

**2001-02 UNIVERSITY OF MINNESOTA**

**SEPTEMBER 20, 2001**

**UNIVERSITY SENATE MINUTES: No. 1**  
**TWIN CITIES CAMPUS ASSEMBLY MINUTES: No. 1**  
**FACULTY SENATE MINUTES: No. 1**  
**STUDENT SENATE MINUTES: No. 1**

The first meeting of the University Senate, Twin Cities Campus Assembly, and Faculty Senate for 2001-02 was convened in 25 Mondale Hall, Minneapolis campus, on Thursday, September 20, 2001, at 2:32 p.m., as a joint meeting of the three bodies. Coordinate campuses were linked by telephone. Checking or signing the roll as present were 128 voting faculty/academic professional members, 37 voting student members, 3 ex officio members, and 4 nonmembers. Vice Chair Marti Hope Gonzales presided.

**1. ANNOUNCEMENTS**

Vice Chair Gonzales announce that the President's State of the University Address is scheduled for Thursday, October 18, 2001.

**2. TRIBUTE TO DECEASED MEMBERS OF THE UNIVERSITY COMMUNITY**

**FACULTY/ACADEMIC PROFESSIONALS/STAFF**

Robert L. Bollinger  
Senior Counselor  
Physical Medicine and Rehabilitation  
1929 – 2001

Shelley N. Chou  
Professor and Interim Dean  
Neurosurgery, Medical School  
1924 – 2001

William C. Cullen  
Professor  
University of Minnesota Waseca  
1914 – 2001

Laddie J. Elling  
Professor  
Agronomy  
1917 – 2001

James E. Gerald

Professor  
College of Liberal Arts  
1906 – 2001

Harminder S. Gill  
Assistant Professor  
College of Pharmacy  
1956 – 2001

Grace W. Gray  
Professor  
College of Veterinary Medicine  
1924 – 2001

Glenn L. Hendricks  
Professor  
International Studies  
1928 – 2001

David A. McGough  
Coordinator  
General College  
1929 – 2001

D. Frank McKinney  
Professor  
Bell Museum of Natural History  
1928 – 2001

Kenneth P. Miller  
Professor  
Southern Research and Outreach Center  
1915 – 2001

Thomas S. Noonan  
Professor  
History  
1938 – 2001

Louise M. Nutter  
Associate Professor  
Pharmacology  
1957 – 2001

Dale W. Olsen  
Professor

College of Liberal Arts  
1932 – 2001

James T. Prince  
Associate Professor  
Microbiology  
1920 – 2001

Barbara Tebbitt  
Assistant Professor  
Nursing  
1942 – 2001

Fay M. Thompson  
Director  
Environmental Health and Safety  
1935 – 2001

Richard L. Tweedie  
Professor  
Biostatistics  
1947 – 2001

Marjorie U. Wilson  
Professor  
Physical Education/Recreational Sports  
1908 – 2001

Ralph O. Wollan  
Assistant Professor  
Finance  
1921 - 2001

## **STUDENTS**

Jacqueline Airey  
College of Human Ecology

Brian D. Moore  
College of Liberal Arts

Benjamin R. Noon  
General College

Marc A. Penka  
Graduate School

Joseph R. Peterson  
College of Biological Sciences

Connie T. Taylor  
College of Liberal Arts

Randall T. Taylor  
General College

Thomas R. Tight  
College of Liberal Arts

### **3. ADMINISTRATIVE RESPONSES TO SENATE AND ASSEMBLY ACTIONS Information**

#### **University Senate**

Constitutional Amendment (Student term limits)

Approved by the: University Senate April 19, 2001

Approved by the: Administration - May 18, 2001

Approved by the: Board of Regents - June 9, 2001

Amendment to Semester Conversion Standards

Approved by the: University Senate April 19, 2001

Approved by the: Administration - May 18, 2001

Approved by the: Board of Regents - no action required

Policy on Residency Requirements

Approved by the: University Senate April 19, 2001

Approved by the: Administration - May 18, 2001

Approved by the: Board of Regents - no action required

Intellectual Property Policy Procedures

Approved by the: University Senate April 19, 2001

Approved by the: Administration - May 18, 2001

Approved by the: Board of Regents - no action required

\*Procedures were reported to the Board, EPPC, but the policy is not in effect until the procedures are accepted by the President.

#### Network Management Guidelines

Approved by the: University Senate April 19, 2001

Approved by the: Administration - May 18, 2001

Approved by the: Board of Regents - no action required

#### Policy on Makeup Examinations

Approved by the: University Senate April 19, 2001

Approved by the: Administration - May 18, 2001

Approved by the: Board of Regents - no action required

#### **Twin Cities Campus Assembly**

#### Amendments to the Policy on Classes, Schedules, and Final Exams

Approved by the: University Senate April 19, 2001

Approved by the: Administration - May 18, 2001

Approved by the: Board of Regents - no action required

### **4. SENATE/FACULTY CONSULTATIVE COMMITTEE REPORT**

Professor Joe Massey, Chair of the Faculty Consultative Committee (FCC), thanked each senator for serving in the Senate and introduced the FCC members and the Senate Officers. He noted that five new Regents have been appointed. FCC is working to build ties with these people. Additionally, one FCC member will attend each Regents' committee meeting.

FCC wrote to ask that a faculty member be appointed to serve on the Commission on Excellence created by the legislature; Professor W. Andrew Collins has been appointed.

FCC is working to strengthen ties to the Academic Staff Advisory Committee (ASAC) and to the deans. Lunches with FCC members and department heads/chairs are also being held.

Goals for this year include having a voice in the accountability riders and funding common goods such as the libraries and extension services, understanding civic and community engagement, and looking at the consultative aspects of the compact process in each college.

Lastly, Professor Massey is working to have a musical prelude to each Senate meeting.

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### **CONSENT AGENDA A** **Action by All Bodies**

Agenda Items 5. through 7. are considered to be non-controversial or "housekeeping" in nature and are offered as a "Consent Agenda" to be taken up as a single item with one vote. Any item will be taken up separately at the request of a senator. (A simple majority is required for approval.)

**5. MINUTES FOR APRIL 19, 2001**  
**Action**

**MOTION:**

To approve the University Senate, Faculty Senate, and Twin Cities Campus Assembly minutes, which are available on the Web at the following URLs. A simple majority is required for approval.

[http://www1.umn.edu/usenate/u\\_senate/010419sen.html](http://www1.umn.edu/usenate/u_senate/010419sen.html)  
[http://www1.umn.edu/usenate/faculty\\_senate/010419fac.html](http://www1.umn.edu/usenate/faculty_senate/010419fac.html)  
<http://www1.umn.edu/usenate/tcca/010419tcca.html>

**CAROL WELLS, CLERK**  
**UNIVERSITY SENATE/  
TWIN CITIES CAMPUS ASSEMBLY**

**6. SENATE AND ASSEMBLY OFFICERS**

The chairs of the University Senate, Faculty Senate, Student Senate, and Twin Cities Campus Assembly recommend the following officers for 2001-02:

Clerk – Carol Wells  
Parliamentarian – David McGowan

**7. COMMITTEE ON COMMITTEES**  
**2001-02 Committees of the University Senate, Faculty Senate,**  
**and Twin Cities Campus Assembly**

University Senate committee memberships for 2001-02:

**DISABILITIES ISSUES - Faculty/PA:** William Durfee (chair), James Carey, Harvey Carlson, Elizabeth Lightfoot, Virgil Mathiowetz, Ken Myers, Joe Reichle, David Wuolu. **Civil Service:** Robert Copeland, Paula Knutzen. **Students:** 2 to be named. **Ex Officio:** Bobbi Cordano, Julie Sweitzer.

**EDUCATIONAL POLICY - Faculty/PA:** Wilbert Ahern (chair), Shaw Curley, Gordon Hirsch, Frank Kulacki, Carol Miller, Kathleen Newell, Marsha Odom, Martin Sampson, Karen Seashore, Mary Ellen Shaw, Mary Sue Simmons. **Students:** 6 to be named. **Ex Officio:** Geri Malandra, Christine Maziar, Craig Swan.

**EQUITY, ACCESS, AND DIVERSITY - Faculty:** 1 to be named (chair), Williams Bradshaw, Eric Burgess, Carol Chomsky, Mariam Frenier, Warren Warwick, Srilata Zaheer, Jacquelyn Zita. **Academic Professionals:** Beverly Balos, 1 to be named. **Students:** Vanessa Bailey, Dan Kelly,

Amele Olufunke, Kristin Saxelby, 2 to be named. **Civil Service:** Rose Blixt, Don Cavalier. **Ex Officio:** Kathryn Brown, Julie Sweitzer.

**FINANCE AND PLANNING - Faculty/PA:** Charles Speaks (chair), Jean Bauer, Charles Campbell, David Chapman, Stephen Gudeman, Wendell Johnson, Michael Korth, Terry Roe. **Civil Service:** Stanley Bonnema, Susan Carlson Weinberg. **Students:** Brittany McCarthy-Barnes, 3 to be named. **Ex Officio:** Eric Kruse, Richard Pfitzenreuter, Michael Volna, Peter Zetterberg, 3 to be named.

**INFORMATION TECHNOLOGIES - Faculty/PA:** Phil Goodrich (chair), Mark Bellcourt, Josephine Crawford, Stephen Downing, Gary Hallman, Nancy Herther, Robert McMaster, Thomas McRoberts, Haesun Park, William Peterson, April Schwartz. **Civil Service:** Jeff Johnson. **Students:** Ryan Osero, 2 to be named. **Ex Officio:** Steve Cawley, Linda Jorn.

**LIBRARY - Faculty/PA:** Peter Firchow (chair), Jennifer Alexander, C. Barry Carter, Elaine Challacombe, Lael Gatewood, Jill Gidmark, Carol Marxen, Lisa Norling, James Orf, Leon Satkowski, Roderick Squires, Ray Wakefield. **Students:** Amy Kudronowicz, 3 to be named. **Ex Officio:** Sue Engelman, Joan Howland, Thomas Shaughnessy, 3 to be named.

**RESEARCH - Faculty/PA:** David Hamilton (chair), Melissa Anderson, Gary Balas, James Cotter, Kris Davidson, Leonard Kuhi, Scott McConnell, Sharon Neet. **Civil Service:** Susan Miller. **Students:** 3 to be named. **Ex Officio:** Robin Dittmann, Esam El-Fakahany, Phillip Larsen, Mark Paller.

**SOCIAL CONCERNS - Faculty/PA:** Robert Brown (chair), John Beatty, George French, Margaret Kuchenreuther, Judi Linder, Mark Pedelty, Luis Ramos-Garcia. **Civil Service:** Catherine Forseide-Hussain, John Jensen, Jean Niemiec. **Alumni:** 3 to be named. **Students:** Brian Wiedenmeier, 6 to be named. **Ex Officio:** Greg Schooler, Julie Sweitzer, 1 to be named.

**STUDENT ACADEMIC INTEGRITY - Faculty/PA:** Dorothy Anderson (chair), Mark Bellcourt, Shawn Curley, Leslie Meek, Robert Pepin, Angelita Reyes, Daniel Svedarsky, Carston Wagner. **Students:** Amber Benning, Steve Brandt, Yev Garif, 3 to be named. **Ex Officio:** Linda Ellinger, Betty Hackett.

**STUDENT AFFAIRS - Faculty/PA:** Jason Stingl (chair), Yasemin Kaygisiz, Cheryl Meyers, Sara Nagel, Gerald Rinehart Janet Schottel, 1 to be named. **Civil Service:** David Lenander. **Alumni:** Terry Hietpas. **Students:** Brittany McCarthy-Barnes, Brian Wiedenmeier, 6 to be named. **Ex Officio:** Robert Jones.

#### **FOR INFORMATION:**

**ALL-UNIVERSITY HONORS - Faculty/PA:** Shirley Garner (chair), Vernon Cardwell, Lester Drewes, Mary Lou Fellows, Joann Lee, V. Rama Murthy, G. Edward Schuh, Daniel Svedarsky. **Alumni:** Judy Lebedoff, Sandy Morris, Beth Patten, H. William Walter, 1 to be named. **Students:** Judy Berning, Aaron Street, 1 to be named. **Ex Officio:** Gerald Fischer, Florence Funk, Virginia Hansen, Cheryl Jones.

