

Saint Mary's University of Minnesota

Winona, Minnesota

BOARD OF TRUSTEES

**Meeting of
October 7-8, 2010**

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

Minutes of the October meeting of the Saint Mary's University of Minnesota Board of Trustees, October 8, 2010.

1. General Summary

The meeting was called to order by Mr. James Coogan, Vice-Chair of the Board of Trustees.

1. The meeting began with an opening prayer.
2. The roll call was taken by Ms. Mary Becker, Administrative Assistant to the President. A quorum was declared.

Present: Brother Gustavo Ramirez Barba, FSC, Brother Francis Carr, FSC, Brother Michael Collins, FSC, Brother Patrick Conway, FSC, Mr. James Coogan, Brother Konrad Diebold, FSC, Mr. Michael Dooley, Mr. Michael Dougherty, Mr. Thomas Dyer, Ms. Karen George, Mr. Michael Gostomski, (present at all committee meetings but absent at General Session), Mr. William Herzog, Mr. Mark Jacobs, Brother William Mann, FSC, Mr. Michael Meagher, Mr. Paul Meyer, Mr. Sal Polizzotto, Brother David Poos, FSC, Mr. Hamid Quraishi, Mr. Richard Reedy, Ms. Mary Ann Remick, Mr. Joseph Ross, Mr. Terrance Russell, Mr. Patrick Salvi (present at all committee meetings but absent at General Session), Mr. Loras Sieve (Trustee Emeritus), Ms. Mary Ann Smith, Mr. Walter Smithe, Ms. Celeste Suchocki, Mr. Bernie Wagnild (Trustee Emeritus), Mr. Robert Wheeler

Absent and Excused: Ms. Linda Kuczma, Brother Michael McKenery, FSC, Brother Frederick Mueller, FSC,

Resource Persons and Guests: Ms. Mary Becker, Mr. James Bedtke, Ms. Gena Bilden, Mr. Robert Conover, Dr. Tycho DeBoer, Dr. Marilyn Frost, Mr. Kevin Halpin, Ms. Linka Holey, Brother Lawrence Humphrey, FSC, Mr. Chris Kendall, Ms. Jen Koezly, Ms. Ali Kremer, Ms. Tracy Lehnertz, Dr. Melissa Luedtke, Ms. Cynthia Marek, Ms. Ann Merchlewitz, Mr. Anthony Piscitiello, Ms. Lauren Rothering, Ms. Meg Richtman, Sr. Judith Schaefer, Dr. Elizabeth Seebach, Mr. Nate Semsch, Mr. Dan Streefland, Mr. Joe Sweeney, Dr. Steven Titus, Ms. Samantha Traxler

3. Mr. Jim Coogan, Vice-Chair, called for comments from the public. There were none.
4. The minutes of the May 6-7, 2010 meeting of the Saint Mary's University of Minnesota Board of Trustees were approved as submitted. (Official Resolutions 3.1)
5. Mr. James Coogan called for the committee reports:
 - 5.1 **EXECUTIVE COMMITTEE** – reported by Brother William Mann, FSC

Brother William reported that a portion of the committee time was spent preparing for individual committee meetings. Considerable time was spent on the eight priorities and

five targets that were shared with the university community this year. A report was given on the present status of the Advisory Boards and a campus master plan was discussed. College and SGPP enrollment data were examined relative to the financial aid awarded on the undergraduate campus and its significant impact on the university. The appointment of the Senior Vice President for Advancement was confirmed, and a report on the Conflict of Interest Policy was given with no significant problems or irregularities being reported.

5.2 UNIVERSITY MISSION AND TRUSTEES COMMITTEE – reported by Mr. Sal Polizzotto

There were no action items for the board to consider at this time, and the committee will be bringing forth recommendations at the February and May meetings concerning board self-study, action plan for the board, and ongoing board formation. Currently, the committee is reviewing prospective candidates for board membership. There are nine trustees whose terms will be expiring this year, five of which are eligible to return after serving their first five-year term and four members who will have to take a year off before they are eligible to be asked to return for another five-year term.

