The Faculty Senate Executive Committee met with the administration at 3:00 p.m. on Wednesday, September 24, 2003.

Present: Chancellor Kristensen, SVCAA Hadley, and Dean of Students Flagstad

Senators Miller, Obermier, Kelley, Kruse, and Bridges

Item 1. There are various open positions in administration. What is the current status of the searches to fill the following positions?

a. SVCAA: Chancellor Kristensen responded that the search committee has met, although the resignation of Claude Louishomme has necessitated the selection of a replacement. The ad has been placed in four different locations and has already generated four applications. The committee is in the process of finalizing their selection criteria and has set a date of November 1, 2003 to begin reviewing applications.

b. Part-time Administrators: SVCAA Hadley indicated that Dave Anderson has been named as the interim Faculty Assistant for Administration (0.25 time term contract which expires June 30, 2003). Glen Powell will continue as the Interim Faculty Assistant for Academic Affairs. SVCAA Hadley indicated that an internal search will be conducted for both positions next year.

c. Dean of Library: SVCAA Hadley has sent letters out to the search committee members and Dean Marilyn Hadley will serve as chair. The plan is to send the ad out the first part of next week.

d. Honors Director: SVCAA Hadley indicated that the search committee has been formed and Glen Powell has been named as chair of the committee.

d. CTE Director/Coordinator of Assessment: SVCAA Hadley indicated that the search committee is being formed and that Glen Powell and Leslie Korb (CBT) will co-chair the committee. Membership of the search committee will include members from both the Assessment Committee and the CTE Advisory Committee. Daryl Kelley was selected to be the Faculty Senate Representative to the search committee.

e. SVCAA Faculty Workload Committee: SVCAA Hadley responded that although he has not yet had time to address this issue, forming this committee is on his list of things to do.

Item 2. Senator Miller brought forward two issues regarding Information Technology: current status and membership of the Tech Fee Committee and the use of student tech fees for Help Desk Personnel.

Senator Miller suggested that the FS Academic Information and Technology Committee be utilized for membership in the Tech Fee Committee. The suggestion is to have membership of the Tech Fee Committee include both the FS Academic Information and Technology Committee (membership determined by FS Constitution) and appropriate individuals identified by the administration. This would give the committee the broader base desired by administration and give faculty one less committee to serve on. Additionally, there is already commonality between the membership of the FS Academic Information and Technology Committee and the constituent representatives the Chancellor had
identified to be on the Tech Fee Committee. Overall, the suggestion was well received and a final decision will be forthcoming.

Senator Miller then raised the issue of using student tech fees for Help Desk personnel and the reassignment of personnel from staff positions with Info Tech Services to the Help Desk. Chancellor Kristensen responded that budget cuts resulted in having to make a decision between cutting either personnel or services. Given the increased need for help desk services (by students), it was decided to shift the funding of some Help Desk personnel from state funds to tech fee funds in order to maintain the level of services available. SVCAA Hadley also noted that UNK has been fairly conservative in their identification of what is an appropriate use of the student tech fees on campus. A review of the priorities to be used in assigning student tech fee monies (from the proposal to raise fees from $1 to $5) revealed that the funds have been used appropriately.

It was also noted that the reassignment of personnel to the Help Desk involves an individual who is in training to be a software technician.

**Item 3.** What learning communities are currently up and running? What is their measure of success?

Dean of Students Flagstad provided a summary report of the learning communities on campus. Currently there are four (4) learning communities up and running: Business (BLC) with 3 members; Future Teachers (FTLC) with 25 members; Service Learning (SLC) with 17 members; and Healthy Lifestyles with 33 members. Dean Flagstad noted that learning communities did not need to have a curricular component, although many of them do. Learning communities are made up of a group of students with a common goal and that goal fits into the mission of the school in some way. Dean Flagstad provided a written summary (which is included in this month’s packet) identifying the goals and challenges of forming learning communities on UNK campus.

