

**MINUTES**  
Executive Committee  
**Tuesday May 8, 2018**  
**3:00 p.m. – Room 106 - Administration**

**Present:** **Tim Gallagher**, Chair; **Sue Doe**, Vice Chair; **Margarita Lenk**, BOG Faculty Representative; **Rita Knoll**, Executive Assistant; **Stephan Kroll**, Agricultural Sciences; **Stephen Hayne**, Business; **Steven Reising**, Engineering; **Carole Makela**, Health and Human Sciences; **Stephen Mumme**, Liberal Arts; **Nancy Hunter**, Libraries; **Monique Rocca**, Natural Resources; **George Barisas**, Natural Sciences; **Anne Avery**, CVMBS; **Rick Miranda**, Provost/Executive Vice President

**Guests:** **Marie Legare**, Chair, CoRSAF

**Absent:** **Mary Stromberger**, Immediate Past Chair (excused)

Tim Gallagher, Chair, called the meeting to order at 3:00 p.m.

**SEPTEMBER 4, 2018 FACULTY COUNCIL AGENDA ITEMS:**

- I. **Proposed Faculty Council Agenda – September 4, 2018 – Plant Sciences Building – Room C101 - 4:00 p.m.**
  - A. **ANNOUNCEMENTS**
    1. Next Faculty Council Meeting – October 2, 2018 – Plant Sciences building – Room C101 – 4:00 p.m.
    2. Executive Committee Meeting Minutes located on FC website:  
[\(http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/\)](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. Provost/Executive Vice President – Rick Miranda
    2. Faculty Council Chair – Tim Gallagher

3. Board of Governors Faculty Representative – Margarita Lenk

**E. CONSENT AGENDA**

1. UCC Minutes –

**F. ACTION ITEMS**

**G. DISCUSSION**

**MAY 8, 2018 EXECUTIVE COMMITTEE AGENDA ITEMS:**

**I. Minutes to be Approved**

**A. *Executive Committee Meeting Minutes***

1. April 24, 2018

Gallagher: Any changes or corrections?

The April 24, 2018 Executive Committee meeting minutes were approved by unanimous consent and will be placed on the Faculty Council website.

**II. Items Pending/Discussion Items**

**A. *Announcements***

1. Next Executive Committee Meeting: August 14, 2018 - 3:00 p.m. – Room 106 – Administration

Gallagher announced that the next Executive Committee would be held on August 14, 2018.

Gallagher reiterated his comment from two weeks ago that he will be hesitant to accept proposals from Standing Committees that are one week prior to Faculty Council meetings. We need to nail everything down for the September 4, 2018 FC meeting by August 21, 2018 (the two-week deadline for proposals).

**B. *Action Items***

1. UCC Minutes – April 27, 2018  
- May 4, 2018 (forthcoming email)

Makela said the April 27 minutes are pretty straightforward. May 4 minutes - Approved a new subject code for policy and administration. It facilitates to have the subject code in place.

Acting on behalf of Faculty Council, Executive Committee approved the UCC curriculum requests so that items can move ahead as they are time sensitive.

Barisas moved (Lenk 2<sup>nd</sup>) to place the April 27 and May 4, 2018 UCC meeting minutes on the September 4, 2018 Faculty Council meeting agenda.

Barisas' motion was approved.

2. Proposed revisions to Section E.13 Advancement in Rank (Promotion) of the *Academic Faculty and Administrative Professional Manual* – CoRSAF

Legare reported that CoRSAF took recommendations from Executive Committee and grouped them together. Also, unit level control is granted over who can vote on T&P cases and must be stated in department codes. It's a permissive policy from CoRSAF that puts the burden back on departments, and they will need to act quickly.

Miranda: Timing may be a problem. T&P processes will occur in departments this fall. If not approved in Faculty Council at the September meeting, then departments will be strapped to address their codes shortly thereafter.

Mumme: Suggests that something come down from the Provost's office to give guidance to Deans to delimit changes to the code so that there's not a host of code changes coming through.

Barisas: One approach would be to imbed in the FC motion, just put a sunrise statement for some time in the spring so that Section E would be put into place after units have time to discuss this in the fall.

Avery: Suggests including a separate paragraph on NTTF.

Legare: The word tenure was everywhere before. You want another paragraph that is solely pertaining to NTTF? We could potentially do that. Was rather cumbersome to separate out.

Hayne: Currently, under these changes, it would be allowed because you took out the word tenure.

Legare: Yes.

Legare: We do need it to go through for a promotional side for NTTF; however, I understand departments need more time to work on their codes. Does this need to be exclusive? What are the ramifications?

Reising: It's completely unrealistic to have it happen before the fall semester, so not everyone will come to the same consensus. Say at least January 1, 2019. Nothing against NTTF, but departments have to be almost mandated to change their codes.

Hayne: The sunrise statement you are suggesting would mean that no promotions put together in the fall would be affected?

Lenk: Is there a backlog of NTTF going up for promotion?

Legare: I don't know about that. Has to be approved by the department head to go forward. I don't know the answer to that question.

Miranda: Promotions have been available for years. Most of those promotions have occurred in CVMBS and have specific criteria/expectations. Other departments have had more trouble with this because they haven't developed the criteria for promotion.

Makela: So promotion criteria will need to be developed as well as voting rights.

Hayne: Title is professor or instructor. Levels include title and rank—fifth line up from bottom on page 16. Must be precise or will cause confusion. Available ranks are grouped into four levels.

