Minutes of the Executive Committee Meeting, Tuesday, November 14, 2006

Members present: Cal Caplan, David Larson, Nan Maxwell, Susan Opp, Eric Suess, Steve Ugbah

Members absent: Denise Fleming, Mo Qayoumi, Henry Reichman, Dianne Woods

Guests: Evelyn Andrews, Carl Bellone, Fred Dorer, Jennifer Eagan, Liz Ginno, Mark Karplus, Myoung-ja Kwon, Penny McCullagh, Don Sawyer, Arthurlene Towner

1. Approval of the agenda

M/S/P (Opp/Caplan) to approve the agenda with the change that 9, the report of the Language Task Force, be postponed until the next meeting.

2. Approval of the minutes of the meeting on 10-17-2006

M/S/P (Caplan/Larson) to approve the minutes of the meeting on 10-17-2006, as corrected

3. Reports
   a. Report of the Chair
      - The Chair and the President are at the Board of Trustees meeting.
      - Nan Maxwell substituting for the Chair.
      - International week, Wed. Nov. 15, 12-3pm is a food tasting event.
      - Annual drive for the CALICO Center for abused children (quilts, books, stuffed animals), until Dec. 16, WA 645.
      - AS food drive, Basket (filled with food) decorating contest; Nov. 14-20, ST170.
      - Fairness Committee membership issue:
        (Opp/Ugbah) M/S/NP
        Fairness is a college-elected committee; tenure is required by the Fairness document. An exception is requested by Dean Leung and the Chair of Fairness, Eric Soares so that David Bowen, elected by the College of Science, but untenured, may stay on the committee. The reason behind the need for tenure on that committee in the past was to protect an untenured person against retaliation by a tenured faculty member.
        (Caplan) This is a bad precedent to start. There’s more at stake than protecting untenured faculty; it is unwise to make such an exception.
        (Opp) No surprise; the College of Science is having difficulty finding tenured faculty who can serve; more jr faculty are willing, but finding senior faculty is difficult. Note that the request is from the committee not only the Dean of Science.
        (Ugbah) This is an important committee; hates to disagree with a Dean, but we should follow the rules. This is not something we should make an exception for; I am against the exception. Doesn’t want anything regarding protocol to come up later to make us regret making an exception. Someone with tenure should be found to serve.
        (Caplan) Suppose there was a finding against a student, and one member was non-tenured; there might be a grievance; not fair to put the faculty in that position; may jeopardize the entire process by not following the rules.
        - Vote in favor of the exception: 1/4/1 For/Against/Abstention The exception is denied.
b. Report of the President

- Report presented by Dorer.
- Report on the Faculty Support Services organization and relocation:
  We have begun the search for a Director for Research & Sponsored Programs (ORSP), and everyone is comfortable with the reorganization so that ORSP and Faculty Development (FD) will report to the Associate Provost. For reasons of higher visibility and closer cooperation, we are looking at the relocation of ORSP to the Faculty Support Services area in the Library. John Charles is transforming the MATS area into a Center for Teaching and Learning with Technology for faculty. They are also looking at rooms around there for possible expansion for SCAA, as they need more space 2 weeks of every quarter; remodeling is very expensive, however. FD and ORSP will possibly share the Faculty Development space, as the classroom area will move to MATS. Vicky Jensen, Nan Chico, and Arthurlene Towner working on modifying the space utilization [of the Faculty Support Services wing of the Library Annex]. New signage will be needed when all of the moves are completed. The Center for Teaching & Learning with Technology will report to Nan Chico. It will take about $40,000 to set up. This reorganization is taking longer than we hoped.

- (Ugbah) How long with this last? Is this a permanent setup?
- (Dorer) Yes, this is an overall plan to help more faculty to use the services. This will also move Research and Sponsored Programs closer to the Foundation which should help with the pre and post award communications. Towner’s development of Chairs will also be ongoing.
- (Opp) What is the connection to online programs going to be?
- (Dorer) It will remain. Chico will continue to work with the online programs, and teaching in CEAS.
- (Opp) Will a director for faculty development be hired?
- (Towner) Traditionally T-12 and teaching ¼ time; consistent with Chairs.

