

Inter Faculty Organization (IFO)

Faculty Association (FA)
At Metropolitan State University – an
MnState institution



Packet for August 2020

I. IFO FA COUNCIL MEETING

Thursday, August 27, 2020 (10-12p)

The Zoom information for our remote meeting:

Join Zoom Meeting: <https://minnstate.zoom.us/j/99759863593>

Meeting ID: 997 5986 3593

Password: 867344

Audio Only: +1 312 626 6799

II. COUNCIL MEETING RULES AND INFORMATION

1. Our IFO FA Council meetings are open to our IFO FA *members*. Voting members are determined by appointment by our respective colleges and caucuses.
2. Attendance will be conducted via the Zoom “waiting room.” To ensure meeting efficiency, we will not be doing formal introductions. We will learn about our colleagues as we work through the agenda.
3. We will always follow Robert’s Rules of Order and the FA Operating Procedures.
4. Zoom rules and etiquette:
 - a. Please mute upon entry and stay muted until you are called on to speak. If you have a point of order or other permissible reason, you may interrupt the speaking order with the words “point of order.”
 - b. If there is a breakdown of video transmission, please stop your video until you are speaking.
 - c. Please use the “raise hand” feature of zoom, or, if your video is on, raise your hand. The Executive committee will do our best to maintain an accurate speaking order.
 - d. Feel free to add a question to the chat. Please avoid using chat for commentary. Instead, join the speaking order and express your perspective.
 - e. Voting will be verbal unless there is a contested result. If so, we will vote via the Zoom poll feature.
5. Our IFO FA Executive Team will share a screen to allow all participants to follow the agenda easily. The IFO FA Secretary will be taking minutes off line for your review after the meeting.

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III. AGENDA

- A. Call for additional agenda items or reordering the agenda.

IV. APPROVAL OF MINUTES

- A. Motion: Approve May 2020 IFO FA Council Minutes (located at metro-ifo.org, left pane, “Council Minutes”)

V. BRIEF OVERVIEW OF PACKET

NOTE: AT THE TOP OF EVERY PAGE, YOU WILL SEE A NAVIGATION HEADER. THIS HEADER ALLOWS YOU TO SWITCH ACROSS THE PACKET MORE EASILY. SIMPLY CLICK ON THE SECTION OF THE DOCUMENT YOU WANT.

- A. Next Meeting Information at the Top
- B. Table of Contents
- C. Agenda
- D. Minutes
- E. Content for the Month
- F. Key Static Information at the Bottom

VI. ROBERT’S RULES OF ORDER

- A. Overview
 - o [Two-page overview of the key motions following Robert’s Rules.](#)

Please keep for future reference.

VII. REORGANIZATION & RETRENCHMENT REPORT FROM MEET & CONFER

- A. First M&C of AY20 is on September 2, 2020.

VIII. CONSENT AGENDA

Note: While there is no consent agenda this month, expect a consent agenda in future packets. These are items that are determined to have full support from IFO members. If any item is incorrectly placed in the consent agenda, it can be easily moved out into a regular agenda item. The purpose of the consent agenda is to move quickly through agenda items when we can, allowing more time for discussion and debate where the is not full agreement.

IX. IFO FA REPORTS & ACTION ITEMS

A. The Shared Governance Task Force Statement

Background: The SGTF met in Spring 2020, initially in person before the shutdown, and later over zoom. A subgroup of the Task Force met with administration throughout the summer. The statement is linked below for background and context. As well, two draft documents (a framework for shared governance and a decision-making matrix are provided for your review). With Council approval, the Shared Governance Task Force will continue to work to modify and improve the framework and matrix, as well as create a series of decision-making flowcharts. Please provide your college or caucus representative on the Task Force with feedback on any of these materials.

Share Governance Task Force Members:

Jenny Dosch (COM), Co-Chair
Matt Filner (CLA), Co-Chair
Rebecca Church (Community Faculty Caucus -- CFC)
Nantawan Lewis (Faculty of Color Caucus)
Becky Omdahl (Women's Caucus) – Becky has retired; will need a new rep
Tori Sadler (LGBTQ+ Caucus) – Tori is on sabbatical; will need a new rep
Cindy Harley (COS)
Marjorie Webb (CNHS)
August Hoffman (CCSPA)
Sheila Kunkle (CIS)
Alec Sonstebly (Library)

- [Shared Governance Framework](#)
- [Shared Governance Matrix](#)
- [Shared Governance Task Force Statement](#)

B. IFO Membership lists – May 2020

- [IFO \(Metro\) Members as of 05/27/20](#)

C. Seniority Roster

- [Seniority Roster 3.1.20 Revised 4.17.20](#)

X. STANDING AGENDA ITEMS – CALL FOR IFO VOLUNTEERS

- A. **IFO FA Committees** (appointed by IFO FA Council)

- B. IFO FA nominations for IFO FA appointees to *Metro University* Councils and Affiliated Committees, Search Committees, Task Forces, etc. (appointed by IFO FA Council)
 - o [IFO FA \(Metro\) Committee Reps 2020-2021 v1](#)

- C. IFO FA nominations for *statewide* IFO Committees (appointed by statewide IFO Board of Directors): *no updates. Filled last Spring.*
 - o [University Councils Commttees - IFO FA Appointees v.15 08.18.20](#)

- D. IFO FA nominations to Search Committees: *updates to follow.*

XI. MOTIONS – CARRYOVERS FROM PRIOR GOVERNANCE CYCLES

XII. MOTIONS – UNIVERSITY REPORTS & ACTION ITEMS

XIII. IFO FA ANNOUNCEMENTS

A. COVID-19 Information

The IFO has compiled extensive information about COVID-19 and its direct effects on faculty. You can find specific information about public health guidance, university policies, and options for changes to your workload/assignments consistent with the contract: <https://www.ifo.org/covid19-info>.

