MINUTES
Executive Committee
Tuesday, September 10, 2019
3:00 p.m. – Room 106 - Administration

Present: Tim Gallagher, Chair; Sue Doe, Vice Chair; Rita Knoll, Executive Assistant; Jason Bruemmer, Agricultural Sciences; Kathleen Kelly, Business; Susan James, Engineering; Thomas Chermack, Health & Human Sciences; Linda Meyer, Libraries; Antonio Pedros-Gascon, Liberal Arts; David Koons, Natural Resources; Melinda Smith, Natural Sciences; Jennifer Peel, CVMBS; Dan Bush, Vice Provost for Faculty Affairs

Guests: Bradley Goetz, Chair, UCC; Hong Miao, Chair, CoRSAF, Richard Eykholt, UGO and CoRSAF member

Absent: Rick Miranda, Provost/Executive Vice President (excused); Stephanie Clemons, BOG Faculty Representative (excused)

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

OCTOBER 1, 2019 FACULTY COUNCIL AGENDA ITEMS:

I. Proposed Faculty Council Agenda – October 1, 2019 – Clark Building – Room A201 - 4:00 p.m.

A. ANNOUNCEMENTS

1. Next Faculty Council Meeting – November 5, 2019 – Clark Building - Room A201 – 4:00 p.m.
2. Executive Committee Meeting Minutes located on the FC website – (http://facultycouncil.colostate.edu/faculty-council-meeting-dates-agendas-minutes/)

B. MINUTES TO BE APPROVED

1. Faculty Council Meeting Minutes –

C. UNFINISHED BUSINESS

D. CONSENT AGENDA

1. UCC meeting minutes -

E. ACTION ITEMS
F. REPORTS TO BE RECEIVED

1. Provost/Executive Vice President – Rick Miranda
2. Faculty Council Chair – Tim Gallagher
3. Board of Governors Faculty Representative – Stephanie Clemons

G. DISCUSSION
SEPTEMBER 10, 2019 EXECUTIVE COMMITTEE AGENDA ITEMS:

I. Minutes to be Approved

A. Executive Committee Meeting Minutes

1. August 20, 2019

Gallagher: Are there any additions or corrections to these minutes?

Executive Committee approved the August 20, 2019 EC meeting minutes by unanimous consent.

II. Items Pending/Discussion Items

A. Announcements

1. Next Executive Committee Meeting will be held on September 17, 2019 – 3:00 p.m. – Provost’s Conference Room

Gallagher announced that the next Executive Committee meeting will be held on September 17, 2019.

Also, the October Faculty Council meeting is early this semester, so we have to have the agenda set by September 17.

B. Action Items

1. UCC meeting minutes – August 23, 2019

Gallagher: Any comments or questions of Brad Goetz, Chair, UCC? There were none.

Chermack moved (Meyer 2nd) to place the August 23, 2019 UCC meeting minutes on the Faculty Council Consent Agenda for October 1, 2019.

Chermack’s motion was approved.

2. New CIOSU: Institute for Research in the Social Sciences (IRISS) - CUP (presented at September 3 FC meeting)
Faculty Council voted to postpone the vote until the October 1 Faculty Council meeting. Gallagher said Mo Salman, Chair of CUP, would be present at the October meeting to answer any questions.

3. Proposed revisions to the *Graduate and Professional Bulletin* – Admissions Requirements and Procedures – Readmission – CoSRGE

Melinda Smith is the new Chair of CoSRGE.

Smith: It was just because one of the forms is no longer being used and needed more clarification for online students, and additional language for certificates.

Chermack moved (Pedros-Gascon 2nd) to place the proposed revisions to the *Graduate and Professional Bulletin* – Admissions Requirements and Procedures – Readmission on the October 1, 2019 FC meeting agenda.

Chermack’s motion was approved.

Gallagher: Any discussion?

Pedros-Gascon: I thought you couldn’t get a certificate without being enrolled in a degree program.

Smith: There are full approval processes. These are graduate-level certificates.

Bruemmer: Should it say for a graduate student?

Gallagher: It is already understood that it is for graduate students.

Goetz: Undergraduate students need to be matriculated students to apply for graduate certificates. Other persons who are post-baccalaureate do not need to be current graduate students.

Smith: In the third paragraph, strike out “graduate” and replace with post-baccalaureate student where the word “graduate” student appears. For a certificate-seeking post-baccalaureate student
The word “Graduate students” will remain as is in the first paragraph.

Executive Committee unanimously approved the change.
4. Proposed revisions to Section D.5.3.1 Types of Appointments of the Academic Faculty and Administrative Professional Manual – CoRSAF

Koons moved (James 2nd) to place the proposed revisions to Section D.5.3.1 Types of Appointments of the Academic Faculty and Administrative Professional Manual on the October 1, 2019 FC meeting agenda.

