



St. Cloud State University Faculty Association

South Office Center 2nd Floor
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DATE: May 5, 2015

TO: Executive Committee Members

FROM: Roland Specht-Jarvis, FA President

SUBJECT: Agenda for Executive Committee, 5/5/15, 3:30-5:30 PM, Ciatti's Lounge

- 1) Call to order
- 2) Approval of Minutes:
 - a) Executive Committee Minutes April 7, 2015 (EC050515 2.a)
 - b) Faculty Senate Minutes of April 28, 2015 (EC050515 2.b)
 - c) Technology & Pedagogical Resources Committee Minutes of April 3, 2015; April 17, 2015; and May 1, 2015 (EC050515 2.c.1-2.c.3) File
 - d) CETL Advisory Committee Minutes of January 12, 2015; and March 26, 2015 (EC050515 2.d.1-2.d.2) File
 - e) SCSU Safety Committee Minutes of April 29, 2015 (EC050515 2.e) File
- 3) Treasurer's Report
- 4) Announcements/Status Reports
 - a) Grievances
 - b) Negotiations
 - c) IFO Board Update
- 5) Call for new agenda items
- 6) Unfinished Business
 - a) New M&C items
- 7) New Business
 - a) Proposed guidelines for discuss and announce (EC050515 7.a)
- 8) Adjournment



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Draft
Executive Committee Minutes
April 7, 2015

Attendance: (Those present indicated by an underline)

Officers: FA President Roland Specht-Jarvis, Past President and Vice President Steve Hornstein, Secretary Joe Melcher, Treasurer Lisa Loftis

I/O Board Members: Jack McKenna, Debra Leigh

Unit Representatives: **CLA:** Tracy Ore (SOC&ANTH), John Harvey (HIST); **COSE:** Ravi Kalia; **HBS:** Susantha Herath (IS); **SCEE:** Tony Hansen (EAS); **SoA:** Matt Ferrell (MUSIC); **SoE:** Frances Kayona (EDAD); **SHHS:** Laura Finch; **SPA:** David Wall (GEOG&PLAN); **SPEC:** Steve Jenkins (COUNS)

Negotiator: Shawn Jarvis (FORL)

Guests: Matt Andrew, Kim Hiltner

1) Call to order at 3:20 pm; Andrew and Hiltner were invited to speak to EC regarding Husky Scholarship.

2) Approval of Minutes:

a) Executive Committee Minutes March 24, 2015 (EC040715 2.a)

Motion to approve EC minutes of March 24, 2015, and all actions included— (Melcher/Ferrell). Passed

3) Treasurer's Report (EC040715 3)

FACULTY ASSOCIATION QUARTERLY REPORT

CAMPUS LOCATION: St. Cloud State University FA

QUARTER ENDING DATE: 3/31/2015

	Checking	Prepaid	Total
BEGINNING CASH BALANCE (incl \$10 savings)	2,157.48	1,528.71	3,686.19
<u>DEPOSITS:</u>			
TRANSFERS BETWEEN ACCOUNTS			0.00
LOCAL SUPPORT PAYMENTS			0.00
OTHER DEPOSITS (LIST SEPARATELY)			
I/O Allocations	4,773.00		4,773.00
IFOSA postage reimbursement	6.48		6.48
TOTAL DEPOSITS	4,779.48	0.00	4,779.48
<u>EXPENSES:</u>			
OFFICE SUPPLIES	137.91		137.91
EQUIPMENT / FURNITURE / SOFTWARE			0.00
PRINTING / COPYING		90.15	90.15

TELEPHONE / INTERNET (incl long distance)		56.13	56.13
WEBSITE (annual account fee)			0.00
POSTAGE		11.75	11.75
INSURANCE			0.00
MILEAGE / PARKING			0.00
SEMINARS (retirement/to be reimb by IFO)			0.00
MEETING EXPENSES	637.80		637.80
DELEGATE ASSEMBLY			0.00
UNIVERSITY ACCOUNT (FOOD & PHONE)			0.00
OTHER EXPENSES (LIST SEPARATELY)			
Retirement/appreciation gifts	550.89		550.89
TOTAL EXPENSES	1,326.60	158.03	1,484.63
ENDING CASH BALANCE	5,610.36	1,370.68	6,981.04
PLUS OUTSTANDING CHECKS			0.00
ENDING BANK BALANCE	5,610.36	1,370.68	6,981.04

Prepared and Submitted by Polly Chappell, SCSU FA Administrative Assistant

4) Announcements/Status Reports

a) Grievances—Specht-Jarvis gave a report.

