

Saint Mary's University of Minnesota

Winona, Minnesota

BOARD OF TRUSTEES

**Meeting of
May 12, 2006**

- 1. General Summary**
- 2. Official Resolutions**

Minutes of the May meeting of the Saint Mary's University of Minnesota Board of Trustees, May 12, 2006.

1. General Summary

The meeting was called to order by Mr. Rob Figliulo, Chairman of the Board.

1. Br. Robert Smith, Vice President for Mission, opened the meeting with a series of readings pertaining to St. John Baptist de La Salle.
2. The roll call was taken by Ms. Mary Becker, Administrative Assistant to the President. A quorum was declared.

Present: Ms. Mary Burrichter, Ms. Cynthia Calderon, Mr. John Carlson, Br. Michael Collins, FSC, Mr. Lyle Delwiche, Br. Konrad Diebold, FSC, Mr. Michael Dooley, Mr. John Ehlert, Mr. Rob Figliulo, Br. Craig Franz, FSC, Mr. Tim Horan, Br. Bernard LoCoco, FSC, Mr. Michael Meagher, Mr. Sal Polizzotto, Ms. Mary Ann Remick, Mr. Donald Ross, Mr. Oscar Straub, Ms. Celeste Suchocki, Mr. Howard Toner, Mr. Bernie Wagnild, Mr. Robert Wheeler

Absent and Excused: Br. Francis Carr, FSC, Ms. Karen George, Mr. Mark Jacobs, Mr. William Jungbauer, Br. Michael McKenery, FSC, Ms. Rhoda Olsen, Br. David Poos, FSC, Br. Stan Sobczyk, FSC

Resource Persons and Guests: Ms. Mary Becker, Mr. James Bedtke, Mr. Tim Burchill, Mr. Robert Conover, Mr. Keith Donovan, Ms. Valerie Edwards Robeson, Mr. Larry Gorrell, Dr. Jeffrey Highland, Ms. Linka Holey, Ms. Rachel Honzay, Dr. David Jackson, Ms. Steph Kalina, Mr. Chris Kendall, Dr. Roger Kugel, Ms. Cynthia Marek, Ms. Ann Merchlewitz, Mr. Anthony Piscitiello, Dr. John Pyle, Ms. Krista Schoeder, Br. Robert Smith, FSC, Ms. Teresa Speck, Mr. David Warner, Mr. Jeremy Wells

3. Mr. Figliulo called for comments from the public. There were none.
4. The minutes of the February 18, 2006 meeting of the Saint Mary's University of Minnesota Board of Trustees were approved as submitted with one change to the report given from the University Mission and Trustees committee. (Official Resolutions 2.1)
5. Dr. Jeffrey Highland gave a brief Strategic Planning update and Self-Study update.

Mr. Rob Figliulo called for the committee reports:

6.1 **EXECUTIVE COMMITTEE** - reported by Mr. Rob Figliulo

A legal review of the university was given to the committee and there was nothing significant to report. Three resolutions were brought forth for acceptance by the board regarding the slate of officers for 2006-2007 and the appointment of the Assistant Treasurer and Assistant Secretary. (Official resolutions 2.2, 2.3 and 2.4) Mr. Rob Figliulo thanked the members of the Football Task Force for their hard work and impressive effort put forth into presenting the final report to the board. A final decision regarding the reinstatement of football at Saint Mary's is likely to be decided at the September board meeting.

6.2 **UNIVERSITY MISSION AND TRUSTEES COMMITTEE** - reported by Mr. Robert Wheeler