**Item 4.** Senator Miller asked if the Student Engagement report had been distributed for evaluation and response.

SVCAA Hadley responded that although the report had only been distributed to select individuals, he would be willing to make it available to a larger audience. Senator Miller suggested that there may be issues identified in the report that the FS Student Affairs and Academic Affairs committees should be examining and addressing. SVCAA Hadley agreed and will provide copies of the report to Senator Miller for distribution.

**Item 5.** Senator Miller identified three budget issues: scheduling of budget forum and the issues to be discussed; summer school funding allocation; and priority program funds.

Chancellor Kristensen has scheduled a budget forum for 4 p.m. on September 25, 2003. Chancellor Kristensen indicated that he would discuss the following at the forum: the total bill of the budget cuts to UNK, the amount received back from Central Administration, how strategic plan is being used, etc. and then open it up for questions.

Senator Miller then asked about summer school. Do we know what the funding allocation to the Colleges/Departments for summer school will be? SVCAA Hadley responded that this information had been given to the Deans at this week’s Council meeting. SVCAA Hadley went on to explain that the allocation of summer school funding was based on a
specific set of criteria. The criteria included revenue generated, costs (actual monies spent last year compared to amount budgeted), credit hours produced, college/department mission, and graduate/undergraduate hours.

Senator Miller asked about priority program funds and the plan for their distribution. SVCAA responded that there is no firm plan for distributing this year’s money yet. In fact, it is not yet known what amount UNK will receive this year (it has not yet been distributed from Central Administration). Priority funds from last year have been distributed.

**Item 6.** Senator Miller suggested that there be a FS representative on the administrative committees formed to examine departmental mergers and the search committee for Director of CTE.

The FSEC put forward Senator Kelley’s name as the FS representative on CTE Advisory Committee. The nomination was accepted by the administration.

The administration agreed to have a FS representative on the committee to examine Department mergers.

Senator Miller expressed the view that the compensation issue of Directors and Associate Deans is not a senate issue and thus no FS representative is necessary for the committee.

**Item 7.** Since VCBF Randy Haack was not present at the meeting, the discussion about the progress being made on the green house and the amount of space around Bruner designated to be returned to parking was limited. It was noted that progress on the new greenhouse is proceeding at a rapid pace. VCBF Haack, in a later communication, indicated that the construction of the green house at the east end of Bruner Hall of Science is anticipated to result in the loss of 8-10 parking spaces.

**Item 8.** Senator Miller presented the idea of having a two-part faculty retreat next fall as a lead off to strategic planning. The first part would use small groups in focused break-out sessions during the first or second week of the fall semester to address specific critical issues that had been identified. The second part of the retreat would be the groups presenting their recommendations to the entire group, including the administration, sometime later in the semester.

Chancellor Kristensen responded favorably to the idea. Chancellor Kristensen indicated that there are some preparatory things that need to be done before the actual strategic planning takes place, so the Strategic Planning Committee may need to be formed before next fall. It may also be prudent to expand the charges of the committee.

**Item 9.** Senator Miller provided a brief review of the process to be followed granting an Honorary Degree. The first screening involves a committee that comes up with a list of potential recipients. The list goes to the Chancellor for approval and for selection of an individual to forward to the Senate. The Senate receives the information in a sealed packet (all voting is done by anonymous vote and with no discussion) and Senators are asked to vote “yea” or “nay.” The sealed packets are taken from the Senate and delivered back to the Chancellor’s office to be counted. From there the decision goes on to the Board of Regents.
Reports from Administration:

**Chancellor Kristensen:**
Chancellor Kristensen responded that he is interested in finding an appropriate way to communicate with the campus and community about where UNK is headed and the good things that are happening at UNK. Chancellor Kristensen indicated that he was considering a series of presentations or perhaps a series of focus groups.

**Dean of Students Flagstad:**
Dean Flagstad indicated that Information Technology has been going room to room in the residence halls to update virus software on student computers.

Progress is being made on the master plan for renovation and/or building new residence halls. The Committee hopes to have their work completed by March. Dean Flagstad went on to say how important residence halls are for recruiting and retaining students. Priorities of the committee include: (1) what to do with University Heights; (2) what to about the deferred maintenance on buildings; and (3) how to balance the wants of the students with the needs within the residence hall environment.