**COMMITTEE ON COMMITTEES - Faculty/PA:** 1 to be named (chair), Carl Adams, Ellen Berscheid, Marilyn DeLong, Catherine French, Dian Lopez, Omelan Lukasewycz, Francisco Ocampo, Richard Poppele, 1 to be named. **Students:** Prince Amattoe, Daniel Buechler, Phillip Cole, Khaled Dajani, Leah Stritesky, 2 to be named.

**CONSULTATIVE - Faculty:** Joseph Massey (chair), Muriel Bebeau, Susan Brorson, Arthur Erdman, Daniel Feeney, Candace Kruttschnitt, Judith Martin, Paula Rabinowitz, Jeff Ratliff-Crain, Billie Wahlstrom. **Students:** Judy Berning, Ryan Brux, Daniel Buechler, Khaled Dajani, Trevor Ewanochko, Chad Kisner, Shawn Lavelle, Kari Lindeman, Matt McBlair. **Ex Officio:** Wilbert Ahern, Les Drewes, Marti Hope Gonzales, Ryan Osero, Charles Speaks, Matthew Wohlman.

Faculty Senate committee memberships for 2001-02:

**FACULTY AFFAIRS - Faculty:** Richard Goldstein (chair), Josef Altholz, Carole Bland, Daniel Feeney, Darwin Hendel, Joan Howland, Roberta Humphreys, Cleon Melsa, Dwight Purdy, Wade Savage, Thomas Walsh, Carol Wells. **Academic Professional:** 1 to be named. **Ex Officio:** Carol Carrier, Robert Fahnhorst, Robert Jones, George Seltzer, Sheila Warness, 2 to be named. **Students:** 2 to be named.

**JUDICIAL - Faculty:** George Sheets (chair), F. Ron Akehurst, Richard Arvey, David Born, Patrick Brezonik, Edward Cushing, Amos Deinard, Bruce Downing, Jeanette Gundel, Patrick Hanna, Cynthia Jara, Diane Katsiaficas, Carol Klee, Sanford Lipsky, Karin Musier-Forsyth, Ken Myers, Sharon Neet, Phyllis Pirie, Marty Rossman, Michael Sadowsky, T. Michael Speidel, James Van Alstine, Billie Wahlstrom, Robert Yahnke.

**FOR INFORMATION:**

**FACULTY CONSULTATIVE - Faculty:** Joseph Massey (chair), Muriel Bebeau, Susan Brorson, Arthur Erdman, Daniel Feeney, Candace Kruttschnitt, Judith Martin, Paula Rabinowitz, Jeff Ratliff-Crain, Billie Wahlstrom. **Ex Officio:** Wilbert Ahern, Lester Drewes, Richard Goldstein, David Hamilton, Marti Hope Gonzales, Marvin Marshak, Charles Speaks.

Twin Cities Campus Assembly committee memberships for 2001-02:

**ADVISORY COMMITTEE ON ATHLETICS - Faculty/PA:** Eugene Borgida (chair), Linda Brady, Arthur Erdman, Mary Jo Kane, Laura Koch, Elaine Tyler May, Gerald Rinehart, David Taylor, Richard Weinberg. **Civil Service:** Duane Nelson. **Alumni:** Walter Bowser, Kathie Eiland-Madison. **Students:** Lindsey Hillesheim, Jason Reed, 2 to be named. **Ex Officio:** Carol Gruber, Frank Kara, Thomas Moe, Chris Voelz.

**EDUCATIONAL POLICY - Faculty/PA:** Kathleen Newell (chair), Shaw Curley, Gordon Hirsch, Frank Kulacki, Carol Miller, Martin Sampson, Karen Seashore, Mary Ellen Shaw, Mary Sue Simmons. **Students:** 5 to be named. **Ex Officio:** Geri Malandra, Christine Maziar, Craig Swan.



**FACULTY ACADEMIC OVERSIGHT ON INTERCOLLEGIATE ATHLETICS - Faculty/PA:** Laura Koch (chair), Eugene Borgida, Linda Brady, James Perry, Burton Shapiro, Rodney Smith, Cathrine Wambach, Richard Weinberg, 1 to be named. **Ex Officio:** Carol Grubber, Frank Kara.

**STUDENT BEHAVIOR - Faculty/PA:** John S. Anderson (chair), Jane Carlstrom, Jessie Daniels, Patricia Fillipi, Jane Gilgun, Michael LuBrant, James Luby, Judy Rayburn, Bruce Schelske, Carol Shield, Eden Torres. **Students:** Amy Kudronowicz, at least 10 to be named. **Ex Officio:** Betty Hackett.

**FOR INFORMATION:**

**ACADEMIC HEALTH CENTER PROVOSTAL FACULTY CONSULTATIVE - Faculty:** Marc Jenkins (chair), Muriel Bebeau, James Boulger, Denis Clohisy, Jean Forster, Christine Mueller, Michael Murphy, Ronald Sawchuck. **Ex Officio:** 2 to be named.

**COMMITTEE ON COMMITTEES - Faculty/PA:** 1 to be named (chair), Carl Adams, Ellen Berscheid, Marilyn DeLong, Catherine French, Francisco Ocampo, Richard Poppele, 1 to be named. **Students:** Daniel Buechler, Phillip Cole, Khaled Dajani, Leah Stritesky.

**COUNCIL ON LIBERAL EDUCATION - Faculty:** 1 to be named (chair), John S. Anderson, Terence Collins, Ernest Davenport, John Dickey, Gordon Duke, David Frank, Lary May, Richard McCormick, Robert McMaster, Lisa Norling, George Spangler, Judith Zaimont. **Academic Professional:** Beverly Atkinson. **Students:** Gary Cooper, 1 to be named.

**STEERING - Faculty:** Joseph Massey (chair), Muriel Bebeau, Arthur Erdman, Daniel Feeney, Candace Kruttschnitt, Judith Martin, Paula Rabinowitz, Billie Wahlstrom. **Students:** Judy Berning, Daniel Buechler, Khaled Dajani, Trevor Ewanochko, Kari Lindeman. **Ex Officio:** Marti Hope Gonzales, Kathleen Newell, Ryan Osero, Charles Speaks, Matthew Wohlman.

**MARILYN DELONG  
COMMITTEE ON COMMITTEES**

**DISCUSSION:**

With no discussion, a vote was taken and Consent Agenda A was approved.

**APPROVED**

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**END OF CONSENT AGENDA A**

**8. SENATE RESEARCH COMMITTEE  
Policy on the Use of Controlled Substances in Research  
Action by the University Senate**

## **MOTION:**

To approve the following Policy and Procedures regarding the Use of Controlled Substances in Research as follows (language to be deleted is ~~struck-out~~; language to be added is underlined).

### **Using Controlled Substances for Research**

#### **Policy 2.1.4**

The following are responsible for the accuracy of the information contained in this document

#### **Responsible University Officer**

Vice President for Research

#### **Responsible Office**

Department of Environmental Health and Safety  
Office of Regulatory Affairs

### **Policy Statement**

In conducting research and teaching activities with controlled substances, University authorized departments, units and employees must comply with federal and state laws and regulations regarding their uses, including registration with DEA and MNBP, storage requirements, inventory maintenance and substance disposal.

Failure to comply with this policy may be grounds for discipline by the University, suspension or termination of research by the University Institutional Review Board or Institutional Animal Care and Use Committee, referral for academic misconduct proceedings and/or reporting to external licensing authorities. Any disciplinary action taken by the University will follow the employment rules governing the individual's employment category.

The Department of Environmental Health and Safety and the Office of Regulatory Affairs are responsible for monitoring compliance.

### **Reason for Policy**

The University has responsibility to assure that departments, units and employees will comply with all applicable laws and internal requirements to safely handle and prevent diversion of controlled substances used in research when procuring, storing, using and disposing of them.

### **Contents**

- [Who Should Know This Policy?](#)
- [Related Information](#)
- [Contacts](#)

- [History](#)
- [Exclusions](#)
- [Definitions](#)
- [Responsibilities](#)
- [Procedure](#)
- [Forms/Instructions](#)

## Who Should Know This Policy

President / Provost / Chancellor / Provost / Vice President / Vice Chancellor / Dean / Director / Department Head / Chair / Principal Investigator / Faculty Resource Responsibility Center Mgr. / Area Manager / Other Accounting / Finance Personnel / All Employees / Other Groups - Those involved in using controlled substances.

## Related Information

Regents Policy - [Animal Care and Use](#) Regents Policy - [Use of Human Subjects in Research](#)  
 Controlled Substances Act, Code of Federal or Substance Regulations (21 CFR, part 1300 to end) Minnesota Rules (Minnesota Board of Pharmacy, Chapter 6800. 4210 to 6800.4250) [Guide to Regulation of Controlled Substances Department of Environmental Health Services Office of Regulatory Affairs](#)

## Contacts

Subject	Contact	Phone	Fax/Internet
Advising, Counseling, Notification, and General Questions Regarding Policy	U of MN Dept of Environmental Health & Safety Office of Regulatory Affairs	(612) 626-6002 (612) 626-1462	(612)624-1949 (612)626-0178 ora@tc.umn.edu

## History

**Amended:** August 2000 - Updated January 2000 revision history entry. Changed "While department licenses will have a designated person, the department and University assume liability for the license rather than the individual". to the following: "A designated person will hold the DEA and MNBP licenses in the name of the University Unit." Since the Unit Registrant does still hold some personal responsibility as the DEA and MNBP registrant, the entry in the revision history was changed to reflect this.

**Amended:** January 2000 - Revised to centralize control and oversight for controlled substance licensing and auditing; Individual DEA licenses are replaced in favor of two-tiered system to license departments or units and individual laboratories; A designated person will hold the DEA and MNBP licenses in the name of the University Unit; Departments will be responsible for

serving as a gatekeeper for controlled substances purchases and determining the validity of requests; The Office of Regulatory Affairs can assist in this by providing evidence of IRB or IACUC approval for use of controlled substances in human or animal subjects; A system for monitoring purchases will be developed; The Department of Environmental Health and Safety and Office of Regulatory Affairs will share responsibility for policy implementation; Annual self-audits by license holders and reviews by DEHS and RA will be performed; Policy Statement, Reason, Definitions and Responsibilities sections rewritten and clarified. Procedures rewritten to reflect the changes described above. Added forms section.

**Effective:** July 1997

To obtain a copy of a historical policy, e-mail the U Policy Librarian at [process@tc.umn.edu](mailto:process@tc.umn.edu) or call 624-4372.

### **Exclusions**

This policy does not apply to controlled substances dispensed by a practitioner to a patient in the course of professional practice as authorized by his/her license.

### **Definitions**

#### **Authorized Personnel**

A University employee authorized to use controlled substances by a Location or Unit Registrant who also serves as his/her direct supervisor.

#### **Controlled Substance**

Any substance listed in the Controlled Substances Act, Code of Federal or Substance Regulations (21 CFR, part 1300 to end) Minnesota Statute 152.01-.02 and Minnesota Board of Pharmacy, Chapter 6800. 4210 to 6800.4250. Extracted guidelines are available on the [DEHS Guide to Regulation of Controlled Substances](#).

#### **Department of Environmental Health and Safety (DEHS)**

The University of Minnesota Department of Environmental Health and Safety

### **Disposal**

Disposal of controlled substances that are in the original container or original form and that are outdated, surplus or no longer intended for use. ~~This does not include discarding small quantities of controlled substances that are residual or have been adulterated through use.~~ Disposal also applies to small quantities of controlled substances that are residual (often referred to as waste) or have been adulterated through use.

### **Disposition Records**

An accurate, continuous and current record used to track the acquisition, use and disposal of controlled substances.

### **Drug Enforcement Administration (DEA)**

The section of the United States Department of Justice that establishes regulations for the handling and use of controlled substances.

