



UNIVERSITY OF MINNESOTA

University Senate Consultative Committee
164 Food Science and Nutrition
1334 Eckles Avenue
St. Paul, Minnesota 55108
Telephone (612)373-3226

March 15, 1983

To: Faculty Consultative Committee
From: Pat Swan
Re: Special FCC meeting on March 31

Please add one more meeting to your calendar. We need a time sooner than April 14 to tend to important business.

Thursday, March 31
10:30 - 12:00 noon
(preceeding regular SCC meeting)
626 Campus Club

- AGENDA: 1. Nominations to Senate/Assembly committees.
2. Proposed amendment to Senate by-laws
(Spring-Howe draft).

If you cannot attend, please let Meredith or me know.

Please give some thought to people we should be considering for committee assignments. Jot down your list and bring it to our meeting. The committees we appoint are:

Business and Rules (3 to replace)
Planning (0 to 2 to replace)
Finance (1 at-large to replace)
All University Honors (2 to replace) (SCC submits nominations to the President who makes the appointments)
Intercollegiate Athletics (2 to replace, on this most popular of all committees; at least one of the new members must be presently a member of the Assembly.)

In addition, there is a possibility that a Recreational Sports Board will be created this spring and that SCC will be the appointing committee for its faculty members.

The enclosed worksheets show, among other information, the members whose terms end June 30, 1983.

:mp



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DRAFT
MINUTES

FACULTY CONSULTATIVE COMMITTEE

March 31, 1983
10:40 - 12:30
626 Campus Club

Present: V. Fredricks, P. Freier, J. Howe, M. Mattson, D. Pratt, P. Quie,
W. D. Spring, B. Sundquist, P. Swan (Chr.), J. Turner.

Guests: Dick Ericson, Maureen Smith.

Swan reported on a problem Caroline Czarnecki had encountered regarding a special request which had been made to the All University Honors Committee. The committee had been pressed to take interim action on an honor. Votes on the committee were mixed on whether or not to do so, with the affirmative votes coming from the ex officio members. Czarnecki's decision was to delay consideration of the honor until the regular spring quarter meeting of the Honors Committee. Czarnecki believes there will be some heat on the committee for not granting the request. She has turned to Swan and the FCC to interpret the Senate rules.

FCC's consensus was that Czarnecki made the right judgment; FCC fully supports her. Swan will so inform Czarnecki.

COMMITTEE MEMBERSHIPS.

Howe asked why the FCC instead of Committee on Committees makes appointments to one set of Senate/Assembly committees. Spring explained it is because these constitute the SCC "cluster" of committees. SCC gives them their business and in general they report through SCC to the Senate. The actual number of people we replace each year is relatively few. In the case of ACIA, said Swan, our naming them relates to Big Ten rules requiring faculty control over inter-collegiate athletics.

Freier said there is a need to make clear who does the appointment. She asked if the President still sends the appointment letters even though the committees do the appointing.

Spring outlined the three processes:

- (1) The President appoints the operations committees, where particular expertise is important;
- (2) The SCC/FCC appoints members to one group of committees (five);
- (3) Committee on Committees appoints the others.

It is a practice but not a rule that the President writes new committee members.

FCC is urged to check with Marilee Ward on how the President's letter reads and be sure it makes clear the appointment emanates from this committee. Spring pointed out that the President sends that letter in his capacity as Chair of the Senate.

Business and Rules. 3 to appoint. Work this year has included P/A representation and the question of student senators for unrepresented units. Committee sets the agenda for Senate and Assembly meetings. Committee can be busier; for example, Business and Rules is charged with calling in the annual reports of all committees to the Senate and Assembly. Spring said the chair does 80% of this committee's work and gets lots of phone calls. Representativeness of the members is not a big factor.

Names under consideration: (Rick Purple is the continuing member.)
FCC narrowed its proposed list to Lansine Kaba, Caroline Czarnecki, Marcia Eaton, Bright Dornblaser for a second term, and David Giese for a second term if he is not elected to SCC.

