

Saint Mary's University of Minnesota

Winona, Minnesota

BOARD OF TRUSTEES

**Meeting of
February 9, 2007**

- 1. General Summary**
- 2. Official Resolutions
(Executive Session)**
- 3. Official Resolutions**

Minutes of the February meeting of the Saint Mary's University of Minnesota Board of Trustees, February 9, 2007.

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 DVD presentation about Br. James Miller.
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, Br. Francis Carr, FSC, Br. Michael Collins, FSC, Mr. James Coogan, Br. Louis DeThomasis, FSC, Br. Konrad Diebold, FSC, Mr. Michael Dooley, Mr. John Ehlert, Mr. Rob Figliulo, Ms. Karen George, Mr. Michael Gostomski, Mr. Tim Horan, Ms. Margaret Houlihan, Mr. Mark Jacobs, Br. Bernard LoCoco, FSC, Br. Vincent Malham, FSC, Br. Michael McKenery, FSC, Mr. Michael Meagher, Mr. Paul Meyer, Ms. Rhoda Olsen, Mr. Sal Polizzotto, Br. David Poos, FSC, Mr. Richard Reedy, Ms. Mary Ann Remick, Br. Stan Sobczyk, FSC, Mr. Oscar Straub, Ms. Celeste Suchocki, Mr. Robert Wheeler

Absent and Excused: Mr. Lyle Delwiche, Mr. William Jungbauer, Ms. Mary Ann Smith

Resource Persons and Guests: Dr. Jane Anderson, Ms. Mary Becker, Mr. James Bedtke, Ms. Tera Bollig, Mr. Tim Burchill, Mr. Robert Conover, Ms. Valerie Edwards Robeson, Mr. Bill Herzog, Dr. Jeffrey Highland, Ms. Linka Holey, Mr. Chris Kendall, Dr. Roger Kugel, Ms. Cynthia Marek, Ms. Ann Merchlewitz, Mr. Anthony Piscitiello, 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. Special recognition was given to the President's Cabinet and Dr. Jeff Highland for their service and support during the interim period before Br. Louis DeThomasis, FSC was asked to return to the university in a presidential capacity.
5. The minutes of the September 29, 2006 meeting of the Saint Mary's University of Minnesota Board of Trustees were approved as submitted. (Official Resolutions 3.1)
6. Mr. Rob Figliulo called for the committee reports:

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

A resolution was passed in Executive Committee approving the awarding of an honorary doctorate degree in educational leadership to Br. José Cervantes Hernández, FSC, during the May 2007 commencement services in Winona. (Official Resolutions 2.1) During an Executive Session the evening of February 8, 2007, a resolution was brought forth and passed concerning a recommendation from the Compensation Task Force regarding guidelines for salary increments for fiscal year 2007-2008. (Official Resolutions 2.2) There was an extensive discussion regarding the upcoming search process for the new president. Mary Ann Remick was appointed chair of the Search Committee. It was also determined that a search firm would be used in the process.

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

It was reported that the Diversity Committee finished its work in December 2006 with a final report to the President. It was determined that Br. Robert Smith, FSC continue to work with the Lasallian Social Justice working group in implementing programs that emphasize social justice into the current curriculum. A resolution was brought forth regarding a revision to the Restated Bylaws adopting the mission and mission statement. The motion was passed unanimously. (Official Resolutions 3.2) Board members were reminded to keep in mind the need for potential trustee candidates.

6.3 **UNIVERSITY RELATIONS COMMITTEE** – reported by Mr. Michael Gostomski

Mr. Bob Conover reported to the committee with regard to the university's current marketing efforts. The possibility of Saint Mary's hosting a presidential debate was explored by Mr. Conover and it was concluded that such an endeavor would be cost prohibitive for the university. Bill Herzog, Alumni Association president, reported that one-third the cost of the Veteran's Memorial had been raised and further fundraising efforts continue. Mr. Tim Burchill reported on the Hendrickson Institute for Ethical Leadership, and the Hendrickson family is extremely pleased with the progress made in a number of areas, specifically the high school program. The Institute has benefited recently from increased visibility due to Br. Louis' book, *Doing Right in a Shrinking World*. Trustee giving was discussed with hopes of 100% participation this year. The internal capacity study for the capital campaign is ongoing, and a recommendation will be forthcoming at the May board meeting.