5.3 UNIVERSITY RELATIONS COMMITTEE – reported by Mr. Walter Smithe

Dr. Steve Titus was welcomed by the committee as the new Senior Vice President for Advancement. The committee approved changing the name of the committee from University Relations to University Advancement. The name change reflects the new unified office which encompasses both the Winona and Twin Cities campus. The approval of this name change will be sought at the board's February meeting. The four issues put in place by the University Advancement office for 2010-11 are: 1) transition of leadership and expectations, 2) strengthening, unifying and organizing the Office of Advancement, 3) Centennial planning and, 4) university-wide communication audit. The committee agreed that it was time to re-energize the Science Center initiative and voted to recommend that the administration re-engage the feasibility study of the Science Center in the context of the current economy. The study should re-assess the project cost, donor interest and commitment, and report back to the committee in February. Brother William received a proposal for the celebration of our Centennial in 2012-13, which was the result of work by a broad-based visioning committee. Based on this proposal, Brother William has authorized the formation of a Centennial working committee, and the hiring of a Project Director for the Centennial. Nate Semsch was congratulated on the hard work and fine job he is doing as President of the Alumni Board.

5.4 UNIVERSITY STUDENTS AND ADMISSION COMMITTEE – reported by Brother Patrick Conway, FSC

Gena Bilden reported that the SGPP is on track to exceed enrollment records for the fall of 2010 with the acceptance of over 1200 new students. She also spoke to the community college initiative, which builds upon existing relationships with community and technical colleges in order to articulate clearly an SMU degree path for students following completion of their associate degrees. Chris Kendall, Vice President of Student Life reported two new hires in his area: Dennis Gallagher, Dean of Campus

Ministry, and Laura Schmidt, Director of Student Activities. Renovations to the Toner Center Dining Hall, Cardinal Club, and the addition of Mugby Junction have been well received by students. Student senate and Saint Mary's jointly invested nearly \$100,000 in new cardio-vascular equipment for the RAC, which was also well received by faculty and staff. For the 2010-11 fiscal year, \$14,597,000 has been awarded in Saint Mary's gift aid. Currently there are 1,294 full-time undergraduate students enrolled on the Winona campus. Brandi DeFries, the new Director for Admission, was introduced to the committee.

5.5 UNIVERSITY FINANCE AND FACILITIES & UNIVERSITY INVESTMENT SUB-COMMITTEE – reported by Mr. Joe Ross

The committee reviewed the operating budget for the current 2010-11 year. A decrease in enrollment as well as the increased amount being given out for financial aid this academic year has put slight pressure on the budget. The proposed budget will be slightly better than a break even budget, and a resolution was brought forth for its approval. (Official Resolutions 3.2) The committee engaged in a discussion with CBIS (Christian Brothers Investment Services), the manager of our endowment fund. CBIS will meet in person with the committee at the February Board meeting to discuss the performance of our endowment fund and their management of it. A Statement of Investment Policies and Objectives has gone through a number of drafts, and a final policy was brought forth for approval by the Board. (Official Resolutions 3.3) The document will be posted on the Trustee website. A third resolution was brought forth for approval by the trustees outlining proposed tuition rates. (Official Resolutions 3.4)

5.6 UNIVERSITY AUDIT COMMITTEE – reported by Mr. Jim Coogan

The committee conducts most of its activities via conference call. A closing conference with our audit firm was held and no reports of material weakness or other significant negative information about the controls or procedures followed by the university and the conduct of its business affairs were noted. We received an excellent report, and a motion was brought before the Board for approval of the audit report. (Official Resolutions 3.5)

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

Meeting time was shared with the Finance and Facilities committee. Mary Ann Remick brought forth a resolution for approval by the Board dealing with changes in the Faculty Handbook. (Official Resolutions 3.6) The bulk of the committee meeting was spent discussing the development of a relationship with Deltak, a firm that will be assisting us with marketing, recruitment and delivery of online coursework. A motion was brought before the Board requesting approval for a partnership with Deltak. (Official Resolutions 3.7) It was also reported that currently there are nine students on full scholarship at Saint Mary's University that are part of our First Generation Initiative, and over the summer there were 25 freshmen in our Countdown to College Program, which was a great success.

