Forestry Executive Committee Meeting Minutes
Friday, May 14, 2010
9:00 a.m. - 12:00 p.m.
Richardson Hall 115

Meeting facilitated by Steve Tesch

List of Attendees:

Members present: Roger Admiral, Eric Hansen, Ed Jensen, Tom McLain, Steve Tesch, Hal Salwasser, Brenda McComb

Guests: Darius Adams, Dave Hibbs, Kira Hughes, and Rayetta Beall

Absent Members: Thomas Maness, Jim Johnson, and Barbara Bond

Meeting Handouts:

1) 04-30-10 FEC Meeting Minutes – Steve Tesch
2) 05-10-10 Action Items Tracking List – Steve Tesch
3) BoV Student Success Awards 2009-10 – Ed Jensen
4) Dean’s Fund Receipts – Hal Salwasser
5) Research associate and post doc ranges for salary equity summary – Roger Admiral

I. Approval of Minutes from Last Meeting

A clarification was requested by Brenda McComb to be made in part IV of the April 30 FEC meeting minutes. The following sentence: “More RRM courses become distance courses” will be replaced by the following text: “Most RRM courses now offered on Corvallis campus will continue to be offered. RRM courses that become required within the NR degree must develop distance versions. All RRM courses within the breadth requirement or specialty option are also likely to develop distance versions.” Minutes from April 30 FEC meetings were approved.

II. Review Agenda and Status of Past Action Items

• Memo 204a, which establishes a procedure for conducting periodic reviews of faculty holding endowed positions, is posted on the Admin Memos website under Operations at http://www.cof.orst.edu/cof/admin/AdminMemos/operations.php

• Plan for a visit with Becky Warner to discuss P&T recommendations before next fall’s process gets underway.
Faculty burnout – Department Heads to initiate a conversation about magnitude of issue and potential solutions.

III. Updates and Conversation with the Dean

a) Faculty Investment Initiatives
The announcement from Provost has gone out. OSU plans to add 25-30 new faculty positions to the University beginning fall 2011. The proposals are to be ranked within each division, and are due to the Provost by June 23, 2010. Decisions will be communicated to the deans by July 15th to enable units to immediately start the recruitment process. Forestry and Ag need to collaborate on these proposals. Hal explained the rational for this initiative.

Brenda raised a question that came up at her last department meeting about replacement of retirees, transitioning with current and new positions, how we are going to approach the priorities for the next 2-3 years, and alignment with the new faculty investment initiatives and capital campaign match.

Tom McLain expressed concerns about the process for identifying priorities and partnership for green building, bio energy, and products within the division and across campus. There may not be likely collaborators outside the COF for some internally high priority proposals.

Hal and Sonny are planning to do some social networking to open up the dialogue among the faculty.

Action Items:
Need to have a discussion about faculty initiative priorities and identify collaboration across campus. Department Heads and the ESS Division Deans will need to meet to discuss. Hal suggested that we block the next FEC or schedule a separate meeting by the end of the month or early June.

b) FRL Fund Balance
The deans have been instructed to eliminate fund balances as much as possible. Tom McLain let Hal know that faculty suggested that the fund balances could be used to reimburse faculty furloughs. The next Faculty Senate meeting will be on June 10. Hal will suggest this idea to Sabah. Forestry Extension would likewise propose to have Extension Administration return the extra funds withheld from their budget in anticipation of larger reductions than actually occurred. Hal explained that there may be a legislative concept in the works to establish new Extension capacity in engineering and innovation, which would utilize the additional resources withheld.
c) Update on Provost’s Council Meeting on Wednesday
The Deans looked at the SABBRC responses of the other divisions at the last Provost’s Council meeting. Hal gave the FEC an update on the current proposals of the other divisions/colleges and on the strategic alignment process. Most colleges appeared to have eliminated small classes. Divisions’ plans yield little in the way of cost savings. The executive deans may or may not hear from the SABBRC or the Provost before they make their final decision on the proposals. The budget allocations to colleges for FY 11 will remain the same as last year.

d) New College of Earth Sciences Group Meeting Update
Brenda reported on the last meeting she attended. The group is working on the organizational structure of the proposed new college. A retreat will be scheduled in June for faculty from COAS, Geosciences, and other OSU faculty for further planning. The FEC discussed the FES graduate programs, options, and minors and where they might fit into this concept. The potential for distinction will be to link human dimensions with the ecosystem sciences.

IV. BoV Funds, etc. Innovation Investments – Hal Salwasser
The Board of Visitors was very pleased with the investments that the College has made to date, including with the capstone courses, the mentoring program, and the cooperative education programs. They endorsed the future use of funds for the following investments:

- Mentor program
- Support for major grant writing
- Curriculum improvements
- Major equipment procurement
- Leadership development

FEC will figure out how much money should be allocated for each area and identify other items. The allocation for FY11 is about $170,000. The Board of Visitors’ investments are intended to improve student success in preparation for employment and to sustain research in areas that are important to sustainable forestry and resources.

Tentative Proposal:
Mentor program - up to $25,000
Support for major grant writing - up to $25,000
Curriculum improvements (Coop education) - up to $35,000
Major equipment - up to $25,000
WSE marketing - up to $25,000 - $30,000
Diversity and social justice focus groups and cultural centers - $10,000
Leadership development - up to $25,000
**FEC made the following suggestions:**
Darius Adams – $40,000 for cooperative education program development and a 1.0 FTE dedicated in Program Management

Tom McLain – $25,000 – $30,000 for WSE marketing efforts with recruiting, developing collaborations to leverage alumni, help with the video making.

