



PACKET FOR FEBRUARY 2021

I. IFO FA COUNCIL MEETING

Thursday, February 11, 2021 (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.
- B. PLEASE NOTE: THIS PACKET IS VERY “FULL” – there are numerous items that require our attention. Please limit comments “in agreement” with each other and focus instead on voting on common agreements, and having necessary debates when/if there are disagreements.

IV. APPROVAL OF MINUTES

- A. Motion: Approve January 2021 IFO FA Council Minutes (located at metro-ifo.org, left pane, “Council Minutes”)
 - a. Please note: Colleges should approve their college minutes, which can be found at the FA website under “college minutes.”

V. FA PRESIDENT’S REPORT

- A. According to President Arthur, at the M&C on Monday, January 28, 2021, there has been no planning or discussions about reorganization or retrenchment.

VI. CONSENT AGENDA

- A. No Items at this Time

VII. IFO FA REPORTS & ACTION ITEMS

- A. HR Payroll Documents Video. Although HR proved unwilling to record the payroll documents session last month, with the help of Professor Andrew Carlson, FA President Matt Filner created an “in-house” zoom video. The video is posted on the metro-ifo.org site. You can watch the video to learn how to read Faculty Workload Management (FWM) and Pay Details Reports.
- B. Retirements Reminder: faculty who are retiring and are interested in emeritus status, the deadline for application is February 15th. Further, faculty who will be receiving severance pay and other benefits upon retirement should contact HR proactively to ensure that these benefits are paid out upon retirement. Please cc: the FA executive so that the IFO can advocate on your behalf as well.
- C. CALL FOR LOCAL FACULTY ASSOCIATION OFFICER AND REPRESENTATIVE NOMINATIONS (3rd and final call):

For the two upcoming academic years, from July 1, 2021 through June 30, 2023, the IFO Nominating Committee is accepting nominations for the following statewide IFO representative:

- 1. Metropolitan State FA representative to the statewide IFO Board of Directors (one position)

Nominations should be submitted no later than February 12, 2021, to Kathleen Cole at kathleen.cole@metrostate.edu. Both self-nominations and nominations by others will be accepted. Prospective candidates must be members of the IFO. The Faculty Council will appoint the statewide representatives at its April meeting.

Information about the terms and duties of the statewide representatives in the attached document. You may reach out to current representatives (listed at the end in this packet) for additional questions regarding the duties of the position.

Current members of the Nominating Committee are college/unit conveners and two members from the IFO Equity and Diversity Committee: Crystal Fashant (CCSPA), Rebecca Church, (CFC), Richard Bohannon (CIS), Kathleen Cole (CLA), Marjorie Webb (CNHS), Barbara Beltrand (COM), Mark Asplen (COS), Dawn Wing (LIB), Rosa Fagundes (UED), Rebecca Evan (E&D), and Larry Bryant (E&D).

- D. 2020 Delegate Assembly. As you may know, the 2020 Delegate Assembly, scheduled for last spring, was postponed. It has been rescheduled for April 16-17, 2021, and it will be held over Zoom. The full list of faculty who were approved as delegates is attached, including a new column (2021 status) indicating whether or not you are interested and available to be a delegate again (if known). Please contact FA President Matt Filner with an update if you haven't already.

All delegates must register, whether or not you registered in 2020: <https://www.ifo.org/delegate-assembly-registration>

If you were not appointed a delegate in 2020, but are interested in becoming a delegate, please volunteer during your college meeting. We will ask each convener to bring a list of volunteers to Council. As of this moment, we do not know how many delegates slots will be open, but we should know by the Council meeting on February 11th. Metro State has 30 delegates to the DA, and as of now there are 20 delegates from last spring who plan to attend. We have not yet heard from 8 colleagues. Therefore, there will be somewhere between 2-10 open delegate slots.

- o [2021 Delegates from Metro IFO FA alpha order](#)

- E. Metro FA Website Redesign. Last Fall, the FA Council directed Exec to explore changes to the metro-ifo.org website to improve its functionality, especially to make it searchable. The initial options proved either too expensive or unworkable. We are exploring a new option, and would like initial feedback from units. If there is support for this option, we will include the budgetary implications in the next packet. Here is the option:

Four of our sibling campuses use the main IFO website as a "template" for their FA website. These websites have the general "look and feel" of the IFO site, but with different content.