Time Certain of 2:30 for item # 11

11. Annual University Advancement Report to ExCom

- Report presented by Vice President Burt, and a handout was provided with 04-05 and 05-06 Fundraising Results.
- 05-06 Fundraising Total for gifts, pledges and private grants: $2,361,478.
- Testamentary commitments $869,000
- Total Philanthropic Productivity for 05-06 was 3.2 million dollars.
- Philanthropic Impact (cash in the door this year, including payments of previous pledges) 5.2 million dollars.
- The goal for gifts and pledges for 05-06 was 1 million dollars; bettered by $462,853.
- Gifts to faculty for Research Grants from private sources was up from last year ($898,625). These non-public or private funds go to the Foundation. First endowed chair $250,000.
- Gifts to Leadership Funds are unrestricted; give flexibility; maximize giving and hopefully encourages more. Most alums give to faculty or departments.
- Number of donors in Lepore Society went from 52 to 75, but the bottom line was disappointing as the number of donors overall was down. It is good to learn more about
donors and have them attend many events in order to establish a relationship with them, and encourage them to support us further.

- Annual fund emphasized.
- Bar graphs presented. 2004-2005 biggest contingent pledges. This year is up already. Endowment grew by 1/3 last month, 2 Osher Foundation grants of 1 million dollars and WS Johnson Foundation gift of $325k.
- In the process of organizing for a new university campaign. Marketing Communication.
- (Opp) Do students make calls?
- (Burt) No, we use a professional firm. Also, he has found off-site telemarketing more effective than bulk mail.

An organizational chart was distributed and changes noted by Burt.
- (Caplan) How many new people hired?
- (Burt) Three transfers and three new from outside the university.
- (Caplan) Do you talk with COBRA about these hires?
- (Burt) No, may in the future. He does talk with COBRA in the Spring about the return on investment and effects of changes on fundraising efforts (more people, more money).
- (Ugbah) How many direct reports?
- (Burt) Directors are main reports.
- (Ugbah) What differentiates technicians from specialists?
- (Burt) Experience.
- (Burt) About the future campaign, calibrated for 2008-2009. 25 to 50 million dollars will be the goal. Right now the primary goal is to identify the prospects, know their capacity and have a database ready. 350 names were given to the departments/senior faculty (via the Deans) asking if they know the area of interest of these people, potential, etc. and can they add names to the list. Will also seek information from alums. Try to reach a lot people by next June to ID people not yet uncovered. This will be a comprehensive campaign. This year is a grueling schedule for Mo, including 16 small dinners and 3 alum events.
- (Opp) Will there be one goal?
- (Burt) No, hope for five or six goals for featured gifts; will test the preliminary goals. This will be a 7 year process. We are now in a planning mode. These are not solid until the public phase. We will reinforce the value of donated money throughout the year. Starting in January we will try to expand the Board; we have a good Board at this time, but we need a larger one for a big campaign (moving from planning to campaign mode). We will have a Campaign Cabinet as well, which will be smaller.

Return to item #3 (discussion of Faculty Services reorg)
- (Dorer) The MATS space is not jelled yet. It is a large space; SCAA has the need for more room; will be determining the space requirement for Online Teaching & Learning. Bernie will be in MATS area, and at some point we will hire a Director of Faculty Development. He doesn’t envision it as an MPP position, but more like a T-12 Chair position.

c. Report of the Statewide Academic Senators

- Report presented by Caplan.
- They met last week and there were several resolutions; 2 Lab Sciences requirements for frosh admission (2 of 3 from among Biology, Chemistry, and Physics); a resolution regarding the replacement of Cornerstones, i.e. new Strategic Plan, suggesting that 3 unfulfilled principles be included, one of which was reinvesting in the faculty.
- Resolutions one about Ed.D. progress, another about library resources.
- Prerequisites from CCs discussed, they are subject to review, common numbering system.
- Resources for library.
- Unfunded mandate regarding access for student with disabilities.

4. Appointments
   none

5. **06-07 CIC 3, GE Application of Courses**
   M/S/P (Opp/Ugbah) to forward to the Academic Senate

6. **06-07 CIC 4, Revision of the CIC Policies and Procedures Document**
   M/S/P (Ugbah/Opp) to approve

   M/S/P (Opp/Ugbah) to forward to the Academic Senate, as amended to change the effective date to Winter 07.

   Questions about the Code were answered by Dee Andrews, Chair of History

8. **06-07 CR 1, Nominations for Institutional Review Board**
   M/S/P (Opp/Ugbah) to approve

   It was noted by several members that the Background was confusing. Ginno, Chair of the Committee on Research, suggested that the wording of 5.2 be changed for the future. It was noted that the Action Requested stated what was being decided (approval of the membership of IRB).

9. Report from the Language Task Force (postponed to next meeting).


11. Discussed earlier in the meeting

12. Adjournment
   M/S/P (by general agreement) to adjourn at 3:40

   Respectfully submitted,

   Eric Suess, Acting Secretary