

**MINUTES**  
Executive Committee  
**Tuesday, September 19, 2017**  
**3:00 p.m. – Room 106 - Administration**

**Present:** **Tim Gallagher**, Chair; **Sue Doe**, Vice Chair; **Margarita Lenk**, BOG Faculty Representative; **Rita Knoll**, Executive Assistant; **Scott Nissen**, Agriculture; **Stephen Hayne**, Business; **Russ Schumacher** for Steven Reising, Engineering; **Carole Makela**, Health and Human Sciences; **Steven Shulman**, Liberal Arts; **Nancy Hunter**, Libraries; **William Sanford**, Natural Resources; **George Barisas**, Natural Sciences; **Anne Avery**, CVMBS; **Dan Bush**, Vice Provost for Faculty Affairs substituting for Rick Miranda, Provost/Executive Vice President

**Guests:** **Marie Legare**, Chair, CoRSAF; **Richard Eykholt**, University Grievance Officer

**Absent:** **Steven Reising**, Engineering (Excused); **Mary Stromberger**, Immediate Past Chair (excused)

The meeting was called to order at 3:00 p.m. by Tim Gallagher, Chair

**October 3, 2017 FACULTY COUNCIL AGENDA ITEMS:**

**I. Proposed Faculty Council Agenda – October 3, 2017 – Clark A201– 4:00 p.m.**

**A. ANNOUNCEMENTS**

1. Next Faculty Council Meeting – November 7, 2017 – A201 Clark – 4:00 p.m.
2. Executive Committee Meeting Minutes located on FC website – August 15, 2017; August 22, 2017  
(<http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/>)

**B. MINUTES TO BE APPROVED**

1. Faculty Council Meeting Minutes –

**C. UNFINISHED BUSINESS**

**D. REPORTS TO BE RECEIVED**

1. President – Tony Frank
2. Provost/Executive Vice President – Rick Miranda
3. Faculty Council Chair – Tim Gallagher
4. Board of Governors Faculty Representative – Margarita Lenk
5. Medical Plan Survey Results – Diana Prieto and Teri Suhr

**E. CONSENT AGENDA**

1. UCC Minutes – August 25, 2017 and September 1, 2017

**F. ACTION ITEMS**

- 1.

**G. DISCUSSION**

1. Central Administrative Data Governance Policy – Patrick Burns

**September 19, 2017 EXECUTIVE COMMITTEE AGENDA ITEMS:**

**I. Minutes to be Approved**

**II. Items Pending/Discussion Items**

**A. *Announcements***

1. Next Executive Committee Meeting: September 26, 2017– 3:00 p.m. – Room 106 - Administration

Gallagher announced that the next Executive Committee meeting would be held on September 26, 2017. We will be meeting even though it's the week preceding the FC meeting.

Thanks to everyone for responding to giving opinions on delaying Pat Burn's discussion for FC.

**B. *Action Items***

1. UCC Minutes – September 8, 2017 – UCC

SCI621 - Workplace Wellness- Animal Organizations course deactivation Will start to see an extensive list of course deactivations soon. UCC wants to clear the books. Will request whether courses will be deactivated or renewed and reactivated.

Makela: Since our college doesn't have representation, may I be the representative at this meeting?

Gallagher has no objections to having Makela be the representative today for EC. Gallagher contacted the Dean of HHS and told him of the urgency to have a representative from HHS. The college is doing itself a great disservice to not have someone serve on EC.

Sanford moved (Hunter 2<sup>nd</sup>) to place the September 8, 2017 UCC meeting minutes on the October 3, 2017 Faculty Council meeting agenda.

Sanford's motion was unanimously approved.

2. Proposed revisions to the *Academic Faculty and Administrative Professional Manual* – Section K Resolution of Disputes - CoRSAF

Legare: Most of the changes are minor and some blocks of text were moved to help material flow better. There are only two or three substantial changes.

Eykholt: Changes made locally that don't fit anymore. One more major issue is the composition of the faculty Grievance Panel on matters relating to T&P. Splitting faculty and Admin Pro panels. If someone is denied T&P, they cannot grieve until after the decision was rendered by the Provost. However, CoRSAF is recommending that it would skip to the President to avoid the obvious conflict.

They have a version of Section K that has annotations that explain the nature and scope of the changes being recommended. Message to faculty council members should draw their attention to the website where annotations are made (done so that the 47-page Section K document wouldn't get longer).

Faculty Governance organizes elections. There will be a new method for naming (appointing) reps to the Grievance Committee since getting volunteers hasn't been working. This will be treated like jury duty--where it's a duty and an honor to serve. There are small numbers in current use, which can and does create conflicts when the grieving party has a member on the committee. Administration doesn't always respect the opinion of the committee because those who self-select are generally unhappy with central administration.