Planning Committee. 2 to appoint. These members sit on the President's Planning Council. FCC has the impression that they are not pushing a lot. Pratt said the predecessor Senate Committee on Resources and Planning used to feel at a disadvantage for not having data. But, Spring said, the current members, as members of the Planning Council, should get data.

Sundquist reported Irwin Rubenstein (present chair of Planning Comm.) is a very effective member of the Finance Committee.

FCC discussed the delegation and division of planning responsibilities for the University, the overlap of budgeting and planning, and the principle of planning driving budgeting. Spring said the constitution revision committee structured the Senate Finance Committee to include the chairs of major policy committees because of the creation of the Budget Executive.

Names under consideration: Willard Hartup, Douglas Pratt, Shirley Clark. Rubenstein might be asked to serve again if he is not elected to SCC, and FCC would like to ask Frank Sorauf if he would serve again.

Assembly Committee on Intercollegiate Athletics. 2 to appoint.

First nomination: Virginia Gray.

Finance. 1 at-large to appoint.

Names under consideration: George Freier (Physics), Paul Gassman (Chemistry), Charles Campbell (up for chair of Physics).

FCC then suspended its work on nominations.

SCC NEWSLETTER.

FCC members had a lengthy draft of a newsletter in hand. Turner summarized the purposes of a communication as follows: Our objective is to demonstrate

that faculty governance is working and how it is working. We should indicate precisely what we have done for the faculty in the past year. We should acknowledge that some faculty don't think faculty governance counts for much and many faculty don't want to spend time serving although they think administrators are making too many decisions. In fact, without faculty input things would have been much different. Newsletter should include a checklist of progress on continuing projects. Above all, the newsletter should be concise.

FLAWED MAILING LIST.

In the course of the meeting, there was a reference to the ballots currently out for electing the faculty members of the Assembly Steering Committee. Swan and Freier each stated that they had not received their ballots. The other FCC members had gotten their ballots several weeks earlier. Swan and Freier recalled that they had each also not received the faculty interest survey last fall.

The meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Meredith Poppele

Meredith Poppele, SCC Executive Assistant



UNIVERSITY OF MINNESOTA

Office of the Clerk of the Senate
424 Morrill Hall
100 Church Street S.E.
Minneapolis, Minnesota 55455
(612) 373-2125

W. F. ... 4/14

April 1, 1983

*FCC voids election
at its 4-14 meeting
because of hundreds of errors
in mailing list*

To: David Giese
Richard Goldstein
David Hamilton
Jack Merwin
Irwin Rubenstein
Deon Stuthman

In the recent election to fill 1983-86 vacancies on the Assembly Steering Committee, Jack Merwin, Irwin Rubenstein, and Deon Stuthman were elected.

Marilee Ward
Clerk of the Twin Cities Campus Assembly

cc: Vernon Cardwell, Chair, Nominating Committee
C. Peter Magrath, President
✓ Patricia Swan, Chair, Assembly Steering Committee



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file in our file

Received in my office 5/9/83
April 18, 1983 *Pat*

Dear Colleague:

Attached is a ballot for electing the 1983-86 members of the Twin Cities Campus Assembly Steering Committee. Those elected will also represent us on the Faculty Consultative Committee and the Senate Consultative Committee.

Most of you remember seeing this ballot earlier this year. However, owing to a computer mix-up which was only later detected by the Faculty Consultative Committee, an incorrect mailing list was used.

The Faculty Consultative Committee requested a review of the extent of the error in this list and we believe it was substantial. Thus we have declared the earlier election invalid.

Faculty governance is a right that faculty members hold at Minnesota and voting for representation in governance is an important step in exercising that right. To safeguard faculty rights, the FCC requested the Clerk of the Senate to conduct a new election. Please vote.

