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# MEETING MINUTES FOR MAY 5, 2017

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**In attendance:** Steve Bale (Chair), John Bailey, John Coles, Kristen DeMay, Gail Ferrell, Hugh Fraser, Dan Hooper, Ellen House, Beth Humphrey, Lars Jensen, Robert Kirchman, Matthew Leathen, Ron Marston, Jeff Olsen, Dan Williams

**Absent:** Ana Douglass, Ted Lambert, Kreg Mebust, Rebecca Porter, Steve Streeper, Dan Williams,

**Ex-officio:** None

**Guests:** Scott Huber & Pamela Thomas

**Meeting called to order:** 9 a.m.

Chair Steve Bale opened the meeting, established quorum and welcomed all attendees.

## Approve minutes from April 21, 2017 meeting

**Vote:** Motioned and seconded with minor corrections noted, the minutes were approved unanimously.

## Budget Committee Report

Chair Bale reported travel reimbursement was adjusted due to flight scheduling changes.

An equity adjustment was completed. A committee member asked for more transparency so each individual knows why he or she did or did not receive an adjustment. Chair Bale said Jim New is requesting the PowerPoint presentation of results used by the consultants.

Chair Bale suggested individuals contact legislators to approve merit funding for faculty owing to \$140M anticipated budget surplus.

Chair Bale motioned for the Salary, Benefits & Budgetary Concerns committee (SBBC) to request faculty senate to formally contact the board of regents to encourage inclusion of merit pay for faculty due to \$140m anticipated budget surplus. The motion was seconded and approved unanimously.

Chair Bale will research dates of last merit increases for Faculty Senate to provide accurate information to the Board of Regents and legislators.

## Equity Adjustment Status

Chair Bale reported the equity adjustment status will be funded July 1.

## Sabbatical Subcommittee Forms

Chair Bale noted changes made on sabbatical forms and received minor comments and suggestions from committee members.

Changes made:

- Changed Statement of Issues by Supervisor to Statement by Supervisor to prompt comments and suggestions from the supervisor on the Pre-Application Notice.

- Sabbatical Pre-Application Notice will be signed by dean or supervisor with the department chair signing they were notified. The dean or supervisor will review a prospectus or abstract of the project. Any issues will be resolved before the sabbatical is approved.
- Deans removed from post-sabbatical process as some deans were reviewing completed sabbaticals of topics not in their discipline.
- The application is also used as the coversheet included with the proposal. Supervisors are not required to sign the application.
- President Karin Hilgersom requested a new form showing her decision/comments/possible changes.
- Clarification was added to the Final Report of the Sabbatical Application detailing what elements are required in the final report.
- Overall, the changes streamline and clarify the sabbatical process.

Other suggestions made and approved were:

- Overall approval with the suggestion of using the voice of "you" consistently instead of "the person" when showing the sabbatical applicant is responsible.
- A committee member noted the Board of Regents (BOR) handbook gives the president authority to make final decision on sabbatical approval. The checkbox on the President's Sabbatical Decision Form, titled: "Approved subject to the following" is with the understanding of the BOR policy stated in the handbook. Chair Bale agreed.
- It was suggested to make the comment box larger and adjust the font on the President's Sabbatical Decision Form for visual consistency.
- It was motioned to approve the sabbatical forms with changes. The motion was seconded and approved unanimously with suggested changes.

## Annual Plans

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Chair Bale introduced the annual plan self-evaluation procedure and noted that the deans are not consistent in their review (some comment, some do not). Chair Bale suggests taking all activities with different weight-to-element ratios depending on stature of activity. Suggestions previously received via a shared Google Doc were to add a point values to activities or add a range of point values to an activity (1–3 points). A new performance column was added with a range of 0-100%. Annual plan suggestions made were to consolidate the list of activities, create a usable version that will calculate points for end-users and reduce duplicates. Chair Bale also added that the evaluation has an area showing how many committees were served on and any other achievements made throughout the year. Chair Bale will place document on Google Docs for faculty to say yes/no or C to consolidate items. The results will be finalized will finalize the document at the next meeting. A committee member suggested adding clear instructions for the end-user. Some committee members wanted checkboxes only for ease, Chair Bale stated there is not enough detail from a checkbox. Chair Bale will add/require faculty to provide some sort of narrative of achievements/goals.

## Other Issues for Committee

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None

**Adjourned:** 10:10 a.m.

**Next meeting:** SIER 111, August 18, 2017, Noon–2 p.m.