Next February, the university will host special activities on campus in honor of the 25th anniversary of the death of Br. James Miller, FSC. The Rome trip was reported as being very successful at accomplishing its purpose of giving the trustees a greater realization of what it means to be Lasallian in the Catholic tradition. The committee felt that Saint Mary's should continue to make available the opportunity for those trustees interested in making this trip. Committee members were given copies of "Catholic Identity in our Colleges and Universities" in an effort to reinforce our primary responsibility of maintaining Catholic identity of the institution. A resolution was unanimously approved appointing Br. Konrad Diebold, FSC, Mr. Michael Dooley, Mr. Michael Meagher and Mr. Robert Wheeler to additional five-year terms. (Official Resolutions 2.5) A second resolution was unanimously approved appointing Mr. James L. Coogan, Mr. Michael M. Gostomski, Ms. Margaret Anne Houlihan, Brother Vincent Malham, FSC, Mr. Paul Meyer, Mr. Richard J. Reedy and Ms. Mary Ann Smith to five-year terms on the board. (Official Resolutions 2.6) A Trustees' Circle may be formed in the Twin Cities and Chicago to provide updates from the president and continued bonding between existing and former trustees. Mention was also made of trying to utilize email as much as possible when communicating with trustees and sending out documents and reports.

6.3 **UNIVERSITY RELATIONS COMMITTEE** - reported by Mr. Salvatore Polizzotto

Mr. Robert Conover provided a visibility update which was thorough and well-received. The committee discussed the long-range needs of the university and the relationship of those needs to gift income. The end of the year income report was well-received and the hiring of a Director of Development, Director of Gift Planning and a Leadership Gift Officer was reported in the University Relations area.

6.4 **UNIVERSITY STUDENTS AND ADMISSION COMMITTEE** - reported by Mr. Lyle Delwiche

April admission statistics show an increase to 1184 freshman applications, which is a 20% increase over last year. New positions on campus to be filled this summer include

the Dean of Students, Director of Admissions, University Minister, Head Women's Basketball and Golf coach, Assistant Athletic Trainer, Assistant coaches in softball, men's basketball and women's basketball. A committee has been established to educate and respond should a Bird Flu pandemic occur. A newly created Facilities Committee is currently putting together a comprehensive, multi-year plan to begin to address facility upkeep and renovation across campus.

6.5 UNIVERSITY FINANCE AND FACILITIES - reported by Mr. John Carlson

The university has collected \$53 million in revenue for the year, approximately \$1.5 -2.0 million over budget. The Twin Cities campus reported net revenue of \$5.4 million and was forecast to come in with a \$3 million dollar net revenue. Winona Graduate and Professional programs is expected to come in on budget. Capital projects for the summer of 2006 will include the remodeling of Benilde Hall at a cost of approximately \$550,000. The Audit subcommittee will meet with our external auditors within the next week and a follow-up meeting in September has been scheduled to discuss the results of the audit. The endowment portfolio was reviewed by Br. Michael O'Hern from CBIS. During the last year we realized a return of 13.77%.

6.6 UNIVERSITY FACULTIES AND ACADEMIC COMMITTEE reported by Ms. Mary Ann Remick

The Board unanimously approved a resolution regarding the awarding of degrees at the commencement ceremonies scheduled from May 2006 to January 2007. (Official Resolutions 2.7) The board also approved a revision to Section 3.5 of the Faculty Handbook. (Official Resolutions 2.8) The final meeting of the Board of Visitors occurred on March 17, 2006. Brother Craig Franz will reconstitute the Board of Visitors into Boards of Advisors for each School in the undergraduate College with each of the four deans taking on the responsibility of establishing them. The GeoSpatial Services initiative is on track to meet its budget projections and has been recognized as one of the most productive and cost-efficient mapping services in the country. A resolution was brought before the Board for acceptance concerning the granting of tenure, beginning with the 2006-07 academic year to Kevin Dennis, Randy Krainock, John Reed, Sister Judith Schaefer, and Jenny Shanahan. (Official Resolutions 2.9) A second resolution concerning revisions to the Faculty Handbook dealing with tenure and promotion was brought before the Board for acceptance. (Official Resolutions 2.10) Our China initiative continues to move forward and conversations continue with the Catholic College of Mandeville and the Diocese of Mandeville, Jamaica concerning the development of master's level programs in education and business. (Official Resolutions 2.11) Three new programs have been approved for delivery on the Twin Cities campus: Bachelor of Science in Accounting, Bachelor of Science in Integrative Studies and Education Specialist in Curriculum, Assessment and Instruction.