Koons’ motion was approved.

Richard Eykholt explained that this is updating references to the Manual. Nothing substantive.

5. Proposed revisions to Section D.7.18 Retirement of the Academic Faculty and Administrative Professional Manual – CoRSAF

Smith moved (Kelly 2nd) to place the proposed revisions to Section D.7.18 Retirement of the Academic Faculty and Administrative Professional Manual on the October 1, 2019 FC meeting agenda.

Smith’s motion was approved.

Miao explains that this items is a clean-up item just as the previous motion was.

Gallagher: Any questions?

No questions.

Gallagher: All in favor. Unanimous consent to approve by Executive Committee.

6. Proposed revisions to Section E.2.1 Basic Types of Faculty Appointments of the Academic Faculty and Administrative Professional Manual – CoRSAF

Meyer moved (Smith 2nd) to place the proposed revisions to Section E.2.1 Basic Types of Faculty Appointments of the Academic Faculty and Administrative Professional Manual on the October 1, 2019 FC meeting agenda.

Meyer’s motion was approved.
Richard Eykholt explained that this is updating references to the *Manual*. Nothing substantive.

Gallagher: Any questions?

No questions.

7. Proposed revisions to Section F.3.13 Leave Without Pay of the *Academic Faculty and Administrative Professional Manual* – CoRSAF

Smith moved (Koons 2nd) to place the proposed revisions to Section F.3.13 Leave Without Pay of the *Academic Faculty and Administrative Professional Manual* on the October 1, 2019 FC meeting agenda.

Smith’s motion was approved.

Miao said this is a parallel change to the previous three motions.

Gallagher: Any questions?

No questions.

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

Bruemmer moved (Smith 2nd) to place the proposed revisions to Section K Resolution of Disputes of the *Academic Faculty and Administrative Professional Manual* on the October 1, 2019 FC meeting agenda.

Richard Eykholt (UGO): Long ago there were five bases for filing grievances. The Federal Government made changes. Grievance panels cannot make determinations of discrimination cases. These go to OEO. As the Grievance Officer, I thought this needed to be changed in the *Manual*.

James: You took out discriminatory? And added ”and/or”

Eykholt: If people don’t like “and/or”, I can live with or.
Pedros-Gascon: Is it possible to add a footnote to put that discrimination cases are to be dealt with OEO? I would recommend indicating how discrimination will be dealt with specifically.

Eykholt: If done, it should have been done earlier. We do have a reference that lists all the conflict resolution offices.

James: Yes, a link to the table indicates how different kinds of approaches that include what’s supposed to go to the UGO and what doesn’t.

Eykholt: If that is not satisfactory, we could add something, but that website lists all the website references.

Gallagher explains that he doesn’t think that stating what doesn’t go to the UGO is appropriate. There’s another location where discrimination complaints are handled.

Kelly: It makes sense to not include it in here.

Gallagher: All in favor.

Executive Committee approved by unanimous consent.

9. Proposed revisions to Section K.3.1 A Grievable Action does not include: of the Academic Faculty and Administrative Professional Manual – CoRSAF

Meyer moved (Smith 2nd) to place the proposed revisions to Section K.3.1 A Grievable Action does not include: of the Academic Faculty and Administrative Professional Manual on the October 1, 2019 FC meeting agenda.

Meyer’s motion was approved.

Eykholt: There are serious things that come up that require investigations. Sometimes the person is cleared, sometimes they are terminated. They might be barred from the workplace. Last year someone tried to grieve that they were put on administrative leave but there’s really no point in doing this since the person is being paid.
A discussion ensued.

Gallagher: Our charge is to decide whether a motion is ready to sustain debate.

Pedros-Gascon: But the conversation we are having here is the same conversation that will be on the floor of Faculty Council.

Eykholt: It you’re not paid, it’s Grievable. No one has ever tried to grieve administrative leave before last year.

Executive Committee approved by unanimous consent.

10. Proposed revisions to Section K.3.2 Type of Grievable Actions and Burden of Proof of the Academic Faculty and Administrative Professional Manual – CoRSAF

Smith moved (Chermack 2nd) to place the proposed revisions to Section K.3.2 Type of Grievable Actions and Burden of Proof of the Academic Faculty and Administrative Professional Manual on the October 1, 2019 FC meeting agenda.

Smith’s motion was approved.

Eykholt: This is more complicated and all of these may be controversial on the floor of Faculty Council. Striking out two things that are listed as Grievable—termination of contractual rights and denial of appointment. This predates the NTTF contractual arrangements.