Brenda McComb - $10,000 for diversity focus groups

Ed Jensen – Need larger investment in FOR 240 to improve students success and for the development of students leadership skills. Need to think of a model to produce leaders.

Extension/Outreach opportunity – We will need Jim Johnson’s feedback. Hal preferred to use other money to fund international travel for faculty.

Need to add Students Award and Dean’s Awards

**Action Items:**
FEC will fine tune proposals for final decision at the FEC meeting, on June 11. Hal will share the final plan for next year’s investments with the Board of Visitors on June 21.

Hal reminded FEC of the upcoming major gifts from the Starker Family that are intended to help endow this program for the long run.

**V. Open Conversation with Ed Jensen**

Ed provided some comments about fall registration and forecasts for fall enrollment. It is too early to really know, but Student Services is anticipating the same size enrollment of new students as last year. Steve Tesch asked if there was any obvious reason why FOM enrollment is not growing more rapidly. Sunday will be the start of fall class registration and the class schedule conflicts have been resolved.

Ed will meet with Cary Green from CAS over the next two weeks to discuss curriculum streamlining. Ed felt that it is the department chairs and curriculum committees who can influence this process. The COF charge to Department Heads is to reduce the courses by 30%.

Ed expressed concern that proposal to teach FOR 240 one time and to limit enrollment is still creating a backlog of students who will need this class to graduate on time. Hal suggested that we may have to redirect an existing faculty member to teach the course.
**Action Item:**
Ed will share his conversation with Cary Green at next FEC.

**VI. Post Doc and Research Associate Salary Issues – Steve Tesch/Roger Admiral**

Kim Stutzman and Rayetta Beall were invited to participate in the discussion about post doc and research associate salary equity issues. Post doctoral fellowships as traineeships are funded by NSF and NIH and agencies have suggested salaries. For research associates the salaries are market based and variable. HR has been taking a stronger role in evaluating salary equity issues and is requiring more justifications for CoF proposals to get approvals. Penny Wright, Roger Admiral, Steve Tesch, and Kim Stutzman have had conversations about the value for developing stronger salary guidelines as a means to expedite the HR approval process for new appointments. FEC discussed whether CoF should provide some kind of structure on how to determine salary for these appointments.

**Action Items:**
Roger Admiral will develop one page information summary that lists existing salary ranges and guidelines for experience requirements, etc. for various appointment types. The document will be posted on the business office website and will be available to those developing proposals for new appointments. Proposed annual salaries more than 10% over or below the range will require a justification from the department head.

**VII. Others:**

**OFIC Board Meeting Panel Presentation – Hal Salwasser**

The OFIC Board Members will be in RH 107 on June 10 to hold a regular meeting from 9:00 AM to 11:00 AM. They asked for a presentation on forest and climate. Thomas Maness will put a panel together and moderate the session. OFIC will submit a list of questions they would like presenters to address around biofuels, green building, forest economics, climate, and carbon. The panel members will be Greg Latta, David Smith, and Scott Leavengood. The panel is scheduled tentatively from 11:00 AM – 12:00 PM. Lunch will follow. Hal will give a tour to the OFIC members of the College of Forestry facilities after lunch.

**Student Awards Dinner Logistics – Kira Hughes**

Kira gave an update on students and faculty registration and on the coordination
of the program, entertainment, and catering for the Students Awards Ceremony, May 25th.

**Action Items:**
Kira will need names of the outstanding alumni guests to prepare nametags.  
Department Heads need to rally faculty to participate.  
Steve will contact Mary Castle about getting a copy of her bio and PowerPoint presentation.  
Kira is preparing Hal’s script. Hal will introduce the outstanding alumni.

**Department Plans for Alumni Award Winners – Department Heads**

**Action Items:**
Department Heads were reminded to prepare a schedule for the outstanding alumni visits and to communicate to them that they will have 3-5 minutes to say a few words after they receive their plaques at the awards ceremony. We need to plan 15 minutes sometime on May 25 to have their picture taken.

**Commencement Brunch Update – Kira Hughes**
The brunch is scheduled on June 12 from 8:30 – 10:00 am in Peavy courtyard.  
Light breakfast will be provided. There will be a year end slide show. RSVPs are due by June 2nd. Faculty and staff are encouraged to attend.

**Debrief on Environmental Synthesis Proposal – Brenda McComb**
Brenda reported that they were not asked to submit a full proposal.

**FEC Member-at-Large Nomination – Steve Tesch**
We started the process to find a replacement for Barbara Bond, effective July 1st when her term ends. The announcement is out, nominations are due June 11.

**College Forests Tour** is coming on May 25th, faculty and staff are encouraged to attend.

**All College Meeting** is May 26 in RH 107 from 12:00 – 1:00 pm.

**Bioenergy Education Program AFRI Proposals – Tom McLain**
There were 39 letters of intent submitted. Only 14 were invited for a full proposal including OSU’s.  WSE is participating in the proposal development.

Minutes draft submitted by Nathalie Gitt and revised by Steve Tesch.  
FEC Website: [http://www.cof.orst.edu/cof/admin/execom/index.php](http://www.cof.orst.edu/cof/admin/execom/index.php)