

**Saint Mary's University of Minnesota**  
**Winona, Minnesota**

**BOARD OF TRUSTEES**

**Meeting of  
May 8, 2015**

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

Minutes of the May meeting of the Saint Mary's University of Minnesota Board of Trustees,  
**May 8, 2015**

1. General Summary

The meeting was called to order by Mr. Michael Gostomski, Chair of the Board of Trustees.

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

Present: Ms. Mary Burrichter, Brother William Clarey, FSC, Brother Kevin Convey, FSC, Mr. James Coogan, Mr. Michael Dougherty, Dr. Marilyn Frost, Mr. Michael Gostomski, Mr. James Horan, Mr. Mark Jacobs (by teleconference), Ms. Betty Kabara, Ms. Linda Kuczma, Brother William Mann, FSC, Brother Michael McGinniss, FSC, Mr. Paul Meyer, Ms. Kaye O'Leary (by teleconference), Brother David Poos, FSC, Mr. Hamid Quraishi, Brother Gustavo Ramirez Barba, Mr. Rich Reedy (by teleconference), Mr. Joseph Ross, Mr. Terrance Russell, Mr. Patrick Salvi, Brother Larry Schatz, FSC, Ms. Sandra Simon, Mr. Michael Slaggie, Dr. John Smarrelli, Mr. Walter Smithe, Ms. Celeste Suchocki, Ms. Mary Pat Wlazik

Absent and Excused: Dr. John Domanico, Ms. Karen George, Brother Fred Mueller, FSC, Mr. Peter Pearson

Trustee Emeriti also present: None

Resource Persons and Guests: Dr. Donna Aronson, Ms. Mary Becker, Mr. James Bedtke, Ms. Gena Bilden, Dr. Tim Gossen, Ms. Genelle Groh Beck, Ms. Audrey Kintzi, Ms. Ann Merchlewitz, Mr. Ben Murray, Dr. John Pyle, Brother Robert Smith, FSC

Faculty Council Chair: Dr. David Sokolowski

3. Mr. Michael Gostomski, Chair, called for comments from the public. There were none.
4. The minutes of the meeting of February 13, 2015, Saint Mary's University of Minnesota Board of Trustees were approved as submitted. (Official Resolutions 2.1)
5. Mr. Gostomski called for the reports from the committees.

5.1 **EXECUTIVE COMMITTEE** – reported by Brother William Mann, FSC

A legal update was given by Vice President and General Counsel Ann Merchlewitz. There was nothing significant to report. There was significant discussion of the President's report to the Executive Committee. A resolution was brought before the board that came from the Mission and Trustees committee concerning the term extensions of Brother Davis Poos, FSC, and Terry Russell for an additional five years. (Official Resolutions 2.2) A resolution was also brought forth from the Mission and Trustees committee for the addition of four new trustees to the board: Brother Patrick Conway, FSC, Roger Haydock, Rhoda Olsen, and Mary Ann Remick. (Official Resolutions 2.3) A third resolution concerning the slate of officers for 2015-16 was also brought forward and approved. (Official Resolutions 2.4, 2.5 & 2.6)

5.2 **UNIVERSITY DEVELOPMENT & ALUMNI RELATIONS COMMITTEE** – reported by Mr. Terry Russell

The number of monthly visits was reported as being up substantially and the number of solicitations are up dramatically. So far this year accepted gifts are reported at \$5.97 million, pending gifts \$5.47 million, perspective gifts at \$12.8 million. Declined gifts were at \$1.7 million. The Saint Mary's Fund goal is \$800,000 in this fiscal year and we are close and should exceed it. Currently we are in the leadership phase of the campaign and we have collected and pledged \$29.5 to \$30 million of a \$57 million campaign. We have between \$11.5 to \$12 million collected and pledged for the Science Center. Also at this time we have active solicitations for First Generation Initiative, athletics and Lasallian formation. Henry Jakobsze is doing a fine job as Alumni Board President and reports that there has been 100% participation by the Alumni Board in donating to the Saint Mary's Fund. Everyone was encouraged to attend the Celebration of Excellence benefit gala to be held at the Saint Mary's University Center on Saturday, May 30, 2015. Drs. John and Robert Hoffman will be honored at this event.