Motion to go into Executive Session, with staff present—(Wall/Kayona). Passed

Motion to go out of Executive Session—(Wall/Melcher). Passed

b) Negotiations—next week there is a meeting with our team; negotiations teams meet in May 2015.

c) IFO Board Update—no report.

d) Voting Ends 4/8/15—announced.

5) Call for new agenda items—Grade Appeal Process (McKenna); Academic Integrity Policy (McKenna)

6) Unfinished Business

a) New M&C items—Grade Appeal Process (McKenna), Student Major Coding (Kayona); Academic Integrity Policy (McKenna); Meet and Confer in June (McKenna)

b) British Studies Subcommittee Minutes of March 4, 2015 (EC040715 6.b)—to be removed from the agenda; Dean Springer recognizes the new Alnwick Advisory Work Group; however, the subcommittee can be consulted if needed or wanted.

c) Husky Scholarship – Matt Andrew and Kim Hiltner Time Certain 3:15-3:45 pm (EC040715 6.c.1-6.c.6)—Andrew and Hiltner from the Foundation spoke about Husky Scholarships. They discussed the questions from Faculty Senate and from Executive Committee. Issues with coding majors was discussed. Addressing the Math banquet in transition was discussed. Issues with processes were discussed. Splitting awards was discussed; the decision is up to the department committee. Specht-Jarvis asked the Foundation members to address relationship building

among the campus community. Andrew and Hiltner will reach out individually to the faculty who sent in their concerns.

7) New Business

- a) Grade Appeal Process (McKenna)—there are process problems with administrators deliberating on academic issues. This issue should go on the M&C agenda.
- b) Academic Integrity Policy (McKenna)—from what faculty generated the policy has been changed. The dean is now the last step in the academic matter. The process needs to be looked at in a specific case. The process needs to be addressed at M&C.

8) Adjournment at 4:59 pm

Submitted by Polly Chappell, SCSU FA Administrative Assistant



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Draft
FACULTY SENATE MEETING MINUTES
April 28, 2015

OFFICERS: Roland Specht-Jarvis, Steve Hornstein, Joe Melcher, Lisa Loftis

IFO BOARD: Jack McKenna, Debra Leigh

NEGOTIATOR: Shawn Jarvis

MAJOR COLLEGE/UNIT REPRESENTATIVES: (CLA) John Harvey, Tracy Ore; (COSE) Ravi Kalia; (HBS) Susantha Herath; (SCEE) Tony Hansen; (SoE) Frances Kayona; (SHHS) Laura Finch; (SPA) David Wall; (SoA) Matt Ferrell; (SPEC) Steve Jenkins

COLLEGE OF LIBERAL ARTS: (CMST) Traci Anderson, Diana Rehling, Jennifer Senchea; (ENGL) Carol Mohrbacher, Jamie Heiman, VACANT; (ETHS & WS) Christopher Lehman; (FORL) VACANT, VACANT; (HIST) VACANT, Mark Jaede; (COMM) Niaz Ahmed; (PHIL) Paul Neiman; (PSYC) Chris Jazwinski, Leslie Valdes; (SOC & ANTH) Ann Finan, Debra Gold

COLLEGE OF SCIENCE & ENGINEERING: (BIOL) Matt Julius, Mark Minger, Ryan Fink; (CHEM) Rebecca Krystyniak, Cassidy Dobson; (PHYS) Todd Vaccaro, VACANT; (MATH & STAT) Dale Buske, Bill Branson, Michael Ernst

HERBERGER BUSINESS SCHOOL: (ACCT) VACANT; (FIRE) Bill Hudson; (IS) VACANT; (MGMT) Konghee Kim, Larry Roth; (MKTG) Emil Towner, Rajesh Gulati

SCHOOL OF THE ARTS: (ART) Kathryn Gainey; (MUS) VACANT, VACANT; (TH & FS) Ilya Simakov: VACANT

SCHOOL OF COMPUTING, ENGINEERING & ENVIRONMENT: (AHS) Jean Hoff; (CSCI & IT) Amos Olagunju, Jayantha Herath; (ECE) Mark Petzold; (ETS) Tony Akubue; (MME) Steven Covey

SCHOOL OF EDUCATION: (CFS) Fati Zarghami; (ELHE) Michael Mills; (HURL) Tamrat Tademe; (IM) Merton Thompson; (SPED) Janet Salk, Kyounghee Seo; (ED) Jerry Sparby, VACANT