### **Employees/Members of the University**

Faculty, staff and any other individuals employed by the University, using University resources or facilities, or receiving funds administered by the University, and volunteers and representatives who may speak or act as agents for the University. Members do not include students taking courses, attending classes or enrolled in an academic program unless they meet one of the other criteria.

### **Institutional Animal Care and Use Committee (IACUC)**

The Institutional Animal Care and Use Committee for animal subjects use managed by the Research Subjects Protection Program (RSPP) in the Office of the Vice-President for Research

### **Institutional Review Board (IRB)**

The Institutional Review Board for human subjects use managed by the Research Subjects Protection Program (RSPP) in the Office of the Vice-President for Research

### **Licensed Practitioner**

A physician, dentist, veterinarian, or other individual licensed, registered or otherwise permitted by the United States or the jurisdiction in which they practice, to dispense a controlled substance in the course of professional practice.

### **Location**

A building, room or set of contiguous or adjacent rooms where controlled substances are stored or used. A location is managed by a single University employee, has a single address and is designated by a Unit or by DEHS to serve as a single MNBP registration site.

### **Location Registrant**

A University employee authorized by his/her Unit to hold a MNBP registration to obtain controlled substances from a designated Unit Registrant, and to store, use and properly dispose of controlled substances at a single location. Location Registrants who use Schedule I or II controlled substances in their research or meet other relevant criteria may qualify to hold individual DEA licenses. The exemption requires approval of DEHS, Regulatory Affairs and the Unit head.

## **Minnesota Board of Pharmacy (MNBP)**

The agency authorized by Minnesota statute to regulate controlled substances.

### **Registration**

Formal grant of specific authority by the DEA and/or Minnesota Board of Pharmacy (MNBP)

### **Regulatory Affairs**

The Office of Regulatory Affairs in the Office of the Vice-President for Research which is responsible for ensuring compliance of University of Minnesota personnel with internal policies and with local, State and Federal regulations.

### **Research**

Any investigative activity engaged in by University personnel using University facilities or resources regardless of funding source.

### **Teaching**

Teaching activities include classroom demonstrations, laboratory exercises and research projects that are required for completion of a course at the undergraduate, graduate or professional level. This policy does not cover teaching activity performed within a clinical environment. However, clinical teaching activities must still comply with DEA and MNBP regulations applicable to practitioners and pharmacies.

### **Unit**

A Unit is a department or other administrative structure which by size, non-contiguous locations or nature of activity requires separate registration as directed by DEHS.

### **Unit Registrant**

A University employee delegated by his/her Unit to hold a DEA and MNBP registration in the name of the Unit and to order, store, distribute, use and dispose of controlled substances within that Unit.

### **Responsibilities**

#### **Authorized Personnel**

Properly use and maintain disposition records of controlled substances.

## **Department of Environmental Health and Safety**

Maintain a current list of all registration holders. Approve security of storage facilities of all registrants. Conduct a final inspection when a registration holder or registration address becomes inactive. Periodically review each registration holder's purchasing process, disposition and inventory records and security measures. Periodic site reviews. Establish Unit definitions.

### **Department/Unit Head**

Designate the Unit Registrant for the unit and sign registration applications for all registrants in the Unit. Maintain a record of applications for licensure for all registrants within the unit. Maintain a record of justification for each controlled substance used by each registrant. Provide a list of all registrants and record of justifications to DEHS.

### **Location Registrant**

Maintain a MNBP registration. Provide the Unit Head with a justification for each controlled substance to be acquired for use in research or teaching. Justification may be evidenced by the number of an approved IACUC or IRB application, the number of a funded research project, a course description or syllabus, or other written description of the research or teaching activity in which controlled substances are used. Properly store and use controlled substances, and maintain appropriate disposition records. Supervise use by authorized personnel. Conduct annual inventory of controlled substances used at that location. Notify Unit Registrant and DEHS of discrepancies found in the inventory.

### **Office of Regulatory Affairs**

Perform periodic site reviews and reviews of registrant's purchasing process, disposition and inventory records and security measures. Monitor acquisition of controlled substances and verify registration and justification for use. Provide training in controlled substances policies and procedures for registrants and authorized users.

### **Research Subjects Protection Program**

Assist DEHS and the Office of Regulatory Affairs in collecting information on authorized use of controlled substances by investigators using animal or human subjects.

### **Sponsored Projects Administration**

Assist DEHS and Regulatory Affairs in collecting information on authorized use of controlled substances by investigators managing a sponsored project.

### **Unit Registrant**

Maintain DEA and MNBP registrations. Exercise signature authority to purchase and dispose of controlled substances used within that Unit and for which a justification is on record. Maintain current list of Location Registrants and authorized users within the Unit. Ensure proper use, storage and disposal of controlled substances and maintenance of disposition records. Conduct

annual inventory of Unit Registrant purchase and disposition records. Notify DEHS and University Police of inventory discrepancies.

## **Procedures**

To ensure compliance, the following procedures are included:

[2.1.4.1 Receiving and Using Controlled Substances](#)

[2.1.4.2 Storing and Disposing of Controlled Substances](#)

## **Forms/Instructions**

In support of this policy, the following forms are included:

- [Application for Registration of Controlled Substance Researcher](#) (Minnesota Board of Pharmacy)
- [Researcher Controlled Substance Perpetual Inventory](#)
- [Controlled Substance Registration](#)
- [Report of Theft or Loss of Controlled Substances](#) (DEA)

## **Using Controlled Substances for Research**

### **Procedure 2.1.4.1**

The following are responsible for the accuracy of the information contained in this document

#### **Responsible University Officer**

Vice President for Research

#### **Responsible Office**

Department of Environmental Health and Safety  
Office of Regulatory Affairs

## **Receiving and Using Controlled Substances**

### **Registering to Receive Controlled Substances**

A Department or Unit intending to use controlled substances for research or teaching must have one Unit Registrant with Drug Enforcement Administration (DEA) and the Minnesota Board of Pharmacy (MNBP) registrations held in the name of the Department or Unit. The Unit Registrant purchases or authorizes purchases and disposal of controlled substances for Location Registrants within the Department or Unit. Unit registrants, using a form obtained from DEHS, may grant power of attorney to the Department Head or another person in the Unit ~~Unit Registrant~~ to order controlled substances and execute DEA order forms when the Unit registrant



is unavailable. The power of attorney form must be attached to each order form and may be revoked at any time.

All principal investigators or other primary responsible persons within the department who store and/or use controlled substances at a specific location for research or teaching must be registered with the MNBP (i.e. be a "Location Registrant") and be administratively associated with a Unit Registrant. Purchases may only be made using the Unit Registrant's registration number. Upon approval of the Unit Head, the Department of Environmental Health and Safety (DEHS), and Regulatory Affairs, an investigator who uses Schedule I or II drugs in research or meets other relevant criteria may be excepted from this system and may hold an individual DEA license for purchase and use of controlled substances in research or teaching at the investigator's location. Requests for exemptions must be made in writing on a form provided by DEHS. Exemptions are renewed annually at the time of registration renewal.

Each Unit Registrant must provide DEHS with a copy of the Unit DEA and MNBP registrations at the time of registration and renewal. In addition, the Unit Registrant must provide DEHS with a list of MNBP registrants (and other DEA registrants if they occur) and authorized users within the Unit on an annual basis, including name, registration number and location. DEHS must be notified when a registration address changes or becomes inactive.

Along with each registration there must be a record justifying use of each controlled substance used in research or teaching. This justification may be the number of an approved IACUC or IRB application, the number of a funded grant, a classroom syllabus or course plan, or other description of research or teaching activity.

### **Receiving Controlled Substances**

Once the controlled substance(s) is received, the package must be opened by the Registrant or Authorized Personnel to verify the contents and any discrepancies should be rectified with the sender. If necessary, DEHS should be contacted. ~~The Unit Registrant must maintain a record (disposition record) creating a chain of custody at each point where the substance changes hands or is used. The record is completed at each point by the person delivering the substance and must include the name of the substance, the quantity and the signature of the person receiving it. The authorized person making the withdrawal must sign all records of withdrawals of controlled substances from storage.~~ The Unit Registrant must ensure that records are maintained of all transactions involving the purchase, receipt, use, transfer and disposal of controlled substances. The Location Registrant is responsible for maintaining the records at each Location and providing the Unit Registrant with a copy of the Inventory Record on an annual basis. The Registrant or Authorized Personnel making the transaction must be the one to complete the record.

### **Pharmacies**

Pharmacies dispensing controlled substances must maintain internal policies and procedures governing procurement, use, storage, dispensing and disposal of controlled substances. These policies and procedures must be available for review by the DEHS. Controlled substances shall

not be dispensed for use in human and animal research unless the appropriate oversight committee has approved the protocols for their use.

## **Oversight**

DEHS will review each registration holder's purchasing and inventory processes and records, and security measures when a registration or registration address becomes active or inactive. DEHS and the Office of Regulatory Affairs will review registrants periodically during the active registration interval.

## **Using Controlled Substances for Research**

### **Procedure 2.1.4.2**

The following are responsible for the accuracy of the information contained in this document

#### **Responsible University Officer**

Vice President for Research

#### **Responsible Office**

Department of Environmental Health and Safety  
Office of Regulatory Affairs

## **Storing and Disposing of Controlled Substances**

### **Storage**

All registrants must provide effective controls and procedures to guard against theft and diversion of controlled substances. Controlled substances must be stored separate from other drugs or materials in a securely locked, substantially constructed cabinet. The following criteria are considered in determining security requirements: the type of activity, the type and form of controlled substance, the quantity of controlled substance, the location of the premises, the type of building construction, the type of vault, safe, and secure enclosures, the adequacy of key control systems, the adequacy of electric detection and alarm systems, the extent of unsupervised public access, the adequacy of supervision over employees with access, procedures for handling visitors, the availability of local police and the adequacy of the use and disposal tracking system (detailed security requirements are in sections 1301.71-1301.76 of the Code of Federal Regulations).

### **Maintaining Disposition Records**

An accurate, continuing and current record of the acquisition, use and disposal of controlled substances shall be maintained at each location. Separate records shall be maintained for each Schedule I and II controlled substances. Separate records shall be maintained by the registrant for each registered location and for each independent activity for which the registrant is

registered. Purchasing and inventory records must be maintained for 3 years. The registrant shall conduct an annual inventory and reconciliation as part of a self-audit. A copy of the completed self-audit must be submitted to the Department of Environmental Health and Safety (DEHS) prior to registration renewal. The disposition records or log will be reviewed by DEHS and the Office of Regulatory Affairs when it conducts a periodic on-site review of controlled substances as required by the Drug Enforcement Administration (DEA) and the Minnesota Board of Pharmacy (MNBP).

The log, or disposition record, will include the following information:

- Name of the substance for each finished form of the substance
- Number of units or total volume of each finished form in each commercial container
- Number of commercial containers of each finished form received
- Expiration date and lot numbers of the containers received
- Name, address and registration number of the source from which the containers were received
- Amount of each finished form transferred or used, including the name and address of the person(s) to whom it was given, the date of transfer, the name of the individual who used the substance and the reason it was used
- If controlled substances are compounded or aliquotted, each new container must be labeled and tracked as with the original container. (Note that Federal law and IACUC guidelines prohibit use of non-pharmaceutical grade drugs for anesthesia, analgesia, euthanasia or for any survival procedures in live animals, unless there is no adequate commercial preparation available.)
- Number of units or volume of the finished forms and/or commercial containers disposed of in any other manner, as well as the date and manner of the disposal

For damaged, defective, or impure substances awaiting disposal, see 21 CFR 1304.15 (d).

Any inventory discrepancy of controlled substances must be reported to the University Police and DEHS immediately upon discovery.

### **Disposal**

~~The person having custody of the controlled substance shall dispose of it according to federal regulations. Individual arrangements can be made with companies that dispose of pharmaceuticals. If there is difficulty with disposing of the substance, it shall be transferred to DEHS.~~ must dispose of outdated, surplus or no longer intended for use, and waste controlled substances according to Federal regulations. The disposal of controlled substances must be recorded on DEA Form 41 "Registrants Inventory of Drugs Surrendered". They may be transferred to DEHS for disposal or individual arrangements may be made with companies that dispose of pharmaceuticals.

