

MSU FACULTY COUNCIL MEETING MINUTES

April 28, 2004

301 Reid Hall

Montana State University-Bozeman

4:10-5:00 PM

Members Present: Becker, Bradley, Cherry, Christopher, Conant, Coon, Gipp, Giroux, Howard, Jones, Kommers, Lansverk, Levy, Lynes-Hayes, Neeley, Pierre for Lynch, Pratt, Prawdzienski, Rucker, Taper, Taylor, D. Weaver, Zhu

Member absent: Ashley, Hoffman, Jackson, Knight, Microbiology, Puffer, E. Schmidt, Kevane, Idzerda, Leech, McDermott, Monaco, Schlotzhauer, Seymour,

Others: Fedock, McLeod, Dooley

Chair Warren Jones called the meeting to order at 4:10 PM. A quorum was present. The minutes of the April 21, 2004 Faculty Council were approved.

BYLAW CHANGE – Marvin Lansverk

-Two separate issues:

-*Proposal* to make the one-year Faculty Council chair term two years.

-Logic to this proposal would be:

-Stability

-Credibility

-When would this begin?

-Needs a vote.

-*Procedure* requires a bylaw change which involves:

-One week's previous notice (council was notified last week via email and during April 21, 2004 meeting).

-Needs 2/3 vote of those present at current meeting.

-Discussion ensued:

-Two-year membership may discourage other faculty from becoming chair

-Marvin Lansverk stated that the bylaws could, if necessary, be changed back to the one year status.

-What will happen to the chair and chair-elect's membership? Do they also want to serve another year?

-Could the chair hold the office for a year and then decide whether they want to continue or not?

-How the bylaws would change:

Article IV: Duties and Responsibilities of Officers

Section 1: Officers of the Faculty Council.

The officers of the Council shall be the chair *and* chair-elect *or vice-chair* and parliamentarian. In addition, a secretary shall be employed to maintain an office for Faculty Council and University Governance Council.

Section 2: Chair of Faculty Council.

- A. Duties and Responsibilities. The duties and responsibilities of the chair are to:
1. Preside over meetings of Faculty Council (F.C.), University Governance Council (U.G.C.), and University Governance Council Steering Committee.
 2. Approve for distribution agendas of F.C., U.G.C. and U.G.C. Steering Committee.
 3. Attend all meetings of the Board of Regents as the official representative of Faculty Council and University Governance Council.
 4. Prepare an executive recommendation for the annual Council budget, including released time, travel, and other appropriate items to be approved by the Steering Committee prior to being transmitted to the Office of the Provost and Vice President for Academic Affairs.
 5. Represent Council and communicate information about its activities to the university community, the Montana University System and the Montana Board of Regents.
 6. ***Represent Faculty Council on university or MUS committees as assigned.***
- B. Election. The chair of Faculty Council shall be elected by and from the membership of Faculty Council at its last spring meeting. The chair is elected by a majority of Faculty Council.
- C. Term of Office. The chair shall serve for ~~one (1)~~ ***two (2) years. In the first year of the term, the Council shall elect a Vice Chair for a one year term. In the second year of the Chair's term, Council shall elect a The chair-elect [see Section 3] who shall take office at the first regular meeting of Faculty Council in the Fall following their election.***

Section 3: Chair-Elect or Vice-Chair of Faculty Council.

- A. Duties and Responsibilities. The duties and responsibilities of the chair-elect ***or vice-chair are to:***
1. Assume the duties of the Chair in his/her absence.
 2. Attend meetings of the University Governance Council Steering Committee as an ex officio member.
 3. Serve as a member of the Salary Review Committee.
 4. ***Represent the Council on university or MUS committees as assigned.***
- B. Election. The chair- elect of Faculty Council shall be elected by and from the membership of the Council at its last spring semester meeting ***at the end of the first year of service of the Chair.*** The chair-elect shall become the chair of Faculty Council at the end of his/her term as chair-elect. If the chair-elect is unable to serve in the capacity of chair, an election shall be held. The chair-elect is elected by a majority of Faculty Council. ***The vice-chair shall be elected by and from the membership of the Council at its last spring semester meeting at the end of the second year of term of the Chair.***
- C. Term of Office. The chair elect or vice- chair shall serve for one (1) year unless the chair-elect or vice chair fills a vacancy in the position of chair.