5.3 **UNIVERSITY STUDENTS AND ADMISSION** – reported by Mr. Michael Dougherty

The committee heard from Gena Bilden and John Pyle regarding admission statistics for both campuses. The college is struggling to maintain the pace of admissions from last year and the credit hours for SGPP remain flat. Students and Admission met jointly with Finance and Facilities to discuss financial aid. Following that meeting the committee explored the impact that financial aid has on admitting and retaining students. Admissions and the master plan were discussed in particular the science building and future residential housing. The committee has a recommendation for the university to identify the possibility of a new residence hall for first-year students as a priority for construction within the next two to three years. Lastly the committee endorsed the Rome International Center Lasallian Study Abroad program at the Generalate in Rome.

5.4 **UNIVERSITY FINANCE AND FACILITIES** – reported by Ms. Mary Burrichter

As regards the current budget, we are slightly down with revenues but management of expenditures has been good so therefore we anticipate to come in about where we expected to with the net. A representative from Northern Trust was with us to report on our investments, and at this point everything is tracking well. There were no resolutions coming from the University Finance and Facilities committee.

5.5 **UNIVERSITY FACULTIES AND ACADEMIC COMMITTEE** – reported by Bro. Kevin Convey, FSC

Three resolutions were brought before the board concerning the awarding of degrees at commencement, the awarding of tenure to two professors, and faculty handbook revisions. (Official resolutions 2.7, 2.8, and 2.9) Brother Michael McGinniss suggested that we include on the board portal all of our official documents/publications of the institution such as our student handbook, faculty handbook, sexual assault policy and procedures, student conduct policy, university bylaws, etc. There was good discussion with the vice presidents from both campuses. Both are very involved with matters concerning our HLC accreditation which is currently moving at appropriate speed. A new dean will be hired to oversee the science initiative on both campuses and a search firm has been engaged to assist us in this process. The committee was updated on the 4 R's (Reposition, Reshape, Resize, and Reinvest) which has been initiated on both campuses. All administrative units are under review as well as nine pilot academic programs. We were also updated on the online programs. Additional cohorts will be coming online in the next couple of years working with Wiley Deltak. The results of the SGPP student satisfaction survey were reviewed with the biggest concerns being parking and safety. An update was given on the general education task force and on the college leadership initiative including the development of a leadership minor.

5.7 **UNIVERSITY AUDIT COMMITTEE** – reported by Mr. Jim Coogan

No report at this time.

6. **OLD BUSINESS** - none

7. **NEW BUSINESS** - Special thanks were expressed to Mark Jacobs, who was attending by teleconference, for his ten years of service on the board. A reminder was given about the dinner on Friday evening for Sr. Generose Gervais, OSF in Rochester at Cascade Meadow. Lastly, the board expressed its deep appreciation to Michael Gostomski for his serving as Board Chair for the past six years. Jim Coogan as Vice Chair presented Mike with a crystal gavel as a token of appreciation for his service.