### **Oversight**

DEHS and Regulatory Affairs will periodically review each registration holder's purchasing and disposition records, inventory and security measures.

**DAVID HAMILTON, CHAIR  
SENATE RESEARCH COMMITTEE**

**DISCUSSION:**

With no discussion, a vote was taken and the motion was approved.

**APPROVED**

**9. SENATE RESEARCH COMMITTEE  
Private Sponsorship of Research  
Action by the University Senate**

**MOTION:**

To adopt the following set of principles governing non-public support for research at the University.

**Principles Governing Private Support of Research**

External support for faculty research and scholarship has become increasingly important in recent years, and will likely remain important for the foreseeable future. Faculty, departments and colleges should be encouraged to seek private support, as well as public support, for their research endeavors. Private support for research and scholarship at the University of Minnesota should be guided by these principles:

- Acceptance of private support should be the prerogative of, and according to the policies and procedures of, the University, not of the individual units or faculty;
- The University must exercise care when accepting funding from private sources that it is not unduly burdened to provide support for the infrastructure that the privately supported research will require;
- The University must exercise care in negotiating contracts with private entities to assure that academic freedom is preserved, particularly with respect to the faculty's right to interpret the findings and to publish new discoveries in an appropriate timeframe, with appropriate consideration of the sponsor's proprietary information, and with the faculty's right to choose the area of scholarship s/he wishes to pursue;
- The University must exercise care that the receipt of private funds does not adversely affect distribution of University resources or alter University priorities in areas that are not able to generate private support.

**COMMENT:**

The Senate Research Committee believes that these principles must be adhered to when accepting money from private sources. The Committee discussed over several meetings the potential implications for the University of Minnesota of private funding of university-based research. The Committee recognizes the importance and necessity of non-public research funding, especially in areas in which federal, state, or University sponsorship is not readily available, but also recognizes the need to preempt or at least mitigate conflicts and negative consequences that might accompany it. Any erosion of academic freedom and “disinterested inquiry” must be rejected, and public trust in the research process and products of the University, and in its adherence to its public mission, must be safeguarded.

**DAVID HAMILTON, CHAIR  
SENATE RESEARCH COMMITTEE**

**DISCUSSION:**

With no discussion, a vote was taken and the motion was approved.

**APPROVED**

**10. UNIVERSITY SENATE BYLAWS AMENDMENT  
Tenure Committee  
Action by the University Senate**

**COMMENT:**

As an amendment to the Senate Bylaws, this motion requires a majority of all voting members (120) at this meeting for approval, or a majority (107) of all members at two successive meetings. As an amendment to the Twin Cities Campus Assembly Bylaws, this motion requires a majority of all voting members (111) at this meeting for approval, or a majority (95) of all members at two successive meetings.

**MOTION:**

To amend the Senate Bylaws, Article III, by adding a new Section 16, making a corresponding adjustment in Section 7 (language to be deleted is ~~struck-out~~; language to be added is underlined):

**7. FACULTY AFFAIRS COMMITTEE**

The Faculty Affairs Committee is concerned with policies and procedures that influence the personal and professional welfare of the faculty.

**Membership**

...

## **Duties and Responsibilities**

a. To examine all policies and procedures of the University which influence the professional and personal welfare of the faculty, and to recommend improvements in the design and implementation of faculty personnel policies, including such matters as tenure and promotion (in cooperation with the Tenure Committee), salary and benefits, faculty development, and hiring and retirement alternatives.

~~b. To recommend to the Faculty Senate additions, modifications, interpretations, and implementation of policies on Faculty Tenure.~~

eb. To examine and propose University policies and programs associated with faculty development.

dc. To examine and propose benefit options and benefit option counseling available for current and retired faculty (with the assistance of the Employee Benefits Department).

ed. To review the options, performance, and reporting of the Faculty Retirement Plan, with the assistance of the University's Office of Asset Management and Employee Benefits Offices and recommend appropriate changes.

fe. To monitor any legislation and other policies affecting faculty welfare.

gf. Interact with the Academic Staff Advisory Committee (ASAC) on all items that jointly impact academic staff and faculty, such as benefits and retirement.

hg. To recommend to the Faculty Consultative Committee such actions or policies as it deems appropriate.

ih. To submit an annual report to the Faculty Senate.

...

## **16. TENURE COMMITTEE**

The Tenure Committee is responsible for all matters related to faculty tenure and the Regents' policy "Faculty Tenure" and reports to the Faculty Senate.

### **Membership**

The Tenure Committee shall consist of no fewer than 7 members of faculty, of whom at least 5 must be tenured. Committee members shall be nominated by the Committee on Committees with the approval of the Senate.

### **Duties and Responsibilities**

a. review periodically the tenure and promotion system for faculty appointments, and any related policies, and make recommendations to the Faculty Senate and to the appropriate senior academic administrators

b. review proposals from any source for amendment of the Regents Policy on Faculty Tenure and report its views to the Faculty Senate within the time limits provided by the Regents' Policy

c. review annually the use of contract and non-faculty instructional appointments in all departments and colleges and make recommendations to the Faculty Senate and the appropriate senior academic administrators

d. provide Interpretations of the tenure policies in accordance with the Regents' Policy

e. advise senior academic administrators with regard to issues of academic tenure and rank

f. monitor the post-tenure review process.

**COMMENT:**

When the number of Senate committees was significantly reduced in 1989, the Tenure Committee was made a subcommittee of the Committee on Faculty Affairs (SCFA). In the mid-1990s (although before the “tenure debate,”) SCFA recommended that the Tenure Subcommittee be restored to its earlier status as a Senate committee.

After evaluating the work of the Tenure Subcommittee in recent years, the Faculty Consultative Committee agrees that the Tenure Subcommittee should be made a regular standing committee of the Senate. This will make the appointment of members easier, through the Committee on Committees, and will provide the committee with the stature and status it should have as it deals with proposals to change the tenure code or other matters affecting faculty status.

The chair of the Committee on Faculty Affairs will be an ex officio member of the Tenure Committee; the chair of the Tenure Committee will be an ex officio member of the Committee on Faculty Affairs.

**JOSEPH MASSEY, CHAIR  
SENATE CONSULTATIVE COMMITTEE**

**DISCUSSION:**

The motion was withdrawn.

**WITHDRAWN**

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**CONSENT AGENDA B - RULES CHANGES  
Action by All Bodies**

Agenda Items 11. through 13. are considered to be non-controversial or “housekeeping” in nature and are offered as a “Consent Agenda” to be taken up as a single item with one vote. Any item will be taken up separately at the request of a senator. (A simple majority is required for approval.)

**11. UNIVERSITY SENATE/TWIN CITIES CAMPUS ASSEMBLY  
RULES AMENDMENT  
Parliamentarian and Clerk Terms**

**MOTION:**

To amend University Senate Rules Article I (1) and Twin Cities Campus Assembly Rules Article I (1), as follows (new language is underlined; language to be deleted is ~~struck out~~):

**ARTICLE I. THE SENATE**

1. Organization

...

A vice chair shall be elected by the Senate at its ~~first~~ last meeting in the spring of the academic year from among its members for a term of one year. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the University Senate Consultative Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election

A clerk and a parliamentarian of the University Senate (non-members of the Senate) shall be appointed by the president and confirmed by the University Senate and whose terms of office shall run from the start of the first meeting of the Senate in one year to the start of the first meeting of the Senate the following year. The clerk and the parliamentarian may be reappointed.

...

**ARTICLE I. THE TWIN CITIES CAMPUS ASSEMBLY**

1. Organization

...

A vice chair shall be elected by the Assembly at its ~~second~~ last meeting of the spring semester of the academic year from among its members for a term of one year. The vice chair shall serve as chair in the absence of the president and shall serve as a member of the Assembly Steering Committee. Term of office shall be July 1 to June 30, and the person holding the office is eligible for re-election.



A clerk and a parliamentarian of the Assembly (non-members of the Assembly) shall be appointed by the president and confirmed by the Assembly and whose terms of office shall run from the start of the first meeting of the Assembly in one year to the start of the first meeting of the Assembly the following year. The clerk and the parliamentarian may be reappointed.

...

**COMMENT:**

At present there is no term specified for the clerk and the parliamentarian. The clerk of the Senate serves on the Senate Personnel Committee (along with the chair and vice chair of the Faculty Consultative Committee, the vice chair of the Faculty Senate, and a representative from the President's Office), the group of individuals that superintends and directs the work of the staff in the Senate office. It is desirable that the Senate Personnel Committee be able to convene at any time to deal with issues that may arise in the Senate office.

As one simple matter of clean-up, the amendment also proposes that the parliamentarian serve a full year, in order that if questions arise between meetings or over the summer (which they do from time to time), the individual has the authority as parliamentarian to issue rulings.

This amendment clarifies that the clerk and the parliamentarian serve full-year terms, from the first meeting of the Senate/Assembly in one academic year to the first meeting in the next academic year.

As another simple matter of clean-up, the Senate and Assembly Constitutions stipulate that the vice chair of each body is to be elected at the last meeting of Spring Semester while the Rules have different provisions. The language changing the date of the election of the vice chair of each body brings the Rules into conformity with the Constitution.

**PROFESSOR JOSEPH MASSEY, CHAIR  
FACULTY CONSULTATIVE COMMITTEE**

**12. UNIVERSITY SENATE RULES AMENDMENT  
Ex Officio membership**

**MOTION:**

To amend the University Senate Rules, Article III., Section 2., as follows (language to be deleted is ~~struck-out~~; language to be added is underlined).

**ARTICLE III. RULES FOR COMMITTEES OF THE UNIVERSITY SENATE**

**2. Ex Officio Members of Senate Committees**

...

**- Faculty Affairs**--Office of the Executive Vice President and Provost; ~~Office of the Treasurer (Asset Management); Chair (or his/her designee) of the Equal Employment Opportunity for Women Committee;~~ representative of the University of Minnesota Retirees Association; Office of the Vice President for Human Resources (two representatives, including one from Employee Benefits); Chair (or his/her designee) of the Academic Health Center Faculty Affairs Subcommittee; Chair, Tenure Committee

**- Faculty Consultative**--Vice chair of the Faculty Senate (voting); Chairs of the Academic Health Center Faculty Consultative Committee, Educational Policy, Faculty Affairs, Finance and Planning, and Research Committees (if a non-faculty member is appointed as chair of one of the four committees, then the faculty members of that committee shall elect from among themselves a representative); elected representative from the Duluth faculty eligible to vote in Senate elections; Faculty Legislative Liaison

...

- Tenure--Chair, Committee on Faculty Affairs; Office of the Executive Vice President and Provost; Office of the Vice President for Human Resources

...

**COMMENT:**

The Faculty Affairs Ex Officio are being changed since Equal Employment Opportunity for Women is no longer a committee and Asset Management has asked that their seat be removed. The Faculty Consultative Committee change incorporates a practice that has been in place for other Senate committees that have equivalent Academic Health Center committees. Following the approval of the Tenure Committee Bylaws, the ex officio membership also needed to be changed so that the chair of the Committee on Faculty Affairs will be an ex officio member of the Tenure Committee; the chair of the Tenure Committee will be an ex officio member of the Committee on Faculty Affairs.

**PROFESSOR JOSEPH MASSEY, CHAIR  
FACULTY CONSULTATIVE COMMITTEE**

**13. UNIVERSITY SENATE RULES AMENDMENT  
Committee Meeting Absence**

**MOTION:**

To amend the University Senate Rules, Article III (3), as follows (language to be added is underlined; language to be deleted is ~~struck out~~):

**3. Terms of Membership, Chairing of Committees, and Removal of Members for ~~neglect of Meetings~~ Absences**

...

A member of a committee of the Senate shall be said to have ~~neglected a meeting~~ been absent if the member does not attend a meeting for which notification was given, ~~and does not notify the chair of the impending absence~~. A non-student member of a committee of the Senate shall forfeit membership ~~by neglecting if absent for~~ three consecutive meetings of the committee unless excused by majority vote of the committee, ~~for which notification was given~~. A student member of a committee of the Senate shall forfeit membership ~~by neglecting if absent for~~ two meetings of the committee unless excused by majority vote of the committee, ~~for which notification was given~~. Summer meetings of a committee do not count in tallying consecutive absences from meetings. A member whose membership has been forfeited may appeal to the appropriate appointing authority for reinstatement.