6. **OLD BUSINESS** – none
7. **NEW BUSINESS:** none
8. Meeting adjourned

3. Official Resolutions Approved (General Session)

1. **Be it resolved** that the minutes from the May 6-7, 2010 Board of Trustees meeting be approved as previously submitted.
2. **Be it resolved** that the Board of Trustees approves the 2010-2011 budget for current operations beginning June 1, 2010.
3. **Be it resolved** that the Board of Trustees approves the Statement of Investment Policies and Objectives recommended by the Investment Sub-Committee.
4. **Be it resolved** that the Board of Trustees approves the tuition rates as follows: That the college tuition will increase 4.5% and room and board will increase 3% for a comprehensive package increase of 4.2% and the tuition for SGPP programs will increase between 4/3% and 10% with an average of 7.6% for the 2011-2012 fiscal year.
5. **Be it resolved** that the Board of Trustees, upon the recommendation of the Audit Committee, accepts the report of Baker Tilly regarding that firm's audit of the financial statements of the University as of and for the year ended May 31, 2010
6. **Be it resolved** that the Board of Trustees approves the repeal of Sections 2.24, 2.3.3.2, 2.3.3.3, 2.3.3.4, 2.3.3.5, 2.3.3.6, 2.3.3.7, 2.3.3.8, and 4.1 of the Faculty Handbook relating to duties of officers and committee purposes, composition, terms of office and duties of committees.

Be it resolved that the Board of Trustees approves the adoption of the following Sections 2.2.4, 2.3.3.2, 2.3.3.3, 2.3.3.4, 2.3.3.5, 2.3.3.6, 2.3.3.7, and 2.3.3.8 of the Faculty Handbook.

2.2.4

Article IV

Duties of Officers

A. The Chair

1. The Chair of the Faculty shall be the principal elected officer of the Faculty.
2. The Chair shall convene and preside at meetings of the Faculty.
3. The Chair of the Faculty shall be the chair of the Faculty Council.
4. The Chair shall relay to the Faculty as a body or through its Council any information or communication which he or she judges to be of interest to the Faculty or which is directed to the Chair as principal elected officer of the Faculty.
5. The Chair shall represent the Faculty in conveying resolutions and recommendations of the Faculty to the Secretary of the Board of Trustees, the President of the University, the Vice President for Academic Affairs for the college, or other administrative officers.
6. The Chair shall represent the Faculty in any other matters in which the Faculty wishes its principal elected officer to speak or act on its behalf.

B. The Vice-Chair

1. The Vice-Chair of the Faculty shall preside at meetings of the Faculty whenever the Chair is absent.
2. The Vice-Chair shall assume all other powers and duties of the office of Faculty Chair for the duration of an absence from or vacancy in that office.
3. The Vice-Chair of the Faculty shall be the vice-chair of the Faculty Council.
4. The Vice-Chair shall serve as chair of the Handbook Subcommittee of the Faculty Council.

C. The Secretary

1. The Secretary of the Faculty shall keep the register of the members of the Faculty.
2. Before the first regular meeting of each semester of the academic year, the Secretary shall obtain from the Vice President for Academic Affairs a list of the names and appointments of academic administrative officers, full-time Faculty and associate-academic Faculty, and academic-administrative personnel.
3. The Secretary of the Faculty shall be the secretary of the Faculty Council.
4. The Secretary shall conduct the correspondence of the Faculty, except when directed otherwise by the Chair of the Faculty.
5. The Secretary shall assist the Chair of the Faculty and the chairs of Faculty committees in the preparation of communications and documents.
6. The Secretary shall notify all members, the President of the University, the Vice President of the College, the Vice President for Academic Affairs, and invited observers of the time and place of each meeting of the Faculty.
7. The Secretary shall make the agenda for meetings of the Faculty available to all members, the President, the President's Cabinet, the Vice President of the College, the Vice President for Academic Affairs, and invited observers.
8. In the event of the absences of the Chair and Vice-Chair from a meeting of the Faculty or their failure to call meetings as required, the Secretary shall call a meeting of the Faculty, which shall elect its presiding chair for that meeting.
9. The Secretary shall call the roll at Faculty meetings when required.
10. The Secretary shall keep minutes of the proceedings and actions of Faculty and Faculty Council Meetings and make copies of the minutes available to members of the Faculty.
11. The Secretary shall submit all revisions of the Faculty Handbook approved by the Faculty to the Vice President of Academic Affairs for consideration by the President, and then the Board of Trustees.
12. The Secretary shall serve as the Chair of the Nominations and Elections Subcommittee of the Faculty Council.