Here are the examples:

<https://www.mnsufa.org>

<https://www.msumfa.org>

<https://www.scsufa.org>

<https://www.wsufa.org>

Each site emulates the IFO site to a different degree. A staff person at the IFO, Jon Bohn, created all of these sites and can build whatever we want as a template *for no cost to our FA*. Our only startup cost would be the time required of staff to move existing documents from the old site to the new site.

The cost of maintaining the new site is either \$116/year (for a site with limited pages) or \$222/year (with unlimited pages).

If we go this route, a small group of faculty would have to work on deciding which items on our current site would be moved to the new site, and which items would not be preserved (or archived). There is some direction in our operating procedures that would govern what we could decide to cut. We would also need to ask faculty to provide photos/visuals as well.

Finally, any individual page on the new site could be password protected. Of course, a password would limit searchability, but we could narrow the focus of unsearchable pages. The password would function the same way our current password functions: one password for everyone, which we would have to share among our members.

All of this could be done by the end of the summer, for launch in the fall. Please provide input whether your unit would like Exec to continue to pursue this new idea for a website redesign.

F. Treasurer's Report.

The FA Treasurer, Scott Cooper, has provided the following documents for your information:

- a. [A narrative treasurer's report](#)
- b. [A pdf of a spreadsheet YTD financial report](#)
- c. [The original FY21 budget](#)

The FA Executive Committee will be presenting a revised budget proposal in the March packet based on current spending patterns. Please provide any input into how best to revise the budget at this time, which will be taken into account as we prepare our proposed revisions.

G. IFO Technology Committee Updates:

1. General Reminder: Membership in IFO Tech is also automatic membership in UTAC. *Rationale:* Some colleges have more than one faculty person between the two committees (IFO Tech and UTAC). This may circumvent the importance of the work within IFO Tech.

2016 IFO Tech minutes supporting this position: "According to the faculty committee document (April 2016), the IFO FA Technology Committee "Provide[s] representation to any university wide technology or data committee," but note that action taken by Faculty Council (May 2017) indicates that one IFO member will be provided by the Distance Learning and Intellectual Property (DLIP) committee "

2. IFO Tech update. Action Item: Assistant Provost Dr. Michael Self has created a Task Force to work on the issue described below. Mike Stein has volunteered to participate. The FA would like 2-3 more volunteers to work on it with administration. Please volunteer for this important work.

Situation: An issue has been raised within IFO related to transfer courses in the registration system. This was raised as a motion that reads: "*Motion: The university should record the information about student transfer courses into the registration system (not just DARS) so that transfer courses that are equivalent to prerequisite courses are properly recognized by the registration system.*"

Background: The registration system doesn't recognize prerequisites taken at another university, even though DARS clearly shows the prerequisite has been met. This creates many barriers to students including repeating prerequisites, delays in registering for a course due to the system glitch sometimes losing out on a seat in the course due those systems delays. Faculty advisors and department chairs are also negatively impacted by this issue as they experience increased workloads to determine the cause and resolutions for the issue.

Recommendation: Administration has been made aware of the issue and indicates there are technological barriers to fixing it. The question IFO Tech raised is whether this is an issue that will be resolved upon implementation of the Next Gen (?) advising system, or is this something that requires efforts to resolve for an improved student experience?

Consensus of the IFO Tech committee is to move this issue forward to UTAC to understand capabilities and possible next steps for resolution. IFO Tech anticipates UTAC to consider this issue at the January 21, 2021 meeting and will provide an update to IFO after that time.

H. RIGR Statewide Expansion

IFO President Brent Jeffers presented to the Minnesota State Board of Trustees in support of the expansion of Metro's RIGR to the other six state universities. [His testimony is attached.](#)

I. Administrative Updates: There are many documents provided to the FA at our M&C in January. I have done my best to prioritize them, give a brief introduction, and clearly state when there is a specific action item.

a. Policies and Procedures:

According to the IFO Contract, the FA has 10 days to provide feedback, questions and concerns about any policies and procedures presented at M&C.

Administration has extended that deadline until the February Meet and Confer for the following P&Ps.

Action Item: Please provide feedback this month – this is our only opportunity to do so before these P&P are formalized.