6.4 **UNIVERSITY STUDENTS AND ADMISSION COMMITTEE** - reported by Br. Michael McKenery, FSC

An additional person in the Financial Aid area has been hired on the Winona campus which will allow us to be more proactive in this area and allow us to be more timely and effective in delivering services. The Brother James Miller Scholarship for Access was discussed by the committee. Currently we are running ahead in freshman applications and confirmations for next year. Our diversity rate is now at 9% and the Admissions

staff was commended by the committee for their continued efforts to be proactive in attracting students of color. The committee felt that the university, and specifically the Department of Student Development, handled the resignation of Brother Craig very efficiently and in a way that allowed the institution to move on with the business of educating our students. Planning will start this summer for major renovation of the baseball/softball complex.

6.5 **UNIVERSITY FINANCE AND FACILITIES** - reported by Ms. Mary Burrichter

Ms. Mary Burrichter reported that finances for the university are strong for both campuses. A cost of 4.8 million was projected in the remodel and furnishing of the new building acquired for the Twin Cities campus. Classes will be held in the building in May of 2007. Capital improvement projects for the undergraduate campus scheduled for the summer of 2007 were discussed. A motion was brought forth and unanimously passed mandating the administration to complete the university's financial planning for next fiscal year within the requirements of a balanced budget. (Official Resolutions 3.3)

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

The main thrust of the committee's work was the visit to the Twin Cities campus allowing board members to learn about and appreciate all the programs and endeavors of the School of Graduate and Professional Programs. Considerable time was spent discussing the success of our Self-Study reaccreditation process. Saint Mary's was reaccredited for ten years with no follow-up reports or monitoring conditions assigned. Saint Mary's was given an affiliation status which allows us to offer any of our programs throughout Minnesota and Wisconsin giving us a broader scope than we had hoped for. A collaborative effort with the Catholic College of Mandeville, Jamaica continues and the hope is to implement a Master of Education in Teaching and Learning in January or May of 2008. A resolution was brought before the board and unanimously passed with regard to Faculty Handbook revisions. (Official Resolutions 3.4)

6.7 **AUDIT COMMITTEE** reported by Jim Coogan

It was reported that the committee will reconsider its charter.

7. **OLD BUSINESS** – none

8. **NEW BUSINESS** – none

9. Meeting adjourned (Official Resolutions 3.5)

2. Official Resolutions Approved (Executive Session)

1. **Be it resolved** that the Board of Trustees appoints Brother Louis DeThomasis, FSC, as president of Saint Mary's University of Minnesota to serve until a new president is elected or until May 31, 2008, whichever event occurs first.
2. **Be it resolved** that the Board of Trustees authorizes the Chairman and the Vice Chairman of the Board to negotiate and execute a comprehensive contract with Brother Louis DeThomasis, Chancellor of the University and Acting President, that is fair and equitable to the university and to Brother Louis DeThomasis.
3. **Be it resolved** that Brother Louis DeThomasis, FSC, Cynthia A. Marek, the Assistant Treasurer, or any of them, be and they are hereby authorized to sell, assign and endorse for transfer, certificates representing stocks, bonds or other securities now registered or hereafter registered in the name of this corporation.
4. **Be it resolved** that Brother Louis DeThomasis, FSC, Cynthia A. Marek, the Assistant Treasurer, or any of them, be and hereby are authorized, to sign checks, drafts, instruments, bills of exchange, acceptances and/or other orders for the payment of money from Saint Mary's University of Minnesota from its corporate accounts, to endorse checks, instruments, evidences of indebtedness and orders payable, owned or held by Saint Mary's University of Minnesota, and to otherwise handle banking activities on behalf of Saint Mary's University of Minnesota.
5. **Be it resolved** that the Board of Trustees approves the following guidelines for salary increments for fiscal year 2007-2008:

- A. 1. That the full-time faculty salaries increase by 10%.

Ranges for college faculty salaries be revised as follows:

Full Professor	-	Ceiling only at \$80,652	(Currently \$73,320)
Associate	-	Ceiling only at \$70,125	(Currently \$63,750)
Assistant	-	\$38,000 - \$59,488	(Currently \$38,000-\$54,080)

2. That the part-time faculty receive 5% over the current rates of Minneapolis and all adjuncts will be paid on the same schedule of \$980 to \$1,280 per credit. (Minneapolis current rates range from \$930 per credit to \$1,230 per credit and Winona current rates are \$800 per credit)
3. That administrative assistants rates will increase by 7.5%.
4. That secretary/clerks will receive 3.5%.
5. That trade/engineers will receive 3.5%.

6. That custodians will receive 3.5%.
7. That academic administrators will receive 6.0%.
8. That program directors will receive 8%.
9. That executives will receive 7%.
10. That administrators will receive 3.5%.
11. That specialists will receive 3.5%.

