



May 2024 Council Minutes

Minutes received and added:

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> EGSPA | <input checked="" type="checkbox"/> ENHS | <input checked="" type="checkbox"/> HIB | <input type="checkbox"/> Disability caucus |
| <input checked="" type="checkbox"/> GIS | <input checked="" type="checkbox"/> CBAM (COM) | <input checked="" type="checkbox"/> UED | <input type="checkbox"/> FOC caucus |
| <input checked="" type="checkbox"/> GLA | <input checked="" type="checkbox"/> GOS | <input checked="" type="checkbox"/> CF-Caucus | <input type="checkbox"/> Women's Caucus |
| | | | <input type="checkbox"/> LGBTQ+ caucus |

COLLEGE/UNIT MEETINGS

- Packets can be found at <https://www.metrostatefa.org/>
- [A calendar of future meetings and packet deadlines can be found here.](#)
- Consult your convener for the time and room location of your meeting.

IFO COUNCIL MONTHLY MEETING

- Thursday, May 2, 2024, 10am-12:30pm* *note time extension
- Zoom link: <https://minnstate.zoom.us/j/97206813716>
 - Meeting ID: 972 0681 3716
 - Passcode: 294759
- Consider updating your Zoom client with the freshest version.

IFO FA (UNION) OFFICIALS

- President – **Cindy Harley**
- Resident Faculty (RF) Vice President. – **Alec Sonsteby**
- Community Faculty (CF) Vice President-- **Matt Ryg**
- Secretary – **Lesli Blair**
- Treasurer – **Allen Bellas**
- Representative to Statewide Negotiating Team - **Gary Starr**
- Current Grievance Officers: **Mark Matthews, Gary Starr, Matt Filner, Cindy Harley, James Robinson, Mike Green, Michelle Filkins, Loi Nguyen**

Current Statewide IFO Board Members –

- **Scott Cooper** (FA board representative)
- **Kathleen Cole** (FA board representative)
- **Cindy Harley** (Metro FA president)
- **Alec Sonsteby** (IFO statewide Treasurer)
- **Matt Ryg** (Contingent Faculty Caucus)

UPCOMING PACKET

- Packet materials for August are due **August 19th**. Send to Cynthia.Harley@gmail.com
- **Minutes submission**
 - [Use this form for your minutes.](#)
 - Upload your minutes here: <https://www.metrostatefa.org/minutes>

- Alternatively, email minutes to Lesli Blair: Lesli.Blair@gmail.com

For more information about our union, archives of minutes, or a current copy of the contract go to our website www.metrostatefa.org. For information about the statewide IFO, go to the statewide website at www.ifo.org. We welcome your feedback! Please feel free to contact Cindy Harley cynthia.harley@gmail.com with comments, questions, and concerns.

In attendance

Becky Evan
Melissa Maier
Zarah Moeggenberg
Matt Ryg
Crystal Fashant
Mehmet Koseoglu
Isak Tranvik
Tammy Durant
Mark Asplen
Rebecca Church
Suanne Barthol
Mike Stein
Christine Larson
Scott Cooper
Emily Oliver
Michael Green
Tom Atchinson
Queen Booker
Alec Sonsteby
Cindy Harley
Allen Bellas
Shannon Skarphol Kaml
Erica Berte
Gary Starr
Marcia Anderson
Michelle Palmborg
Karen Gutierrez
Robin Johnson
Mousumi Munmun
Megan Brown

I. APPROVAL OF MINUTES

- A. **Motion:** Approve April 2024 IFO FA Council Minutes located at <https://www.metrostatefa.org/minutes>

Approved

II. CALL TO ORDER

Call for additional agenda items or reordering the agenda.

III. FA PRESIDENT'S REPORT

- A. **Commencement is May 4th!** I hope to see you there and will be bringing treats for when we hang out in the robing room. Even if you are not participating you are welcome to stop by for snacks and merriment.

