

## **2009-10 UNIVERSITY OF MINNESOTA**

**APRIL 1, 2010**

### **STUDENT SENATE MINUTES: No. 4**

The fourth meeting of the Student Senate for 2009-10 was convened in Coffman Theatre on Thursday, April 1, 2010, at 11:45 a.m. Coordinate campuses were linked by ITV. Checking or signing the roll as present were 34 student members. Chair Kathy Julik-Heine presided.

#### **1. COUNCIL OF ACADEMIC PROFESSIONALS AND ADMINISTRATORS UPDATE**

##### **For Information:**

Council of Academic Professionals and Administrators (CAPA) represents the professional class of 5200 non-unionized employees at the University. This class was started in 1980 and CAPA was formed as an advisory committee to the President. Academic professionals (P&A) have skills between civil service employees and faculty in jobs such as teachers, researchers, advisors, counselors, and extension service workers. Most people stay in this classification or move to a faculty position. P&A employees have some of the same benefits as faculty, but work on annually renewable contracts.

CAPA meets from 9:00-11:00 am the third Friday of each month in 101 Walter Library and meetings are open to the public. CAPA consists of 40 representatives from campus units and colleges and has four committees: Benefits and Compensation, Representation and Governance, Professional Development and Recognition, and Communications.

##### **Discussion:**

Will Craig, Vice Chair of the Council of Academic Professionals and Administrators (CAPA), addressed three issues facing CAPA. First, it is discussing moving from a council to a Senate. A small group has been examining the pros and cons of the proposal and will present the issue to CAPA for a vote by the end of the academic year. Second, Human Resources has been looking at job categories for academic professionals and civil service employees to determine natural progression in positions to retain employees at the University. Third, the Faculty Senate approved a 1.15 percent pay cut. While CAPA does not have the authority to vote on the proposal, it is in favor of the plan. There are also academic professional members in the Faculty Senate who were able to vote for the proposal.

#### **2. CIVIL SERVICE COMMITTEE UPDATE**

##### **For Information:**

The Civil Service Committee (CSC) represents the approximately 5000 employees in this category which includes accountants, scientists, executive assistants, and administrators. The classification was started in 1945 with the passage of the civil service rules by the Regents. In 1984 PELRA was passed which allowed for the creation of a bargaining unit separate from civil service employees.

CSC is composed of fifteen members and several alternates. The committee elects a chair, vice chair, and treasurer each year, with the vice chair becoming next year's chair. Members are

selected by a committee and appointed by the President to three-year terms. CSC meets the fourth Thursday of each month from 9:00 am-12:00 pm.

**Discussion:**

Karen Lovro, Chair of the Civil Service Committee (CSC), said that her committee is also exploring the possibility of becoming a Senate. A six member work group has been assembled to work on the issue with the goal of CSC voting on the proposal in June. The CSC was also asked by Human Resources to provide an opinion on the three-day furlough for civil service employees. The question relates to whether the loss of pay should be done in one paycheck or spread over the entire year. Through an informal survey CSC advised the administration that the decrease should be spread over the year but a final decision has not yet been made.

A yearly task of the CSC is to review and revise the Civil Service Rules. This year's objective is to revise the five day limit for paid leave for an immediate family member. The committee is working to remove the 'per incident' clause and instead limit the total days per year.

Lastly, outreach to coordinate campus civil service members has been a focus of this year's leadership. Previous years the committee traveled to one coordinate campus per year to hold a CSC meeting. This year the committee decided to have the chair and vice chair travel to each campus and meet individually with civil service staff and administrators on the campus.

**3. STUDENT SENATE/ STUDENT SENATE  
CONSULTATIVE COMMITTEE CHAIR REPORT**

Kathy Julik-Heine, Chair of the Student Senate Consultative Committee (SSCC), said that at the March Regents meeting she and Aaron Carlson discussed with some Regents the work that SSCC is doing with the student rating of teaching and the issues with posting the faculty-released data on the web in place of the out-dated information.