The administration will continue to look at any obvious inequities of any individual faculty member and make adjustments accordingly. The administration reserves the right to grant no increase or a reduced increase to an individual faculty member.

B. That the professional administrative, clerical and maintenance staff receive:

1. Up to 4% increase for positions at caps.
 2. Salaries increase by 5% up to any relevant caps.
 3. The administration will look at any obvious inequities of any individual and make adjustments accordingly.
 4. The administration reserves the right to grant no increase or a reduced increase to individual professional administrative, clerical or maintenance staff members.
6. **Be it resolved** that the Board of Trustees authorizes the president to spend up to \$4 million dollars for the purchase and remodeling of the Memorial Blood Centers Building in Minneapolis to support programming in the Twin Cities and rescinds the official resolution 7 approved on September 29, 2005. In the event the president can not acquire the Memorial blood Center Building, official resolution 7 is not rescinded.

3. Official Resolutions Approved (General Session)

1. **Be it resolved** that the minutes from the September 29, 2006 Board of Trustees meeting be approved as previously submitted.
2. **Be it resolved** that the Board of Trustees authorizes the awarding of the degree of Doctor of Educational Leadership, *honoris causa*, to Br. José Cervantes Hernández during the May 2007 commencement services in Winona.
3. **Be it resolved** that the Board of Trustees amends the Restated Bylaws adopted on May 11, 2001 as follows:
 1. Deletes Article I, Sections 1 through 5.
 2. Adopts the following Article I:

Article I

Section 1. Mission

Enriched by the Catholic, Lasallian heritage, Saint Mary's University of Minnesota awakens, nurtures, and empowers learners to ethical lives of service and leadership.

Section 2. Mission Statement of Saint Mary's University of Minnesota

In the Lasallian spirit of faith and zeal, Saint Mary's University — a global and diverse learning community — serves students through relevant and innovative educational programs, experiences, and enterprises. The university is nourished by its Catholic intellectual, moral, and cultural traditions and is inspired by excellence in teaching as modeled by Saint John Baptist de La Salle, founder of the Brothers of the Christian Schools. The hallmark of the university is its commitment to serve the needs of individual learners and promote life-long learning in a variety of contexts:

- The College integrates undergraduate education in the liberal arts with a residential experience to challenge and support students in their intellectual, spiritual, personal, and professional development.
- The School of Graduate and Professional Programs provides relevant and rigorous academic experiences for adult learners through an integration of practical, professional, and ethical education offered in dynamic and caring environments.
- Enterprising outreach and consulting programs provide a wide range of services that promote individual growth and organizational development.

The Saint Mary's University community, together and by association, is dedicated to quality, diversity, accessibility, social justice, and sound stewardship in all its endeavors.

4. **Be it resolved** that the Board of Trustees continues to mandate the Administration to complete the university's financial planning for next fiscal year within the requirements of a balanced budget.
5. **Be it resolved** that the Board of Trustees approves the revisions to Sections 2.2.3 A., 2.2.4 C., and 2.3.1.3 of the Faculty Handbook, dealing with selection of officers, duties of officers, and faculty committee protocols.

Proposal for Handbook Changes

Selection of officers

Duties of officers

Faculty committee protocols

Italics = proposed new language

2.2.3 Selection of Officers

Current Wording

A. The Chair, the Vice-Chair and the Secretary of the Faculty shall be elected each April from the full-time voting members of the Faculty. They assume office at the first meeting of the following contract year.

Revised Wording

A. The Chair, the Vice-Chair and the Secretary of the Faculty shall be elected each April from the full-time voting members of the Faculty. They assume office at the *beginning* of the following contract year.

2.2.4 Duties of Officers

Current Wording

- C. 10. The Secretary shall report in the minutes of Faculty meetings the absences of voting members of the Faculty.
11. The Secretary shall prepare an annual summary of the activities of Faculty meetings and Distribute it to the members of the Faculty before the first meeting of the following year.

Revised Wording

- C. 10. The Secretary shall *submit all approved Faculty Handbook revisions to the Academic Dean's Office for inclusion in the current online and subsequent print versions of the Handbook. (delete #11)*

2.3.1 Faculty Committee Protocols

Current Wording

3. Standing committees of the Faculty shall draft their own rules and procedures, which upon approval by the Faculty Handbook Committee, shall be placed in the Section 2.3 of the Faculty Handbook.

Revised Wording

3. Standing committees of the Faculty shall *make their own procedures and assure that a digital version is accessible to all members of the faculty*.
6. **Be it resolved** that the February 9, 2007 meeting of the Saint Mary's University Board of Trustees be adjourned.