We started a whole new process for NTTF. That is more appropriate because the Grievance Panel cannot have NTTF. But, we have a conflict if you deny reappointment or terminate the contract of a NTTF. This was before the P&T Committee met and enacted by the Chair. We created a whole different process for appointments, and again we have a conflict. These two things that are being removed are because we have more appropriate items to replace them and we don’t need these anymore.

James: Created more appropriate processes?

Gallagher: Any more questions or discussion?

Gallagher: All in favor.

Executive Committee unanimously approved.

11. Proposed revisions to Section K.12.4 Duties of the University Grievance Officer of the Academic Faculty and Administrative Professional Manual – CoRSAF

Kelly moved (Bruemmer 2nd) to place the proposed revisions to Section K.12.4 Duties of the University Grievance Officer of the Academic Faculty and Administrative Professional Manual on the October 1, 2019 FC meeting agenda.

Kelly’s motion was approved.

Eykholt: The UGO manages disciplining of faculty, therefore seeks extension of his authority. This change amounts to an addition to his duties. The UGO’s process for evaluation of the UGO was changed last year where the survey of faculty is announced to everyone, not sought by the UGO himself. CoRSAF suggests that this be removed from his duties—the UGO’s personal call for responses to the survey.

Executive Committee approved by unanimous consent.

C. Reports

Gallagher speaks to the call at our previous meeting for a report from Anne Hudgens and Blanche Hughes regarding student mental health. Because Anne Hudgens is at Semester-at-Sea, Lori Lynn will come with Blanche Hughes to give a 15-minute report with 15 minutes allowed for Q&A from Faculty Council.

Meyer moves (Kelly 2nd) for this report to be given at the October FC meeting.

Meyer’s motion was approved.
Gallagher: Another item that we are not asked to vote on this week but we will next week. Matt Hickey indicates that he would like to ask EC to consider putting him on the October agenda (or later) for the purpose of the Task Force on Institutional Learning Objectives (ILO). We will get this next week in our EC meeting agenda. This will probably be mostly a written report from Matt and CoTL with a few comments offered by Matt. We will discuss this next week.

1. Dan Bush, Vice Provost for Faculty Affairs

   No report was given.

2. Faculty Council Chair – Tim Gallagher

   Gallagher reported on the following:

   Asking for EC help at the next October 1 Faculty Council meeting. At the September meeting, voting members were not sitting where they were supposed to be sitting. Gallagher will put a seating notice on the overhead for members–nonvoting members and visitors in the last two rows with voting members in the first several rows. Knoll has ordered more signage.

   Gallagher also points out the instructions for how to speak if you’re not a voting member or nonvoting member. At the top of page one (on the FC meeting agenda) -- Please stand and identify yourself when you speak, etc. If you are not a voting member, then you are a guest. You can speak if asked for permission of the Chair. Faculty will be reminded of these processes at the October meeting.

   Pedros-Gascon requests some flexibility on the policy regarding those speaking who are not members.

   Gallagher speaks to the Fall Leadership Forum last Thursday and Friday. The President has been in a fact gathering phase for these first two months of her presidency. She dropped a hint that she may make some changes and announce in her fall address. Other than that, Gallagher thinks it was a nice forum.

   Gallagher intends to have a parliamentarian meeting before the October meeting. He didn’t do this for the September meeting as the agenda was so limited. We get all the Chairs of the standing committees to attend. We will do some contingency planning to get the information out to the membership and anticipate stumbling blocks that might occur during the meeting, in order to provide
ample space but also get to a resolution. Lola gives us tips to deal in the fairest way.

Gallagher has been attending several meetings—Administrative Professionals, CoSFP, PCC, Council of Deans, and the Executive Leadership Team (which used to be called the Cabinet).

Smith asks how to manage email requests such as the one she received wanting 10 years of financial information on subsidies of the Athletic Department. May I forward to you (Gallagher)?

Gallagher invited Smith to pass along this request and he will get it to the appropriate party so that the request can at least be responded to.

Pedros-Gascon: Procedurally, I would like to understand the process of note-taking for Faculty Council. When the President or Provost make an oral report, does the record in the Faculty Council minutes reflect our report or their version of it.

Gallagher: We send it as a courtesy to them and they can make recommendations for small changes.

Pedros-Gascon would like to have a system that is a fair report of what actually happens.

Gallagher points out that the minutes come to EC before they go to the floor of FC and the EC can correct the record collectively at this table. This is another check and balance.

Gallagher’s report was received.

3. Board of Governors Faculty Representative – Stephanie Clemons

No report was received.

4. CSU Mental Health Initiatives – Blanche Hughes and Lori Lynn (possible Report for October Faculty Council meeting) (discussed above).

**D. Discussion Items**

1. None.
Executive Committee was adjourned at 4:03 p.m.

Gallagher, Chair
Doe, Vice Chair
Knoll, Executive Assistant