Last week she, Aaron Carlson, Andrew Heairet, and Andrew Smith traveled to Rochester to talk with the students and administrators about the campus joining the Student Senate. It was a very successful trip.

The Advancing Excellence Steering Committee met on March 30. Issues discussed included cost savings through purchasing, technology plan coordination, and the collegiate Blue Ribbon Committees.

Finally, she said that the 2010-11 Chair will be elected at the May 6 Student Senate meeting with the Vice Chair elected at the May 13 SSCC meeting.

**4. ASSEMBLY/ASSOCIATION UPDATES**

**Crookston** – Greg Summers stated that campus assembly meets today to fill seats. Elections will be held in two weeks. CSA will be working on revising its constitution and bylaws.

**Duluth** – Jonathan Lundberg reported that UMDSA elections will be held next Wednesday and Thursday. The leadership summit involving several institutions from the area will be held in three weeks.

**Morris** – Mark Privratsky said that MCSA elections will be held soon. Technology fee allocations have finished and the process worked well this year with faculty involvement.

**Graduate and Professional Student Assembly** – Jeffrey Anderson noted that GAPSA’s presidential debate was held last night. Applications are being accepted for executive positions which will be elected at the next assembly meeting. The public policy committee will be traveling to Washington D.C. to lobby for graduate students.

**Minnesota Student Association** - Mark Lewandowski said that MSA’s volunteer tax assistance program has filled al its spots through April 15. Other actions include DEF grant awards, approval of resolutions, and a student concern forum in April. Elections will be held next wek.

## **5. MINUTES FOR MARCH 4, 2010**

### **MOTION:**

To approve the Student Senate minutes, which are available on the Web at the following URL:

<http://www1.umn.edu/usenate/ssen/100304stu.html>

**STUART GOLDSTEIN, CLERK  
UNIVERSITY SENATE**

### **DISCUSSION:**

This item was tabled until the next meeting.

**TABLED**

## **6. REDUCING PLASTIC WASTE Discussion**

### **DISCUSSION:**

Adam Johnson, Chelsea Rosenow, and Taylor Rens, three students from Winona State University, joined the meeting to present a proposal on reducing plastic waste on campus. Adam Johnson began by explaining the water needed to create the bottles, their inability to decompose, their proliferation in landfills, and their failure to be recycled. Taylor Rens then discussed the solution which is to ban the sale of bottled water on campus and encourage the use of reusable containers and tap water. Chelsea Rosenow then stated which institutions have already taken steps to ban bottled water sales on campus and encouraged the University of Minnesota campuses to take this step as the Arboreteum already has.

Q: Are there any issues with this proposal considering the current contracts?

A: Bottled water could be phased out under the current contract or could be part of the next negotiation.

Q: While the science aspect is appreciated, most students would likely not want a full ban. Have other options been considered such as education and billboards?

A: Bans at other institutions have been successful since its been initiated by the students themselves. They are not advocating for this approach without student support.

Q: What response would you like students to have?

A: University students should contact other institutions to see how they started and then work to educate students. Corporations will continue to provide plastic bottles unless they are required to change to other options such as aluminum.

Q: Would all plastic bottles be banned on campus under this proposal?

A: No. The proposal is to ban the sale of plastic water bottles on campus. Students could still bring their own bottles, but the hope is that the ban on sales would have a culture change and encourage students to think more about the issue.

Kathy Julik-Heine thanked the speakers for their presentation and asked that senators bring the issue back to their student associations/assemblies to consider.