In those instances when a committee member from Crookston, Morris, or Duluth makes arrangements to attend a meeting by teleconference or other technological means, and the necessary technology fails to work, that committee member will not be considered to be absent from the meeting.

#### **COMMENT:**

The current rule regarding attendance at meetings of Senate committees differentiates between absence and regrets: if a member is absent (that is, did not notify the Senate office or the chair that he or she would not be at a meeting), he or she is said to have neglected a meeting. If, however, the individual provides notice in advance that he or she will be absent, the absence is NOT counted as neglect.

Several committee chairs have expressed frustration because, for example, individuals will be absent from two meetings, send regrets for a third, attend a meeting, send regrets for two more meetings, and so on. The problem is that irrespective of whether notice of the absence is provided, committees with members who are repeatedly absent, for whatever reason, are less able effectively to conduct their business. Senate committees rely on participation and discussion from individuals across the University; when one or more individuals on a committee are consistently absent from meetings, the quality of discourse is reduced and the quality of the committee's work is affected.

The proposed change in the Senate Rule provides that if a non-student committee member is absent for three consecutive meetings, no matter the reason, whether or not he or she provides notice of a pending absence he or she will be considered to have vacated the seat on the committee. The exception, "unless excused by majority vote of the committee," is intended to cover events such as someone having surgery and recovery, extended illness, extended jury duty, or other circumstances in which the individual perhaps had little or no control over the reasons for the extended absence. (For the majority of committees, which meet only once per month, one would have to be absent for a considerable period to miss three consecutive meetings.)

The possibility of appeal remains an option for any such individual. This change also does not affect the provisions covering faculty who go on leave for a semester or a year; they retain their

membership and an interim appointment is made.

Note: the different provisions for students and non-students were incorporated into the Rules at the request of the students; originally the three-consecutive-meetings rule applied to all committee members but a few years ago the students asked the Senate for a more stringent rule.

**JOSEPH MASSEY, CHAIR  
SENATE CONSULTATIVE COMMITTEE**

**DISCUSSION:**

With no discussion, a vote was taken and Consent Agenda B was approved.

**APPROVED**

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**END OF CONSENT AGENDA B**

**14. CLERK OF THE SENATE/ASSEMBLY REPORT  
Assembly/Senate Committee on Committees Election Results  
Information for the Faculty Senate**

**FOR INFORMATION:**

In the recent election to fill vacancies on the Assembly/Senate Committee on Committees, Regents' Professor Ellen Berscheid and Professor Richard Poppele were elected to three-year terms (July 1, 2001 through June 30, 2004).

**CAROL WELLS, CLERK  
UNIVERSITY SENATE/  
TWIN CITIES CAMPUS ASSEMBLY**

**15. NOMINATING COMMITTEE MEMBERSHIP  
Action by TC Faculty and Academic Professional Members**

**MOTION:**

That the Twin Cities Campus Faculty Assembly approve the following slate of nominees to fill seven Twin Cities faculty/academic professional vacancies on the Nominating Committee. A simple majority is required for approval. Once the slate is approved, ballots will be distributed for voting.

St. Paul Slate

Terry Roe, College of Agricultural, Food, and Environmental Sciences

Patrice Morrow, College of Biological Sciences

Jean Quam, College of Human Ecology

Deon Stuthman, College of Agricultural, Food, and Environmental Sciences

Academic Health Center Slate

Robert Bache, Medical School  
Russell Luepker, School of Public Health  
Michael Murphy, College of Veterinary Medicine  
Carol Wells, Medical School

Minneapolis (non-AHC) Slate

Kent Bales, College of Liberal Arts  
Charles Campbell, Institute of Technology  
W. Andrew Collins, College of Education and Human Development  
Roberta Humphreys, Institute of Technology  
Marvin Marshak, Institute of Technology  
W. Phillips Shively, College of Liberal Arts

**JOSEPH MASSEY, CHAIR  
FACULTY ASSEMBLY STEERING COMMITTEE**

**DISCUSSION:**

With no discussion, a vote was taken and the slate was approved. Ballots were then distributed for voting.

**APPROVED**

**16. SENATE COMMITTEE ON FACULTY AFFAIRS  
Faculty Retirement Plan Waiting Period  
Action by the Faculty Senate**

**MOTION:**

That the University should extend Faculty Retirement Plan participation to all tenure-track faculty as of the date of hire.

**COMMENT:**

The Benefits Subcommittee of the Senate Committee on Faculty Affairs examined the two-year waiting period required of new faculty before they may participate in the Faculty Retirement Plan. The following analysis was prepared.

**FACULTY RETIREMENT PLAN PARTICIPATION FOR CURRENTLY INELIGIBLE  
JUNIOR FACULTY**

The University of Minnesota treats newly-hired untenured faculty members differently from other faculty members in terms of entitlement to participate in the faculty retirement plan. Assistant Professors can not participate during their first two years of employment. This

requirement should be eliminated for the following reasons:

1. If the retirement program were covered by ERISA, participation would be *required*.
2. It has a potential negative effect on recruiting, particularly when competitive offers are being considered.
3. It reduces a sense of shared interests and community among faculty members of varying ranks and seniority.
4. No other major university surveyed differentiates between probationary and non-probationary faculty in eligibility to participate in their retirement plan.
5. The ongoing cost of eliminating this discrimination is quite small—about \$500,000 annually (.07% addition to the fringe pool).

### ***Competitive Analysis***

Wisconsin - participation immediate and mandatory, defined benefit plan.

Ohio State University - participation immediate (plan options available, DB and DC available), vesting requirements vary.

Indiana - immediate participation and vesting, DC plan.

Michigan - participation and vesting immediate, DC plan.

Michigan State University - participation and vesting immediate, DC plan.

### ***Potential Loss for New Faculty***

Assume a new faculty member has a salary of \$60,000 that according to university policy would be the base from which contributions are made, will have a 35 year career, and will have an annual rate of return of 8% on retirement contributions. Foregoing the first two years of contributions reduces retirement assets by \$245,000 at the end of the 35 year career.

The Committee on Faculty Affairs notes that no other Big Ten school has a waiting period and urges the Faculty Senate to adopt the resolution and ask the administration to change the plan eligibility rule accordingly.

This proposal has been endorsed unanimously by the Faculty Consultative Committee.

**RICHARD GOLDSTEIN, CHAIR  
SENATE COMMITTEE ON FACULTY AFFAIRS**

### **DISCUSSION:**

Q: How would the change apply to contract faculty who are not on a tenure-track?

A: It is not clear if these people would be included in this group or with academic staff.

Q: Would the change apply retroactively or just to new faculty?

A: Implementation would lie with the Regents. There is sympathy for this issue, but it is unlikely that it would apply retroactively.

With no further discussion, a vote was taken and the motion was approved.

**APPROVED**

**17. SENATE COMMITTEE ON FACULTY AFFAIRS  
Faculty Development Leave Policy  
Action by the Faculty Senate**

**MOTION:**

That the interim Faculty Development Leave Policy be made permanent

**COMMENT:**

The Subcommittee on Benefits of the Senate Committee on Faculty Affairs, chaired by Professor Fossum, examined the interim policy and the administrative procedures that go with it and also had extensive discussion with Vice Provost Jones on leaves.

Although the Committee on Faculty Affairs would prefer to fund sabbaticals more fully, this apparently is not possible at present.

As a result, the subcommittee recommended that the interim policy be made permanent. The Committee on Faculty Affairs concurred. The policy has not changed but the availability of supplemental funds for sabbaticals has. In addition to the half salary available for sabbaticals, an individual going on leave--upon application and approval--may receive an additional 25% of salary up to \$20,000. Up to now, in some colleges faculty have not requested (used) all of the funds that are available for this purpose. The single term (presently semester, previously quarter) leave is not available at most other institutions and use of it has declined slightly since the change to semesters.

The Committee believes the supplemental funding should continue and information about it should be broadcast as widely as possible. The current funding should be maintained and increased at the same rate as faculty salaries in order that it not shrink in real dollars; the administration has, in fact, recently proposed that the amount available be increased to 30% up to \$30,000. The availability of sabbatical supplement funds should be announced annually to faculty and it must be made clear that application for supplemental funds has no effect on a decision to grant a leave.

The Committee also urges that departments and colleges adopt procedures to implement the policy. The procedures are to be subject to the approval of the president.

**RICHARD GOLDSTEIN, CHAIR  
SENATE COMMITTEE ON FACULTY AFFAIRS**

**DISCUSSION:**

With no discussion, a vote was taken and the motion was approved.

**APPROVED**

**18. HEALTH BENEFITS ADVISORY COMMITTEE REPORT**

Professor Fred Morrison, Chair of the Benefits Advisory Committee (BAC), discussed open enrollment with the senators and what the BAC will be doing in the next year by presenting the following series of slides to the Faculty Senate:

**Open Enrollment**

- October 16 – November 15 for non-represented employees
- Plan materials available by October 15
- University forums in late October
- Union-represented employees pending
- Everyone must fill out new plan choices

**Coverage Zones**

- 4 coverage zones (map shown)
- Choose coverage on basis of either:
  1. Place of work
  2. Place of residence

**Basic Plan**

- Preventive services at no cost
- \$5 office visit co-pay
- \$50 ER co-pay (waived if admitted)
- 20% Urgent care (non-clinic) co-pay
- Prescription co-pays: \$10, \$20, \$35
- Annual maximum of \$400 indiv/\$800 family
- Out of area for ER and urgent care only
- Lowest employee premium
- \$0 individual, <\$20 family each 2 weeks
- Different providers in different areas
- TC and Central Minnesota: Health Partners Classic



- Duluth: Duluth Patient Choice
- Outer Metro: Outer Metro Patient Choice
- Greater Minnesota: Preferred One

### **Other options**

- Choice Plus
- Preferred One
- Definity

### **Choice Plus**

- Preventive services at no cost
  - \$10 office visit co-pay
  - \$75 outpatient services co-pay
  - \$200 inpatient co-pay per admissions
  - Pharmacy services at \$10/\$20/\$35 co-pay
1. Out of pocket maximum of \$400/\$800
- Employee chooses cost level of clinics
1. Level 1: Premium: Indiv.\$0/Family \$20
  2. Level 2: Premium: <\$10/<\$40
  3. Level 3: Premium: <\$20/<\$65
- Family members can choose other clinics
  - Premium equivalent costs
  - Care systems determine referral policy
  - Some “guesting” out of area (>30 days)

### **Preferred One**

- Preventive services at no cost
  - \$15 office visit co-pay
  - \$75 outpatient co-pay
  - \$200 inpatient co-pay
  - Pharmacy services at \$10/\$20/\$35 co-pay
  - Higher Premium
1. Individual <\$50; Family <\$140
- No referrals needed within very broad network

- Out of area services from network of providers
- Other out-of-network: \$500 deductible, 70% coverage

### **Definity**

- Preventive services at no cost
- All other services (including pharmacy)
  1. First, paid from Personal Care Account
  2. Then, from employee's own pocket
  3. Finally, from insurance
- Option 1:
  1. First \$500 from PCA (\$1,000 Family)
  2. Next \$750 from employee (\$1,500 family)
  3. Then 100% coverage in network; 70% out
- Option 2
  1. First \$1,000 from PCA (\$2,000 Family)
  2. Next \$1,000 from employee (\$2,000 family)
  3. Then 100% coverage in network; 80% out
- Premium equivalent
  1. Individual <\$15; Family <\$50
- Network providers throughout U.S.