7. OLD BUSINESS – None

8. **NEW BUSINESS** – Brother Craig Franz along with the Board of Trustees expressed their deep appreciation and heartfelt thanks to Dr. John Pyle for his dedicated service at the Twin Cities Campus and best wishes for success in his future endeavors. Mr. Rob Figliulo announced that Brother Louis DeThomasis' new book, co-authored with Neil Saint Anthony, *Doing Right in a Shrinking World*, will be out late this summer. Mr. Donald Ross was acknowledged by the Board for 20 years of service and Mr. Howard Toner was acknowledged for 10 years of service.
9. Meeting adjourned

2. Official Resolutions Approved (General Session)

1. **Be it resolved** that the minutes from the February 18, 2006 Board of Trustees meeting be approved as previously submitted.
2. **Be it resolved** that the Board of Trustees elects the following slate of officers for the Board of Trustees for the 2006-2007 fiscal year: Chairperson – Robert (Rob) Figliulo (serving second year of two-year term); Vice Chairperson, Michael Meagher; Secretary, Celeste Suchocki; Treasurer, Mary Burrichter.
3. **Be it resolved** that the Board of Trustees appoints Mary Becker to the position of Assistant Secretary to the Board of Trustees.
4. **Be it resolved** that the Board of Trustees appoints Cynthia Marek to the position of Assistant Treasurer for the Board of Trustees.
5. **Be it resolved** that the Board of Trustees appoints to additional five-year terms the following individuals: Brother Konrad Diebold, FSC, Michael Dooley, Michael Meagher, and Robert Wheeler.
6. **Be it resolved** that the Board of Trustees appoints to five-year terms the following individuals: James L. Cooganm, Michael M. Gostomski, Margaret Anne Houlihan, Brother Vincent Malham, FSC, Paul J. Meyer, Richard J. Reedy, and Mary Ann Smith.
7. **Be it resolved** that the Board of Trustees, based on the recommendation of the Faculties, the Academic Administration, and the University Provost, and with the approval of the President, authorizes the awarding of degrees at the commencement ceremonies scheduled from May 2006 to January 2007 to those individuals certified by the Registrar.
8. **Be it resolved** that the Board of Trustees approves the revision to Section 3.5 of the Faculty Handbook, dealing with evaluation criteria for faculty.

3.5.1 Teaching and Advising

The primary responsibility of each faculty member is teaching and advising students. All faculty members are expected to demonstrate excellence in teaching and advising *in a manner that reflects integrity and collegiality, and illustrates qualities of respect for and support of the Mission of the University as stated in its Mission documents.*

3.5.1.1 Teaching Experience

The ordinary, full-time ranked teaching experience required for each rank is described in Section 3.1.2. A year of full-time, ranked teaching experience means that an individual has fulfilled the duties and responsibilities of a ranked faculty member for a complete

academic year (as defined in Section 3.11.2); administrative officers at Saint Mary's University who teach on a part-time basis shall gain credit for teaching experience equivalent to their part-time teaching duties.

3.5.1.2 Teaching Effectiveness

Saint Mary's University recognizes that excellence in teaching is the most important attribute of a faculty member. *Effective teaching includes, but is not limited to the following:*

- a. *Command and use of knowledge*
 - 1. command of one's subject;
 - 2. knowledge of the relationship of one's discipline to the liberal arts tradition;
 - 3. knowledge of current developments in one's discipline and pedagogy;
 - 4. ability to relate one's subject to other areas of knowledge;
- b. *Communication and relationship with learners*
 - 1. skill in communicating with students;
 - 2. ability to plan and execute a substantive, well-organized course;
 - 3. capacity to challenge students (for example, to motivate independent work);
- c. *Course organization and instructional strategies*
 - 1. ability to stimulate and broaden student interest in the subject matter;
 - 2. ability to utilize effective teaching methods and strategies;
 - 3. possession of the attributes of integrity, open-mindedness and objectivity in teaching.
 - 4. *consideration of student and peer feedback to improve teaching effectiveness*

Demonstration of teaching effectiveness may include, but is not limited to, the following procedures or activities:

- a. self-evaluation;
- b. evaluations by the Department Chair and the Program Director where applicable;
- c. peer evaluation;
- d. student evaluations;
- e. a review of course syllabi by peers inside or outside the University;
- f. further course work or other continuing education in one's field; and
- g. participation in seminars and/or workshops on teaching skills.