**7. RESOLUTION ON THE POLICY ON MAKEUP WORK  
FOR LEGITIMATE ABSENCES  
Mandatory Graduate and Professional School Interviews  
Action**

**Resolution on the Policy on Makeup Work for Legitimate Absences  
Mandatory Graduate and Professional School Interviews**

The current policy regarding Makeup Work for Legitimate Absences defines the permitted reasons for excused absences. The list does not include interviews that are required for admission to graduate and professional schools, even though many undergraduate students' goals are to continue their education. There is no policy guaranteeing that students may attend these events without negative affects to their grade or that they be allowed to make up the work they missed. Therefore, the Student Senate proposes the following amendment to Section 1 of the current policy statement (language to be added is underlined):

"Students will not be penalized for absence during the semester due to unavoidable or legitimate circumstances. Such circumstances include verified illness, participation in intercollegiate athletic events, mandatory graduate and professional school interviews, subpoenas, jury duty, military service, bereavement, and religious observances. Such circumstances also include activities sponsored by the University if identified by the senior academic officer for the campus or his or her designee as the basis for excused absences. Such circumstances do not include voting in local, state, or national elections."

**KRIS SCHWEBLER, MEMBER  
STUDENT SENATE CONSULTATIVE COMMITTEE**

**DISCUSSION:**

Due to the lack of a quorum, this item was tabled until the next meeting.

**TABLED**

**8. RESOLUTION ON THE POLICY ON MAKEUP WORK  
FOR LEGITIMATE ABSENCES  
Sickness of Minor Dependents  
Action**

**Resolution on the Policy on Makeup Work for Legitimate Absences  
Sickness of Minor Dependents**

- WHEREAS, Undergraduate, graduate, and professional student parents have minor dependants; and
- WHEREAS, the University has a policy describing circumstances that would be considered as legitimate absences<sup>1</sup>. Under these circumstances, a student will not be penalized for absences and will be offered makeup work; and
- WHEREAS, taking care of the medical needs of minor dependents is not listed as a legitimate absence; and
- WHEREAS, student parents who need to be absent from classes to take care of the medical needs of their minor dependents are penalized for such absence; and
- WHEREAS, in some instances taking your minor dependant to the doctor is unnecessary however, daycare providers will not provide care per Minnesota state statutes; therefore be it
- RESOLVED, that the Student Senate urges the University to include “sickness of minor dependents” into the Policy on Makeup Work for Legitimate Absences, requiring documentation from a doctor, daycare, or school to excuse a student parent with minor dependants from class.

**SCOTT WICKLAND, SENATOR**

**DISCUSSION:**

Due to the lack of a quorum, this item was tabled until the next meeting.

**TABLED**

**9. RESOLUTION ON THE POLICY ON MAKEUP WORK  
FOR LEGITIMATE ABSENCES  
Student Senators  
Action**

**Resolution on the Policy on Makeup Work for Legitimate Absences - Student Senators**

The text of the motion will be distributed prior to the meeting.

Whereas student activity in the governance structures of the University is both essential to the process and valued,

Whereas, student participation in both Student Senate and University Senate can be a barrier to the fulfillment of academic duties,

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<sup>1</sup> Administrative Policy-Makeup Work for Legitimate Absences  
<http://www.policy.umn.edu/Policies/Education/Education/MAKEUPWORK.html>

Whereas, faculty and subsidiary bodies of the University Senate not including Student Senate are relieved of many burdens in opposition to their involvement,

For these reasons stated above, therefore be it decided that the Student Senate endorse the following action;

The administration shall formally recognize the University Senate and its subsidiary bodies including all committees, task forces, working groups, and any subsequent bodies incorporated as University Sponsored and Sanctioned including Student Senate, and

The administration shall formally recognize the Student Senate as a subsidiary body of the University Senate in the following amendments to language in the Policy on Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester (language to be added is underlined):

**Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester**

1. Students will not be penalized for absence during the semester due to unavoidable or legitimate circumstances. Such circumstances include verified illness, participation in intercollegiate athletic events, University Senate, subpoenas, jury duty, military service, bereavement, and religious observances. Such circumstances also include activities sponsored by the University if identified by the senior academic officer for the campus or his or her designee as the basis for excused absences. Such circumstances do not include voting in local, state, or national elections.
2. It is the responsibility of students to plan their schedules to avoid excessive conflict with course requirements.
3. A student must notify instructors of circumstances identified in (1) as soon as possible and provide documentation to the instructor to verify the reason for the absence. In the event that the University declares a pandemic emergency (e.g., flu), the Senior Vice President for Academic Affairs and Provost or designee may waive the requirement that students are required to have documentation from a physician for illness.
4. If a student is absent due to circumstances identified in (1) and has complied with the notification requirement, the instructor may not penalize the student and must provide reasonable and timely accommodation or opportunity to make up exams or other course requirements that have an impact on the course grade.
5. The authority to determine what constitutes an excusable bereavement absence and religious observance rests with the Senior Vice President for Academic Affairs and Provost.
6. Instructors are encouraged to accommodate students who wish to participate in party caucuses, pursuant to Board of Regents resolution [See <http://www1.umn.edu/regents/minutes/2005/december/board.pdf>, p. 147]
7. This policy does not apply to final examinations.
8. Colleges and academic units may establish specific criteria for notice and completion of work to implement this policy.

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DEFINITIONS

University Senate shall be defined as all actively and directly reporting bodies designated formally or through incorporation by constitution or bylaw. These bodies shall include the Student Senate and it's committees and designated representatives to affiliated University Committees.

**AARON CARLSON, MEMBER  
STUDENT SENATE CONSULTATIVE COMMITTEE**

**DISCUSSION:**

Due to the lack of a quorum, this item was tabled until the next meeting.

**TABLED**

**10. SHARED GOVERNANCE  
Discussion**

**PROPOSED BOARD OF REGENTS POLICY:  
STUDENT INVOLVEMENT IN UNIVERSITY DECISION-MAKING**

Core to the governance and operations of the University of Minnesota is the participation and involvement of the students of the University. Students are incorporated as key players in the decision-making process at both the system and individual campus levels. Issues and changes within the University require the representation and consultation of students.

**Section I. Statement of Shared Governance**

The students of the University of Minnesota shall be allowed active participation in the immediate governance of and policy development for such campuses and colleges, consistently with the responsibilities and powers of the Board of Regents, the president, and the University Senate. In addition, students shall have primary responsibility for the formulation and review of policies concerning student life, services and interests. The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

**Section II. Meetings.**

**Subd. 1. Campus Meetings.** To provide a mechanism for student discussion, consultation, and reviews, college and university administrators shall meet regularly with student representatives appointed by the campus student association(s). Additionally, the chief campus administrator shall:

1. Meet with the campus student association(s) at least twice per semester to discuss issues of mutual concern brought forward by the student association(s) or the administration;
2. Inform the campus student association(s) of the subject of scheduled consultations or reviews at least a week in advance except under very unusual circumstances as reported to the University President;
3. Structure the consultation process to provide adequate time for students to be able to discuss and consider an issue prior to any proposed recommendation.

**Subd. 2. System Meetings.** At the system level, the President shall meet regularly with the Student Senate leadership to enable collaboration on the formulation of policy solutions to

student and system issues. The meetings will also serve as a platform for the exchange of information and allow for the President to receive student input on administrative and University governance operations.

### **Section III. Representation.**

**Subd. 1. Definition.** Student representation, as used in this policy, means that students shall be given the opportunity to serve as full members of appropriate system, college or university committees through the entire process of that work group.

**Subd. 2. Implementation.** Issues that require representation include, but are not limited to:

1. Institutional Governance Committees
  - a. Policy development, budgetary planning, strategic planning, preparing legislative funding requests
2. Other Student Life/Experience Related Committees
  - a. Food service vendor selection, student insurance vendor selection, academic program review, building construction or renovation
3. Some Employee Search Committees
  - a. Senior administrators, student affairs/student development professionals, faculty

**Subd. 3. Committee Definition.** For the purpose of this policy, committee is defined to include both formal and informal committees, work groups, task forces, and any other group formed to address the aforementioned issues.