1. Ceremony 1 at 3:30pm UED, CIS, CLA, and CBM

2. Ceremony 2 at 7pm CCSPA, COS, and CNHS

B. Statewide IFO

1. In the Capitol there have been a few exciting bills in process:

a) [HF4662 which has new language protecting our jobs from being taken by AI](#) among other academic freedom protections

(1) Here are links to media: [star tribune](#), [WCCO 1](#), [WCCO 2](#)

b) [HF4343 which increases requirements related to higher education contracts with OPMS--](#) this makes it harder for OPMS to abuse us.

(1) Here are links to media: [Star tribune](#), [Inside higher ed](#)

2. At meet and confer we talked about many things. Here are just a few highlights:

a) One was ELM training and how much time they take. In the newer modules there are pre-quizzes which if you score high enough allow you to pass out of the training. There is additional training for WorkDay. Note that not all aspects of the workday training apply to you, for example how to submit a timecard.

b) When workday is coming on-line we will have outages where we are unable to enter new folks into the system. This is anticipated in June. If you are hiring community faculty for second half of summer semester courses make sure to talk to HR and tell the faculty members that delays of pay are possible.

3. Next year is the 50th anniversary of IFO. We are considering traveling to each campus for our exec meetings and there will be celebrations.

C. Congrats to winners of our Metro Awards for Teaching and Advising:

1. Excellence in Teaching:

a) Caitlin Mahoney, associate professor, psychology

b) Nathan Holt, assistant professor, nursing

c) Craig Santer, senior community faculty, writing, literature, and language

d) Scott Cooper, assistant professor and MAPL program director, public and nonprofit leadership

2. Carol C. Ryan Advising Awards:

- a) Kara Branyon, academic advisor, College of Management
- b) Brenda Merrill, professor, nursing
- c) Megan Brown, assistant professor and MAPL program director, public and nonprofit leadership
- 3. Donna Blacker Lifetime Achievement Award for Excellence in Advising:
 - a) Siw Wong, academic advisor, College of Management
- D. Note, our local Metro meet and confer is this week. So, I cannot offer an update at this time. In addition we are awaiting a number of documents from administration.
- E. A quick note-- grievances are held in abeyance over the summer unless we have reason not to. During the summer if you have a grievance make sure to contact Cindy (cynthia.harley@gmail.com)
- F. Policies are up for review two of interest are the one about course placement and the one about undergraduate admissions. Check them out and make comments <https://mnscu.sharepoint.com/sites/policy/SitePages/Reviews.aspx>

IV. CONSENT AGENDA

- A. [PWID program and Environmental Sciences Minor approval](#)
- B. [End date Gender studies advisory council](#)
- C. [End date IFO calendar committee](#)
- ~~D. [All committees to discuss composition and inform FA exec prior to September packet deadline](#) (this was put in consent by mistake)~~
- E. [Second reading DLIP/OLIP](#) approved

Motion to approve consent Agenda. Seconded. Approved

V. ACTION ITEMS

- A. Approve these new programs
 - 1. [Professional writing and interaction design](#) (Major)
 - CBM Motion to Support. Seconded. Passed
 - COS Motion to Support Seconded. Passed
 - CLA Motion to Support .Seconded. Passed
 - CNHS passed
 - LIB supports
 - CCSPA supports motion. Carries.
 - UED supports
 - 2. [Environmental Sciences \(Minor\)](#)
 - CBM Motion to Support. Seconded. Passed
 - COS Motion to Support Seconded. Passed
 - CLA Motion to Support .Seconded. Passed
 - CNHS passed
 - LIB supports

UED supports

CCSPA supports motion. carries.