3.5.1.3 Advising

Faculty members have an obligation to advise students. *Effective advising includes, but is not limited to, the following:*

- a. ability to communicate with students;

- b. ability to help students select a course of study appropriate to their interests and abilities and to the aims of a liberal education;
- c. ability to assist students in academic *and career* planning, *through formal meetings and informal advising activities*.

Demonstration of effective advising may include, but is not limited to, the following procedures or activities:

- a. self-evaluation;
- b. evaluation by the Department Chair and Director of Academic Advising;
- c. peer evaluations;
- d. student evaluations.

3.5.2 Scholarship and Creative Work

Effective teaching necessitates active involvement in the intellectual and scholarly developments in a discipline. Because what is considered appropriate research may vary from discipline to discipline, research, performance, or creative work should be evaluated in terms of its quality (for example, its level of recognition among peers, and its significance to the particular discipline). *Scholarly activity may include, but is not limited to, the following:*

- a. sustained inquiry in an area of one's discipline;
- b. *sustained inquiry in the scholarship of teaching and learning;*
- c. scholarly productivity demonstrated by publications, or where appropriate, artistic works and performance;
- d. application and awarding of research or project grants;
- e. presentation of research findings at professional meetings;
- f. willingness to share expertise with the University community.

Demonstration of scholarship and creative work may include, but is not limited to, the following types of procedures and activities:

- a. documented, self-report of activities;
- b. evaluation or statements by professional peers;
- c. juried publications;
- d. citation of research in other works;
- e. awards or grants, prizes, or commendations;
- f. demonstrated skill in methods of scholarship associated with one's discipline.

3.5.3 Service

An effective faculty member actively participates in service to the university, student body, profession, and community with integrity and collegiality in a manner that demonstrates respect for and support of the mission of Saint Mary's University.

3.5.3.1 Service to the University

A university like Saint Mary's must depend upon its faculty for services rendered outside the classroom. Therefore, a faculty member may reasonably be expected to participate in the operational concerns of the institution. *Service to the university may include, but is not limited to, the following:*

- a. service on departmental committees, attendance at departmental meetings, and participation in the decision-making and curriculum development process;
- b. effective participation on University committees;
- c. leadership in some area of University life (e.g., governance, faculty development, curriculum design);
- d. service as Chair of a department or a committee or a director of a program;
- e. acting as representative of the University to the larger regional, national or international community;

Demonstration of service *to the university may include, but is not limited to*, the following types of evidence:

- a. self-report of activities;
- b. Chair/Program Director ratings;
- c. assessments by committee, committee chairperson, or supervisor of an activity (e.g., a report from the Director of Admissions or Director of Development).

3.5.3.2 Service to the Student Body

In addition to their responsibilities in advising, faculty members are also expected to serve the student body in other ways when appropriate. *Service to the student body may include, but is not limited to, the following:*

- a. service as advisor to a student organization;
- b. service as a moderator of student activities;
- c. planning and/or participation in extra-curricular student activities;
- d. planning and/or participating in curricular-related enrichment activities outside normal course offerings.

Demonstration of service to the student body may include, but is not limited to, the following:

- a. self-report of activities, adequately documented and, where not self-evident, of time spent;
- b. supervisor ratings;
- c. peer ratings;

- d. student ratings.

