

**Faculty Executive Committee
Meeting Minutes
September 16, 2011
8:30am**

Present: Barbara Black (chair), Joerg Bibow, Ben Givan (scribe), Reg Lilly, Paul Sattler

I. Approval of Minutes

The minutes of the meeting of September 9, 2011, were approved with minor corrections.

II. Committee Elections and Appointments

- The following schedule of faculty elections for the 2011–12 academic year was decided upon:

A supplementary election will be held early this fall to elect two faculty representatives that were not elected last year owing to a lack of information from the Institutional Policy and Planning Committee (IPPC) (Student Affairs Subcommittee and Subcommittee on Admissions and Financial Aid). The willingness-to-serve (WTS) process will also solicit volunteers for a faculty member to participate in the sixth-year review of a librarian (to be chosen by the VPAA in consultation with the Faculty Executive Committee (FEC)).

Round I will be overseen by Reg Lilly: WTS beginning on Oct. 3 & election beginning Oct. 10

Round II will be overseen by Ben Givan: WTS beginning on Nov. 7 & election beginning Nov. 14

Round III will be overseen by Joerg Bibow (early spring 2012)

Round IV will be overseen by Paul Sattler (late spring 2012)

The FEC chair will shortly send an email to the faculty at large indicating this year's projected election schedule.

- Last week, the FEC chair sent a letter to Josh Ness, chair of the Committee on Educational Policy and Planning (CEPP), outlining FEC's procedural recommendations for the ongoing "Transition and Transformation" (T&T) initiative. Since then, the CEPP chair has communicated to the FEC chair that CEPP did not make any further progress in discussing T&T at its meeting last week. The 2010–11 FEC chair, Reg Lilly, plans to address last year's T&T developments in his annual FEC report, which will be reviewed by this year's FEC members before being sent to the faculty at large.

- The FEC chair [met with](#) Barbara Krause, Executive Director of the President’s Office, [and received a document](#) entitled “Overview of IPPC Operating Code/FEC Intersections and Areas for Potential Clarification Regarding Faculty.” [The purpose of the meeting, as well as on-going dialogue with the President’s Executive Director, is to strengthen shared governance and to make more transparent and more efficient its operations.](#)

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III. Proposed Northwoods Working Group

On August 19, the FEC chair received an email message from Bob Jones, Chair of the Economics Department, informing her that the college recently acquired, by donation, two hundred acres of land (with an additional future donation of up to four hundred additional acres possible). Informal discussions of this land’s future have begun, and “the administration believes that such a planning and oversight group should consist of broadly based members of the faculty, administration, and students.” Bob Jones seeks advice from FEC about how this initiative ought to be undertaken procedurally.

Issues discussed by the FEC included: Who is motivating the current discussions of this issue? In what capacity has Bob Jones contacted FEC on behalf of the current discussants? If the administration wishes to proceed, it would be appropriate for an administrator to send the FEC chair a proposal outlining the working group’s charge, membership list, scope, timeline, and so forth. [The FEC chair will communicate this to Bob Jones.](#)

IV. Updating the Governance Website

The governance website’s committee membership lists need to be updated from last year. Paul Sattler agreed to take responsibility for this task. The committee discussed how the governance website might be administered more efficiently. At present, the Dean of Faculty maintains its own website listing committee membership; in most instances this information is considered authoritative and the FEC’s governance web pages are simply reconciled with the Dean of Faculty’s webpage. It might be more efficient to simply dispense with one of these two web pages and assign the Dean of Faculty’s staff responsibility for keeping the membership lists updated online—subject to FEC review. Committee operating codes also need to be reviewed and kept up-to-date on the governance website.

V. FEC Annual Agenda

The FEC chair has drafted an annual agenda. The committee supports this agenda, and anticipates that priorities will evolve over the course of the year.

VI. Review of Faculty Meeting Bylaws

In recent months, the FEC has heard from more than one member of the faculty proposing changes to the faculty meeting bylaws as stipulated in the handbook. The FEC is considering taking action on this front: possible initial steps would be to send an email to the faculty at large soliciting suggestions for improving the current faculty meeting format, and/or to hold a faculty-only meeting to discuss this issue.

VII. Faculty Handbook Corrections

At the most recent faculty meeting, the FEC proposed its customary beginning-of-year motion to approve the faculty handbook as amended last year. Since then, the VPAA's Executive Administrative Assistant has made a request to amend the handbook's Parental Leave Policy so that it conforms to a new policy drafted last year, primarily by administrators and Human Resources staff.

The committee discussed how best to implement this handbook change. Customarily, substantive handbook amendments require a motion on the faculty floor. However, there is some uncertainty as to whether the handbook is the authoritative repository of certain personnel policies. FEC members have the impression that, from a legal standpoint, the handbook sets the contractual terms of our employment at the college. Yet certain personnel policies—such as the recently drafted “Standards of Business Conduct” and “Intellectual Property” policies—have recently been codified by administrators in documents external to the handbook. Is the handbook in some instances simply a descriptive compilation of policies that are determined in other venues without any necessary faculty approval? The committee agreed to continue discussing this issue.

VIII. FEC Chair's Upcoming Meetings with Administrators and Committee Chairs

The FEC chair will be meeting with the college's President and committee chairs, and with the VPAA and Dean of the Faculty, next week.

Adjournment: The meeting adjourned at 9:40am

Respectfully submitted,
Ben Givan

Ben Givan 9/26/11 9:53 AM

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