B. Representatives

1. Statewide-- you should have gotten an email from Aureliano DeSoto with information about how to apply. If you didnt let me know and I will send it
2. BOT Awards:
 - a) [Announcement](#)
 - b) [Guidelines](#)
 - c) BOT Award committee-- we need folks to serve on the committee for the BOT Awards. Basically we go through the applications and select who we recommend to administration for a full portfolio. This work starts right away in August so it would be ideal to have names now.
3. [A reminder that as per a motion from last year, we will be appointing council representatives in May](#) for the following. Please look at this list and consider if you would like to be involved (or bend someone else's arm to get them to agree). Feel free to ask if you would like to know what any of these groups do. Also note that this list may not be the final list we get from the university president as she is also trimming volunteer opportunities. If you want to see the current list-- look here:
 - a) Academic Innovation, Planning and Quality Improvement Council (1 rep each college. Reps needed for CIS, CNHS, COS, and UED).
 - (1) CCSPA-- Gary Starr
 - (2) CBM-- Loi Nguyen
 - b) Community Engagement Council (reps needed for each unit, if continuing please confirm).
 - (1) CCSPA-- Susan Hilal
 - (2) CBM Ming Lo
 - (3) CLA Andrew Carlson
 - (4) COS Mark Asplen
 - (5) LIB Jennifer DeJonghe
 - (6) CIS Gemma Puntì (fall), Daniel Woldeab (Spring)
 - c) Equity, Inclusion and Anti-Racism Council (EIARC) (1 rep each caucus, FOCC and E&D reps needed)
 - d) Organizational Development (3 reps needed. At large appointment)
 - (1) CBM Loi Nguyen
 - e) Policy and Procedure Council (1 EIARC rep needed)
 - f) Resource Planning and Alignment Council (2 reps needed)
 - (1) CBM-- Mehmet Koseoglu
 - (2) LIB Becca Peters
 - (3) CCSPA Kim Halvorson
 - g) Strategic Enrollment Management Council (3 reps, 2 reps needed)
 - (1) CBM-- Allen Bellas

- (2) CBM-- Jack Lesser
- (3) CCSPA-- Megan Brown
- h) Strategic Integrated Marketing Council (2 reps, 1 rep needed)
- i) Student Success Council(3 reps, 2 reps needed)
 - (1) CBM Erica Berte
 - (2) CLA Suzanne Nielsen
 - (3) LIB Michelle Filkins
 - (4) CCPA Roberta Gibbons
- j) Student Conduct Committee (1 rep each unit. Reps needed for CFC, CIS, CLA, CBM, LIB, UED).
 - (1) LIB Michelle Filkins
- k) University Technology Advisory Council (1 rep from each unit)
 - (1) CBM Foluso Ayeni
 - (2) COS Faisal Kaleem
 - (3) LIB Kat McLarn
 - (4) CIS Daniel Woldeab
- l) Board of Trustees Award Committee (not a council but needs to be populated)
 - (1) CBM Allen Bellas
 - (2) CLA Shoumik Bhattacharya, Daryl Parks
- m) Assessment Committee (1 rep each unit, reps needed for CCSPA, CF caucus, CIS, CBM, LIB, UED)
 - (1) CLA Parva Panahi
 - (2) CCSPA Megan Brown
- n) Academic Advising and Leadership Council. 3 reps needed
- o) Academic Appeals (1 rep each unit. Reps needed for CFC, CIS, CBM, COS, LIB, UED)
 - (1) COS Mike Stein
 - (2) LIB Michelle Filkins
- p) Grievance-- we are planning to train folks in the fall. Volunteers welcome.
 - (1) CLA Mark Matthews and Matt Filner
 - (2) LIB Michelle Filkins
 - (3) Matt Ryg
 - (4) Gary Starr
 - (5) Cindy Harley
- q) CFC appoints Kelly Harowski to strategic planning committee with Marcia Anderson as an alternate

Motion to appoint uncontested spots (all but RPAC, Student Success, Strategic Enrollment). Second. Approved.

Cindy will reach out to folks on contested committees and make grievance officers are continuing.

C. Call for volunteers! 2024-2025 Faculty Council Representatives. According to the membership lists as of 2/28/2024 unit representation will be as follows:

Unit	Reps	Nominees
CCSPA	4	Scott Cooper, Gary Starr, Megan Brown, Crystal Fashant (Therissa Libby Alternate)
CIS	1	Isak Tranvik
CLA	5	Andrew Carlson, Melissa Maier, Tammy Durant, Tom Atchinson, Maureen?
CNHS	3	Dina Khaled, Kim Yun Fuhl, Michelle Palmborg
CBM	4	Erica Berte, Suanne Barthol, Mehmet Koseoglu, Senu Okuboyejo
COS	4	Ben Maas, Mike Green (convener), Mike Stein, Virginia Card
LIB	1	Christine Larson
UED	1	Larry Bryant
CF Caucus	16	Becky Church Marcia Anderson Charlotte Nitardy Padma Challakere Kris Frykman Will Cooley Daniel Kreutzer Eric Baker
Differently Abled Caucus	1	Shannon Skarphol Kaml
Faculty of Color Caucus	1	Robert Wilson
LGBTQ+ Caucus	1	Shoumik Bhattacharya