3.5.3.3 Service to the Profession

All faculty members have an obligation to maintain a high level of professional competence and to keep abreast of developments in their fields. Faculty members are encouraged to support and to be active in appropriate professional organizations. *Service in support of the profession may include, but is not limited to:*

- a. appointment in a scholarly capacity to a state, regional, or national post;
- b. participation in professional organizations (e.g., attendance at annual meetings)
- c. leadership position in professional organizations;
- d. reading papers before learned societies;
- e. service in the individual's professional area as a consultant or resource person;
- f. review of creative work.

Demonstration of service to the profession may include, but is not limited to, the following types of evidence:

- a. documented self-report of activities;
- b. evaluation or statements of professional peers;
- c. published citations or acknowledgments of contributions.

3.5.3.4 Service to the Community

A faculty member may provide service to the community by working with people and/or organizations that are not in her/his professional field. *Service to the community may include, but is not limited to, the following:*

- a. lectures to non-professional community groups;
- b. a leadership position in political, church, or community activities;
- c. participation in non-profit organizations designed to serve the general public; and
- d. service to community groups in a professional capacity.

Demonstration of service to the community may include, but is not limited to, the following:

- a. self-report of activities, adequately documented and, where not self-evident, of time spent;
- b. awards; and
- c. testimony by leaders of community groups.

[Criterion 3.5.7 Personal Qualities to be eliminated]

9. **Be it resolved** that the Board of Trustees grants tenure, beginning with the 2006-07 academic year, to Dr. Kevin Dennis, Dr. Randy Krainock, Dr. John Reed, Sister Judith Schaefer, and Dr. Jenny Shanahan, based on the recommendation of the President, in consultation with the Provost and the Faculty.
10. **Be it resolved** that the Board of Trustees approves the revisions to Sections 3.6.1 and 3.7.4 of the Faculty Handbook, dealing with tenure and promotion to associate professor in the same review cycle.

3.6.1 Eligibility for Promotion

Faculty are promoted on the basis of the fulfillment of their qualifications discussed in this Section, in Section 3.5, "Evaluation Criteria for Faculty" and in Section 3.1, "Definition of Academic Ranks."

Although a Department Chair, a Dean, or the academic Vice President of the University or the Faculty Advancement and Tenure Review Committee may recognize superior service by recommending advancement in rank and the University may concur by offering advancement in rank, individual faculty members ordinarily may not apply for advancement until the minimum length of time in current rank has been completed (Section 3.1.2). The fulfillment of minimum requirements does not in itself ensure promotion in rank, *nor does it require a faculty member to apply for promotion in rank. All faculty members are encouraged to earn advancement and to seek rank commensurate with the body of evidence about the faculty member's work (Section 3.1.2).* Sabbatical leave and leave with pay will count in the satisfaction of years in rank toward promotion. Leave without pay may or may not count toward promotion (see Section 4.4.2.1).

3.7.4 Procedures for Tenure Review

3.7.4.7 *Simultaneous Application for Tenure and Promotion to Associate Professor*

A positive review for tenure will not automatically result in promotion in rank.

*There may be instances in which a tenure candidate believes the record assembled exceeds the requirements for tenure **and** meets the requirements for promotion to associate professor. In those instances, a faculty member may choose to apply for tenure to a department and promotion to associate professor in the same review cycle. Application for promotion to full professor may not occur at the time of application for tenure.*

In all cases, tenure and promotion in rank are to be considered independently. The Faculty Advancement and Tenure Review Committee shall articulate guidelines that clearly delineate expectations and evaluative rubrics for tenure to a department and promotion to associate

professor. Candidates shall present evidence for tenure and promotion in a single dossier and articulate separate cases for tenure and promotion. Evaluation letters from department chairs, associate deans and deans will address tenure and promotion separately.

The Faculty Advancement and Tenure Review Committee shall establish timelines for review processes which clearly place review for tenure before review for promotion, including notice of Board of Trustee's tenure decision before notice of the promotion decision.

11. **Be it resolved** that the Board of Trustees authorizes the development of master's level programs in education and business, in partnership with the Catholic College of Mandeville and the Diocese of Mandeville, Jamaica, to be offered in Jamaica.