### **Twin Cities and Central MN**

- Basic Plan: Health Partners Classic
- Other Options:
  1. Patient Choice, cost levels I, II, and III
  2. Preferred One
  3. Definity, options 1 and 2

### **Duluth Area**

- Basic Plan: Patient Choice Duluth
- 1. Cost levels I or II
- Other Options:
  1. Preferred One National
  2. Definity, options 1 and 2
- Other plans offer only limited services in area

### **Outer Metro**

- Basic Plan: Patient Choice III
- Other Options:
  1. Preferred One National
  2. Definity, options 1 and 2
- Other plans offer only limited services in area

### **Greater Minnesota**

- Basic Plan: Preferred One Regional
- Other Options:
  1. Preferred One National
  2. Definity, options 1 and 2
- Other plans offer only limited services in area

### **Things to Remember**

- Open enrollment October 16 – November 15
- EVERYONE must re-enroll
- Materials should be to you by October 15, including:
  1. Summary of benefits
  2. Provider directories
  3. Final employee premium amounts

Q: Which plans include coverage at Boynton?

A: Boynton and University of Minnesota Physicians (UMP) are included in all plan options.

Q: One of the reasons that the Senate voted to separate from the state was to increase flexibility and save money. How much did the University spend this year? What will it spend next year? If the University will spend less this year, will this amount be rebated to employees?

A: The University was not expecting a decreased cost over year than previous years. Instead, the University was expecting a cost that is lower than the present plans would have been next year. The University's increase would have been 20% with the state. This option is not 20%, but it is also not a negative increase. Savings have been achieved through co-pays and restructuring the program.

A senator noted that staff are worried about the increased costs and co-pays. Cost savings should be publicly distributed to all employees.

Professor Morrison said that the committee has been looking at issues specific to lower-wage employees.

He then continued that next year, the Benefits Advisory Committee (BAC) will be looking at switching dental, life insurance, and supplemental retiree insurance coverage from the state.

## **19. OLD BUSINESS**

**NONE**

## **20. NEW BUSINESS**

Vice Chair Gonzales noted that a resolution from SCEP, addressing the September 11 attack, was distributed for information.

Professor Massey, Chair of the Senate Consultative Committee (SCC), the distributed a resolution on behalf of the SCC. He felt that the Senate should approve an expression of its sentiments, although the SCC struggled with the final wording. He presented it for action.

Senators debated the wording and suggested several changes. The resolution as amended read: The Senate of the University of Minnesota extends its sympathy and condolences to the families and friends of the victims of the September 11 terrorist attacks. We condemn the perpetrators of these acts. Further, the Senate condemns any criminal acts or harassment committed against all ethnic, religious, or minority groups or individuals. Finally, the Senate also encourages the members of this academic community to turn our considerable talents to exploring the meanings of this experience and to working toward a more tolerant world in which such a tragedy is less likely.

With no further comments, a vote was taken and the resolution, as amended, was unanimously

approved.

## **21. ADJOURNMENT**

The meeting was adjourned at 3:55 p.m.

**Rebecca Hippert**  
**Abstractor**

### **APPENDIX A**

Robert Bollinger

Robert Bollinger taught in the Program in Occupational Therapy from 1966 to 1988 after receiving his degree in occupational therapy from the University of Minnesota in 1957. Bob became supervisor of the Work Evaluation Unit in the Occupational Therapy Clinic at the University Hospital. In 1966 he received a combined appointment as clinical supervisor and Assistant Professor on the occupational therapy faculty. In 1988, Bob retired to full time clinical practice where he served as Adjunct Assistant Professor and clinical therapist in the Cardiac Rehabilitation Unit. He retired in December 1992.

William C. Cullen

William C. Cullen passed away on April 23, 2001 at the age of 86. He began his career at the University in September 1971 as an Assistant Professor in Agriculture Division teaching in the Animal Technology Program. He was promoted to Associate Professor in July 1976, and also served as the Division Chairman for the Animal Health Technology. He was promoted to Professor in July 1979, and he continued being the Division Chairman as well. He worked in the University-Minnesota Waseca Animal Health Department his entire career at the University.

He received the 1982 Horace T. Morse-Amoco Foundation Award for Outstanding Contributions to Undergraduate Education. He was recognized for his effective leadership in planning, developing, and administering the highly successful Animal Health Technology program since its inception in 1971 at the University of Minnesota Technical College, Waseca. Under his management, the program became one of the first in the country to receive full accreditation by the American Veterinary Medicine Association, as is considered a model program. He retired as a Professor in December 1984.

Laddie J. Elling

Laddie J. Elling, 84, Professor Emeritus, Department of Agronomy and Plant Genetics, died August 8, 2001 from complications of a stroke. Laddie was born in southwestern Oklahoma and grew up on a dryland, diversified farm. He received a B.S. degree from Oklahoma A&M in 1941. He worked with the USDA Sorghum Breeding projects at Lawton and Woodward, Oklahoma from 1939-1941. Following a distinguished career in the U.S. Army Air Corps during

WW II, he earned his M.S. (1948) and Ph.D. (1950) degrees in Plant Genetics from the University of Minnesota working with H.K. Hayes and H.L. Thomas. He became a faculty member in the Department of Agronomy and Plant Genetics in 1950.

Dr. Elling led the University's alfalfa improvement project until 1965 and then assumed leadership of the forage and grass seed improvement project that provided a research and education basis for the seed production industry in northern Minnesota. In addition to his research and demonstration projects, he helped organize and support the Northern Minnesota Bluegrass Growers' Association. He was elected an Honorary Member of the Minnesota Seed Trade Association, an Honorary Premier Seed Grower by the Minnesota Crop Improvement Association, and was a Fellow of the American Society of Agronomy.

Laddie had a great impact on undergraduate students during his career and always found time to help a student. He was concerned for his students and encouraged them to maximize every opportunity to learn. He taught crop management and grain grading courses. He was instrumental in developing the Plant Industry Club (now known as the Gopher Crops and Soils Club) in the 1960's. Laddie coached the University Crops Judging team at national competitions in Kansas City and Chicago from 1962 to 1979; his teams won eight consecutive national contests between 1969 and 1976. He was innovative in using his research project as a learning experience for undergraduates. Laddie was recognized by the University of Minnesota as an outstanding teacher with the Horace T. Morse-Amoco Award for outstanding contributions to undergraduate teaching.

Dr. Elling retired in 1985 after an exceptional 35-year career. In 1998, he received the University of Minnesota Outstanding Achievement Award – the University's highest honor for his significant contributions to teaching, research and service. A nominator of Elling for this award wrote, "I have never met another person who has as much enthusiasm and devotion to the University of Minnesota as Laddie Elling". His positive attitude and persistence led to development of the first history of the department, "Agronomy and Plant Genetics at the University of Minnesota, 1988-2000" which was published in December 2000.

Survivors include his son Joe (Kathleen) and daughters Mary Elling (Amir Chaboki) and Jean (Bob) Elgin and stepchildren Ardell (Judy) Magnusson, Dianne (Bob) Erickson, and Sharon (Michael) Hanson as well as several grandchildren. Memorial contributions can be sent to the Laddie Elling Fund for undergraduate education at the University of Minnesota.

### J. Edward Gerald

James Edward Gerald, a groundbreaking media scholar and a teacher of journalism for 45 years, died at his home in Edina on July 18. He was 95. After a professional career that included United Press, the St. Louis Star-Times, and editorship of the Canyon, Texas News, a community close to his birthplace of Evant, Texas, Gerald became the manager of the Missouri Press Association. In 1929 he joined the faculty of the University of Missouri after receiving his bachelor's and master's degrees there. He joined Minnesota's faculty in 1946, the same year he earned a Ph.D. in political science from the University of Minnesota. Following his retirement in 1974 he taught at Indiana University and the University of Utah. Prof. Gerald in his influential books focused on

the constitutional status of the media, their ethics and responsibilities, and their economics and management. He was one of the founders of the Minnesota News Council, a forum for citizen complaints against media. Gerald was honored by his peers for both his teaching and his scholarship. He was a Guggenheim Fellow in London in 1953-'54. A year earlier he was president of the Association for Education in Journalism and Mass Communication, the leading academic organization in the field. He will be remembered for his near total commitment to intellectual pursuits, his demanding standards for students, and his protective attitude toward the Minnesota Daily. He served on the University's Board of Student Publications for 20 years. Gerald is survived by his wife Opal, a daughter Patricia, a son J. Edward Gerald III, and a granddaughter Jane.

A memorial service will be (was) held in the auditorium of Murphy Hall on September 21, at 4:00 p.m.

### Joseph Levstik

The Law School community was very sorry to learn of the death in March of Joseph Levstik, the foreign, comparative and international law librarian at the University of Minnesota Law Library from 1964 to 1986. Mr. Levstik was a superb reference librarian and an equally outstanding collection development librarian.

Born in Yugoslavia in 1916, Mr. Levstik received a classical education, typical for students studying in the elite Eastern European institutions prior to World War II. A review of Mr. Levstik's transcript from the Classical Gymnasium at St. Vid and Ljubljano indicates that he consistently received marks of "Excellent" in a wide range of courses including mathematics, history, religion, astronomy, Latin, Greek, French, German, Slovenian, and Serbo-Croatian. Upon completion of his studies at the Gymnasium in 1937, he entered the Law School at the University of Ljubljana. He graduated with highest honors in 1943, and began his legal career as a lawyer with the Yugoslavian postal department. However when the Communists took control of the government in 1945, Mr. Levstik decided to move to Austria and eventually to Italy. In 1948 he immigrated to Canada where he worked initially in the agricultural industry and later in business. He came to the United States in 1962 to attend the graduate program in library science at Western Michigan University. Upon receiving his masters, degree in 1963, he was hired as a cataloger at the Harvard Law Library.

In 1964 Mr. Levstik was recruited by Professor Bruno Greene for the position foreign, comparative, and international librarian at the University of Minnesota Law Library. Although Mr. Levstik had been employed at Harvard for less than a year, Earl Borgeson, the Director of the Harvard Law Library, encouraged him to pursue this new professional opportunity. Professor Borgeson, a 1949 graduate of the University of Minnesota Law School, had worked in the Law Library as a student and was cognizant of the depth and breadth of the library's international collections. He also knew that Mr. Levstik with his legal training and excellent language skills, would be able to successfully meet the challenge of serving a research oriented faculty and student body. Mr. Levstik joined the University of Minnesota Law Library staff on March 1, 1964.

During his 22-year tenure at the Law Library, Mr. Levstik was the primary selector for international, foreign, and comparative law materials. He was particularly astute at identifying new areas of growth, and was responsible for building the Library's collections of primary and secondary sources from Africa, South America, and Asia. He also oversaw the Library's efforts to purchase statutory materials, case law, and treatises from all major jurisdictions throughout the world. According to the Law Library's Curator for Rare Books and Special Collections Katherine Hedin, "Just as Arthur Pulling should be given credit for developing the Library's rare book collection, Joseph Levstik should receive credit for developing our truly global collection of primary and secondary sources."

Mr. Levstik's personnel file at the Law Library contains letters of appreciation from generations of faculty, students, and visiting scholars who benefited from his reference skills and in depth knowledge of both civil law and common law. The letters are replete with comments about Mr. Levstik's language abilities, and the ease at which he could translate materials written in a wide range of languages including Italian, French, German, Russian, Greek, and Latin.

Professor George Grossman, who was Director of the Law Library from 1973 to 1979, commented recently, "The University of Minnesota has one of the finest foreign, comparative, and international law collections in the country, and for many years Joe Levstik maintained it without any assistance. He carried the burden gracefully, with a row of sharpened pencils always arrayed on his desk, and the Law School is richer for his efforts."

The current Law Library staff members, who had the privilege of working with and learning from Mr. Levstik, speak of him with high praise and great fondness. He is remembered as a dedicated librarian who "knew the collection like the back of his hand" and "dropped everything to help every patron who came to his office." Several members of the staff describe Mr. Levstik as a "walking encyclopedia" who could answer questions on law, world history, religion, philosophy, art history, poetry, and gardening with equal ease. He also is described as "a true gentleman" who exemplified "old world, charm and courtesy."

Mr. Levstik is survived by his wife Giovanna. He will be remembered by the Law School community with the greatest respect, fondness, and gratitude.