Sincerely yours,

Pat

Patricia B. Swan, Chair,
All University Faculty Consultative
Committee

PBS:mbp

Enc.

April 14, 1983

To: Patricia B. Swan, Chair, Senate Consultative Committee

From: Ann Bailly

Re: Twin Cities campus election for members of the Faculty Consultative Committee

The Senate constitution defines voting members as faculty members holding regular appointment, i.e., faculty members with indefinite tenure or on probationary appointment.

Ballots were mailed to campus addresses using the mailing list compiled from Staff Directory cards. The net result was an error of 33%. Six-hundred and three (603) ineligible faculty members and academic staff received ballots; two-hundred thirty-eight eligible faculty members did not receive ballots. A computer program run on April 14, lists 2,553 tenured and probationary faculty members holding appointments in Twin Cities campus units. This program was taken from the academic employee data base using tenure symbol as the key index.

Cic FCC 4/28



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April 22, 1983

Vice President Fredrick Bohlen
Office of Finance and Operations
300 Morrill Hall

Dear Vice President Bohlen:

Thank you for your memo of April 18th regarding the University's mailing list.

We are grateful to Ms. Ann Bailly in Academic Affairs for her work in assuring that we had a correct list for the election re-run.

I am sure that you and Vice President Keller will coordinate the efforts in your offices to establish policy and practices re the mailing lists. The right hand in Morrill Hall always knows what the left hand is doing, n'est-ce pas?

Sincerely,

Patricia B. Swan, Chair,
Senate Consultative Committee

PBS:mbp

c: President Magrath
Vice President Keller
Ann Bailly
Carol Pazandak



UNIVERSITY OF MINNESOTA

Office of the Vice President for Finance and Treasurer
301 Morrill Hall
100 Church Street S.E.
Minneapolis, Minnesota 55455
(612) 373-5940

Circ Fee 4/25²¹

April 18, 1983

MEMORANDUM

FOR: Professor Patricia B. Swan

SUBJECT: Your Note of April 1st to President Magrath and Related
Mailing List Problems

I agreed to convene a Council of Responsible Parties to unravel the mail list problems first brought to my attention in your letter to President Magrath dated April 1st.

After several meetings, I can report the following:

- . Because you and your husband recently made a gift to the U of M Foundation, for which we are all grateful, the Foundation arranged a mailing label that would, for their purposes, send future communications to the two of you jointly. The U of M Alumni Association has also been following this practice in recent months. Both organizations were, in my view, acting responsibly, out of a strong motivation to economize in the cost of mailings.

Both also were innocent of knowledge or awareness that so-called "stack" coding for their purposes left you and your husband "stack" coded for all purposes in the University's mailing lists. This is a computer programming design feature which apparently every computer jock in the University was aware of, but no one else, and certainly not known by responsible officers in the U of M Foundation or U of M Alumni Association.

Happily it is a problem that a manageable amount of money for redesign of the computer program for the Central Mailing List can correct. I have committed that money and the problem will be corrected.

- . The fact that you have, apparently over a longer period of time, received some Faculty mailings and not others remains something of a mystery. I understand Les Metz, who directs University Printing Services and is responsible for the Central Mail List, has talked to you about this. We will closely monitor major University-wide mailings during the next several months, staying in touch with

Professor Patricia B. Swan
Page 2
April 18, 1983

you with the goal of solving this problem. At this point, we can't explain why you have been getting some official mailings and not others.

- . Your letter and our subsequent discussions have uncovered the related problem of defining and controlling who is "Faculty" for certain University-wide purposes, some of which are sensitive -- like elections. It is clear that current arrangements and earlier decisions have both included some people who have major responsibilities but who technically are not "Faculty" and more importantly excluded some Faculty members now serving in administrative capacities. I will be working with Vice President Keller, Dr. Pazandak, and Mr. Metz in the weeks ahead to try to correct existing discrepancies and rationalize effective procedures and controls for the future.