SCHOOL OF HEALTH & HUMAN SERVICES: (CSD) Margery Whites; (COUN & PSYC) Trae Downing, Tina Sacin; (GERO) Rona Karasik; (Kinesiology) VACANT, VACANT; (NURS) Victoria Hammer, Roxanne Wilson; (SW) Patience Togo Malm

SCHOOL OF PUBLIC AFFAIRS: (CJ) Dick Andzenge; (ECON) Monica Garcia-Perez; (GEOG & PLAN) VACANT, Aspasia Rigopoulou-Melcher; (POL) Michelle Hammes

SPECIAL SERVICES: (AS) Stephanie Houdek, Steve Anderson; (ATHL) VACANT, VACANT; (CONTINUING STUDIES) John Palmer; (COUNS) JoAnn Gasparino; (LRS) Melissa Prescott, Olivia Olivares

GUESTS: Tom Hergert

1) Call to order at 4:05 pm; Specht-Jarvis distributed gift cards to retirees and FA Leadership.

2) Act on Minutes

a.) Faculty Senate Minutes of April 14, 2015 (FS042815 2.a)

Motion to Faculty Senate Minutes of April 14, 2015, and all actions included—(Jarvis/Downing). Passed

b.) Executive Committee Minutes—none to approve.

c.) Professional Development Committee Minutes of April 22, 2015 (FS042815 2.c)

Motion to approve motions in Professional Development Committee minutes of April 22, 2015, and all actions included—(Melcher/Jarvis). Passed

d.) UCC Minutes of April 16, 2015; and April 23, 2015 (FS042815 2.d.1-2.d.2)

Motion to approve motions in UCC minutes of April 16 and April 23, 2015—(Jaede/Finch). Passed

Motion to approve motions in UCC minutes of April 23, 2015, and all actions included—(Jaede/Melcher). Passed

e.) Service Learning Advisory Committee Minutes December 15, 2014; January 26, 2015; March 2, 2015; and April 27, 2015 (FS042815 2.e.1-2.e.4)—filed.

- 3) Treasurer's Report—no report.
- 4) Consent Agenda
 - a.) Interim SOE Major Unit Rep (term June 1, 2015 until fall SOE election): Steve Hornstein (TDEV)
Motion to approve Consent Agenda—(Jarvis/Melcher). Passed
- 5) Special Elections—none.
- 6) Call for Additional Agenda Items—none.
- 7) Announcements
 - a.) Grievance Update—brief update given by Hornstein.
 - b.) Negotiations Update—brief update given by Jarvis. The IFO team is meeting with the other side at the end of May. Just the IFO team is meeting next week to finalize the opener. There was brief discussion.
 - c.) IFO EC/M&C Update—report given.
 - d.) BESI—on Friday the letters will go out to those who will be offered BESIs. Faculty have received information about what programs will be impacted. There was discussion.
- 8) Unfinished Business—none.
- 9) New Business
 - a.) **Time Certain 4:00 PM** Recognition of Retirees below. (Thanks to FA Leadership, Roland Specht-Jarvis, FA President, and Frances Kayona and Joe Melcher for providing the document camera support)—Specht-Jarvis acknowledged the retirees; along with the FA Leadership faculty. Specht-Jarvis was presented a plaque from Faculty Senate for serving as FA President 2014-2015. Specht-Jarvis introduced Tom Hergert as FA President 2015-2017.
 - David Bacharach
 - Nancy Bacharach
 - Mohammad Bahauddin
 - John Harlander
 - Vonna Henry
 - Jack Hibbard
 - Debra Kellerman
 - John Palmer
 - Robert Prout
 - Yinsog Rhee
 - Larry Roth
 - Margery Whites
 - Carmen Wilhite
- 10.)Adjournment at 4:25 pm

Submitted by Polly Chappell, Faculty Association Administrative Assistant

TPR Committee Minutes

April 3, 2015

1:00 PM

Wick 335

Members: Sohel Ahmad, Jo Flanders, Eungmin Kang, Zengqiang (John)Liu, Louise Millis, Alan Srock, Lalita Subrahmanyam, Victoria Williams.