Women’s Caucus	1	Queen Booker
<i>Total</i>	43	

- D. Action Items:**
1. In each academic unit/caucus, the election of representatives, in the numbers indicated above, must occur
 2. **Include in the meeting minutes of the April 2024 academic unit/caucus the names of faculty IFO members elected**

- Notes:
- a) Compared to AY 2024, the CF caucus has 1 fewer representative.
 - b) The source documentation for the computation are as follows:
 - 1) [The Faculty Association \(Metro\) Constitution Article VIII, Section 1. Membership](#)
 - 2) This includes faculty who are current members with assignment and those who are members but do not have an assignment at the moment. However, it does not include folks who have had their membership discontinued as a result of not teaching more than 3 credits.
 - 3) [AY 25 calculation worksheet](#)

VI. CARRYOVER MOTIONS FROM PREVIOUS GOVERNANCE CYCLES

- A. [Last month we tabled the following:](#)**
1. [a motion to sunset certain committees](#)---April **Executive Committee Motion 1:** That the following Faculty Association committees be sunset on June 30, 2024: Action, Advising and Student Issues, Calendar, Gender Studies Advisory, Nominating, Standing List of Volunteers, Technology
 - a) **CBM Motion to Support. Seconded. Passed**
 - b) **LIB-- keep library committee, keep technology committee**

Motion from the floor: Sunset the Nominating Committee. Passed

Motion from the floor: That the Executive Committee present a plan to the FA in the fall to replace the Nominating Committee and process. Passed

Motion from the floor: To sunset the Action Committee and charge the Executive Committee with assigning its duties elsewhere. Passed

2. [examine committee composition](#)-- April **Executive Committee Motion 2:** With the exception of the Academic Affairs Committee, that all FA committees be reduced in size to five (5) seats and that these all become at-large slots, with no more than two (2) representatives from any one academic unit or equity caucus.

CBM Motion to Support. Seconded. Failed

LIB keep current representation on graduate programs

LIB keep current representation on FA safety committee

Per discussion committees and individual members were surveyed. The response rate was too low to be actionable (only 1 committee and 31 individuals). However, it seems that from the survey and the results in the last packet that Calendar Committee (which recommended its own end dating) can be end dated as can the Gender Studies Advisory Council.

Exec Motion 1: End date the Gender Studies Advisory Council

Rationale: this existed before gender studies was housed in a department. Now that it is within a department the council is no longer needed

CBM Motion to Support. Seconded. Passed

COS Motion to Support Seconded. Passed

CNHS passed

LIB supports if no one in gender studies objects

CCSPA supports motion. carries.

Exec Motion 2: End date the IFO calendar committee (not to be confused with the university calendar committee)

Rationale: For many years now this committee has had a single member. In conversing with its sole representative they stated that it should be end-dated.

Calendar issues can instead come through the packet as they did with the discussion about Veterans Day.

CBM Motion to Support. Seconded. Passed

COS Motion to Support Seconded. Passed

CNHS passed

LIB library supports

CCSPA supports motion. carries.

**Combined these acts reduce the number of committee/council seats from 512 to 496

Exec Motion 3: All committees should discuss their composition and whether it should be changed to reduce service burden (ex. Changed from by unit to 5 at large) and increase service focus. They results of their determination should be sent to the president to be disseminated in the September Packet.

**Note Academic Affairs, RIGR, and GELs have already requested to maintain their composition.

CBM Motion to Support. Seconded. Failed

COS Motion to Support Seconded. Passed

CNHS passed

CNHS discussion if there will be roster changes and associated benefits discussion needs to occur around how this will be handled.

LIB library supports

CCSPA supports motion. Carries.