David McGough

David McGough joined the Student Services Division of the General College as an Administrative Fellow in 1985. He became an Administrative Assistant in 1987, and finally held the position of Coordinator of Admissions from 1988 until he left the College in 1995. McGough graduated from St. Thomas in 1948, received a BA degree in history from the College of St. Thomas in 1953 and a JD from the University of Notre Dame in 1955. During World War II, McGough served in the United States Air Force as a First Lieutenant, serving some time in Japan.

During his tenure in the General College, McGough worked with the Minority Mentoring



Program, admissions advising, recruiting and adult education networking. He was also often asked to compile information for committees, such as historical data, enrollment projections, admissions data, and student profiles. McGough also facilitated the initial discussions that led to Commanding English being offered at Edison High School. He developed the early enrollment management models for the College that included admissions and academic progress.

To support the academic advising role, McGough developed a “Syllabus Flow Chart” which graphically portrays a student’s progress during a quarter and provides the advisor a “visual map” to facilitate his/her meeting with a student. He was often called upon to apply his skill in systems development by designing flow charts that tracked admissions, recruiting or retention processes. David McGough is survived by many family members in St. Paul.

### Frank McKinney

We’ve suffered a tremendous loss with the death of Curator Emeritus Frank McKinney, who passed away suddenly on June 12, 2001. We’re still reeling. There is much I would like to say about Frank and his impact on all of us. All of the specifics and superlatives I could provide can be summed up in one single, all-encompassing concept: class. Frank McKinney was the epitome of class.

Frank was an internationally renowned scientist who was considered the dean of waterfowl behavior. Throughout his career, he focused his research on the social displays and mating systems of a single subfamily of ducks, the dabblers.

Born October 23, 1928 in Ballymena, Northern Ireland, McKinney studied zoology at Oxford, completing a B.A. in 1949, and earned a Ph.D. from the University of Bristol in 1953. He taught at the University for 33 years and was curator of animal behavior at the Bell Museum from 1973 until his retirement in 1999. In 1994, he received the William Brewster Award, the highest honor bestowed by the American Ornithologists’ Union. His scholarly publications span five decades, and he was in the process of writing a book on waterfowl behavior at the time of his death. He is survived by his wife of 38 years, Meryl McKinney, and his mother Lilian. A memorial service will be held in the fall.

A fund has been established in McKinney’s honor to provide support for graduate students. Donations can be made in care of the Bell Museum, 10 Church St. SE, Minneapolis MN 55455.

As important as Frank was as an innovative scientist, I am confident that his true legacy will be the legions of students who he guided, motivated, and befriended. Frank touched many lives over his long career, and I’ve asked a few of his many fans to share their thoughts with us as we celebrate his life.

—Scott Lanyon, director, Bell Museum of Natural History

Frank McKinney convinced me to come to Minnesota from the University of Michigan way back in 1970. He was my closest colleague, a marvelously stimulating friend, and a modest man with a great intellect that he shared freely, especially with his students. I can’t recall anyone else about whom only kind words were ever spoken. It sounds trite to say that he was a lovely man, but

nothing else seems adequate. He was a superb scientist and a rare friend. He loved and defended the Bell Museum better than anyone else. His particular talents in evolutionary biology and behavior would have been seized by any of half a dozen other departments on campus, given the opportunity. He leaves a huge hole in our department.

—Bud Tordoff, director emeritus,  
Bell Museum of Natural History

Frank was an extraordinary advisor, allowing his students the freedom to pursue their interests, all the while ready to step in the moment something might need to be changed. His tremendous wisdom was a benefit not only to his own students, but to many other graduate students who sought him out for advice. Frank was truly one of a kind, loved by everyone and always willing to lend an ear or a helping hand.

—Alison Pearce, current graduate student

Frank had an uncanny ability to detect and decipher the meaning of subtle differences in the movements, displays and vocalizations of ducks. Although he was fascinated by the intricacies of duck behavior, he also understood the broader significance of his work and instilled in his students the importance of a developing a comparative and international perspective. Indeed, the comparative approach that Frank championed throughout his career has experienced a resurgence in recent years as advances in molecular genetics spurred a renewed interest in systematics.

—Michael Sorenson, assistant professor,  
& Lisa Sorenson, adjunct assistant professor, Boston University

Frank led a very full life that would make most people envious. He traveled extensively, had close friends all over the world, was revered by his students, was internationally recognized for his creative and careful research, and had a dedicated marriage partner who shared his interests and activities for 38 years. He truly left a great legacy and this is what we celebrate.

Before Frank retired, when I advised students prior to registration, I always asked, “have you taken a course from Frank McKinney yet? If not, you must, because taking a course from him is what coming to a big university is all about—getting exposed to one of the world’s greatest teachers.”

—Francie Cuthbert, professor, University of Minnesota Department of Fisheries, Wildlife & Conservation Biology

I first met Frank when he first came to the United States. That was 1953 and I’ve known him ever since. He was a wonderful man and I feel very fortunate to be able to call him my friend.

—Dr. Barclay Cram, M.D.

Frank was a colleague and a dear friend. We met about 45 years ago, and we worked together on research supported by the Department of Energy and the National Institutes of Health. Frank was a man of great wisdom, graciousness, and integrity. He was dedicated to his field of science and to his graduate students and served as an inspiration to all who knew him. I consider it an honor and a privilege to have known and worked with him. He will continue to live in all our hearts and memories. I will miss him and our world will be a poorer place without him.

—John Tester, professor emeritus,

University of Minnesota Department of Ecology, Evolution & Behavior

Kenneth P. Miller

Kenneth P. Miller had a long and productive professional career at the University of Minnesota. In 1940 he joined the faculty as an instructor at the North Central School and Experiment Station in Grand Rapids, and during the last seven years with the University, he worked as an advisor for the Midwest Consortium of Universities in Agriculture (MUCIA) at universities in Nepal, Syria, and Indonesia. The majority of his career was spent leading the animal science programs at the Southern Experiment Station now the Southern Research and Outreach Center in Waseca. During his time at the University, he was twice called to active duty in the U.S. Army, the first was during World War II (1942-46) and the second during the Korean War (1951-52). He continued his military service as a member of the Minnesota Army National Guard until 1969 at which time he had earned the rank of Lieutenant Colonel. Ken was also deeply involved in international agriculture serving as an animal science advisor on projects in Nepal (1978-79), Syria (1982), and Indonesia (1984-86).

Ken was a native of Northfield, Minnesota and received both his B.S. and M.S. degrees in dairy husbandry from the University of Minnesota. His Ph.D. degree in dairy science was from the Ohio State University. Ken was an effective communicator of his research to both the scientific community and to farmers and agribusiness people in Minnesota and the region. Ken was an extremely conscientious scientist that was described by his administrators as “---one who brought to his work a steadiness, a rigid set of principles, and an unflagging loyalty to the University of Minnesota”. Ken was highly respected by his colleagues. His research made significant contributions to the livestock industry in Minnesota particularly as a pioneer in dairy-beef production systems.

Louise M. Nutter

Louise M. Nutter, Ph.D., Associate Professor of Pharmacology, died May 29, 2001 at the age of 43, after a courageous battle with cancer.

She was born Nov. 4, 1957, in Rutland, VT, daughter of Francis C. and Shirley A. (Shortsleeves) Nutter II. She grew up in Rutland and had lived in Burlington, Vermont, Chapel Hill, North Carolina, for several years, and most recently in Minneapolis, Minnesota.

Dr. Louise Nutter received her Ph.D. in Biochemistry from the University of Vermont, Burlington in 1983. She completed her postdoctoral studies with Dr. Yung-Chi (Tommy) Cheng at the University of North Carolina, Chapel Hill, in 1987, and she was instrumental in the setup and in charge of coordinating the establishment of a cancer research center at the Institute of Biomedical Sciences, in Taipei, Taiwan, Republic of China.

On her return to the United States, she joined the faculty of the Department of Pharmacology at the University of Minnesota in 1989 as an Assistant Professor and was promoted to the rank of Associate Professor in 1995. As a biochemist and cancer researcher, Louise was a passionate advocate for aspiring graduate and doctorate students both here and abroad. She was fiercely dedicated to the field of cancer research and drug development and spent countless hours in her

laboratory, even in the advanced stages of her illness. She resigned from her faculty position in September of 2000 due to the effects of her illness and spent the last months of her life at the Vermont Respite House.

Louise was a member of many professional organizations, and a former member of Immaculate Heart of Mary Church. Survivors include three sisters, Celdia Nutter Divis, Kala R. McLeod and Lena R. Conway of Rutland, VT; two brothers, Francis "Charlie" Nutter III of Charlton, Mass., and John J. Nutter of Rutland; and many nieces, nephews, cousins, aunts and uncles.

She was preceded in death by her father in 1994; her mother in 1996; and her sister, Meggin A. Nutter, in 1983.

Louise was perhaps best known as an intelligent, generous, and tenacious woman - with a wicked sense of humor and a willingness to speak her mind. She was admired and respected for these traits and will be missed because of them.

#### Barbara Volk Tebbitt

Barbara Volk Tebbitt, a well-known Minnesota nursing leader for almost 30 years, died last month at the age of 59. She was born in Rugby, North Dakota, but lived in the Twin Cities for most of her life. She received her BS in Nursing from Alverno College in Milwaukee, and her Master's degree in medical-surgical nursing with an emphasis in clinical nursing leadership and sociology from the University of Minnesota, Minneapolis.

She began her career in Oakes Community Hospital in Oakes, North Dakota, as nursing supervisor of the 36-bed hospital. She then moved to Minneapolis and held increasingly responsible positions at Metropolitan Medical Center (as Director of Ambulatory and Rehabilitative Services, Medical Nursing Services, and then Ambulatory Care and Community Health Services); at Methodist Hospital (as Associate Director of Nursing Service); and then the University of Minnesota Hospital and Clinic (UMHC) from 1976 to 1990. She served as a lecturer and adjunct faculty member for several schools of nursing, and attained the rank of Captain in the U.S. Air Force Reserve, completing the Flight Nurse Program.

Throughout the 1980s, Barbara was Senior Associate Director and Director of Nursing Services at UMHHC. This position was a significant one because it was a first in the Twin Cities for clearly stating that Barbara was not only a Director of Nursing but also had specific responsibilities as a member of the senior management team of the hospital. During that period, she spearheaded the development of a number of innovations in patient care and nursing practice, e.g., the establishment of the country's first patient learning center; the creation of the staff counseling specialist, a resource for nursing staff; and the launching of the Child Family Life program at UMHHC. Mary Sumpmann, RN, MS, current administrator for the Cancer Center, added that Barbara always had extremely high expectations of nurses in their leadership roles and provided the necessary support.

Barbara was a strong advocate for nursing in the state and served on a number of important boards. For the Minnesota Hospital Association, she co-chaired the Nursing Education

Committee and served on the Board of Trustees. For the Health Education Research Foundation, she served on the Special Committee on Status of Nursing in Minnesota, and as a consultant to workgroups and staff. In 1981, Barbara chaired the Governor's Task Force on Recruitment, Utilization and Retention of Nurses.

Barbara's influence as a nursing leader was also felt nationally in her roles in a number of major health care organizations: Board of Directors for the American Journal of Nursing Company from 1985-1993, serving as chair in 1990-1991; Chair of Workgroup II for the National Commission on Nursing Implementation Project; Chair of the Nurse Executive Council of the University Hospital Consortium for two terms; member of the Council on Patient Care Services and on the Special Committee on Nursing for the American Hospital Association. SueEllen Pinkerton, former Vice President of Shands Hospital in Florida and a colleague in the Midwest Alliance in Nursing commented that "she embodied professionalism in all of her actions and thoughts. I was present when Barbara gave a speech in Minnesota on professionalism, and she received a standing ovation. She was highly regarded as a professional, and nurses connected with what she had to say about the professional practice of nursing."

Barbara was the author of several thought-provoking publications (e.g., "Time: Who Controls Yours?" and "Changes in Worker Values"). During her career, she received a number of awards, among them the Moline Recognition Award for Outstanding Leadership, Innovation and Contribution in Nursing Administration; and a Recognition Award from the Twin City Organization of Nurse Executives in 1987 and 1988.