All of us were appalled that something this important seemed so wildly out of control. I think we have clarified the causes of the major problems you reported. Please let me know if there are other questions or issues we may have missed.

Sincerely,



Frederick M. Bohlen
Vice President for Finance
and Treasurer

FMB/pj

cc: President C. Peter Magrath
Vice President Kenneth H. Keller
Other University Vice Presidents
Dr. Carol A. Pazandak, Assistant to
the President
Associate Vice President Robert J. Odegard
Mr. Stephen W. Roszell, Executive Director,
U of M Alumni Association
Mr. Lester Metz, Director, University
Printing Services
Mr. David Bouchard, Director, U of M Foundation
Support Services

4/5/83

To: Faculty Consultative Committee
From: Meredith
Re: Committee appointments

At the FCC meeting on April 14, you will be making your recommendations for new members on the All University Honors Committee and the Assembly Committee on Intercollegiate Athletics.

Attached here are evaluations and suggestions from the chairs of those two committees. Also attached this time are the worksheets showing current composition and number to name, and the results of the interest surveys among senators and faculty as a whole.

Regarding ACIA, the following individuals have submitted their names directly to the SCC office or the Senate office as having a strong desire to serve on that committee. NOTE THAT AT LEAST ONE OF THE TWO FACULTY YOU NAME THIS YEAR MUST PRESENTLY BE A SENATOR.

John Clausen (IT Admin.)
Virginia Gray (CLA, Senator)
Merle Loken (School of Medicine)
Gordon Amundson (Assoc. Director, Nolte Center)
Hugh Kabat (Pharmacy)
Mariah Snyder (seeks second term) (Nursing, Senator)

A reminder of the recommendations you left with Pat on March 31st:

Business and Rules (3 positions): C. Czarnecki, M. Eaton,
B. Dornblaser, D. Giese
Finance (1 position): G. Freier, P. Gassman, (? Charles Campbell?)
Planning (2 positions): W. Hartup, D. Pratt, S. Clark, I. Rubenstein,
F. Sorauf.

John Howe has given these recommendations to Pat:

Planning: Bruce Overmier (Psych.) Vern Ruttan (Ag. & Appl. Econ.)
Lansine Kaba (Hist.) Michael Root (Phil.)

Intercollegiate Athletics: Julie Carson (School of Management)

All University Honors: Sally Jorgenson (Veterinary Biology)
Reginald Buckner (Afro. American, Music)

date April 8 19 83

to Faculty Consultative Committee

from Pat Swan

ROUGH AGENDA
FCC
April 14
300 Morrill Hall
10:30-12:30

1. Minutes of 3/31 (to be sent later or distributed on 4/14)
2. Election of Vice Chair of Senate
3. Finish committee appointments.
4. Recent election of Consultative Committee members.
5. Conversation with the President (11:15-12:15)

cc: President, vice presidents,
C. Pazandak, M. Smith, Minnesota Daily.



date April 11 1983

to Maureen Smith, Stacey Milavetz

from Meredith Poppele

CONVERSATION TOPICS BETWEEN SENATE CONSULTATIVE COMM. AND PRESIDENT MAGRATH
FOR AFTERNOON OF APRIL 14:

- a) administration's policy on augmentation of salary for administrative duties;
- b) progress report on collegiate budgeting and planning for 1983-85:
How can colleges and departments make commitments for next year when they won't know which of their funds are available to them until the end of May? (esp. re commitments to graduate students); SCC interested in hearing about process and timing of planning activities, plus actual plans to the extent possible at this date.

same sent to Maureen Smith



date March 25 19 83

to Stacey Milavetz

from Meredith Poppele

NOTICE OF EXTRA MEETING

Faculty Consultative Committee

Thursday, March 31, 10:30 - 12:00, 626 Campus Club

Agenda:

1. Nominations to Senate and Assembly committees.
2. Proposed amendment to Senate by-laws.