- a) Minutes from the meeting of March 20, 2015 were approved as amended.
2. Survey results: The committee reviewed results of the faculty survey of technology use in teaching.
 - a. A Surprising number of faculty say they still use VHS
 - b. Use of clickers--few use them now, but several more said they would like to use them in the future
 - i. Something we should look at
 - ii. Would more use them if there was a standard clicker for the university? Students then wouldn't have to buy several models as they do now. They would also then cost less for students.
3. Online Restructuring Committee: Vicky shared what she knew of the progress of the committee so far and will share more after she attends her first meeting next week.
 - a. Timeline for changes 6 months to a year
 - b. Committee is meeting to advise the Provost on the direction of online learning at SCSU
4. Open access labs
 - a. Reorganization of labs: Who's in charge? Who's the decision maker?
 - b. If the plan is to reduce the number of computers available for student use, what does that do to the flow of old computers and the programs that rely on them? John will find out from COSE the number of old computers they use.
 - c. Kang reported he had heard that there would be an open meeting about labs. Vicky said she would find out when and where, and send an email to the rest of the committee.

Submitted by Victoria Williams, Chair

TPR Committee Minutes

April 17, 2015

1:00 PM

Wick 335

Members: Sohel Ahmad, Jo Flanders, Eungmin Kang, Zengqiang (John)Liu, Louise Millis, Alan Srock, Lalita Subrahmanyam, Victoria Williams.

The meeting consisted of conversations with scheduled guests.

Mike Penrod:

1. Committee asked about changes to online compensation per email from Shelley Mumm dated April 15, and Mike said it doesn't apply to summer, but will begin in Fall 2015.
2. Mike discussed the need to have more programs available online and identified the few programs currently available in that format (RN BS Program, Anthropology archeology degree).
3. He suggested that the future would probably consist of a combination of online and F2F.
4. He also said that the university needs to seriously look at finding new audiences. Currently, 85% of our online enrollment consists of on-campus students.

Casey Gordon (Office 365)

1. The focus of the university's use of Office 365 will be One Drive and email.
2. They are currently asking for volunteers to move to its use, and they will provide an information sheet with what it has to offer.
3. Driving force behind its adoption:
 - a. Cost
 - b. More space
 - c. Vetted by legal counsel
4. One Drive can be used for multiple institutions, training, and shared files.
5. One Drive can be accessed from home and office, in classrooms
6. The timeline is to have Office 365 implemented across campus by October. They are willing to come to classes to explain its use to students.

The meeting adjourned at 2:00 pm

Submitted by Victoria Williams, Chair

TPR Committee Minutes

May 1, 2015

1:00 PM

Wick 335

Members: Sohel Ahmad, Jo Flanders, Eungmin Kang, Zengqiang (John)Liu, Louise Millis, Alan Srock, Lalita Subrahmanyam, Victoria Williams.

The minutes of the meetings of April 3 and April 17 were approved.

The committee had the following feedback for ITS Advisory Group: Upon seeing the GANTT chart for Project Management, the TPR Committee in general reacted positively to the efforts to streamline projects.

Questions for the Lifecycle Management process for computers from Casey Gordon:

1. What level of flexibility would there be if we were to go to leasing computers? Would the departments, programs, and units be provided with all that they need in these leased computers? The group liked the idea of piloting the project with volunteers before launching it for the whole university.
2. What impact would leasing have on current labs and access to students?
3. Will each set of updates of leased computers cause any new difficulties, or will the process be smooth?
4. If updates of hardware was mandated, what would happen if a faculty member said that he or she does not need the updates and that they would not use the new features?
5. Further, they might contend that they would rather use the earlier version because they have all their materials on the hard drive and it would be too much of a hassle to move them over.
6. Could a faculty member who did not wish to update the computer offer to purchase and use the old one? What are the policies for the "death" of computers?

Feedback on Managed Print: The group felt that many questions remain regarding managed print. For instance, chairs still don't know the print costs for their department.

General suggestion regarding Web Communication: The group recommended that ITS should create user-friendly webpages with a description of each of these initiatives that are being created – Project Management process, Lifecycle Management, Managed Print—and provide FAQs as well as some interactivity for asking questions.

The group then recommended that a very short email be sent to the campus community directing their attention to that website/those webpages for more information on whichever project was of greatest current interest, Managed Print being the one at the top of the list.

The meeting adjourned at 2:00 pm

Submitted by Victoria Williams, Chair

CETL Advisory Committee Meeting

Monday, January 12, 2014, 4:00 – 6:00 pm

Present: Miguel Chavez (CLA), Maureen O'Brien (CLA), Kristin Gulrud (COSE), Debra Leigh (FA Executive. Committee), Vacant (ex-officio Assessment), Plamen Miltenhoff (Via SKYPE) (Special Services), G. N. Rangamani (ex-officio Service Learning), Vacant (HBS), Vacant (SOA), Yun Jeong Park (SOE, on Sabbatical), Anthony Akubue (SOCEE), Vacant (SOHHS), Dick Andzenge (SOPA), Christopher Stanley Via SKYPE) (MAPE), Vacant (TPR Committee Representative), Vacant (MMA), Lalita Subrahmanyam, Tyler Erickson.

