

Saint Mary's University of Minnesota

Winona, Minnesota

BOARD OF TRUSTEES

**Meeting of
February 9, 2008**

- 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, 2008.

1. General Summary

The meeting was called to order by Ms. Mary Burrichter, Chair of the University Finance and Facilities Committee.

1. Br. Stan Sobczyk, FSC, Trustee, began the meeting with a Lasallian reflection/opening prayer.
2. The roll call was taken by Ms. Mary Becker, Administrative Assistant to the President. A quorum was declared.

Present: Br. Gustavo Ramirez Barba, FSC, Ms. Mary Burrichter, Ms. Cynthia Calderon, Br. Michael Collins, FSC, Mr. James Coogan, Br. Louis DeThomasis, FSC, Br. Konrad Diebold, FSC, Mr. Michael Dooley, Mr. Thomas Dyer, Mr. John Ehlert, Mr. Rob Figliulo, Ms. Karen George, Mr. Tim Horan, Mr. Mark Jacobs, Mr. William Jungbauer, Mr. Michael Meagher, Mr. Sal Polizzotto, Ms. Mary Ann Remick, Mr. Patrick Salvi, Mr. Loras Sieve, Br. Stan Sobczyk, FSC, Mr. Oscar Straub, Ms. Celeste Suchocki

Absent and Excused: Br. Francis Carr, FSC, Mr. Lyle Delwiche, Mr. Michael Gostomski, Ms. Margaret Anne Houlihan, Br. Vincent Malham, FSC, Br. Michael McKenery, FSC, Mr. Paul Meyer, Ms. Rhoda Olsen, Br. David Poos, FSC, Mr. Richard Reedy, Mr. Joseph Ross, Ms. Mary Ann Smith, Mr. Bernie Wagnild, Mr. Robert Wheeler

Resource Persons and Guests: Ms. Mary Becker, Mr. James Bedtke, Mr. Robert Conover, Mr. John Freeman, Ms. Mary Gleich, Dr. Jeffrey Highland, Ms. Linka Holey, Mr. Chris Kendall, Dr. John Kerr, Ms. Cynthia Marek, Ms. Ann Merchlewitz, Mr. Anthony Piscitiello, Dr. Steven Schild, Ms. Ana Sontag, Mr. Joseph Sweeney, Mr. Clay Tenquist

3. Ms. Burrichter called for comments from the public. There were none.
4. The minutes of the September 28, 2007, meeting of the Saint Mary's University of Minnesota Board of Trustees were approved as submitted. (Official Resolutions 3.1)
5. Ms. Mary Burrichter called for the committee reports:
 - 5.1 **UNIVERSITY STUDENTS AND ADMISSION COMMITTEE** – reported by Br. Michael Collins, FSC

Second semester enrollment revealed a record number of students. Overall enrollment on the undergraduate campus is currently at 1,234 full-time students including 23 students from Nepal. The cost for the track and field project is at approximately \$2.5 million which in line with the approved budget of up to \$2.7 million for this project.

Construction is slated for April 2008. Plans are in place to strengthen the office of Campus Ministry. Special attention is being paid to retention issues, as well as recruitment, with regard to our international students. Our alcohol policy is in place and working well. It was reported that Saint Mary's is participating in a community-wide initiative called Sustain Winona which focuses on energy conservation. Saint Mary's is also working with Winona in coordinating our track facility with city plans to improve our trails by adding lights, snow making capabilities and a possible warming house. Currently there are 53 students enrolled at Saint Mary's who are eligible for and receiving funding from the Br. James Miller Scholarship for Access.

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

Trustees were asked to mark their calendars for the upcoming inauguration of Br. William Mann, FSC on September 26, 2008. It was reported that the Higher Learning Commission and Department of Education will now be required to play a new role in the oversight and approval of all off-campus locations. The Master of Education in Teaching and Learning in Jamaica has been approved and a site visit is scheduled in the next few months. Currently there are seven searches underway for full-time regular faculty. The university has enlisted the services of Dr. Dan Ebener, an experienced facilitator from St. Ambrose University, to work with the faculty for improvement of the faculty community and address issues related to workload. Progress continues in the development of the Doctor of Psychology degree and the M.A. in Special Education has received Curriculum Committee approval. A new instructional facility has been leased in Minnetonka for extra classroom and office space. A resolution was brought forth seeking approval for revisions to the Faculty Handbook dealing with the Curriculum Committee and the General Education Curriculum Committee. (Official Resolutions 3.2)

