

Forestry Executive Committee Meeting Notes

Friday, September 4, 2015

Richardson Hall 115

8:00 a.m. – 9:20 a.m.

In attendance: Geoff Huntington, Jim Johnson, Laurie Schimleck, Claire Montgomery, Randy Rosenberger, Steve Fitzgerald, John Bliss, Roger Admiral, Steve Tesch, Lisa Ganio, Laurie Schimleck, Michael Collins, Chris Knowles, Woody Chung, Nathalie Gitt

Change in the Dean's Office – Geoff Huntington

- Adrienne Wonhof: Special Assistant to Dean Maness, effective Tuesday, September 8.
- Nathalie Gitt: Assistant to Associate Deans - Support special projects for the Dean's office.
- Jessica Fitzmorris: Event Coordinator - Support Michael Collins and the communications group.

Move Update – Geoff Huntington

- Identification of room, space, and storage by October 1;
- Move update scheduled at the October 1 All College Meeting and four listening sessions to provide all the information about the move;
- New building project manager has been assigned: Jay Martin, Associate, Miller Hull Partnership
- Planning process for the new building:
 - 1) Pre-design: To identify program needs and space;
 - 2) Costing: matching design against budget;
 - 3) Schematic design process;

No decision will be made without being discussed – Need to raise all issues for discussion to get everything on the table.

Questions:

- Contingency cost
- Donation of building materials:
 - Timeline: now through January
 - Need list of building materials
 - Cost of technology based on space – Is it adequate? Mike Altimus to contact Libby Ramirez

Zak Hansen will be the contact for in kind donation of materials.

Digital Measures Database System – Jim Johnson

- Implementation for Extension faculty in the fall;
- WSE has used the system as a pilot project for the College;
- Feedback:
 - 1) Faculty needs to keep info updated in the system;
 - 2) College to identify the categories to use from Digital Measure for consistency across the departments – Need to develop a standardized format;
 - 3) Can be used for prof reviews;
 - 4) Need to provide training for faculty;
 - 5) Data can be pulled to populate a webpage.

Action Item: To schedule further discussion at the next FET meeting and circle back to FEC. Requires financial decision (i.e. site license and hiring of data staff.)

FEC/FET Charter Input

Jim Johnson and Geoff Huntington are re-crafting the FEC/FET Charters.

Members' input on questions 1 & 2:

1. **WHY** is it important to have a Forestry Executive Council in the organizational structure of College administration?
 - Virginia Tech model: No FEC instead mini faculty senate, Ad hoc & stand-up committees – better faculty engagement;
 - CoF needs a mechanism for the Dean and the leadership team to hear from the faculty;
 - CoF is missing the mark on providing open meetings to form transparency;
 - Need to broaden the dialog with faculty;
 - FEC is not currently the appropriate venue to accomplish this goal;
 - Faculty input needs to be heard;
 - Faculty can come to the FEC meeting but they don't...it's an option. It is good to have faculty representation on the FEC;
 - Need ideas for faculty governance;
 - Offer more FEC special topics;
 - FEC meetings could be more focused – difficult for faculty to attend a 4-hour meeting, need to have a purpose;
 - Need more open forums or presentations based meetings;
 - Increase All-College meeting frequency;
 - Address faculty governance and engagement process;
 - Faculty needs to be engaged early;
 - Updates at the FEC meetings are helpful and informative for the members at-large to know what's happening in the College;
 - Convene faculty when they are impacted;
 - Assign sub-committees to engage faculty;
 - Department Heads are concerned with faculty time;
 - Faculty governance and advisory to the Dean have different structures;
 - Should CoF committees report back to the FEC? – Feedback mechanism for CoF committees;
 - Faculty core responsibility – Need a change of culture to encourage faculty in service. This raised the issue of transportability, it has to be valued in other institution;

2. Given that, **WHAT** are the core functions the FEC must fulfill to be valuable and successful in this role over time?
 - There is a difference of tone between the FET and FEC meetings;
 - There are some redundancies between the FET and FEC meetings;
 - FET meetings are a place to catch up with Thomas – Have a flavor of staff meetings;
 - FET Meetings lack of clarity of its purpose and are too short;
 - FET meetings under Geoff were “what's happening now” type of meetings with no agendas;

- FET meetings deals with tasks – Work group style but struggling in getting tasks done;
- FET meeting are closed sessions;
- FEC meetings should be a venue for faculty input, reporting, updates;
- Keep the FET meetings but clarify the role and responsibilities;
- Need time for strategic thinking;
- FET meetings differentiate with FEC meetings, FET discuss budgetary and personnel matters and directions of the College.