8. A motion was brought forth to adjourn the meeting. (Official Resolutions 3.0)

## 2. Official Resolutions Approved (General Session)

- 2.1 **Be it resolved** that the minutes from the February 13, 2015 Board of Trustees meeting be approved as previously submitted.
- 2.2 **Be it resolved** that the Board of Trustees appoints to an additional five-year term the following individuals: Brother David Poos, FSC and Terrance Russell.
- 2.3 **Be it resolved** that the Board of Trustees appoints to a five-year term the following individuals: Brother Patrick Conway, FSC, Roger Haydock, Rhoda Olsen and Mary Ann Remick.
- 2.4 **Be it resolved** that the Board of Trustees elects the following slate of officers for the Board of Trustees for the 2015-2016 fiscal year:
- Chair – Mary Ann Remick (two-year term)  
Vice-Chairperson – Jim Coogan (one-year term)  
Secretary – Sandra Simon (one-year term)  
Treasurer – Joe Ross (one-year term)
- 2.5 **Be it resolved** that the Board of Trustees appoints Mary Becker to the position of Assistant Secretary to the Board of Trustees.
- 2.6 **Be it resolved** that the Board of Trustees appoints Benjamin Murray to the position of Assistant Treasurer for the Board of Trustees.
- 2.7 **Be it resolved** that the Board of Trustees, based on the recommendation of the Faculties and Academic Administration, and with the approval of the President, authorizes the awarding of degrees from May 2015 to April 2016 as certified by the Registrars.
- 2.8 **Be it resolved** that the Board of Trustees grants tenure, beginning with the 2015-2016 academic year, to Rose Beal, Ph.D. and Lori Charron, Ph.D., based on the recommendation of the President, in consultation with the Academic Administration and the Faculty.
- 2.9 **Be it resolved** that the Board of Trustees approves the amendment of Part II and Part III of the College Faculty Handbook as outlined in attached documents.

FACULTY HANDBOOK REVISIONS

<p><b>2.3.2.1 <u>Student Judicial Council</u></b></p> <p>Duties of the Student Judicial Council include the following:</p> <p>a. The Student Judicial Council derives its authority from the Faculty and the Student Senate of Saint Mary's University. It is an autonomous appeals council responsible to the Saint Mary's University community as a whole.</p> <p>b. The Student Judicial Council shall hear and judge the appeals of students in cases involving disciplinary action taken by the Dean of Students and/or the Academic Deans. The council shall affirm or reverse the Dean's decision. The council can uphold any penalty imposed, select a lesser penalty, or impose a more severe penalty.</p> <p>c. The council shall hear and judge cases referred to it by the Chief Judicial Officer. The council will determine whether a violation of disciplinary or academic regulations has occurred and shall impose sanctions, as appropriate.</p> <p>d. The Student Judicial Council shall conduct its business according to procedures outlined in the <u>Student Handbook</u>.</p> <p>Membership:</p> <p>a. <b>Composition.</b> The Student Judicial Council</p>	<p>Remove section in its entirety.</p>
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shall be composed of the following seven members:

1. Three members of the voting faculty (per Handbook Section 2.2.1.C) elected at large by the Faculty at the April meeting.
2. Three students selected by the Student Senate.
3. One representative from the Student Life staff appointed by the Vice President for Student Life.
4. To be eligible for membership, one must accept the legitimacy of all statements on behavioral limits found in the Saint Mary's University Student Handbook and Saint Mary's University Catalog.
5. Members of the council must have been in attendance at the College during the year prior to their service.
6. No one may serve on this council who is currently under disciplinary sanction, or who has been under disciplinary sanction during the previous year.

**b. Term of Office:**

1. The term of office of all faculty members of the Student Judicial Council shall be two contract years.

<p><b>2. Continuity of faculty membership shall be ensured by the election of not more than two-thirds of the faculty members each year.</b></p> <p><b>3. Student members will serve terms of one calendar year, but may be reappointed for one additional term.</b></p> <p><b>4. The term of office for the Student Life member shall be two calendar years.</b></p> <p><b>5. The chair and the secretary of the Student Judicial Committee shall serve an additional year, but not necessarily as officers of the council.</b></p> <p><b>6. The Student Judicial Council shall elect or re-elect a chairperson and a secretary at its first meeting, which shall be called by the outgoing chairperson or secretary.</b></p> <p><b>7. One faculty member and one student member shall serve as officers.</b></p> <p><b>8. The term of office for newly elected members shall begin on August 1 of each year.</b></p>	
<p><b>4.8.3 <u>Review Committee</u></b></p> <p><b>A Review Committee of five members, none of which can be a member of the Faculty Advancement and Tenure Review Committee or</b></p>	<p><b>2.3.2.4 <u>Grievance Review Committee</u></b></p> <p><b>The Grievance Review Committee shall consist of five members, none of which can be a member of the Faculty Advancement and Tenure Review</b></p>