Motion: To approve Exec. motion #3. Passed

B. [The following is for a second reading of changes to the constitution and operating procedures related to DLIP/OLIP](#)

1. **MOTION:** Keep the OLIP roster the same except add 1 ex-officio for an instructional designer who can attend when able. **Moved; seconded; passed.**

Rationale: Including an ID will help with conversations about AI and IP. Additionally, they are key to the structure of online learning. There was some concern, however, about requiring an ID with them being very understaffed, with potential power dynamics, and because not all OLIP items will need their input. Therefore, we settled on an ex-officio position where the convener will include them on invitations with the agenda for the meeting and they can decide to attend or not.

CBM Motion to Support. Seconded. Passed

CNHS passed

LIB library supports

CCSPA supports motion. Carries.

CIS support

VII. NEW BUSINESS-- MOTIONS FROM UNIT MEETINGS AND COMMITTEES/COUNCILS

- A. CBM Motion:** Motion that more than three (3) unexcused absences of meetings by members and co-chairs of university councils will result in removal from the position or loss of the appointment. Seconded. Passes.

Motion: To approve CBM's motion. PASSED

CBM Motion to Support. Seconded. Passed

CIS support

CLA noted

COS Motion to Support Seconded. Passed

UED supports

CNHS motions that conveners make decisions they see fit. Additional strategies should be explored.

CFC opposes

LIB library supports

CCSPA would like to thank our fellow IFO members for all the work they've done on councils and committees this past year.

VIII. RESPONSES FROM THE ADMINISTRATION

- A.** We made a motion voicing concerns about the [market analysis done for Dental Therapy](#), [here is the response](#). In summary plans are laid out for accreditation and the market analysis is being revised for the second run in hopes it will accurately reflect the market. [Here is the previous report](#).
- B.** We made some motions about [flexible work spaces](#) and [the use of classrooms for workspaces when there are no classes](#) we are anticipating discussion at Meet and Confer but have no update yet
- C.** We made a motion [about increasing computer lab space](#) we are anticipating discussion at Meet and Confer but have no update yet.

IX. UPDATES FROM ADMINISTRATIVE REPORTS

- A.** Action Items

1. We made a motion asking the provost to consult with faculty issues about the Article 27 section C survey. [She has responded with a draft of the questions](#). Please look it over.

B. Informational Items

1. [Provost](#)

- A) **Syllabus Lingo**-- The provost sent out the syllabus materials so we can get ahead before fall/summer.
- b) **CF Course Prep Awards**-- Application forms for CF course preparation are posted (and were also emailed). Make sure folks in your area know about this!
- c) **FPM edits**-- FPM is currently being edited with the aid of faculty issues. The PDP/PDR schedule is posted. There was discussion about making it a single document but they decided to keep it as 2 (imho a good idea because the contract assumes 2).
- d) **Advising update**-- 2 new advisors in CLA, search for executive director ongoing
- e) **Reassign time**-- Not in this update but an update nonetheless-- We were given the [reassign time calculation](#) in April and [this is the resulting spreadsheet](#). We notified the administration of several errors that we saw and thanked them for places where more than the contractually mandated reassign was given. (Here is the annotated [spreadsheet which resulted in some updates to the one posted earlier in this text](#)). Here is the administration's [reassign time memo](#)

2. [Finance and Budget](#)

- a) **CLA** we would like an update on the budget situation
- b) The budget update was received late and as a result was not in the unit packet. Please feel free to share this information
 - (1) Re-budgeting has happened and there is web accounting to help cost center managers have a clearer picture
 - (2) Financial management is continuing to fine tune (save funds that do not need to be spent at this time) so we can end the year balanced. We have some one time money we can use but we are trying to save it for FY25
 - (3) The FY25 budget development is underway.
 - (4) Workday is coming. Complete your training. Outages expected as we switch from ISRS around July 1. (note from Cindy-- if you have folks who teach second half of the summer courses make sure to let them know pay delays are likely).

Motion from the floor: The FA authorizes the FA President, RF VP, and CF VPs to meet as a group with the administration during the summer for the purpose of receiving information about university budget plans, asking

questions about those plans, and relaying information to faculty.