Section 4: Parliamentarian. <<suggestion: that we delete this section, as the office has not been filled for many years>>

The Parliamentarian who is a non-voting member of Council shall be a faculty member who has substantial knowledge of the Council Constitution, Bylaws, and *Robert's Rules of Order, Newly Revised.*

- A. Duties and Responsibilities. The duties of the Parliamentarian are to:

1. Advise the chair or presiding officer on questions of procedure in transacting the business of the Council.
2. Advise chairs of standing committees.
3. Attend all regular meetings of the Council.

B. Term of Office. The parliamentarian shall serve for three (3) years. There is no limit on the eligibility of the Parliamentarian for re-election.

C. Election. The parliamentarian shall be elected upon the expiration of the three (3) year term at the last spring meeting of year. If the parliamentarian is an elected member of Council, his/her seat becomes vacant and shall be filled in accordance with Article III, Section 6.

D. Alternate. The elected parliamentarian must designate an alternate to perform his/her duties in the event of a necessary absence of the parliamentarian.

Section 5. Vacancies.

A vacancy in the office of chair shall be filled by the chair-elect *or vice-chair*. A vacancy in the position of *vice-chair*, chair-elect or parliamentarian shall be filled by election by the members of Council.

-Would vice-chair be treated the same way as the chair-elect with respect to compensation?

-One is an office; one a function.

-Shannon Taylor was elected at the end of last year. Would he still be the chair-elect?

-Yes.

-Are we eliminating the Parliamentarian in this proposal?

-Yes.

-Are departments comfortable committing someone for two years?

-Consensus was, "Yes."

-If FC does not like the way this bylaw change has worked out, would FC have the ability to make changes again?

-Yes. FC may, theoretically, change the bylaws as needed for new policies and procedures.

-Motion was made to end discussions →seconded →passed

-Motion was made to vote on changes made to bylaws as presented by Faculty Affairs→seconded→passed.

-Motion was made to have the bylaws take effect today, whereby Warren Jones would be the chair for another year→seconded→passed.

-Motion was made for Shannon Taylor to stay as chair-elect→seconded→passed.

-Ballots were distributed and noted individuals were nominated/appointed.

UGC Steering Committee (1-year term)

Patricia Lynes-Hayes - Nursing

Mark Taper - Ecology

Wes Lynch - Psychology

Three (3)

Chair, Faculty Affairs (1 yr term) Marvin Lansverk – English	One (1)
University Governance Council Nominating Committee Clayton Marlow – Ag/Range Science George Tuthill - Physics	Two (2)
Information Technology Advisory Committee (1 year term - appointed by President) Davis, Scott E - Education McNew, Kevin – Ag Econ Miller, John H – Western Triangle Agricultural Research Center Wolff, Richard – Electrical *& Computer Engineering	Four (4)
University Facilities Planning Board (3 yr terms-appointed by President)* Richard Pohl – Plant Sciences & Pathology	One (1)
Equipment Fee Allocation Committee (1-year terms) Michael Giroux – Plant Sciences Jack Hyyppa - KUSM	Two (2)
Athletics Committee (3-year terms- appointed by President)* Linda Simonsen - Mathematics Susan Capalbo – Ag Econ	Two (2)
Computer Fee Allocation Committee (1- year term - appointed by Provost)* Harry Benham - Business Shawna Lockhart - Mechanical Engineering	Two (2)
Traffic Appeals and Regulations (3- year terms - appointed by President)* Kenneth Bruwelheide (Education)	One (1)
MSU Benefits Committee (3-year terms - appointed by President) Doug Young (Ag/Econ)	One (1)

***appointed from nominations submitted by Faculty Council**

Meeting adjourned at 5:30 PM

Signature
Gale R. Gough, Secretary

Signature
Warren L. Jones, Chair