

Faculty Senate Minutes
10/8/2021
10:00-11:30 via Microsoft Teams

Members Attending: Jana Parsons, Daisy Gibson, Brad Bechard, Mark Plant, Doug Zander

Member Absent: Melissa Well

Other attendees: Elyssa Wassman, Gary Trotchie, Kris Hancke, Toni Quinn, Larry Vaccaro, Tina Gambhir, Brenda Canine, Michael Walker, Roger Pepper, Julie Barnwell, Jessica Dykstra, Mandy Wright

Invited guests in attendance:

CEO/Dean Stephanie Erdmann
Executive Director of Instruction Leanne Frost,
Registrar Dena Wagner-Fossen,
Director of Operations Carmen Roberts

Guest			
Time	Topic	Intended Outcome(s)	Responsible

Standing Items			
Time	Topic	Intended Outcome(s)	Responsible
10 minutes	CEO/Dean Report	Provide updates on system- and campus-level initiatives and changes	Stephanie Erdmann or designee
30 minutes	Policy review Policies to remove: 403.41 Payroll Cycle — procedure, not a policy 403.42 Time Sheets — procedure, not a policy 403.43 Direct Deposit Deduction — procedure, not a policy 601.2 Food/Drink — procedure, not a policy 603.2 Catering —procedure, not a policy 702.1 Student Computer Room Usage —same information in policy 701.2 Computer & Network Usage; no need for separate policy Policies to review: 703.1 Student Email—edit for clarity, remove procedure 704.1 Electronic Communication Devices for College Business—update to match current practices	Revise campus approved campus policies so that they are consistent, remove procedure, are in line with current practice and MUS and state law and policy.	Carmen Roberts or designee
10 minutes	MUSFAR Update Op-ed (see Files) Discussion about expectations for materials development/delivery modalities during the pandemic	Update Faculty Senate on MUSFAR activity	Jana Parsons

Agenda			
Time	Topic	Intended Outcome(s)	Responsible
5 minutes	Approval of Meeting Minutes from 9/24/2021	Approve Minutes of last meeting	Jana Parsons
10 minutes	Discontinue using current Faculty Senate forms – second reading and vote	Streamline agenda preparation and remove barriers for potential presenters	Jana Parsons
5 minutes	Proposed new agenda and minutes templates	Implement a meeting agenda and minutes template in order to make communication more efficient and consistent with other groups, e.g., ET and Staff Senate (see Files for templates)	Jana Parsons
5 minutes	Faculty Senate Nominations	Need to find folks to serve as Officers for Faculty Senate	Jana Parsons

Tabled from previous meeting			
Time	Topic	Intended Outcome(s)	Responsible
10 minutes	Faculty Senate Handbook and By-Laws revision	Discuss proposed handbook (see Files) in order to determine if it's a useful approach to clarifying committee function; plan for bylaws revision, including timeline.	Jana Parsons

Notes		
Topic	Discussion	Action
Policies for review – Carmen	Discussed policies to be removed as they are procedures, not policies. Reviewed verbiage on policies that need to remain, but need updating.	At next FS meeting, vote will be conducted to remove the policies deemed procedures, not policies. Final review of policies that will remain.
CEO/Dean Report	Report by Dr. Erdmann on what is happening around campus including a visit by the Student Regent and members of the Rocky Mountain Tribal Council. Strategic Planning discussions have started including removing barriers. Dr Erman will be out and about visiting with General Mills and attending Touro ground breaking. She had a tour/visit with ADF earlier this week.	Discussion of 3 strategic planning item at next FS meeting. Watch for invites to special planning sessions.
MUSFAR Update	Reported by Jana Parsons:	Update on current and new topics at the next Faculty Senate meeting

	<p>MUSFAR is asking Board of Regents to expand Vaccination Requirements to include Covid.</p> <p>MUSFAR will be updating Board of Regents on different Modalities across the MUS system.</p>	
Approval of Meeting Minutes from 9/24/2021	Discussion – information was correctly, but Mark Plante noticed that attendance was not on the minutes.	<p>Attendance will be added to minutes</p> <p>Motion to approve – Mark Plante 2nd - Brad Bechard Motion passes</p>
Discontinue using current Faculty Senate forms – second reading and vote	Discussion to streamline how the campus community gets onto the FS agenda (post request on FS Teams Chat) and remove barriers that old clumsy forms created.	<p>Vote was called to discontinue Faculty Senate Forms.</p> <p>Motion – Brad Bechard 2nd - Doug Zander, Motion passed</p>
Proposed new agenda and minutes templates	New forms that will offer consistency across campus	Accepted by Faculty Senate
Faculty Senate Handbook and By-Laws revision	<p>Discuss proposed handbook (see Files) in order to determine if it's a useful approach to clarifying committee function; plan for bylaws revision, including timeline.</p> <p>Yes, it is necessary as we do shared governance.</p>	<p>Work will continue on the handbook</p> <p>Divide duties to connect with other committees</p> <p>Jana will visit with other committee chairs to define their role & scope, also determine if they are a defined membership list or come-one, come-all.</p> <p>Goal is to finalize by the end of the 2021-22 Academic school year</p> <p>Mark posted on Teams – examples from other colleges.</p>
Adjourn		Motion by Mark Pante