B. 2019-2021 IFO *MASTER AGREEMENT* (OUR CONTRACT!)

The 2019-2021 Contract is always available for review on the IFO website: <https://www.ifo.org/>

XIV. GENERAL INFORMATION

A. The Executive Team Innovations

The Executive Team is working hard to come up with new and innovative ways to support faculty. Please provide your specific ideas to FA President Matt Filner, or other Executive Team members (see list below). We will be rolling out these new ideas in the months ahead.

Packet Materials Due Dates (by 4:00p):

8/17/20	11/25/20	3/26/21
8/28/20	1/4/21	4/23/21
9/25/20	1/29/21	
10/30/20	2/26/21	

COLLEGE/UNIT MEETINGS: 1st Thursday, unless otherwise specified:

8/20/2020 [3rd Thurs]
9/3/2020
10/1/2020
11/5/2020
12/3/2020
1/7/2020
2/4/2020
3/4/2020
4/1/2020
4/29/2020 [5th Thurs]



PACKET FOR May 2020 GOVERNANCE CYCLE

AUGUST COLLEGE MEETINGS:

College/Unit	Date/Time (Zoom until further notice)	Convener
CCSPA	Thursday, 12:30-2:30p	Crystal Fashant
CF Caucus		Rebecca Church
CIS		Richard Bohannon
CLA	Friday, 10-12p	Kathleen Cole
CNHS	Wednesday, 9-10:30a	Marjorie Webb
COM	Thursday, 11:30-1:30p	Barbara Beltrand
COS	Wednesday, 1:30-3:30p	Mark Asplen
LIB		Dawn Wing
UED	Thursday, 12-1:30	Rosa Fegundes

IFO FA CALENDAR CONTAINS:

- Due Dates for Packet Items
- College/Unit meetings – all faculty IFO members – 1st Thurs, *unless otherwise specified*
- Faculty Council – IFO FA Executive Committee – 2nd Thurs, *unless otherwise specified*
- Pre-Meet & Confer – FA President, RF VP and CF VF
- Meet & Confer – FA Executive Committee and Equity Caucus Representative

IFO FA Union Officials 2020/2021:

NAME	TITLE	TERM EXPIRES
Matt Filner	President	6/30/22
Denise Williams	Resident Faculty, Vice President	6/30/22
Rebecca Church	Community Faculty, Vice President	6/30/22
Barbara Beltrand	Secretary	6/30/22
Scott Cooper	Treasurer	6/30/22
Robyn Gulley	Appointee to Statewide Negotiating Team	6/30/22
Derrick Crim	Appointee to Statewide Board of Directors	6/30/21
Alec Sonstebly	Appointee to Statewide Board of Directors	6/30/22
Barbara Beltrand	Grievance Officer (two-year term)	6/30/21
Don Eubanks	Grievance Officer (two-year term)	6/30/21
Ruth Zietlow	Grievance Officer (two-year term)	6/30/21

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Matt Ryg	Grievance Officer (two-year term)	6/30/21
Mark Matthews	Grievance Officer (two-year term)	6/30/21

SOCIAL MEDIA & IFO WEBSITE:

- Like/follow the Metro State FA Facebook page: at: <https://www.facebook.com/MetroIFO/>
- Like/follow the statewide IFO page at: <https://www.facebook.com/Interfacultyorganization>
- Statewide IFO website: www.ifo.org

www.Metro-IFO.org website:

1. Access
 - Username: union (lowercase)
 - Password: Ask your college/unit convener
2. Includes:
 - Monthly “Packet” for college/unit and Council meetings
 - IFO FA Calendar
 - Constitution/Organizational Documents
 - College/Unit, Council, Standing Committees Minutes
 - Treasurer Reports
 - Other documents – **check-out our website!**
3. September Packet items due by August 28, 2020 at 4pm. Packet items should always be sent to Matthew.Filner@metrostate.edu
4. Conveners: send monthly minutes to:
 - KennyBellew@hotmail.com with a subject line that indicates “draft” minutes or “corrected draft minutes” or “final” minutes
 - BarbaraBeltrand@minn.net Note: personal email address for IFO FA business

MEET & CONFER MINUTES

The Meet & Confer minutes are *prepared by Administration* and can be found as follows:

- Go to the Portal link at the bottom of the main Metro web page.
- In the Personal Tools pane, click the Share Drive Access (S:)
- Navigate to the following string of folders: Metro then IFO then FY21 Meet & Confer

Additional Information:

- College IFO minutes archived at: http://www.metro-ifo.org/college_minutes.html
- IFO Committee minutes archived at http://www.metro-ifo.org/college_minutes.html
- Statewide IFO web <http://www.ifo.org>
- Approved Statewide Board & Executive Committee minutes: <https://bit.ly/IFOMinutes>