D. The Parliamentarian

1. A Parliamentarian shall be appointed by the Chair of the Faculty. He or she may be chosen from the members of the Faculty or from qualified employees of the university who are not members of the Faculty. The appointment shall be reported to the Faculty as a matter of Faculty business via minutes and as such is subject to a call for reconsideration.
2. The Parliamentarian shall attend all regular and special meetings of the Faculty.
3. The Parliamentarian shall advise the Chair and all other presiding officers regarding the conduct of Faculty meetings and, when requested by the committee chair, the procedural conduct of Faculty committees.

STANDING COMMITTEES OF FACULTY

2.3.3.2 Curriculum Committee

The Curriculum Committee oversees, evaluates, and approves all dimensions of the curriculum of the undergraduate college. It respects best practices and innovation within and across departments, focuses on excellence in student learning, and ensures that programs, majors, minors, and courses conform to the mission of the university and challenge and support learners in their academic and professional development.

Composition:

The Curriculum Committee shall be composed of the following members:

1. as an ex officio member, the Vice President for Academic Affairs or a designee, provided that that individual is designated by name in writing by the Vice President for Academic Affairs, either for the year or for a specified number of meetings.
2. three members from the School of Humanities and Sciences;
3. one member from each of the other schools of the university, as constituted at the time of the election
4. one member representing those departments, programs, and services regularly staffed as academic administrative personnel;
5. one member elected at-large;
 - a. All elected members shall have a minimum of three years' experience at the university. Members representing schools or academic administrative personnel shall be elected by the faculty of their respective entities; the at-large member shall be elected by the entire faculty.
 - b. If this combination results in an even number of Committee members, one additional at-large member shall be elected.
6. two students, preferably one male and one female, with a minimum of two years' attendance at Saint Mary's University, to be selected by the Student Senate;
7. the Registrar, if not elected to the Committee, will serve in a non-voting, advisory capacity.

Terms of Office:

1. The term of office of the student members of the Curriculum Committee shall be one academic year.
2. The term of office of elected voting faculty members of the Curriculum Committee shall be two contract years.
3. Continuity of faculty membership shall be ensured by the election of no more than one half of the elected voting faculty members each year.

Duties:

1. 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, with the exception 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). The purview of the Committee includes, but is not limited to, the following:
 - a. academic priorities, guidelines, and procedures for granting credit for all courses;
 - b. minimum and maximum credits for undergraduate majors and minors;
 - c. departmental self-studies, program assessment plans, etc.;
 - d. academic curricular matters, concerns, and conflicts within and between schools;
 - e. courses, majors, and programs (including Lasallian Core Traditions, Lasallian Honors, and Study Abroad), credit-bearing Institutes and/or credit-bearing courses in institutes, and
 - f. proposals to discontinue, redirect, or add programs and departments.
2. The Committee will review each department, program, and credit-bearing institute in the College on a regular basis and will coordinate a program review schedule with the College Academic Assessment Committee.
3. All decisions, recommendations, and actions of the Committee shall be subject to review by the Faculty Council as described in the Guiding Principles section of the handbook. Notice of each decision, recommendation, or action will be provided by the Curriculum Committee in electronic or written form to each affected party (e.g., proposers, chairs, program directors, deans, the registrar, the Vice-President for Academic Affairs) and in summary form to the Faculty Council by means of the Committee's minutes.

2.3.3.3 General Education Curriculum Committee

In its work to provide a high quality liberal education experience for students, the General Education Curriculum committee has four important tasks. The committee approves course initiation, change, and termination in all areas of the Core Curriculum. It certifies that coded courses meet the criteria for skill and content areas. It reviews and recommends criteria for course coding as well as the content guidelines for individual courses in the Lasallian Core Traditions and Lasallian Honors programs. It monitors the assessment of student learning outcomes in all Core Curriculum.

Composition:

The General Education Curriculum Committee shall be composed of the following members:

1. as ex officio, the Dean for Humanities and Sciences and the Director of the Lasallian Honors Program;
2. five elected representatives to be chosen at large;
 - a. all elected members shall be members of the faculty and have a minimum of three years' experience at the university; members are at large and are elected by the faculty body;
2. two students, preferably one male and one female, with a minimum of two years' attendance at Saint Mary's University, to be selected by the Student Senate.

Terms of Office:

1. The term of office for members of the General Education Curriculum Committee shall be two contract years.
2. Continuity of faculty membership shall be ensured by the election of no more than three of the elected faculty members each year.
3. The term of office for the student member of the General Education Curriculum Committee shall be one academic year.