Avery: Advancement in rank or is it advancement in level?

Legare: Notes one error.

Barisas: I don't see levels as distinct.

Hayne: The concern is to be clear-- use level instead of rank.

Legare: Can say title and rank within the same level. Previous verbiage that was not changed. We can change the verbiage.

Hunter: It was changed further up in the document.

Barisas: I would be prone to take out the levels and somewhere in the beginning that the positions have the rank of associate professor, etc. No one will ever understand the level issue at the departments.

Legare: We can address this at our first meeting in the fall.

Gallagher: Everyone likes George's idea of a sunrise feature. There is no particular urgency and no harm done in getting this right.

Hunter: The urgency I see is that if we want this to part of the *Manual*, it has to be approved by the BOG in the fall. We have two shots at the Board—October and December.

Miranda: It was my understanding as this was being developed that there was to be two tracks where there are opportunities for two promotions. Is there the possibility for three promotions?

Legare: Yes.

Hayne: It might be cleaner to have two tracks. In my college, if someone wants to move from instructor and advance, that's not an internal promotion, it's a competitive new promotion.

Legare: Trying to get away from a two-path system.

Gallagher: We will continue this conversation in August.

3. Proposed revisions to Section D.7.1 Maximum Employment of the *Academic Faculty and Administrative Professional Manual* - CoRSAF (Note: Salary rate wording was deleted at May 1 FC meeting; CoRSAF now proposing change in working weeks designation).

Gallagher: The very last sentence that was deleted has already been approved.

Makela: Exclusive of vacation, per fiscal year. What does that mean? Annual leave is usually the terminology.

Lenk: Can we request discussion of the word “vacation” with HR?

Legare: Have a HR representative come to EC and address this question and discuss in the fall?

Miranda: There may be some HR rules or federal restrictions. That doesn’t mean the employment is exclusive of annual leave.

Gallagher: We will continue this discussion in August.

4. Proposal for Lory Student Center as Polling Site for Midterm Elections – Tom Hoehn, Retired CSU Admin Pro

Lenk: I like this idea.

Hayne moved (Reising 2<sup>nd</sup>) to place the proposal for Lory Student Center as Polling Site for Midterm Elections on the September 4, 2018 Faculty Council meeting agenda.

Hayne’s motion was approved.

### ***C. Reports***

1. Provost/Executive Vice President – Rick Miranda

Miranda reported on the following:

BOG meeting. Pulled Section K from the Board agenda. Faculty Council approved the major Section K changes in November, and the comprehensive changes were supported, but some objections were made by General Counsel to a particular sentence, which had to be resolved over the course of the winter. It was presented to FC with just the change to that one paragraph of Section K, not the entire document. What happened was that the paperwork went to the Board without the whole larger revision. Miranda noticed the night before the Board met, so it had to be pulled. Will amalgamate the two and make one clean document to present to the Board at the August meeting.

Reising: Does the Board have a summer retreat and discuss business?

Miranda: Yes. Some years they do business during the retreat, but this year (per Tony), they don't want to do any business.

Met with Doug Max, who works for athletics, regarding protocols for game day parking. We are going to behave in the same way we did as last year and ask each college to submit names of people that should be here on game days. The parking situation was better in the fall than they had planned for—there were open spaces here and there. Will reserve fewer spots for season ticket holders. There will be more spots in outlying areas for campus events the same day. Still need to let others know if you have an event the same day as football games.

Parking at UCA. The parking lots were partially used. They will loosen up things. Moving the needle on game day parking.

Rocca: What if you have a class and bring students back from the Mountain Campus the same day?

Miranda: Just inform us ahead of time.

Miranda: Another wrinkle is that the Wyoming game is on a Friday night. Might close offices at 4 pm that day but we won't cancel classes.

Avery: Do we have to apply for a special permit that day?

Miranda: Possibly, or move your car. We will have to figure it out.

Hunter: Easier to start your day at a more remote parking spot rather than moving it.

The Vice Provost for International Affairs candidates visited the campus. If you participated in any of the forum, please send your feedback.



Admissions tour incident has occupied a lot of time the past week, and we are still addressing it.

Last weekend the Green and Gold Gala was held in Denver.

Miranda's report was received.

2. Faculty Council Chair – Tim Gallagher

Gallagher reported on the following:

Gallagher was able to attend the UCC meeting on Friday and acknowledge Carole Makela for her years of service on the UCC.

Another item: A faculty member in CoLA wanted to take annual leave. The faculty member went to the *Manual*, but needed to refer to the *Academic Faculty and Administrative Professional Benefits and Privileges Handbook*. HR was contacted, but they haven't had that handbook for about eight years. The name of the handbook needs to be changed to *Faculty and Administrative Professional Privileges and Benefits Summary Plan (SPD)* booklet. The correction also needs to be made in other locations of the *Manual* where it is referenced. EC will need to visit this next year. Robert Schur, Office of Policy and Compliance, needs to be contacted as well.

Gallagher's report was received.

3. Board of Governors Faculty Representative – Margarita Lenk

Lenk reported on the following:

Will get the Board of Governors report typed up soon. Several of the Governors went out of their way to specifically speak to their support of the NTTF changes.

Lenk's report was received.

**D. Discussion Items**

1. President's evaluation

Executive Committee unanimously agreed to enter executive session.

Executive Committee unanimously agreed to exit executive session.

Executive Committee adjourned at 5:10 p.m.

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