Approval of Minutes: November 24, 2014 *Minutes will be approved via email.*

Additions to the agenda:

Updates from Director:

- January Workshops – Programming and schedule. Workshops were very successful. Data on attendance and evaluations will be provided at the next meeting since we are just completing the entry and analysis.
- Director's plans: Lalita will be out of the country from February 10 to March 12.
- Upcoming events:
 - Course Redesign Academy for the Digital Age, February 5-6. We have 51 registrations. The external consultant is customizing the whole workshop very carefully for us.
 - April Forum on Friday, April 3 will be entirely Husky Compact related events.
 - Summer Technology for Teaching and Learning (T4TL), May 14-15 will be announced soon.

Discussion Items:

- I. Dates for CETL Advisory Committee meetings. We spent a little while discussing the dates for the meetings. Mondays do not work for many members. Thursday late afternoons were suggested. Lalita will contact members who were not present and send emails to figure out our meeting dates for Spring Semester.
- II. Committee membership: Rangamani indicated that Teri Estrem may be interested in being the School of Health and Human Services Rep. Lalita will check with her and forward her name to FA. Kristin Gulrud has resigned. Lalita will inform FA to announce the vacancy.
- III. Continued Discussion: Strategic Planning. We reflected upon the current mission statement, vision statement, and programs to brainstorm values we were projecting. We will continue the discussion at the next few meetings.

CETL Advisory Committee Meeting

Thursday, March 26, 2014, 4:00 – 6:00 pm

Present: Miguel Chavez (CLA), Maureen O'Brien (CLA), Vacant (COSE), Debra Leigh (FA Executive Committee), Vacant (ex-officio Assessment), Plamen Miltenhoff (Special Services), G. N. Rangamani (ex-officio Service Learning), Vacant (HBS), Vacant (SOA), Yun Jeong Park (SOE, on Sabbatical), Anthony Akubue (SOCEE), Teri Estrem (SOHHS), Dick Andzenge (SOPA), Christopher Stanley Via SKYPE) (MAPE), Vacant (TPR Committee Representative), Vacant (MMA), Lalita Subrahmanyam, Tyler Erickson.

Approval of Minutes: Notes from Meeting of January 12, 201 Stanley/Leigh Motion to Approve Passed.

Additions to the agenda: None

Updates from Director:

- Course Redesign Academy for the Digital Age, February 5-6, very successful. 51 faculty, staff and a couple of graduate assistants attended. Evaluations – Overall mean evaluation: 3.6 out of 4 points.
- Participants found the hands-on nature of the workshop very effective, they loved hearing about the various tools (Speed Geeking), and wished they had a lot more time to apply and reflect upon what they had learned.

Discussion Items:

Portfolio/Unit Management:

The Director shared CETL's Portfolio/Unit Management Report along with an addendum that was presented. The Committee members present reacted favorably to the report. Unfortunately, the deadline for the report was March 13, a day after the Director returned from overseas, and the Friday of the Spring Break. Hence it was impossible to share the report prior to submission.

Faculty Learning Communities/Communities of Practice for 2015-2016:

FLC: Common Reading Program, Backward Design, ARPAC.

CoP: Flipping the Learning, Supporting International Students, Meta Assessment (sponsored by the office of assessment), Service Learning, Information Literacy, Community Building in Online Courses.

Meeting Adjourned 6:00 pm.

SCSU SAFETY COMMITTEE MEETING

April 29, 2015

Present: Joe Teff, Kenny Hendrickson, Jerry Bulisco

Absent: Jamie Johnson, Lindsey Gunnerson, Don Fischbach, Mary Bongers, Brian Schneider, Gary Bailey, Jesse Cashman, Susan Burnett-Pick, Tim Baker, Sherri Orr, Linda Donnay, Kevin Whitlock, David Lee, Ronald Seibring

1. **ACCIDENTS/INJURY REPORTS** – Total incidents/recordable – 2 report.

