

**Forestry Executive Committee  
Meeting Minutes  
Tuesday, October 7, 2008  
Richardson Hall 313**

**Members Present:** Steve Hobbs, Darius Adams, Tom Adams, Tom McLain, Roger Admiral, Barbara Bond, Claire Montgomery, Hal Salwasser, and Ed Jensen

**Guests:** Misty Labahn, Penny Wright, Lisa Ganio, Kathy Howell, David Hibbs

**Meeting Handout Materials:**

1. EAD Responsibilities and Activities (hard copy from Steve Hobbs)
2. ADR Responsibilities and Activities (hard copy from Steve Hobbs)
3. A proposal for COF Web oversight (hard copy from Kathy Howell and Lisa Ganio)

**Announcements:**

A new agenda item was added at the end of the meeting under the "Other Items" -- Faculty Conflict of Interest Committee.

**Carryover of Discretionary Funds – Roger Admiral**

Roger gave an update on the carryover of discretionary College funds used to supplement some endowed faculty positions (e.g., Spaniel Endowed Chair). The committee discussed the challenges of managing these discretionary funds so large balances do not build up.

**Decision:**

The committee agreed to maintain flexibility and deal with these funds on a case by case basis. The College Business Office will examine these funds annually.

**Action Items:**

**Roger Admiral and Penny Wright** will work to improve information access on these accounts for faculty in the endowed positions and department heads. They also will check on any limitations associated with the funds .

**Executive Associate Dean (EAD) and Associate Dean for Research (ADR) Positions – Steve Hobbs**

The FEC discussed ideas for the reconfiguration of the EAD/ADR responsibilities. Steve Hobbs is preparing to retire at the end of December but will continue to work part time on a 1039 appointment focused on revision of the college strategic plan and its implementation. The FEC discussed 4 models for the position:

- Model 1) current model .75 EAD and .25 ADR, one person;
- Model 2) .75 EAD and .25 ADR, two people;
- Model 3) .50 EAD and .50 ADR, two people;

- Model 4) 1.0 EAD with some specific research responsibilities, one person.

The committee talked about whether or not this position should continue to be the responsibility of one person or if it should be split among two people, and how much FTE should be allocated to EAD/ADR responsibilities. The position needs to be filled by January 1<sup>st</sup>. The college has been given approval from Provost Randhawa to conduct an internal search. The FEC discussed the position advertisement and composition of the search committee.

**Decision:**

The FEC recommended to the Dean that the EAD/ADR responsibilities be folded into a single position and be advertised as 1.0 FTE Executive Associate Dean position with college level research responsibilities (Model 4). Search committee members will be: **Jim Johnson (Chair), Roger Admiral, a Senior Faculty Member** (possibly **Barbara Lachenbruch**), and **Darius Adams**.

**Action Items:**

**Roger, Steve**, and the **Department Heads** will look for EAD/ADR responsibilities that could be assumed by department heads or the College Business Office. **Hal** will approach Barbara Lachenbruch about serving on the search committee.

**Roger** will prepare the packet for Human Resources.

**Dean's Fund for Innovation and Excellence – Steve Hobbs**

The Dean's Fund for Innovation and Excellence was brought up during a meeting of the Strategic Planning Subcommittee. The Subcommittee raised the issue of using these funds to help achieve specific strategic objectives or goals. The FEC discussed this idea and how funds should be divided between the RFP for innovations and awards to programs for excellence. They also discussed the need to identify a small group of faculty to advise the FEC on how to effectively use the money in teaching, research, and outreach. It was pointed out that donors will appreciate the need for the college to use the funds strategically. The committee discussed a schedule for making decisions.

**Decision:** The Dean agreed to use the Innovation and Excellence Funds in support of specific goals/objectives in the new/revised College Strategic Plan. Moreover, the FEC decided action must be taken on allocating the funds by May 2009 after completion of the new/revised strategic plan. The FEC also decided that a faculty committee will be appointed to advise the FEC on how funds should be allocated including the selection of successful proposals submitted through the RFP process.

To better connect the allocation of funds from the Dean's Fund for Innovation and Excellence to the Strategic Plan, the FEC suggested the Strategic Planning Subcommittee give a progress report at the next FEC Meeting on October 27.

**Action Items:**

The **Strategic Planning Subcommittee** will meet October 13 and will address the FEC decisions and develop a schedule for completion of the strategic planning process. **Steve Hobbs** will report back to the FEC on October 27.

**College and Department Web Pages – Lisa Ganio and Kathy Howell**

Kathy Howell and Lisa Ganio presented a new proposal addressing the need for a Web Oversight Committee (WOC) that would be charged with working in coordination with appropriate College administrators to provide a broad coordinated vision for the College Web presence and would provide direction and decision making to inform the development and maintenance of a coherent College Web presence. Following a discussion of the situation and different options, the FEC made a number of decisions. Hal Salwasser suggested costs could be charged against the Dean's Fund for Innovation and Excellence. The idea of outsourcing some of the work was also discussed.

**Decisions:**

The FEC decided to form a College Web Oversight Committee (WOC). Core membership will be: **Hal Salwasser, Roger Admiral (Chair), Chris Smith, Clay Torset, Lisa Ganio, and Caryn Davis**. The Committee can pull in other faculty and staff expertise as necessary. The first task for the WOC is to decide on an overall design for the web pages. Outsourcing the work can be considered.

**Other Items****Fernhopper Poster Displays – Steve Hobbs**

The FEC discussed the opportunity to exhibit the breadth of college work at the 2008 Fernhopper event scheduled November 1<sup>st</sup> from 4-6:30 pm in the Hatfield Courtyard and Richardson Hall.

**Decision:**

The FEC agreed to have appropriate posters displayed at Fernhopper. Hal Salwasser suggested we get some off prints from the Terra Magazine articles featuring the College and an assortment of Notable Notes.

**Action Items:**

**Tom Adams, Darius Adams, and Tom McLain** will email an announcement to let faculty know that if they have posters they think would be appropriate for this exhibit, to contact **Nathalie Gitt**. Deadline to submit posters is October 21<sup>st</sup>.

**Eligibility for New Endowed Professorships – Steve Hobbs**

Steve Hobbs asked the FEC to confirm an earlier decision on eligibility for the Giustina and Knudson Endowed Professorships.

**Decision:**

Pending adequate funds, those who are up for promotion and tenure to Associate or Full Professor this year will be eligible to apply. The decision will be made in June with a start date effective July 1, 2009.

**Action Item:**

**Roger** will check funding.

**Publication Database – Steve Hobbs**

The FEC discussed the current process for coordinating and gathering college publication information for the annual report from annual prof. reviews. The idea of a college publication database was addressed.

**Action Item:**

Each year departments will send a list of publications electronically to Forestry Communications for the annual report.

**Faculty Conflict of Interest Committee – Steve Hobbs**

John Cassidy is looking for a COF representative to be on the University Faculty Research Conflict of Interest Committee. This individual would need to be a faculty member heavily engaged in research.

**Decision:**

The FEC suggested approaching Steve Strauss.

**Action Item:**

**Steve Hobbs** will contact Steve Strauss.

Meeting adjourned at 11:30 a.m.

Minutes by Nathalie Gitt