PASSED

Note: This motion was adopted last academic year, as well.

3. Facilities-- nothing much in this document except a link to campus ops projects
4. OEI--
 - a) EIARC met with the strategic planning group
 - b) Complete the campus climate survey
 - c) Trainings being offered through OEI related to search committee functions and microaggressions
 - d) Passport opportunities
 - e) Title IX changes under President Biden are going to change requirements for investigating sexual misconduct
5. Technology-- link to CRM update and information about workday trainings.
6. HR-- this is an update of the status of ongoing searches.
7. Strategic Enrollment and Marketing-- applications are up and things are looking like they are on track (and potentially better than planned).
8. VP Student Success Update-- A first year orientation coordinator is being hired. There is also a new Trio director.
LIB Motion: We request more information about hiring a vendor to do our online new student orientation, including a rationale for hiring outside of metro, and a more detailed update on content. **Passed.**

Motion to approve. Seconded. Passed

9. Other (documents incoming)
 - a) Strategic planning update
 - b) Discretionary tuition benefit process
 - c) Development of a Research Foundation
 - d) Community engagement fellows program
- X. REFERRALS TO COMMITTEES FROM PREVIOUS GOVERNANCE CYCLES**
- A. Academic appeals to review academic appeals policy
 - B. Equity and Diversity to create a template for reporting committee efforts
 - C. We received the following from DLIP/OLIP
 1. **In response to the administration/legal's brief on Policy #2110 and Procedure #211:** We did not have a motion, but rather, significant discussion concerning shared governance – we put this policy through years ago specifically to cover the gaps between the IFO contract and MnScU – it is now being eroded. We are additionally concerned

with language that is ill-defined such as “substantial compensation,” and “work for hire” (does that include consulting?). We discussed a consent form that a faculty member and administration could use when a faculty/staff/student’s IP is used by the university. The consent form could have specific information compensation, what each party gains from the exchange of IP, end-dates, etc. Ultimately, we concluded IFO Legal should look at this administrative/legal response and advise.

Motion: That administration have an explicit statement with the faculty member involved indicating signed consent when sharing of intellectual property is expected if additional funds are given toward development of courses and materials. **PASSED**

Motion: A statement be added to the CF course preparation grant application indicating that these grants are not regarded as “substantial support” according to Article 27 and therefore the university will not claim any intellectual property. **PASSED**

- 2. In response to the creation of a whitepaper on OPMs:** This is too large of a task to tackle for this year, but we agreed to lead it next year. We will call for other volunteers then. Andrew Carlson, Mousumi Munmun, and Jennifer DeJonghe have agreed to be on OLIP next year (pending approval, of course) and to lead this white-paper project. Acting as a literature review, the white-paper will discuss: the current landscape of OPMs industry wide, policies that are proven to work vs. those that are shown to fail, and “OPM-like” strategies by defining them and looking at their implementation. A possible faculty-wide survey was also discussed.

Motion: That the FA supports the right of students peacefully protesting the genocide in Gaza and to be protected from attacks from police and counter-protesters at the University of Minnesota and across the country. **PASSED**