Duties

1. 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 includes certifying courses coded as writing intensive as fulfilling all of the criteria set forth in the Writing Across the Curriculum domain of the written communication skills area. This approval and certification is subject to review by the Faculty Council as defined in the Guiding Principles section of the handbook and the faculty as a whole under normal procedures.
2. 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.
3. 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.
4. Two leadership positions, a Chair and a Secretary, will be elected from its members.

2.3.3.4 Educational Standards Committee

The Educational Standards Committee oversees the content, quality, and functioning of the policies governing the undergraduate college academic program including, but not limited to, registration, orientation, advising, academic records, testing, academic penalties and sanctions, and academic honors and distinctions.

Composition:

The Educational Standards Committee shall be composed of the following members:

1. as ex officio members, the Vice-President for Academic Affairs, the Registrar, the Vice-President for Admission, the Director of Advising, the Director of Academic Skills, or their designees, who must be designated by name in writing by the ex officio member either annually or for a specified number of meetings;
2. five members of the faculty, each with a minimum of two years' teaching experience at the University, elected at large;
3. two students, preferably one male and one female, with a minimum of two years' attendance at Saint Mary's University, to be selected by the Student Senate.

Terms of Office:

1. The term of office of the student members of Educational Standards Committee shall be one academic year.
2. The term of office of the elected faculty members of the Educational Standards Committee shall be two academic years.
3. Continuity of the faculty membership shall be ensured by the election of no more than three of the elected faculty members each year.

Duties:

The Educational Standards Committee shall exercise the regular authority of the faculty to

1. review and make recommendations on policies regarding student academic standards, admissions, retention, probation, dismissal, and readmission, assuring that such policies reflect respect for human rights and integrity;
2. review and make recommendations on policies regarding student performance evaluation and grading;
3. review and recommend guidelines and plans for all phases of the registration and pre-registration of students;
4. review and make recommendations concerning the academic aspects of student orientation, advising, and records;
5. review and recommend change in the placement testing program;
6. review and evaluate undergraduate college academic credit policies for procedures including, but not limited to, transcript evaluation, total credit hour and ancillary requirements for graduation, credit by examination, credit for life experience, total credits taken by independent study, and total credits taken under pass/fail grade requirements;
7. recommend means of improving the study atmosphere or learning environment on campus;
8. assist in the evaluation of academic officers, if requested by the Vice-President for Academic Affairs; and
9. communicate to the Faculty Council all committee decisions affecting the academic standards of the undergraduate college.

2.3.3.5 Faculty Handbook Committee

The task of the committee is to oversee recommended changes and updates in the handbook as suggested by the faculty and submit faculty-approved changes to the Vice President of Academic Affairs for input before they are submitted to the President, and then the Board of Trustees.

Composition:

1. The Faculty Handbook Committee is a Subcommittee of the Faculty Council that is chaired by the Vice Chair of the Faculty and includes two other members of the Faculty Council as elected by the Council.

Terms of Office:

1. The Vice Chair of the Faculty shall chair the Subcommittee while in office.
2. Other members from the Faculty Council will serve a term to be determined by the Council that is concurrent with terms on the Faculty Council.

Duties:

1. Recommend revisions and/or amendments of Part II and Part III of the Faculty Handbook according to the procedures in Section 2.4, Faculty Handbook Revision.
2. Review all proposed revisions and/or amendments of the sections of the Faculty Handbook in (#1) above according to the procedures given in Section 2.4, Faculty Handbook Revision.
3. Review the Faculty Handbook when a question arises and submit a recommendation relative to it to the Faculty Council.
4. Forward any discrepancies between the Faculty Handbook and the implementation of the Handbook that come to the committee's attention to the Faculty Council for consideration.

2.3.3.6 Faculty Salary and Benefits Committee

The Faculty Salary and Benefits Committee shall exercise the regular advisory authority of the Faculty with a commitment to fostering a competitive salary scale and a high-quality benefits package that support the recruitment and retention of first-rate faculty and is consistent with the mission and identity of Saint Mary's University.

Composition:

The Faculty Salary and Benefits Committee shall be composed of the following members:

1. five full-time faculty members to be elected by the faculty,
 - a. among the five elected faculty, all three ranks of assistant, associate, and full professor must be represented;
 - b. no more than three of the five members may be department chairs.

