

FINLANDIA

UNIVERSITY

Faculty Council Meeting

Tuesday, January 30th, 2018

12:00-1:00 PM

Nikan 20

In attendance: Tom Adolphs, Judy Budd, Phyllis Fredendall, Mary Jane Hatton, Mark Lounibos, Steve Nordstrom, Irina Sergeyeva, and Lori Sullivan.

Pre-Meeting Email(s):

Discussion Items:

Mark – the Agenda at the moment is focusing upon the short-term task list, and what can be practically done/due. That said, there is also a longer-term outcome for the Faculty handbook, and to align it with the documents at other similar institutions.

- Mark – Goal for the next meeting is the faculty survey: survey, determine the results, then collect the data and assess it in two meetings.
- Mary Jane – In looking at the other handbooks, we are thin in the beginning of the handbook, something like the constitution should be at the front. The intro should discuss the University, its History, and the Finlandia University Constitution.
- Phyllis - How to establish the agenda for the full faculty survey? How to stage the Full Faculty meeting, with the Faculty Council in Nikan 20. How should the meeting be ordered?
- Steve - Can we create the survey through Google Form, so that it could be done online? Google Forms, this way the tabulation of the quantitative and qualitative data will be done for us.
- Judy – Recommends that the Faculty Council will present to the HLC. We should have a record in the minutes that reflects the deliberative process of what to establish and discuss with the HLC. Fredi must know that we expect this prior to the HLC arriving.

Mark – Met with Fredi to discuss the previous meeting on the inequity of our fellow colleague. How to deal with the issue, knowing the realities of the Institutional budget that is in place. In the meeting there was an acknowledgment of the issue, and a sense of agreement that something should take place. A follow-up meet with Mark is in the works.

- Mark – the short term is verbal acknowledgment of the issue, it's out there in the open as an issue.
- Judy – Ten years ago, 2007/2008, the previous Head Librarian was around \$48,000.

- Steve – But where did she start, and was she provided raises over many years?

Mark – Handbook.

- Mark - Steve, Mark, Lori, and Irina to look over the final chapter, Chapter 6: *Policies and Procedures*. Inconsistencies and verbiage to be looked at in four weeks, Feb. 27th. We'll assess the issue then.
- Phyllis – What are the deadlines for us on this handbook issue?
- Mark – Need to get to the final place where we see how the document aligns with other institutions.
- Mark – In two weeks, look at how the documents in our Handbook aligns with the other Insertional handbooks. Each group look at their chapters, then address these issues in two weeks, Feb. 13th.
- Judy – In terms of a task for two weeks, take out documents, look at the other Intuitional documents, highlighting the sections, and writing down what we're thinking – will hand this in Judy to tabulate. At the moment we have a lot of fluffy content. Read through this, find it, look at them side by side, and begin to think what we're missing as well as inconsistencies. Make these notes on paper. The end plan is to come up with a new outline of this, and this is the long-term goal.
- Mark – Excellent idea, and it shows the work/plans that the Faculty Council is facilitating.
- Mary Jane – Faculty, Provost, and President – A different model in other Handbooks. An inconsistency, or at least something to add and address in our own.

Mark – Next Climate Survey.

- Mark – Next meeting is the Full Faculty Climate Survey, but don't do any major changes to the questions – keep it very similar to last year so that we can look at them side by side.
- Mark – Anything else that we should add to the Survey? What else should we collect?
- Judy – Question to add into the Survey: "In anticipation of the HLC visit, what information would you like them to have?"
- Phyllis – Question to add in: "What issue should the Faculty Council provide to the HLC?"
- Irina – Question to add in: "Is there a question about cost of living and pay, or if there is pay increase in the future if the University's numbers improve?"

Mark – Handbook Goals.

- Need a document so that we can have practical aspects done, and then voted on it for the next year.

Attachment:

- None

Next Meeting:

All meetings are Tuesdays at Noon in Nikander 20

2/13

2/27

3/13

3/27

4/10

4/24 (or tbd)

Possible informal May meeting if necessary.

Addition to Discussion Over Email (Post Meeting):