The Faculty Senate Executive Committee met with the administration at 3:00 p.m. on Monday, November 3, 2003.

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

Senators Miller, Obermier, Kelley, Kruse, Young, and Bridges

**Item 1.** Senator Miller asked for an update on the current status of the searches to fill the following positions:

- **SVCAA:** The search committee members have been reviewing the applications and the entire committee is scheduled to meet tomorrow (11/04) to discuss the applicant pool. So far there have been 34 applications received.

- **Dean of Libraries:** Ad has been sent out. At the request of the library faculty, the end date has been extended in order to take advantage of placing the ad in a publication where this type of position is typically advertised.

- **Director of the Honors Program:** Ad has been sent out. Response to the ad has been minimal (very few applicants in the pool).

- **CTE Director/Coordinator of Assessment:** Search committee co-chairs (Glen Powell and Leslie Korb) are working on the wording of the advertisement and preparing the necessary paperwork. The position will most likely be listed as Managerial/Professional, which will shorten the time necessary for the search.

- **AA/EO Officer:** Cheryl Bressington is currently serving as Interim AA/EO Officer. Chancellor Kristensen indicated that a proposal for restructuring of the position is being considered (perhaps folding the position into HR). Whatever the outcome, the Chancellor does not wish to devalue the position and the AA/EO Officer would still report to the Chancellor.

**Item 2.** Senator Miller asked for an update on the progress made in forming the following committees:

- **SVCAA Faculty Workload Committee:** SVCAA Hadley responded that he has received the report and has asked Dave Anderson, one of the original authors, to review it.

- **Chair/Director/Assoc Dean compensation committee:** SVCAA Hadley indicated that now that the money available for summer school has been determined, this issue can be addressed and the committee will be formed soon.

- **Departmental mergers review committee:** SVCAA Hadley responded that it is on the list of things to accomplish, but just has not had the time to do so this semester. SVCAA Hadley indicated that he will begin working on the committee with the goal that the committee's work be finalized the early part of Spring 2004 semester.

**Item 3.** Senator Miller raised the issue of the development of a UNK Master Plan for Marketing, Retention, and Recruiting. Senator Miller went on to identify concerns in two primary areas: retention and marketing/recruiting.
a. **Retention:** Senator Miller asked what we can do to make our retention efforts more coherent. Currently, summer orientation, fall orientation, the first year experience, and learning communities seem to be uncoordinated and in many cases lacking in assessment procedures.

b. **Marketing/Recruiting:** Senator Miller asked what we can do to make our recruiting efforts more coherent. Is there a master plan that includes efforts by administration, staff, faculty and student and includes a time-line for planned mailings? It was noted that recruiting needs to be sequenced and rational.

Senator Miller summarized the issues by noting that while there are many pieces to the effort aimed at retention, marketing, and recruiting, the interaction between the pieces (in terms of information sharing and knowledge of what the other pieces are doing) is not well articulated. As a result, individuals (or groups) involved in the process do not always recognize how their efforts fit into the overall scheme of what is trying to be accomplished or if their efforts are successful. In this regard, some type of overall plan would be helpful to see how all the individual pieces fit, provide an idea of what each piece is trying to accomplish, and who is trying to accomplish it. The plan might include some coordination between the pieces, a timeline indicating when materials are sent out, and evaluation of the outcomes in terms of what worked, what doesn’t.

Chancellor Kristensen responded that the Office of Admissions has a plan in place which details when and what is sent out to prospective students, and that Admissions had provided him a copy. Senator Miller indicated that he was unaware of the plan, but would like to have a copy as the information would be useful for faculty. SVCAA Hadley noted that over time UNK has expanded what activities are being done in terms of recruitment. He went on to note that perhaps now is the time to categorize what activities are being done and make it more consistent across the colleges.

Senator Miller also noted that it would be very beneficial if the Department Chairs and Deans knew what is sent out by Admissions and vice versa. This two-way communication should reduce the chance of duplication of efforts and provide an opportunity to utilize resources more effectively.

Chancellor Kristensen indicated that the “old marketing plan” has not appeared to have gone anywhere. Chancellor Kristensen stressed that marketing is not the same as recruiting, and is considering hiring the market consultant firm Stamats to provide assistance.

**Item 4.** Senator Miller raised several questions concerning upcoming budget issues.

a. **What is the future budget picture, overall?** Chancellor Kristensen responded that the current estimated shortfall is $198 million. Given that approximately 15% of the state budget goes to the university, this would represent a $30 million cut to the UN system. UNK’s share would be approximately $2.4 million (based on 8% of the UN system’s cut). Some of this reduction would probably be one time monies, but a base budget reduction will cause real problems. Chancellor Kristensen stressed that the projections (Forecasting Board) are for 20 months out, and if the situation worsens then we are likely to see some major cuts.
Senator Miller then asked about how priority program funds are to be distributed, what advantages does a UNK priority program have in budget reduction decisions, and what is the current status of roll-over funds?