Faculty Handbook Committee, is herewith established in the following manner: two ranked, full-time faculty members will be elected by the Faculty; two members will be appointed by the President of the university, one of which has to be a full-time faculty member and one administrator who does not report to an academic administrator; and the fifth member will be chosen by the first four. The committee members will elect a chairperson. All committee members will normally serve for a term of two calendar years. One member will be appointed by the President and one elected by the Faculty at the beginning of each academic year. Vacancies will be filled by the individual or group who made the original appointment.

**4.8.3.1 Duties of the Review Committee and the University**

**I. Dismissal For Cause**

Upon the university giving written notification to the faculty member of dismissal for cause, the faculty member has the right to have a formal hearing according to procedures in Section 4.11.4.3.

Pending the opinion or recommendation of the Ad Hoc Grievance Committee, the faculty member may be suspended or assigned to other duties in lieu of suspension. Please see suspension procedures authorized in Section 3.8.6.

**Committee or Faculty Council.**

**Duties of the Grievance Review Committee and the University**

The Grievance Review Committee shall hear cases as indicated below:

**a. Dismissal for Cause**

**II. Termination for Prolonged Mental or Physical Illness**

Prior to the termination of any faculty member for medical reasons, the President of the university or her/his designee will give the faculty member involved or her/his representative a written statement of her/his intent to take this action with reasons, framed with reasonable

particularity. Upon receipt of this written notification intent, the faculty member or her/his representative will have twenty-one (21) calendar days to respond before the proposed action is taken.

Also prior to the termination of a faculty member for medical reasons and if the faculty member so requests, the written evidence for the proposed action and the response of the faculty member will be considered by the Review Committee. The request for such a review will be presented to the Review Committee by the faculty member within twenty-one (21) calendar days of her/his receipt of the written notification of intent, and the Review Committee will render an opinion as to whether the intended termination is appropriate and necessary. The opinion will be given in writing to the faculty member and the President of the university, without the opinion being binding upon the President.

**III. Grievances**

The Review Committee as a whole will consider written grievances with supporting evidence from any Saint Mary's University faculty

**b. Termination for Prolonged Mental or Physical Illness**

**c. Grievances**

**Membership:**

**a. Composition.** The Grievance Review Committee shall be composed of the following members:

- 1. Two ranked, tenured, full-time faculty members**

<p>member or a group of faculty members. The written grievance should set forth in detail the alleged wrong; insofar as possible, the specific individual or group against whom it is directed; the relief and/or remedy sought by the grievant; and may contain any other data which the grievant deems pertinent. Written grievances must be received by a member of the Review Committee within twenty-one (21) calendar days after notice of the occurrence of the event(s) upon which the grievance is based or within twenty-one (21) calendar days after the grievant knew or through the exercise of reasonable diligence should have known of the occurrence of the event(s) upon which the grievance is based.</p> <p>Grievances which are based on an event(s) which occurs within fourteen (14) calendar days before a Christmas or summer vacation, or during such vacation periods, must be filed within twenty-one (21) days after the first day of class of the next semester. The time period for the receipt of written grievances may be extended by agreement between the Review Committee and the parties to the grievance if a written notice of intent to file a grievance is received by a member of the Review Committee within the twenty-one (21) calendar day period specified above. Such an extension usually does not exceed an additional twenty-one (21) calendar days.</p>	<p>elected by the Faculty.</p> <ol style="list-style-type: none"> <li>2. Two members appointed by the President of the university, one of which has to be a full-time faculty member and one administrator who does not report to an academic administrator;</li> <li>3. One member will be chosen by the first four.</li> <li>4. The committee members will elect a chairperson.</li> </ol> <p>b. Term of Office:</p> <ol style="list-style-type: none"> <li>1. The term of office for all committee members will two calendar years.</li> <li>2. Continuity of members shall be ensured by one member appointed by the President and one elected by the Faculty at the beginning of each academic year.</li> <li>3. Vacancies will be filled by the individual or group who made the original appointment.</li> </ol>
<p><b>2.3.3.3 General Education Curriculum Committee</b></p> <p><b>Membership:</b></p> <p>a. Composition. The General Education Curriculum Committee shall be composed of the following members:</p>	<p><b>2.3.3.3 General Education Curriculum Committee</b></p> <p><b>Membership:</b></p> <p>a. Composition. The General Education Curriculum Committee shall be composed of the following members:</p>