XIII. INFORMATION ITEMS

A. See the meeting calendar for next year!

Inter Faculty Organization (IFO) Metropolitan State Faculty Association (FA)						
Calendar 2024 - 2025						
Packet Materials	College/Unit Meetings			Faculty Council	Pre-Meet & Confer FA Pres & RF VP	Meet & Confer Exec Team
<i>Established by IFO FA</i>	<i>Established by IFO FA</i>			<i>Established by IFO FA</i>	<i>Established Jointly</i>	<i>Established by Admin</i>
Fridays <i>(unless otherwise noted)</i>	Thursdays	Fridays	TBD	Thursdays <i>(unless otherwise noted)</i>	Wednesdays <i>(unless otherwise noted)</i>	Wednesdays <i>(unless otherwise noted)</i>
Due by 4:00 p.m.	Time & Location per Conveners			10 a.m. - noon	11-12 Noon	11:00 am - 12:30 pm
	<i>All, except:</i>	<i>LIB</i>	<i>CFC</i>			
8/19/2024 (Monday)	08/22/24	08/23/24	TBD	08/29/24	09/04/24	09/11/24
08/30/24	09/05/24	09/06/24	TBD	09/12/24	09/18/24	09/25/24
10/04/24	10/10/24	10/11/24	TBD	10/17/24	10/23/24	10/30/24
11/01/24	11/07/24	11/08/24	TBD	11/14/24	11/20/24	11/27/24
11/29/24	12/05/24	12/06/24	TBD	12/12/24	12/13/24 (Fri.)	12/17/24 (Tues.) %
01/06/24 (Monday)	01/09/25	01/10/25	TBD	01/16/25	01/22/25	01/29/25
01/31/25	02/06/25	02/07/25	TBD	02/13/25	02/19/25	2/25/25 (Tues.)
02/28/25	03/13/25	03/14/25	TBD	03/20/25	03/26/25	04/02/25
04/04/25	04/10/25	04/11/25	TBD	04/17/25	04/23/25	04/30/25
04/25/25	05/01/25	05/02/25	TBD	05/08/25	05/08/25 (Thur.) (after 12	05/09/25 (Fri.) %
% = Last duty day of the semester						
Duty Days:				2023-2024 Exec Team		
Fall 2024 Duty Days: 8/19/24 - 12/17/24				Name (Term Expiration)		
Spring 2025 Duty Days: 1/6/25 - 5/9/25				FA President		
Holidays (non-duty days):				Resident Faculty VP		
Labor Day 8/31/24 - 9/2/2024				Community Faculty VP 1		
Thanksgiving 11/28/24 - 12/1/24				Community Faculty VP 2		
Winter Break 12/18/24 - 1/5/25				Secretary		
Martin Luther King Day 1/20/25				Treasurer		
Spring Break 3/2/25 - 3/8/25				Rep to Negotiating Team		
Commencement Dates:				Statewide Board Rep		
Fall Commencement 12/14/24 Sat				Statewide Board Rep		
Spring Commencement TBD Sat				Grievance Rep		
				Disabilities Advocacy Caucus		
				Women's Equity Caucus		
				LGBTQ+ Caucus		
				Faculty of Color Caucus		

- A. Cool opportunities for continuous improvement or service
- a. [May 7th and 8th Culturally Responsive Teaching Workshop](#) registration deadline for funding April 26th at noon
 - b. [2024 Virtual Antiracist Pedagogy Across the Curriculum Workshop May 31 and June 3-7](#)

XIV. IFO FA ANNOUNCEMENTS

A. Membership Report

These data are from statewide IFO, not HR. Members are current IFO members.

CF memberships are valid through the next academic year following the Fall or Spring assignment. [For more information regarding CF membership see this document](#)

Metro State IFO membership numbers as of 04/17/24

	Members		Non-members	Faculty without current assignment*	Total
RF	187	89%	10	13	210
CF	158	28.3%	298	103	559

IMPORTANT DATES--

- **UPCOMING EVENTS**
 - **METROSTATE AT THE SAINTS GAME MAY 15TH**

- **SEE ALSO [HTTPS://WWW.METROSTATEFA.ORG/CALENDARS](https://www.metrostatefa.org/calendars)**

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	<i>All, except:</i>	<i>LIB</i>	<i>CFC</i>			
8/14/2023 (Monday)	08/17/23	08/18/23	TBD	08/24/23	8/30/2023 1:00-2:00 pm	9/6/23 12:30-2:00 pm
09/01/23	09/07/23	09/08/23	TBD	09/14/23	9/21/2023 (Thurs)	09/27/23
09/29/23	10/05/23	10/06/23	TBD	10/12/23	10/19 2023 (Thurs)	10/25/2023 12:30-2:00 pm
10/27/23	11/02/23	11/03/23	TBD	11/09/23	11/16/23 (Thurs)	11/28/23 (Tues)
11/27/23	11/30/23	12/01/23	TBD	12/07/23	12/8/23 (Fri) 2:30-4:00 pm	12/12/23 (Tues)
1/2/2024 (Tues)	01/04/24	01/05/24	TBD	01/11/24	1/17/2024 1:00-2:00 pm	01/25/24 (Thurs)
01/26/24	02/01/24	02/02/24	TBD	02/08/24	2/21/2024 1:00-2:00 pm	2/28/2024 12-30-2:00 pm
02/23/24	02/29/24	03/01/24	TBD	03/14/24	03/21/24 (Thurs)	3/27/2024 1230-2:00 pm
03/29/24	04/04/24	04/05/24	TBD	04/11/24	4/18/24 (Thurs)	4/24/24
04/19/24	04/25/24	04/26/24	TBD	05/02/24	05/02/24 (Thurs) 4:00-5:00 pm	05/03/24 (Fri) 230-4 pm