[1a. Policy 5200 \(Reasonable Accommodations in Employment\)](#)

[1b. Procedure 520 \(Reasonable Accommodations\)](#)

[2a. Policy 5060 \(Emeritus/Emerita Status\)](#)

[2b. Procedure 506 \(Emeritus/Emerita Status\)](#)

[3a. Policy 5xxx \(Volunteers\) – new](#)

[3b. Procedure 5x \(Volunteers\) – new](#)

[3c. Volunteer Agreement and Release – new](#)

[3d. Volunteer Form – new](#)

b. Provost's Update. There are several updates from the Provost.

o [IFO Provost's Update Jan 2021](#)

i. MTC Goal 7 Workgroup

ii. Student Journey Map (SJM). There will be open forums to discuss the report and solicit feedback. Please note: admin views this report as providing guidance on student retention. Feedback is optional, but welcome. I have attached three documents for your review:

1. [The SJM Report](#)

2. [The SJM Appendix](#)

3. [Strategic Enrollment Management Plan \(this is presented here for your convenience\)](#)

c. Academic Calendar. We are being asked to provide feedback on a proposed significant change to the summer calendar (starting summer 2022). If adopted, this change would result in a 12-week summer session (instead of our current 14-week session). Please read the attached proposal carefully and provide substantive feedback this month.

1. [Academic Calendar Update](#)

2. [Academic Calendar Committee Proposals \(two options\)](#)

d. Marketing and Recruitment, including enrollment update. Admin has provided an update which indicates that that enrollment for Spring 2021 was down 3%.

- e. Council Summaries. As part of our shared governance work, we have asked the co-chairs of each university council to provide a meeting summary. Please send questions or comments about any council meeting summary to IFO reps on the appropriate council.
 - 1. RPAC summary (commonly known as the “budget council”)
 - a. Budget Update
 - 2. Summary of All Other Councils
- f. Search Updates. This document now includes faculty searches. Please confirm the details of any search that you are serving on.
- g. Equity and Inclusion Updates
 - i. Equity by Design
 - ii. Equity Champions
 - iii. Campus Climate
 - iv. Policy Review
- h. CIO Update
 - 1. Multi-Factor Authentication (MFA): Minnesota State decided last year to require all employees in the system to use MFA to access Office 365. It hasn't reached most Metro faculty yet, but this is about to change. Please read the attached MFA document carefully and provide any feedback.
- i. Summary of MOA 10J requests for 2020-21. The Provost's summary of available 10J funds in the January packet was incorrect. She has corrected the available funds in the attached report.
- j. COVID-19 Update. The attached document provides updates to the extent of COVID cases at Metro State and the institutions ongoing response.
- k. Response to a number of motions specific to Community Faculty. There is a mix of responses to our motions. Please review and comment as relevant.
 - o. Update Items IFO OB Community Faculty

- I. [CRRSA Funds](#). Late last year, Congress passed the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act (sometimes referred to as the “second” CARES Act). This bill doubled the amount of funds provided to universities. Metro State will be receiving approximately \$10.5M. The attached document provides some answers to how those funds will be used, although many questions remain unanswered.
 - o [CRRSA Act Update](#)
- m. [IDEA Task Force](#). As many of you may remember, over FA objections, Admin signed a contract with Campus Labs to replace the IIQs with IDEA student course evaluations. Student participation has been very poor, and the FA has proposed a new task force to work with admin to redesign the survey to better serve our academic needs. Admin has agreed, and requests that six faculty volunteer to serve on this task force. Please volunteer to serve on this important task force.
- n. [Prison Education Effort](#). Admin has provided responses to two FA motions presented at M&C. See attached.

VIII. STANDING AGENDA ITEMS – CALL FOR IFO VOLUNTEERS

A. IFO FA Committees (appointed by IFO FA Council) – v11 now posted. For your convenience, we have provided a summary of the open volunteer seats. Please consider volunteering for one or more of these important FA committees. Also, if you chair a committee, please make sure that you are noted as chair on the committee list. If not, please contact FA Secretary, Barbara Beltrand.

Spreadsheet line no.	Committee	Position Vacancy
41	LGBTQ+Caucus	Rep to M&C
132	Academic Affairs Committee	UED
139	Action Committee	Appointment of statewide GRC
145 – 149	Action Committee	CNHS, COM, COS, LIB, UED
154	Advising & Student Issues Committee	CIS
186 & 188	Distance Learning & Intellectual Property (DLIP)	COS & UED
197, 202, 207	Equity & Diversity (E&D) Committee	CIS, LIB, Gender Studies Advisory
222, 223	Faculty Issues Committee	UED, Rep from statewide Academic Affairs Committee
245, 246	General Education Liberal Studies (GELS) Committee	LIB, UED
271, 275	Graduate Program Committee	CNHS Grad Certificates, CF Caucus
297	Human Subjects Review Board (HSRB)	CF Caucus
316, 317	Library Committee	CIS, CF Caucus
338	Nominating Committee	Rep from IFO FA Exec
343, 347, 348,	Racial Issues Graduation Requirement (RIGR) Committee	CIS, COS, LIB
397	Teaching Learning & Faculty Development Committee	UED

413	Technology Committee	UED

Chair information pending:

1. Action Committee
2. Calendar Committee

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) – v10 now posted.