SVCAA Hadley responded that this year’s priority program funds (approximately $100,000) have been released. He will be discussing how to best utilize this money with the Deans, and is looking at ways to allocate the funds with the objective of making some real changes in programs. SVCAA Hadley indicated that it may be time to discuss the philosophy behind the priority program funding, especially in terms of the definition of priority programs. Members of the FS Executive Committee noted that the current definition tends to create negative energy as the priority program designation is often equated with being prestigious. SVCAA Hadley agreed and stated that the possibility of reopening the process for priority program status is consistent with following the Strategic Plan, as it represents a reinvestment in the institution. SVCAA emphasized that priority program funding does not always mean an increase in the base budget amount for a program and/or department, but rather is often 1 year money.

Senator Miller indicated that some of the rollover funds that were held back to help with budget cuts actually represented deferred projects by departments. Since not all departments held the same amount back, there is the concern that those who saved the most are subsidizing those who did not.

SVCAA Hadley responded that the carryover monies actually represented money for expected budget cuts. Since the budget cut was less than expected, there is money that can be returned to the units. SVCAA Hadley indicated that the bulk (80%) will be returned to the Deans and it is the Administration’s hope that some of this money will be spent on projects that could not be afforded any other way (i.e., new computers for faculty).

b. What is the process for deciding who will be able to compete for Foundation and Government funding?

Chancellor Kristensen responded that in the past, project proposals were solicited from the campus via John Falconer’s office and these projects were then presented to Tom Osborne (or his staff) who then picked three to be presented. One of the difficulties UNK faces is that we are not really experienced at that level in terms of how to deliver the projects. UNK would be better off if could locate available money and then match projects to those funds. Right now it appears success in obtaining funds is a matter of having the right contacts.

Chancellor Kristensen explained that the Foundation has ceased offering the mini-grants, and currently the Administration is responsible for submitting requests for their campus and Central Administration makes the funding decisions.

Item 5. Senator Miller inquired about what progress has been made in setting up a building alert system. Dean Flagstad responded that the topic had come up during the Safety meeting. The Administration will follow up on this issue.
Item 6. Senator Miller asked if there are any plans to conduct a gender climate survey, and if so, who will be making the arrangements.

Chancellor Kristensen responded that it has been a topic of discussion and that he is committed to conducting one. At this time there is some disagreement over how to conduct the survey. Chancellor Kristensen expressed his desire to use a random survey to collect information, as he would like the results to be more usable and provide some information about what needs to be done on campus. However, it is difficult to find an individual interested in being chair of the committee to conduct the survey.

Item 7. Is there a technology transfer committee at UNK?

The topic of the Technology Transfer committee came from the regents meeting packet: The Chancellor indicated it was the choice of each campus to decide whether or not to establish the committee. UNK has chosen to wait in order to see how the other campuses implement the committee and process.

In other words, the Administration responded, “not that we know of, but if you want to have one, we can create one.” The Senators politely refused the offer to create another committee.

Item 8. Senator Miller raised some concerns over the possible changes in Spring/Summer Graduation. It has been suggested that students who will complete their degree in the summer no longer be allowed to participate in spring commencement. Does this mean that UNK will no longer issue a diploma in the summer? What happens to the students planning on participating this spring as summer grads? What was the process (i.e., was FS Student Affairs consulted) used to arrive at the new policy and what were the reasons for the new policy? Could implementation of the new policy be delayed for a year to allow students to plan for the new policy?

Chancellor Kristensen responded that the packed house combined with the length of the program of last spring’s commencement indicates that something needs to be done. One possible solution is to not allow summer graduates to participate in spring commencement. However, it quickly became evident that this solution is probably not very palatable, thus it has been put on hold for now. Chancellor Kristensen stated that he is continuing to look at ways to shorten the program and to have it focus more on the students. Opening the concession stands during commencement is also being considered.

Item 9. Reports from the Chancellor, Vice Chancellors, & Dean of Students

Dean of Students Flagstad: Provided contact information for the Student Announcement Bulletin. The Bulletin goes out every Thursday via e-mail and provides information about upcoming campus activities to students.

Chancellor Kristensen: UNK campus will be highlighted on an early morning show on the Discovery Channel sometime next week. The show will be linked to the website: Forbes.com. Chancellor Kristensen commented that the President Search is underway and that he is hopeful that input will be asked for. Additionally, there should be an opportunity for UNK campus to visit with candidates once the interview process begins.