@ 1 week earlier than normal (duty days end 5/8/23)
 # = 1 week later than normal (spring break)
 % = Last duty day of the semester

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

ARCHIVES OF MINUTES

I. 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 FY24 Meet & Confer.
- I. College (unit) IFO minutes archived at: www.metrostatefa.org/MetroFAInfo/Minutes
 - II. IFO FA committee minutes archived at www.metrostatefa.org/MetroFAInfo/Committees
 - III. Additional archives of our Metro State FA minutes available through contacting Cindy Harley.

COUNCIL MEETING RULES AND INFORMATION

1. Our IFO FA Council meetings are open to our IFO FA *members*. Voting members are dues-paying members and chosen by appointment by our respective colleges and caucuses.
1. Attendance will be compiled by the FA Executive Committee (Exec.) to ensure meeting efficiency. We will not be doing formal introductions.
2. We will always follow Robert’s Rules of Order and the FA Operating Procedures.
3. 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. Please use the “raise hand” feature of Zoom to participate in discussion. The Executive committee will do our best to maintain an accurate speaking order.
 - c. Feel free to add a question to the chat.
 - d. Respectful commentary welcome in chat or through the speaking order
 - e. Voting will be verbal unless there is a contested result. If so, we will vote via the Zoom poll feature.
4. Our IFO FA Executive Team will share the screen to allow all participants to follow the agenda easily. The IFO FA Secretary will be taking minutes offline for your review after the meeting.

Robert’s Rules Helpful Information

- [Basic Robert’s Rundown](#)
- [Table of motion types and their requirements](#)
- [Helpful Phrases](#)
- [Additional help](#)

Table of Motions from Robert’s Rules of Order

S = Second D = Debatable A = Amendable M = Majority

	S	D	A	M
PRIVILEGED MOTIONS				
Adjourn	Yes	No	No	M
Recess	Yes	No (1)	Yes	M
Question of Privilege (2)	No	No	No	Chair dec.
Point of Order	No	No	No	Chair dec.
SUBSIDIARY MOTIONS				
Table/ Take From The Table	Yes	No	No	M
Close Debate (call the quest)	Yes	No	No	2/3
Limit/Extend Debate	Yes	Limited	Yes	2/3
Postpone to a Specific Time	Yes	Limited	Yes	M
Refer to Committee	Yes	Limited	Yes	M
Amend	Yes	Yes	Yes	M
Postpone Indefinitely	Yes	Yes	No	M
Main Motion	S	D	A	M
INCIDENTAL MOTIONS				
Appeal	Yes	Yes	No	Special
Suspend the Rules	Yes	No	No	2/3
Object to Consideration	No	No	No	2/3 neg.
Division of Assembly	No	No	No	Chair dec.
Withdraw a Motion	Yes	No	No	M
Parliamentary Inquiry	No	No	No	Chair dec.
Point of Information	No	No	No	Chair dec.
BRINGING BACK A MOTION (3)				
Amend S'thing Prvsly Adopted	Yes	Yes	Yes	M or 2/3
Rescind	Yes	Yes	Yes	M or 2/3
Reconsider	Yes	Yes	No	M
MAIN MOTION	Yes	Yes	Yes	M

(1) Is debatable if made while no business is on the floor.

(2) If offered as a main motion, then the rules for main motion apply

(3) Amend Something Previously Adopted and Rescind require 2/3 unless notice has been given