5.3 **UNIVERSITY MISSION AND TRUSTEES** - reported by Ms. Cindy Calderon

The committee discussed the proposed Board retreat. The purpose of the retreat, proposed outcomes of the retreat, and dates/locations were discussed at length. Either Chicago or Minneapolis was chosen as two possible locations, and suggested dates are August 22-24, 2008 or September 5-7, 2008. All trustees were encouraged to take part in the retreat in its entirety or a portion of it, depending on their schedules. The proposed outcomes of the retreat will be submitted to Mr. Richard Yanikoski and the ACCU will draft a confidential survey which will be submitted to the board for their response. The results of the survey will be returned to the University Mission and Trustees Committee and they will be shared at the May Board of Trustees meeting.

5.4 **UNIVERSITY RELATIONS COMMITTEE** – reported by Mr. Sal Polizzotto

Mr. Joseph Sweeney was welcomed as the new Vice President for Development and Alumni Relations. Trustees were encouraged to attend the Chicago Convention being held on February 29th and March 1st. The Hendrickson Institute for Ethical Leadership is hosting a forum on April 30th in the Twin Cities. Mr. John Micklethwait, Editor in Chief of *The Economist*, will be the featured speaker. Gift income to date is ahead of last year. A complete list of items that the university would like funded was discussed during the committee meeting. The committee was in support of looking at these initiatives and identifying smaller groups of donors to fund specific projects versus the idea of a campaign, the emphasis being on developing a much stronger major gift program .

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

It was reported that university finances are strong for both campuses for this year. Enrollment is up on both campuses and net revenue exceeds expenditures. 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) A second resolution was brought forth and unanimously passed granting an aggregate increase of \$2.2 million for salaries and benefits for fiscal year 2008-09. (Official Resolutions 3.4) Summer improvement projects were discussed. New dormitories were discussed but will be examined more closely at a future meeting.

5.6 **EXECUTIVE COMMITTEE** – reported by Mr. Michael Meagher

A presidential update was given which was very positive. A legal update was given by Ms. Ann Merchlewitz and the issue of how we are handling illegal music downloads by students that are prohibited by the music industry was discussed. The presidential transition is in progress and Brother Louis is in close communication with Brother William keeping him apprised of issues so that we can experience a smooth transition. A resolution was brought forth and approved unanimously in Executive Session awarding an honorary doctorate degree in Ethical Leadership to Dr. Jon Kabara. (Official Resolutions 2.3)

6. **OLD BUSINESS** – none

7. **NEW BUSINESS** – none

8. A motion was made to adjourn the meeting.

2. Official Resolutions Approved (Executive Session)

1. **Be it resolved** that the Board of Trustees authorizes the purchase of a condominium for the president's use at 500 Grant Street, Minneapolis, MN and furnishings for said condominium at a cost not to exceed \$600,000.
2. **Be it resolved** that the Board of Trustees authorizes the completion of the Veterans Memorial with a revised final design which more clearly reflects the intention of the memorial, and which is appropriate for and complementary to the campus of a Catholic, Lasallian university. The Board will also explore in the future various ways to aid veterans and families of veterans with regard to educational scholarships.
3. **Be it resolved** that the Board of Trustees authorizes the awarding of the degree of Doctor of Ethical Leadership, *honoris causa*, to Dr. Jon Kabara during the May 2008 commencement services in Winona.

3. Official Resolutions Approved (General Session)

1. **Be it resolved** that the minutes from the September 28, 2007 Board of Trustees meeting be approved as previously submitted.
2. **Be it resolved** that the Board of Trustees approves the revisions to sections 2.3.3.2 and 2.3.3.3 of the Faculty Handbook, dealing with the Curriculum Committee and the General Education Curriculum Committee.