2. **OLD BUSINESS**
 - A. 9/25/13 – Several SCSU employees have asked Joe T. about the status of a policy for the campus regarding mopeds/skateboards/inline skates. **Draft policy completed**
 - B. 8/27/14 – Joe T. presented a possible “general safety commitment statement” to be placed in position descriptions. **Draft completed**
 - C. 9/24/14 – HAH swimming pool area ADA review by Larry B. from Facilities Management. **In progress**
 - D. 1/28/15 – Q-Lot parking area project review including MN wild plant plugs species vegetation (plant early June). **In progress**
 - E. 1/28/15 – Review of the football stadium fencing gates repairs. **Larry B. will follow-up**
 - F. 2/25/15 – Kiehle Visual Arts Center copper plate room process review. **Review in progress**
 - G. 4/25/2015 – the campus received the “Minnesota Governor’s Safety Award” on May 7th. Great Job by all our campus employees!!!
 - H. 4/25/2015 – Campus evacuation maps will be placed up on campus safety SharePoint site.

3. **NEW BUSINESS**
 - A. 4/29/15 – Gas meter Id (maps) for Public Safety. **Completed**
 - B. 4/29/15 – Laser safety program draft procedures. **Completed**
 - C. 4/29/15 – Annual facilities/GMW hearing testing. **Completed**
 - D. 4/29/15 – Campus quarterly hazardous waste removal. **Completed**
 - E. 4/29/15 – Annual fire drill schedule approval request. **Completed**
 - F. 4/29/15 – Campus fire panel response training/review. **Completed**

The next Campus Safety Committee meeting is scheduled for Wednesday May 27, 2015 at 2:00 PM, Atwood Memorial Center – Primrose Room.

SCSU-Announce and SCSU-Discuss Listserv Guidelines

The following guidelines relate to the two university faculty and staff listservs, SCSU-Discuss and SCSU-Announce.

- In accordance with the Minnesota Department of Employee Relations Administrative Procedure No. 32, and Minnesota Statute Section 43A.38, Subd. 4, political transmissions are prohibited. This would include transmissions which advocate the election of particular candidates for public office at either the federal, state or local level
- A message that is for the purpose of personal profitability is not allowed.
- The lists will be self-regulating but failure to follow these Guidelines may be reported to the supervisor of the person posting.
- No anonymous postings are permitted.
- Initially these lists will contain the names of all faculty and staff, part-time and full-time, who have e-mail accounts on University servers. Participants will be allowed to remove themselves at any time from the list.
- Participants may be blocked for repeated failure to follow these Guidelines.

SCSU-Announce

This electronic list will serve as a resource for SCSU faculty, staff and administrators to communicate announcements such as events and opportunities related to SCSU. General announcements can be posted to this list from any faculty or staff account. Office or departmental accounts may make announcements on this listserv. The posting should not require or inspire an e-mail response to the whole list and is not to be used for purposes of selling personal items or airing grievances.

Examples of acceptable use:

- Event announcements
- Items that have been lost or found
- Awards and recognitions
- Community opportunities related to the university

Examples of postings that are not acceptable on SCSU-Announce:

- Posting to generate debate
- Fundraising events not related to SCSU

SCSU-Discuss

This list supports communication between faculty, staff and administrators by disseminating messages that are created in the spirit of civil discourse and that are relevant to SCSU. Items may include, but are not limited to, academic topics, opinion pieces, university policy, issues, surveys and postings intended to inspire discussion.

SCSU Bulletin Board

The Bulletin Board provides SCSU faculty and staff an interactive space where they can post and view announcements, information and events in categories such as For Sale items, For Free items, Wanted items, Campus Announcements, Community Announcements, Lost Items, Campus Events, and Community Events. Visit the [Faculty/Staff Bulletin Board](#) for more information or to log in and use the Bulletin Board.

Public Folders

Messages posted to SCSU-Announce and SCSU-Discuss are also saved in public folders for up to 30 days. People may choose to read the messages sent to these lists by opening the folder rather than subscribing directly to the list. People may post messages directly to the public folder, too, but these messages will not be distributed to listserv subscribers.

Messages posted into the Public Folders are only available for viewing in the public folder.

Access to the public folders is supported by the Outlook client and Outlook Web Access (OWA) with a Web browser. In Outlook, the public folders are located at the bottom of the Folder List section. The folders are opened and closed by using point and click on the icons. The public folders in OWA are opened by clicking on the Public Folders section on the toolbar at the top.

Usage Policies

Activities on SCSU-Announce and SCSU-Discuss are governed by St. Cloud State University policies, MnSCU policies and State of Minnesota statutes. People should consult the University's acceptable use of e-mail policy, which can be found at <http://huskynet.stcloudstate.edu/policies/email.asp>.