Again, for your convenience, we have listed openings here (including the term). Please volunteer.

1. Accreditation and Continuous Improvement Council (ACIC)

IFO FA Rep #1 - RF (4 year term)

Ends AY 21

2. Assessment Committee

IFO FA Rep #9 UED

AY 21/22

3. Academic Planning Task Force

IFO FA Rep #8 UED

IFO FA Rep #9 CF Caucus

Oct 2019 - Apr 2021

4. Center for Online Learning Review Task Force

IFO FA Rep #1

Spring 2020 - Spring 2021

5. Faculty Advisory Committee

IFO FA Rep #3 CIS

IFO FA Rep #9

AY 20/21

6. Equity by Design Team (please note: We already have six volunteers, but have not formally approved those volunteers until we have discussed with admin specifics about IFO involvement in the EbD team. If you would like to volunteer for this committee and participate in this meeting, please do so here)

IFO FA Rep RF #1 - #6

AY 20/21

7. Public Safety and Security Committee

IFO FA Rep #3 RF

AY 21

8. Parking Committee

IFO FA Rep #1 - RF

AY 21

9. Strategic Enrollment Management Council (SEMC)

IFO FA Rep #3 - RF

AY 21

10. Student-Directed Learning (SDL) Advisory Committee

IFO FA Rep #5 - CNHS

IFO FA Rep #6 - COM

IFO FA Rep #8 - LIB

IFO FA Rep #9 - UED

AY 20/21

11. Academic Appeals Committee

IFO FA Rep #3 - CIS

IFO FA Rep #8 - LIB

IFO FA Rep #9 - UED

AY 21/22

12. CARE Team

IFO FA Rep #3

AY 21

13. Student Conduct Committee

IFO FA Rep #3 - CIS

IFO FA Rep #4 - CLA

IFO FA Rep #7 - COS

IFO FA Rep #8 - LIB

IFO FA Rep #9 - UED

AY 21/22

14. University Technology Advisory Council (UTAC)

IFO FA Rep #9 - UED

6/30/21

15. Joint Task Force on Shared Governance

IFO FA Rep #9 - UED

16. Urban Teacher Program Advisory Group
IFO FA Rep from COS
AY 21

- C. IFO FA nominations for *statewide* IFO Committees (appointed by statewide IFO Board of Directors): *no updates. Filled in Spring '21.*
- D. IFO FA nominations to Search Committees: *updates to follow.*

IX. MOTIONS – CARRYOVERS

We completed our discussion of all motions in January, and thus there are no carryover motions this month.

X. MOTIONS – NEW

- A. FA Exec Meetings with Faculty Finalists (from Exec): Motion: The FA should have an opportunity to meet briefly with all faculty finalists to ensure that they have seen and understand the basic parameters of the IFO Contract.

Rationale: At five of the seven MN State Universities, the FA Exec (usually the FA President or VP of RF, but not always) meets briefly (15 min or so) with all finalists for faculty positions during their finalist interview. The purpose of this meeting is to provide uniform and consistent information about the IFO Contract to all finalists. This meeting meets the requirements of Article 21, Section C in which candidates who are offered a position must be presented with the contract (hard copy or electronic) prior to or at the time of the offer. Currently, Metro's administration is arguing that they meet this provision by providing a link to the IFO contract. In order to ensure that all of our future colleagues are fully aware of the importance of the IFO contract, these brief meetings are essential. This was practice at Metro State approximately 15 years ago.

- B. HR Problems (From Exec). Motion: IFO requests a full aggregated accounting of all payroll errors during FY20 and FY21. HR should further inform IFO about the systems put in place to ensure that these errors are not repeated.

Rationale: faculty have reported numerous errors in their pay during the past 18 months. The Faculty have very incomplete and anecdotal information. These are the known errors:

Underpayments: 16 faculty
Overpayments: 41 faculty
Failure to pay severance on time: 8 faculty
Failure to pay career steps on time: 10 faculty
Failure to pay contractually mandated salary increases: 7 faculty
Failure to place a retiree in the correct health insurance: 2 faculty
Failure to properly allocate pay for bargaining unit qualification: at least 1, likely many

These are just the errors we know about, and they are anecdotal. HR should provide a full and accurate accounting and create and share systems to prevent future errors.