Faculty Handbook Change
(New Text in Italics)

Present version	Version Approved by Faculty
<p>2.3.3.2 Curriculum Committee</p> <p>Duties of the Curriculum Committee include the following:</p> <p>a. The Curriculum Committee shall exercise (with the exception of matters relating to the Institute of Interdisciplinary Studies and the LaSallian Institute) the regular authority of the Faculty to initiate, establish, review, evaluate, resolve, recommend and/or approve all matters involving the undergraduate curriculum to include, but not limited to, the following:</p> <ol style="list-style-type: none"> 1. Academic priorities, guidelines and procedures for granting credit for all courses; 2. Minimum and maximum credits for undergraduate major and minors; 3. Departmental self-studies, program assessment plans, etc.; 4. Interdepartmental curricular matters, concerns, and conflicts; 5. Courses, majors, programs and institutes; 6. Interschool curricular matters ... <p>[No Changes in Section 6-8c]</p>	<p>2.3.3.2 <u>Curriculum Committee</u></p> <p>Duties of the Curriculum Committee include the following:</p> <p>a. The Curriculum Committee shall exercise the regular authority of the Faculty to initiate, establish, review, evaluate, resolve, recommend and/or approve all matters involving the undergraduate curriculum, <i>with the exception of the approval of individual courses within the core curriculum (i.e., in the Lasallian Core Traditions and Lasallian Honors programs), and of the coding of courses relative to content and skill area criteria within the general education program (cf. the duties of the General Education Curriculum Committee, below). These include, but are not limited to, the following:</i></p> <ol style="list-style-type: none"> 1. Academic priorities, guidelines and procedures for granting credit for all courses; 2. Minimum and maximum credits for undergraduate major and minors; 3. Departmental self-studies, program assessment plans, etc.; 4. Interdepartmental curricular matters, concerns, and conflicts; 5. Courses <i>(except as excluded in 2.3.3.2.a), majors, programs, and institutes (including the Lasallian Core Traditions program and Lasallian Honors program);</i> 6. [No Changes in Section 6-8c]

<p>8d. The Committee shall elect one of its full-time faculty members to serve on the Faculty Executive Committee.</p> <p>2.3.3.3 General Education Curriculum Committee</p> <p>Duties of the General Education Curriculum Committee shall include the following:</p> <p>a. Approval of course initiation, termination, and change, in all areas of general education subject to review by the Executive Committee and the faculty as a whole under normal procedures. This would include all courses offered in the Colloquium Program, which includes the Institute of Interdisciplinary Studies and Disciplinary Studies, and courses offered in the LaSallian Institute.</p> <p>b. Review and recommend criteria for course coding, and the coding of courses in the Colloquium Program and LaSallian Institute.</p> <p>c. Monitor the assessment of student learning outcomes in the Colloquium Program and LaSallian Institute.</p> <p>d. Elect one of its elected members to the Executive Committee.</p> <p>e. Elect one of its elected members to be Chair.</p>	<p>8d. The Committee shall elect one of its <i>elected</i> members to serve on the Faculty Executive Committee.</p> <p><i>e. The Committee shall elect one of its elected members to be Chair.</i></p> <p>2.3.3.3 <u>General Education Curriculum Committee</u></p> <p>Duties of the General Education Curriculum Committee shall include the following:</p> <p>a. <i>The Committee shall approve individual course initiation, termination, and change, in all areas of the core curriculum (i.e., all courses in the Lasallian Honors and Lasallian Core Traditions programs); and shall certify that disciplinary courses coded as fulfilling the requirements of the skill and content areas of the general education program meet the relevant criteria for those skill and content areas. This approval and certification is subject to review by the Faculty Executive Committee and the faculty as a whole under normal procedures.</i></p> <p>b. <i>The Committee shall review and recommend criteria for course coding for the general education content areas and for the skills requirements, and shall review and recommend content guidelines for individual courses in the Lasallian Core Traditions and Lasallian Honors programs.</i></p> <p>c. <i>The Committee shall monitor the assessment of student learning outcomes in courses in the skill and content areas and in the Lasallian Core Traditions and the Lasallian Honors programs.</i></p> <p>d. <i>The Committee shall elect one of its elected members to the Faculty Executive Committee.</i></p> <p>e. <i>The Committee shall elect one of its elected members to be Chair.</i></p>
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3. **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.
4. **Be it resolved** that the Board of Trustees endorses the salary adjustment guidelines that were presented to the Finance Committee and the Academics Committee and approves an aggregate increase of \$2.2 million for salaries and benefits for fiscal year 2008-2009.