Terms of Office:

1. The term of office of elected faculty members of the Faculty Salary and Benefits Committee shall be two contract years.
2. Continuity of faculty membership shall be ensured by the election of no more than three of the full-time faculty members each year.
3. Members will take the office on May 1 each year.

Duties:

1. Review, evaluate, and make recommendations concerning faculty salary and benefits at Saint Mary's University;
2. Initiate and pursue its own studies, recommendations, and proposals in all areas related to faculty salaries and benefits;

3. Communicate proposals to the Faculty Council and, once approved by the Council, present the proposal to the faculty at large for vote and ratification;
4. Hold a meeting each year following the Board of Trustees' Faculty Salary award for the upcoming contract year in order to review and respond to the award. This meeting should involve newly elected, continuing, and term ending faculty members of the committee.

2.3.3.7 Faculty Development Committee

The mission of the Faculty Development Committee is to foster the healthy professional development of the faculty at large. To accomplish this goal, the committee facilitates and provides opportunities for the professional growth of each faculty member. It constructively reviews and makes recommendations regarding faculty proposals for sabbaticals, grants, and other development opportunities as are made institutionally available; recommends guidelines for faculty development; suggests institutional changes promoting professional

development; cultivates collaborative learning opportunities such as book discussion groups, workshops, and teaching circles; and encourages public sharing of individual faculty development efforts to provide opportunities for faculty to improve as educators, scholars, and collegial members of a Lasallian academic community.

Composition:

The Faculty Development Committee shall be composed of the following members:

1. five full-time faculty members with a minimum of three years' service at the university to be elected by the faculty. Student members can be asked to serve when appropriate.

Terms of Office:

1. The term of office of all members of the Faculty Development Committee will be two contract years.
2. Continuity of membership shall be ensured by electing no more than three of the members each year.
3. Members may serve any number of consecutive terms.

Duties:

1. Recommend guidelines for faculty development.
2. Advocate for funding and implementation of faculty development plans.
3. Recommend institutional changes which are supportive of faculty development or which are necessitated by faculty development.
4. Review proposals and advise the Vice President for Academic Affairs on funded faculty development programs.
5. Review proposals for sabbatical leave; the review for sabbatical shall include a recommendation to the Vice President for Academic Affairs as to whether the sabbatical shall be granted.

2.3.3.8 Library Committee

The Library Committee facilitates communication between the library and the faculty with respect to faculty needs, library development and institutional priorities. To that end, the Committee serves in an advisory role on matters of library mission and organization, activities and services offered, policies for procurement of information, and in-library technology use. The Committee provides faculty and staff perspectives to guide budgetary decisions, acquisitions, and the development and maintenance of the library's physical facilities.

Composition:

The Library Committee shall be composed of the following members:

1. the Director of the Fitzgerald Library, ex officio;
2. one member from each of the schools of the university at the time of election; one member from the graduate programs on the Winona campus; and one member representing those departments, programs, and services reporting directly to the Vice President for Academic Affairs;
3. two students, preferably one male and one female, with a minimum of two years' attendance at Saint Mary's University, to be selected by the Student Senate;
4. one Information Technology (IT) representative appointed by the Director of IT.
5. All elected members shall be members of the faculty.
6. Members representing schools shall be elected by their representative schools; members representing the graduate programs shall be elected by the graduate faculty of the Winona campus; and members representing those departments, programs and services regularly staffed as academic administrative personnel shall be elected by the faculty of those programs.

Terms of Office:

1. Terms of office of the elected members shall be two contract years.
2. Continuity of membership will be ensured by the election of no more than two-thirds of the members each year.

Duties:

1. Serve an advisory function to the Head Librarian on matters of mission and organization, activities and services offered, policies for procurement of information, and in-library technology use;
2. Provide faculty and staff perspectives on the resources made available through the library—resources that support student learning, teaching, and scholarship—to assist the library staff in identifying needs and priorities in these areas, and consequently assist the library staff in identifying budget priorities to guide budgetary decisions;
3. Act as a sounding board for the faculty and head librarian for innovative projects;
4. Report to appropriate faculty bodies at least annually.

7. **Be it resolved** that the Board of Trustees authorizes the partnership with Deltak, subject to final legal review and administration approval, to assist the university's efforts to offer fully online degree programs.