### **Section IV. Consultation.**

**Subd. 1. Definition.** Shared Governance Consultation shall be defined as: The administration purposefully and regularly seeking the opinion of their respective campus student association(s) and (for system-wide matters) the Student Senate, and incorporating that information into the decision-making process. The consultation process is used to gather student input and/or recommendations and can provide a forum for developing agreements between the administration and the student representatives.

**Subd. 2. Process.** Consultation shall include:

1. A notification to the student representatives prior to a consultation meeting, providing students with the agenda items and necessary background materials for holistic consideration of the topic to be discussed. If the campus student association(s) or the Student Senate request further information, a response shall be provided within a reasonable time period.
2. The subsequent presentation of materials and discussion of their implications on students and the institution.
3. An opportunity for students to ask questions and provide input during a meeting. If a resolution or agreement is proposed, the student representatives shall have a reasonable amount of time to discuss and consider the issue internally.

**Subd. 3. Issues.** Issues requiring consultation include, but are not limited to:

1. Changes in tuition and fees charged to students
  - a. Tuition, institutional fees, college-based fees, program-based fees, non-curricular campus proposals that have significant impact on students
2. Changes in the operations or management of campus units

- a. Decisions to close or open units, decisions to restructure the management structure of units

**Subd. 4. Letter of Consultation.** When a college or university proposal requires consultation and approval by the Board of Regents, the campus student association(s) and (for system-wide matters) the Student Senate shall submit a letter stating the level of consultation and any position taken by the association or the Student Senate on the issue. The letter shall be submitted to the Office of the President by the college or university chief administrator prior to initial consideration of the proposal, except under very unusual circumstances as reported to the President and the campus student association(s).

### **Section V. Primary Responsibility**

Primary responsibility, as used in Section I, means that students have the obligation and authority to initiate policies concerning student life, services, and interests, and to review existing and proposed policies in these areas before they are amended or adopted by the other constituencies of the university. Where approval of such policies rests with the faculty or administration, the basis for changing or denying the student recommendations shall be substantial and shall be communicated to the recommending student agency in a timely manner.

### **Section VI. Exceptions**

This policy shall not apply to the following:

1. Committees established for the evaluation of personnel.
2. Committees established under collective bargaining agreements.
3. Committees of the Board of Regents.

**KATHY JULIK-HEINE, CHAIR  
STUDENT SENATE CONSULTATIVE COMMITTEE**

### **DISCUSSION:**

Kathy Julik-Heine, Chair of the Student Senate Consultative Committee (SSCC), said that this issue was presented to the Student Senate in 2005. There is now a new proposal and she would like feedback from senators.

Ryan Kennedy, author of the proposal, said that this issue has been worked on for a few years, with this version emerging this year. The main reason is to guarantee student involvement in University decision-making. Examples include the Graduate School closing, the budget, and capital planning. Students have not had a role in these areas previously, but this policy would provide these opportunities as well as protect the current areas of governance in which students are already involved. A website is available for comments and revisions at: <http://www.umnlcp.org/policy>.

Q: The same proposal was brought in 2005 to the same President. What different reaction is anticipated this time?

A: In 2005 the version was a resolution in support of shared governance. Now there is a proposed Regents policy. Before the policy was drafted, there were discussions and buy-in from the administration that they would be willing to work with students instead of students supporting a bill at the legislature.

Q: Will the President support this proposal by changing his position since 2005?

A: He has changed his position on this issue and is willing to approve a policy. However the administration might prefer an administrative policy versus a Regental policy.

A senator said that she would feel more confident supporting this proposal if she could see comments from the President in writing in support of the proposal. A written statement should be requested before this is brought for action.

**11. OLD BUSINESS**

NONE

**12. NEW BUSINESS**

NONE

**13. ADJOURNMENT**

The meeting was adjourned at 12:38 p.m.

**Rebecca Hippert  
Abstractor**