Questions:

When the agenda packet goes out, there should be something that points the membership to the website so they can look at it before the meeting on October 3.

Hunter: I am just wondering if it's a good idea to have people do work, forced by their department, to serve on a grievance committee.

Avery: It's actually an honor. That's how I feel about the appointment. Kind of like a P&T Committee.

Hunter: Kind of like jury duty.

Schumacher: pages 32 and 34. Please clarify “board”?

Eykholt: Board is referred to as the Board of Governors in the document.

Barisas moved (Hunter 2<sup>nd</sup>) to place the proposed revisions to the *Academic Faculty and Administrative Professional Manual* – Section K Resolution of Disputes on the October 3, 2017 Faculty Council meeting agenda.

Barisas’ motion was unanimously approved.

**C. Reports**

1. Dan Bush substituting for Rick Miranda:

Bush reported the following:

Bush reported on the climate survey and the Women and Gender Equity Report. Evaluation has been a focus. One thing that has come up is the need for supervisory training at all levels and a noted need for better evaluation of department chairs and deans. Bush predicts a positive effect on the institution. He will be circulating information sometime soon. Direct reports—to develop strategies for anonymous responses as to how people perceive the chair.

Makela: Including non-academic units?

Bush: Non-academic units will also be represented, although Bush will only have responsibility for academic units.

People management is not something that all supervisors have experience in and knowledge of. How do you incorporate new approaches into your leadership?

Bush’s report was received.

2. Chair – Tim Gallagher

Gallagher reported the following:

Went to UCC meeting last week. More substantively, last week Gallagher reported that there was some degree of resistance from APs on the revised bullying policy and this was concerning due to the processes of voting on FC, wherein admin pros must approve the item before it can even appear and so there was a chance that the bullying policy might not be presented to the floor of Faculty Council.

October 9 is next AP meeting and that's after the next FC meeting. A subcommittee on policies and procedures exists and Gallagher briefed them on the legal standing of items in the Faculty Manual. Bob Schur was there and did not object to Gallagher's sense of the legal standing of the *Manual* and AP Council was persuaded. APC will therefore call for a vote on October 9 on the Bullying Policy. Gallagher's expectation is that some time later in October, EC will look at this for the November FC meeting.

This morning, we received proposals from Matt Hickey, Chair, CoTL to amend Sections E.12.1 and I.8 of the *Manual*. They are finally at the point to amend. These proposals will be put on the EC agenda for next week. Given that, maybe you have strong feelings about it already, but we have talked about the president coming late for his report, section K, and medical plan survey results from Prieto and Suhr.

Gallagher would like EC members to think about if we want to take the CoTL proposals and put on the October agenda, or wait another month (November).

Lenk: Would it be possible to get a forewarning on the proposals from CoTL in October-- if there's time--and then come back to it in November?

Lenk moved to have the proposals called to attention in an announcement and put on the FC website. These proposals could be put on the November FC meeting agenda after EC approval September 26.

Barisas: I would like to wait with CoTL items until November. October's agenda is very full already.

Gallagher's report was received.

3. Board of Governors Faculty Representative – Margarita Lenk

No report received as the Board of Governors has not met since August.

**D. Discussion Items**

1. Consideration of recommendations from President's Commission on Women and Gender Equity

Gallagher: Victims Leave Policy is the main reason this was forwarded to EC. They would like to have parallel language as State Classified's policy on leave policy for victims of sexual assault. Should we forward this to CoRSAF to look at? I think they have done previous leave-related *Manual* changes.

Bush: I suggest you contact Sue James for additional information.

Gallagher: I would be happy to contact Susan James to see what they would like to see happen, and go to the State Classified HR manual and see what it says. When I have sufficient material, then I can bring it back to EC and decide what to do--then possibly give a certain charge to CoRSAF.

Gallagher: The Data Governance Policy has been put off for a month on the FC agenda. It seemed that Pat Burns may have just wanted faculty feedback, so Gallagher wonders if the item is time sensitive. Consolidation of policy on data. There are several people who wondered whether Pat wanted to know about how student data and research data are handled but this is NOT his interest/concern. Burns stated, "This has nothing to do with student data or research data." This may not be worthy then of a discussion item and might be posed instead as a discussion item. However, there would still be opportunity for Q&A.

Barisas: A report might also come earlier in the agenda.

Gallagher agreed, to as to avoid it occurring at 6 p.m.

Hunter: I would suggest that it won't be the conversation hog since it doesn't include student or research data.

Executive Committee adjourned at 4:05 p.m.

Tim Gallagher, Chair  
Sue Doe, Vice Chair  
Rita Knoll, Executive Assistant