For the last ten years, Barbara had been a consultant for local and national health care organizations. She kept in contact with a number of former colleagues and, according to several, continued to serve as mentor to them as they developed into leaders themselves. Bobbie Ballot, RN, MSN, one of her mentees, and currently Director of Emergency Services and Ambulatory Care at Unity/Mercy, reflected: "Barbara absolutely loved mentoring. She was most energized when she could help someone develop as a nurse leader. I am most grateful for the provocative questions she posed and letting me know she was interested in my development, by clipping and forwarding the latest articles relative to my work."

A visionary leader during a challenging time for health care in the Twin Cities, she was passionately committed to nursing and the nurse's pivotal role in health care. Sandra Edwardson, PhD, RN, Dean at the U of M's School of Nursing observed that "Minnesota has lost an important nursing leader whose legacy will continue to be felt for years to come." Barbara is survived by her husband, Thomas.

Marjorie Wilson

Marjorie Wilson, professor emerita of physical education, died Aug. 22. She was 93. Wilson was on the College of Education faculty from 1948-73. During her tenure, Wilson wrote "Biological Changes in American Women in the Last Fifty Years" (1957) and took a year-long "around-the-world trip" to study the curriculum offered to prepare physical education teachers (1960-61).

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## APPENDIX B

### ELECTED MEMBERS AND ALTERNATES, 2001-02 (key to unit codes follows membership list)

#### ELECTED FACULTY/ACADEMIC PROFESSIONAL MEMBERS

	<b>Unit</b>	<b>Term</b>
Ahern, Wilbert	33	00-03
Akehurst, Frank	12	99-02
Anderson, Dorothy	17	00-03
Anderson, James A.	2	00-03
Anderson, James L.	2	01-04
Anderson, John S	4	01-04
Anderson, Melissa	7	99-02
Arndt, Roger	22	99-02
Arvey, Richard	14	01-04
Avery, Patricia	7	01-04
Bantle, John	15	00-03
Bar-Cohen, Avram	22	99-02
Beilman, Gregory	15	00-03
Berry, Susan	15	01-04
Billmeyer, Dean	12	01-02
Bitterman, Peter	15	99-02
Bixby, Mark	15	01-04
Bland, Carole	15	99-02
Borgida, Eugene	12	01-04
Born, David	6	00-02
Boyte, Harry	20	00-03
Butler, John	13	01-04
Campbell, Stephen	22	99-02
Carney, Arlene	12	01-02
Carpenter, Nancy	33	01-04
Carter, C. Barry	22	99-02
Challacombe, Elaine	13	00-03
Chambers, Sarah	12	01-04
Chu, Sauman 'Sue'	10	00-03
Clayton, Thomas	12	00-03
Coggins, Jay	2	99-02

Connett, John	21	99-02
Conti-Fine, Bianca	4	01-02
Cooper, Laura	11	01-04
Cornfield, David	15	01-04
Crain, Patricia	12	01-02
Crow, Scott	15	01-04
Curley, Shawn	14	01-04

**Unit Term**

Current, David	15	01-04
delMas, Robert	8	99-02
Demuth, David	25	00-04
Desvarieux, Moise	21	01-04
DiCostanzo, Alfred	2	00-03
Dunnigan, Timothy	12	99-02
Dworkin, Martin	15	01-04
Ebner, Timothy	15	99-02
Feirtag, Joellen	2	01-04
Ferguson, David	19	99-02
Fletcher, Thomas	24	01-04
Frank, David	22	00-03
Frisbie, Daniel	22	00-03
Fristedt, Bert	22	01-04
Fuchs, James	4	01-04
Ganguly, Keya	12	01-04
Gardner, Gary	2	01-04
Garfield, Joan	7	01-04
Garrard, Judith	21	00-03
Ghere, David	8	01-04
Gibbon, Guy	12	01-04
Giebink, Scott	15	01-04
Gilgun, Jane	10	99-02
Goldstein, Richard	22	01-04
Goodrich, Phil	2	00-04
Griffin, Edward	12	99-02
Gundel Jeanette	12	01-02
Guyotte, Roland	33	01-03
Hamer, Rodney	16	01-04
Hancher, Michael	12	01-04

Hansen, Helen	18	99-02
Hawkins, Douglas	12	00-03
Heberlein, Joachim	22	99-02
Hendel, Darwin	7	01-04
Hicks, Dale	2	99-02
Hirsch, Betsy	15	01-03
Hirsch, Gordon	12	00-03
Ingbar, David	15	00-03

**Unit Term**

Jacott, William	15	99-02
Jara, Cynthia	3	98-00
Johnson, Carol	13	99-02
Johnson, Jack	33	01-02
Kaas, Merrie	18	99-02
Kahn, Donald	22	01-04
Kerr, Lorelee	13	00-03
Kimpton, Jeffrey	12	99-02
King, Richard	15	00-03
Kinkel, Linda	2	01-04
Konstan, Joseph	22	01-04
Kurzer, Mindy	10	01-04
Lamb, John	2	00-03
Lawrenz, Frances	7	00-03
Lenton, Patricia	6	01-03
Lilley, Karen	16	99-02
Low, Walter	15	00-03
Luby, James	2	00-03
Mackenzie Thomas	15	01-04
Macosko, Chris	22	01-04
Marcus, Alfred	14	01-03
Marx, George	1	01-04
McCarthy, James	15	00-03
McCormick, Richard	12	99-02
McEvoy, Mary	7	99-02
McGue, Matthew	12	01-04
McIvor, R. Scott	15	99-02
McLoon, Steven	15	01-04
Moon, Roger	2	00-03



Morris, Leslie	12	01-04
Mowitt, John	12	01-04
Nagaraja, Kakambi	24	00-03
Neet, Sharon	25	00-03
Noland, Wayland	22	99-02
Norling, Lisa	12	01-04
O'Connell Joanna	12	00-03
O'Loughlin, Paula	33	01-02
Oegema, Theodore	15	00-03
Pacala, James	15	99-02
Palmstrom, Christopher	22	99-02
Paulsen, Michael	11	01-03
	<b>Unit</b>	<b>Term</b>
Perentesis, John	15	99-02
Perry, James	17	01-04
Peterson, Michael	6	01-03
Phair, Craig	6	00-02
Pharis, Mark	12	01-04
Pijoan, Carlos	24	00-02
Potratz, Wayne	12	01-04
Ramsey, James	22	00-03
Rayburn, Judy	14	00-03
Reineccius, Gary	2	00-03
Roberts, Jeffrey	22	01-04
Rusack, Roger	22	01-03
Sage, Abby	24	01-04
Sanders, Michel	15	00-03
Savage, Wade	12	01-04
Schottel, Janet	4	00-03
Schwartz, April	11	99-02
Schwarzenberg, Sarah	15	99-02
Scoville, James	14	00-03
Seavey, Robert	17	99-02
Severson, Arlen	30	00-03
Seybold, Virginia	15	99-02
Shier, Thomas	19	01-04
Smith, Karl	22	01-04
Sorenson, Peter	17	01-04

Stelson, Kim	22	00-03
Stewart, Sharon	25	99-02
Stum, Marlene	10	00-03
Tracy, James	12	00-03
Van Vooren, James	15	01-04
Vesley, Donald	21	01-04
Voloshin, Mikhail	22	00-03
Wagner, Michele	12	01-04
Wahlstrom, Kyla	7	99-02
Wangensteen, Douglas	15	99-02
Weisberg, Sanford	12	01-04
Wick, Susan	4	99-02
Williams, Teri	31	00-03
Wyse, Donald	2	01-04
York-Barr, Jennifer	7	01-04
Zaheer, Aks	14	99-02

#### **FACULTY CONSULTATIVE COMMITTEE**

Bebeau, Muriel	00-03
Brorson, Susan	99-02
Erdman, Arthur	01-04
Feeney, Dan	00-03
Kruttschnitt, Candace	01-04
Martin, Judith	01-04
Massey, Joseph (chair)	99-02
Rabinowitz, Paula	99-02
Ratliff-Crain, Jeff	99-02
Wahlstrom, Billie	00-03

#### **ELECTED FACULTY/ACADEMIC PROFESSIONAL ALTERNATES**

	<b>Unit</b>
Beach, Richard	7
Blue, Christine	6
Bouljihad, Mostafa	24

Brothen, Thomas	8
Collins, W. Andrew	7
Crump, Jeffrey	10
Deno, Stanley	7
Dittmar, Gunter	3
Guzowski, Mary	3
Hatsukami, Dorothy	15
Hearn, James	7
Hepburn, Kenneth	15
Jessen, Carl	24
Jodeit, Max	22
Kephart, Kenneth	15
Largaespada, David	15
Lenway, Stefanie	14
Liu, Donald	2
Lomker, Linda	13

**Unit**

Maitland, Ian	14
McCarthy, Steven	10
McConnell, Scott	7
Morrissey, Megan	10
Muehlbauer, Gary	2
Neglia, Joseph	15
Philippon, Daniel	2
Porter, Mary	15
Puncochar, Judith	7
Rabas, David	1
Robinson, Julia	3
Rudney, Gwen	33
Strack, Otto	22
Valls, Oriol	22
Van Alstine, Jim	33
Warren, Barbara	16
Weinberg, Gail	13
Zeyen, Richard	2

Faculty/academic professional senators from the following units may ask any faculty/academic professional from within their unit who is eligible to vote for senators to serve as an alternate;

Biological Sciences  
 College of Continuing Education  
 Crookston  
 UMD Other  
 UMD School of Medicine  
 Law School  
 Liberal Arts  
 Natural Resources  
 Nursing  
 Pharmacy  
 Public Affairs  
 Public Health

**ELECTED STUDENT MEMBERS**  
**Students are elected for one-year term**

	<b>Unit</b>
Boraas, Ben	29
Brandt, Steven	25
Cole, Phillip	9
Dajani, Zeina	4
Dunne, William	8
Falkner, Matt	12
Flannery, Tim	14
Frazier, Christina	9
Garif, Yev	9
Gerdes, Peter	27
Geurts, Kari	9
Graf, Neil	9
Green, Richard	27
Greenberg, Zach	12
Hildreth, Roudy	9
Kociemba, Deanne	33
LeBeau, Reid	33
Lyche, Adam	22
Majorowicz, Kasey	12
	<b>Unit</b>
Massmann, Brent	25

Moore, Andy	12
Nelson, Dan	12
Nelson, Ryan	32
Nguyen, Diane	12
Oberholte, Alex	22
Ong, Bao	12
Osero, Ryan	22
Rodriguez, Ben	28
Savage, Harry	12
Schaan, Jonathan	12
Shoemaker, Sarah	9
Slater, Tami	10
Stritesky, Leah	22
Uttke, Andy	33
Velkov, Nicholas	12
Wahlstrom, Blaine	8
Wiedenmeier, Brian	12
Wood, Chris	29

#### **STUDENT SENATE CONSULTATIVE COMMITTEE**

Berning, Judy	14
Brux, Ryan	33
Buechler, Daniel	17
Cecconi, Nick	26
Dajani, Khaled (Chair)	4
Ewanochko, Trevor	6
Lavelle, Shawn	32
Lindeman, Kari	12
McBlair, Matt	25
Wohlman, Matthew	2

#### **UNIVERSITY SENATE CODES**

	<b>Unit</b>
Agricultural Experiment Station	1
Agricultural, Food, & Environmental Sciences	2

Architecture & Landscape	3
Architecture	
Biological Sciences	4
Dentistry	6
Education and Human Development	7
General College	8
Graduate School	9
	<b>Unit</b>
Human Ecology	10
Law	11
Liberal Arts	12
Libraries	13
Management	14
Medical School	15
Minnesota Extension Service	16
Natural Resources	17
Nursing	18
Pharmacy	19
Public Affairs	20
	<b>Unit</b>
Public Health	21
Technology	22
University College	23
Veterinary Medicine	24
Crookston	25
UMD, Business and Economics	26
UMD, Education and Human	27
Service Professions	
UMD, Fine Arts	28
	<b>Unit</b>
UMD, Liberal Arts	29
UMD, Medicine	30
UMD, Other (includes non-collective bargaining faculty/academic professionals from UMD)	31
UMD, Science & Engineering	32
Morris	33