

**Faculty and Institutional Affairs Committee**  
**Meeting Minutes**  
**Thursday, Sept. 21, 2006**

Members present: Neil Hawk, Bill Gash, Ann Horton-Lopez, David Nikkel, Susan Edkins, Tony Curtis, Andy Ash, Charles Beem, Libby Denny, Sandy Waterkotte.  
Absent: Betty Brown.

- I. Call to order: 3:30 P.M.
- II. Approval of the agenda.
- III. Approval of minutes for April 20, 2006 meeting.
- IV. Libby Denny distributed essential committee information, describing rules and the committee's charge, according to the faculty handbook. The committee agreed to handle the secretary functions collectively- the schedule for this is as follows- Charles, Sept, Susan, Oct., Ann, Nov., David, Jan., Andy, Feb., Tony, March, Betty, April.
- V. Reports from administrators
  - A. Bill Gash: Associate Vice-Chancellor for Academic Affairs. Bill suggested some issues for the committee to consider- what are the rights, privileges, responsibilities, etc. of full-time temporary (non-tenure track) faculty? What are the policies and guidelines for hiring part-time faculty? What is (and perhaps should be) the university's policy towards royalties obtained from faculty published textbooks assigned to their classes?
  - B. Neil Hawk: Vice Chancellor for Business Affairs. Neil offered a description and update concerning the activities of the *ad hoc* committee concerned with the costs of textbooks. Neil asked that concerns be brought to his, and the committee's attention. Neil also discussed the traffic problem concerned with Hwy 711 near McDonald's, informing the committee that the town of Pembroke and the Transportation department are actively working to alleviate the problem. Finally, Neil informed committee of recent changes to retirement program, funding for a nursing building, and a new dormitory.
  - C. Sandy Waterkotte: Vice-Chancellor for Advancement. Sandy informed the committee that the past year was the best funding raising year ever- totaling 4.3 million, only 1.2 million has been designated for the football program.
- VI. Reports from Sub-Committees
  - A. David Nikkel: Chair, Faculty Development and Welfare Sub-Committee. David presented recommendations for redistribution of parking assignments for faculty and staff, which the committee voted to be presented at the next Senate meeting.
- VII.
  - B. Charles Beem: Chair, Faculty Evaluation Review Subcommittee. Charles briefed the committee on FERS's first meeting (Sept. 5), which may not have possessed a quorum, and held an informal discussion of tasks to be considered, until a meeting of full membership could ratify decisions made towards tasks to pursue. The committee discussed possible tasks for FERS

to pursue- Libby mentioned the inadequacies of the letter instructing faculty up for tenure and promotion, Andy suggested the creation of electronic, bulleted “time-lines” from the faculty handbook to make it easy for faculty and staff to know when and what they need to meet guidelines and deadlines for specific tasks. Charles will be bring all these issues to the attention of FERS at their next meeting.

VIII Old Business: none.

IX Meeting adjourned: 5:00 P.M.

Minutes prepared and submitted by Charles Beem