MSU is almost at 70%. The definition of each of these categories differs according to MSU and the OCHE.
 - Budget for FY 2013 is \$15M higher than FY2012 actual expenditures. Of the increase, \$10.3M has been allocated to instruction indexes; 98.9% of that has been allocated to the instruction, academic support, student services.
 - Advancing MSU Initiatives, putting one-time only funds towards some strategic investments for the university coming out of reserve funds, were reviewed and recommendations must be presented to the BoR at the September meeting.
- Research (Lawrence) - This council has not met yet.
- Planning (Neumeier, Mokwa) – this council will meet next Tuesday.

Progress of OpenMSU – Anne Milkovich

- OpenMSU is a comprehensive initiative designed to improve job satisfaction and reduce frustrations with business processes.
- During the summer, the OpenMSU team analyzed data from two surveys and gathered additional information from employees involved in the day-to-day tasks that provide the momentum to move MSU forward. The Information Gathering Team spoke to people in functional areas and departments, getting a better understanding of how things work at all levels. That information was communicated to the Recommendations Subcommittee, which developed proposals, which will be unveiled in October. Their work began in earnest in August, taking your comments and concerns and crafting them into proposals for changes that will make our work lives easier at MSU.
- Because of the amount of data and information collected, many ideas and possibilities emerged. As a result, the Recommendations Subcommittee developed a process for ranking proposals and evaluating ideas that

could have an immediate impact on MSU's operations, as well as achieve the university's goals recently adopted in the MSU Strategic Plan.

- To insure that the MSU community has a chance to learn about and comment on these proposals, they will be published online around mid-October, with an open public forum on October 24 in the SUB. MSU employees are encouraged to submit comments at that time.
- The Steering Committee will review all comments after the forum and incorporate any changes. Only then will the recommendations move to OpenMSU's sponsors (the President, Provost, and VP of Administration and Finance) for their final review. They will then select the recommendations to be implemented.
- OpenMSU website: <http://www.montana.edu/openmsu/>

There is no meeting on September 19, due to the BoR meeting.

As there was no further business, the meeting was adjourned at 5:00 pm.

Signature

John Neumeier, Chair

Signature

Robert Mokwa, Chair-elect

Minutes were transcribed by Gale R. Gough, Administrative Associate, Faculty Senate.