**College of Agriculture and Natural Resources**

**College Advisory Council**

**Minutes**

**January13th, 2023, 3:30 PM**

<https://msu.zoom.us/j/91666235866>   
Meeting ID: 916 6623 5866   
Passcode: CAC

Attendance: Dale Rozeboom, Matt Raven, Kelly Millenbah, Scott Loveridge, Jo Latimore, Satish Joshi, Erik Runkle, Logan Leen, Gabriella Alberganti, Runsheng Yin, Michelle Nerf, Janet Ireland, John Wise, Laurent Matuana, Jessica Miesel, Jenifer Fenton, Tim Harrigan

1. Called to Order to at 3:33 PM by Dale Rozeboom, Chair.
2. Introductions at 3:35 PM
3. Approval of agenda by consent of members.
4. Approval of minutes for previous meeting – There was a clarification that there is not a Committee on Benefits, and it is so noted in these minutes. Minutes were approved by consent of members
5. Update - Dean Kelly Millenbah hoped everyone had a restful break. As always thanks to the members of CAC for serving and being sure to elevate departmental concerns to administration. Added two new Board Members and have added a new Chair, Dr. Rema Vassar. The Board will be moving forward with a Presidential Search process. Lots of new faces coming into CANR, be sure we give them a warm welcome.  Dr. Sinem Mollaoglu is the new Faculty Advocate. D&D have finalized planning documents, was a tight timeline and they were submitted today rather than in April. Moving forward with strategic planning will primarily be conducted within administration at first with intent having it in place by Fall of 2023. Commodity Groups are currently meeting. Reminder that MSU Extension and AgBio are separate budgets from the rest of MSU regarding state funds. So, the importance of working with commodity groups as well as downtown with legislatures to make sure their budgets are adequately funded. Recent meeting Senator Stabenow stated that she has a great deal of work to do in her remaining two years as the Senior Senator for Michigan. Off to a good start for Spring Semester. Early enrollment data shows strong numbers for admitted students for next fall to CANR, ahead of previous years including the record last year. Two upcoming Town Halls for Faculty and Staff for CANR. Runkle thanked Dean Millenbah for her following up on travel reimbursement woes. Many offices are still understaffed. Fenton asked what departments are up in student numbers. Dean Millenbah responded that Animal Science, Community Sustainability, Packaging and Ag Tech all have strong numbers. Rozeboom asked about teaching shortages. Leadership got together on position planning. Unit Leaders are submitting up to two tenure positions. Does not mean every unit will get two positions. Position descriptions are due on February 10 and then unit leaders will be able to pitch to D&D for their positions. CANR has advocated for more start-up dollars from the provost, and that will be one factor in the number of positions that can be filled. Rozeboom commented that By-Law changes passed easily. Dean Millenbah commented the need for better support for those coming on to CANR Committees, Loveridge commented on the need for a summary from Committee Chairs on function of committee and typical timelines. Going to be a goal of this committee to help others serve more effectively on the various CANR committees.
6. Assistant Dean for Faculty Affairs and Development Update - Scott Loveridge. Some updates from Academic Affairs office.
   1. Retirement Eligibility Improvements - There has been a change in the eligibility criteria for the MSU 403(b) Base Retirement Program. There have been certain academic classification job groups (fixed term specialists, instructor, research associates) that had a waiting period (24 or 36 full time equivalent service months) prior to becoming eligible to enroll in the 403b base retirement program. Beginning January 1st, every benefit eligible current employee and new hire will be immediately eligible to enroll in the 403(b) base retirement plan. The provost office will be communicating to the groups directly impacted within the next week.
   2. Faculty and Academic Staff Search Committee Training (On-line) - FASA in collaboration with IDI has developed an online training for individuals serving on a FAS search committee, currently system testing with launch expected late January.
   3. Religious Observance Policy - Policy revisions were announced last month in preparation for the start of the Spring semester. <https://provost.msu.edu/academic-resources/religious-observance-calendar>. To support implementation of these requirements, the Office of the Provost maintains a [Religious Observance Calendar](https://provost.msu.edu/academic-resources/religious-observance-calendar) resource webpage to identify major religious observation days. Faculty should consult the calendar when planning their syllabi to make every effort to avoid having major exams or presentations on any of the major religious observation days and be responsive to requests for accommodation related to these observances.
   4. COVID 19 Automatic Extension (Tenure and Continuing System) - The automatic extension of the probationary period will no longer be granted to those hired on or after August 16, 2023.

Old business

1. Proposed bylaw changes approved by over 90% of faculty voted. Revised version is now online and on the CAC Teams site. Currently no proposed changes to the By Laws.
2. Should unit leaders vote on unit matters of curriculum, bylaws, etc.? They do not vote on matters related to RPT (Reappointment, Promotion, and Tenure). Currently 4.1.1.3 is the only section in the CANR By Laws that addresses this in some form. It points to MSU By Laws 2.1.5, 2.2, 2.2.1 and 2.2.2.1. So, neither clarify the question about them being able to vote. Rozeboom asked how we should proceed. Loveridge indicated they should not be voting even though that is not written.  Joshi commented that practices in AFRE are unwritten and is dependent on the extent of the administrator’s appointment. Also not written in FW, personnel actions the Chair doesn’t vote but in other matters does. Same as in AFRE. Matuana commented that each department was tasked to send their By Laws to the college several years ago and those would be a good source for more background. Loveridge commented that he doesn’t think they would be a good record. Loveridge also commented that the UC Irvine language could be adopted by CANR to clarify it for all departments. General agreement that the UC Irvine statement was a good example of some good verbiage. Rozeboom asked for two volunteers to assist him to review departmental by-laws. Yin and Matuana will assist Rozeboom prior to the next meeting.

New business

1. Filing CANR vacancy in Faculty Senate; consideration of Cedric Gondro, ANS (Animal Science). Need to replace Sinem Mollaoglu because of her new position. Gondro did run for the position, Loveridge reached out to him, and he is willing to serve out her term of 1.5years. Raven moved and was seconded that Gondro fill the CANR vacancy in Faculty Senate. Was passed unanimously.
2. Input from CAC requested regarding ‘Criteria for Promotion of Fixed Term Faculty.’ CANR documents have been reviewed by academic unit leaders and D&D (available in TEAMS files for CAC review) and D&D asked for input from CAC. Will not take action on it today but should review it for the February Meeting. Loveridge indicated that it needs to be reviewed prior to the end of Spring Semester. Overall, it is a summary of what CANR is currently doing. This is for CAC review at this time. CAC members should review and be prepared to discuss at the February 10 meeting.

Reports

1. Subcommittee Report - CANR (College of Agriculture and Natural Resources) (College of Agriculture and Natural Resources) Annual Meeting – Joshi will send the document to Rozeboom next week.
2. Update Elections Officer – Zey Ustunol was not able to attend but communicated to Rozeboom that there she has a meeting planned with Loveridge with a goal to have elections before the end of the academic year so we can orient new members to their new duties prior to the beginning of Fall Semester.
3. Leen invited members to the Alpha Gamma Rho Beef Preview the weekend of February 11-12 where money is raised for Michigan Agribility.
4. Chair Rozeboom adjourned the meeting at 4:38 PM with the next meeting scheduled for Friday, February 10th, 3:30 PM