<p>2. Five elected full-time faculty members to be chosen at large. All elected members shall be members shall have a minimum of three years' experience at the College.</p>	<p>2. Five elected full-time faculty members to be chosen at large. All elected members shall be members shall have a minimum of three years' experience at the College. Further, two of the elected members shall be tenured members of the College faculty.</p>
<p><b>2.3.3.4 <u>Educational Standards Committee</u></b></p> <p><b>Membership:</b></p> <p>a. Composition.</p> <p>2. Five full-time faculty members, each with a minimum of two years' teaching experience at the College, elected at large.</p>	<p><b>2.3.3.4 <u>Educational Standards Committee</u></b></p> <p><b>Membership:</b></p> <p>a. Composition.</p> <p>2. Five full-time faculty members, each with a minimum of two years' teaching experience at the College, elected at large. Further, two of the elected members shall be tenured members of the College faculty.</p>
<p><b>2.3.3.7 <u>Faculty Development Committee</u></b></p> <p><b>Membership:</b></p> <p>a. Composition. The Faculty Development Committee shall be composed of five full-time faculty members with a minimum of three years' service at the university to be elected at large by the faculty. Student members can be asked to serve when appropriate.</p>	<p><b>2.3.3.7 <u>Faculty Development Committee</u></b></p> <p><b>Membership:</b></p> <p>a. Composition. The Faculty Development Committee shall be composed of five full-time faculty members with a minimum of three years' service at the College to be elected at large by the faculty. Further, two of the elected members shall be tenured members of the College faculty. Student members can be asked to serve when appropriate.</p>

**3.6.2 Sabbatical Leave**

- 1. Tenured members of the College teaching faculty are eligible for a University-funded sabbatical after seven years of full-time service at Saint Mary's University, and again after each seven years since a prior sabbatical.**
- 2. During the sabbatical period, a faculty member will not lose any seniority rights.**
- 3. During the sabbatical period, the University agrees to pay one-half of the individual's salary and full fringe benefits for an entire year if the sabbatical is for an entire contract year and all of the individual's salary and full fringe benefits if the sabbatical is for the equivalent of a single semester of a contract year.**
- 4. Individuals returning from sabbaticals may expect to receive normal raises and salary increments to the sabbatical year's base salary as determined by the Board of Trustees in the fall of the year following the sabbatical.**

**3.6.2 Sabbatical Leave**

- 1. Members of the College teaching faculty must be tenured before they are eligible to apply for a sabbatical. Once tenured, a faculty members in at least their sixth year of full-time service to Saint Mary's University may apply for a sabbatical to be taken in the subsequent year. Faculty members are eligible to apply for another sabbatical no sooner than the sixth year of full-time service following completion of the previous sabbatical.**
- 2. During the sabbatical period, a faculty member will not lose any seniority rights.**
- 3. During the sabbatical period, the University agrees to pay one-half of the individual's salary and full fringe benefits for an entire year if the sabbatical is for an entire contract year and all of the individual's salary and full fringe benefits if the sabbatical is for the equivalent of a single semester of a contract year.**
- 4. Individuals returning from sabbaticals may expect to receive normal raises and salary increments to the sabbatical year's base salary as determined by the Board of Trustees in the fall of the year following the sabbatical.**