C. PDG Application (from FIC):

Motion: That the PDG application be modified so that applicants list the date of the “event” (not travel).

Rationale: Some PDG applications were returned because the dates of the virtual or remote events were not listed (the form does not ask for this information). This resulted in unnecessary back-and-forth and rework.

D. Family Leave Policy (from FIC)

Motion: That administration propose a policy and procedure to the Faculty Association for the implementation of family leaves, including, but not limited to, how they affect course teaching, cost assignment, etc.

Rationale:

- Family leave is in our contract, but there are no apparent university procedures or policies for implementation.
- Background: One department with a faculty member planning to be on family leave requested a co-teaching arrangement to provide access to D2L course site, student evaluations, etc. Another instructor, also planning to be on family leave continued to be listed as the faculty member of record and would not allow for a co-teaching arrangement. The new instructor was granted instructional development credits but given that this person was not

listed as an instructor of record later did not have access to the course D2L site.

- There are practical concerns that such a policy and procedure could address:
- If a replacement instructor is not listed as an instructor of record, how can anyone know to follow up with if they are not listed?
- How can that instructor get access to the course, its materials, etc.?
- How should deans enter leaves and replacements into FWM?
- How pays for replacement instructors and how goes this get planned for?
- Overall concern:
- Understanding of process and consistency of process by all parties.

E. Buyout of Portion of Paid Employment (From FIC)

Motion: That administration propose a policy and procedure to the Faculty Association that would allow a faculty member to buy out a portion of their full-time paid employment due to external employment, grant activities, etc., that accounts for seniority and replacement of their workload, consistent with Article 27 of the contract.

Rationale: In one case, a faculty member had outside paid employment and would have liked to buy out a portion of their time for that work. As it happened, that person could not simply write a check to buy out that time. The president waived some of their workload but waiving affected seniority. There should be a standard mechanism for these sorts of requests/needs (other employment, grant activities, etc.) for purposes of consistency and clarity of process.

F. Motion (from Exec): Remove the provision that students “must be in good financial standing” to participate in the laptop loaner program.

Rationale: Students who have financial holds on their records are deemed ineligible for the laptop loaner program. Thus, students who are already likely experiencing financial hardship (given their difficulty

paying their Metro State bills) are denied access to a program designed to remove barriers to a critical educational resource, during a time in which most classes have been moved online. The provision that students “must be in good financial standing” to have access to a loaner laptop, therefore, exacerbates inequities between students.

XI. IFO FA ANNOUNCEMENTS

A. Equity 2030 Webinar Series.

Minnesota State is hosting a series of webinars on Equity 2030. These webinars will feature the Chancellor’s Academic Equity Fellows present the results of their work. Please see the attached document for registration and participation information.

B. History Soiree:

Please join the History Department, CLA, and ICES at the Spring 2021 History *Soirée*

<https://www.metrostate.edu/calendar/race-riot-and-law-enforcement-45831>

C. COVID-19 Information

As of the end of December, COVID leave formally expired. While there is some chance that COVID leave will be reinstated, the likelihood appears remote. Please contact FA leadership at Metro, or the IFO central office, to discuss options if you need to take leave due to COVID.

The IFO continually updates its 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>.

XII. GENERAL INFORMATION

A. 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	

1. 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
1/7/2021
2/4/2021
3/4/2021
4/1/2021
4/29/2021 [5th Thurs]



**PACKET FOR May 2020 GOVERNANCE
CYCLE**

2. 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

3. 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
Matt Ryg	Grievance Officer (two-year term)	6/30/21
Mark Matthews	Grievance Officer (two-year term)	6/30/21

4. 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

5. www.Metro-IFO.org website:

Inter Faculty Organization (IFO) Faculty Association (FA)

At Metropolitan State University – a MnState institution

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. March Packet items due by Friday, February 26, 2021 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. Please send these as a Word document to ease conversation to the Council agenda

6. Meet & Confer Minutes

The Meet & Confer minutes are prepared by Administration. You can access the minutes as follows:

Go to Metro’s main web page and scroll to the bottom.
Under “For faculty and staff” click on My.Metro
Login using your Star ID and Password
In the left margin, scroll to the “Apps and Courses” pane
Click on “My Apps”
Under the middle column labeled “Resources”
Click on Share Drive Access (S:)
Login using your Star ID and Password
Click on “Metro”
Click on “IFO”
Click on “FY 21 Meet & Confer”

7. 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>