

Faculty Senate Minutes 3 December 2014

Senators Present: Lea Ann Alexander, Ajay Aggarwal, Kristen Benjamin, James Duke, Carolyn Eoff, David Evans (for Steven Becraft), Dan Fitzroy, Emily Gerhold, Greg Gibson, Megan Hickerson, Franc Hudspeth, Jana Jones, Travis Langley, Patricia Loy, Lonnie McDonald, Richard Miller, Holly Morado, Janice O'Donnell, Malcolm Rigsby, Ingo Schranz, Brett Serviss, Anna Smith (for John Greene), Suzanne Tartamella, Patrick Wempe, Peggy Woodall, Fred Worth

Senators Absent: Steven Becraft, John Greene, R. C. Smith, Penny Welchel

Others Present: Steve Adkison,

- I. Call to Order: President Fred Worth 3:15
2. Discussion with Provost/VPAA, Dr. Steve Adkison
 - a. Dr. Adkison noted that it was hard to believe it was already nearing the end of his first term at Henderson.
 - b. A senator noted that the last meeting (the special meeting) should have been held in a different format; the senator noted that non-faculty senate members felt like outsiders.
 - i. Dr. Adkison responded that we could open the spring term with an open forum.
 - ii. A senator agreed and added that we should use a different seating configuration.
 - c. A senator asked about the faculty presence on the website; some faculty are not listed on the website and there are inconsistencies across colleges; in sum, it is problematic; is there a plan to fix it?
 - i. Dr. Adkison responded that he wanted departments to maintain their own content (each department “owns” its content), but there have been unintended consequences; he did not want Marketing and Communications controlling departments’ content; he also added that larger-scale concerns should be sent to web@hsu.edu.
 - ii. The senator responded that he/she had written Ms. Smith regarding the matter and received a response that faculty had failed to communicate these concerns to her previously (during the “test” phase).
 - iii. A senator mentioned that there was no consultation about what individual department pages would look like.
 - iv. A senator suggested a list of content managers and owners be redistributed.
 - v. A senator observed that the faculty working on the website were given the work in the middle of the semester.
3. Approval of November Minutes by Acclamation
4. President’s Report
 - a. Report of Meeting with Dr. Glen Jones, President

- i. We discussed the progress regarding outsourcing of maintenance; see report below (4.c).
 - ii. We discussed the web issues; it is currently not working well on phones and he wants to do something to address that. Please forward any comments/complaints/suggestions to web@hsu.edu.
 - iii. We discussed a variety of issues involving the two university logos and the usage thereof; the president agrees with the sense of the senate.
 1. A senator asked where the funds from Henderson license plates go; a discussion ensued, but no consensus was reached.
- b. Report of Meeting with Dr. Steve Adkison, Provost/VPAA
- i. The shared governance taskforce will meet at least one more time this semester to finalize the membership of the oversight committee (SGOC) and may meet for the first time officially. We realize that the process will have to be tweaked. We also realize it is not perfect and our goal is to “get it less wrong” as we go.
 1. A senator asked about the role of the Faculty Senate under the new paradigm.
 2. President Worth responded that issues that would have not come before the Senate previously will now come before the Senate; he also explained the flow chart.
 3. The senator questioned that if a resolution is adopted by the Faculty Senate, where would it go? Would it go only to the SGOC?
 - a. Dr. Adkison offered some clarification; he encouraged the Senate that when passing position statements they should also include a suggested action.
 4. Dr. Adkison added that the academic membership of the SGOC includes the president, past-president, and president-elect of the Senate, a representative from the department chairs, and a representative from the deans (who will rotate; Dr. Hardee will be the first dean to serve).
 5. Dr. Adkison also added that he would like to see the University Academic Council (UAC) become a Senate body if the Senate would be willing to make that move.
 - ii. We are working on web page problems. Please report them.
 - iii. Because it typically takes 24 hours for attempts at changing heat-to-cool and cool-to heat, we are going to have the physical plant take a more proactive role rather than simply waiting for complaints.
 1. A senator asked if the problem is that the buildings are too hot or too cold.
 2. A senator asked about the installation of vent fans.
 3. Dr. Adkison responded that if we are more proactive there will be no need for these.
 4. A senator asked about a timeline for the “plan” that has been previously mentioned.
 5. Dr. Adkison responded that the plan was nascent, but he hoped to have more details soon.

- 6. A senator noted that faculty had been complaining about these problems for weeks, but it was only when the provost visited the classrooms that action happened.
- iv. Computer and Communication Services will report to the provost (rather than the VPFA) effective January 1.
 - 1. A senator voiced a concern about the voice-recognition program which answers incoming calls to Henderson.
 - 2. A senator asked if we had a long-term contract with ShoreTel.
 - a. Dr. Adkison responded that it was a one-time deal.
- v. Dr. Hickerson submitted to Dr. Adkison a recent senate's student grievance policy which had been passed but ignored. President Worth relayed to Dr. Adkison the November 2008 senate minutes which contain an academic integrity policy the senate had passed but had gone nowhere. Dr. Adkison will consider incorporating these into a proposal he is preparing for the SGO in January; the proposal will suggest a standing grievance committee.
- c. Report of Meeting with Mr. Bobby Jones, Vice-President for Finance and Administration
 - i. We are about to choose companies to "interview" regarding the outsourcing of maintenance. Mr. Jones indicated that we would "interview" companies who appear to be able to do what we want "if the firms can provide a quality service at a reduced cost to Henderson." Based on these interviews, a decision (which could include outsourcing nothing) will be made.
 - 1. A senator asked about a timeline for a decision.
 - a. President Worth responded that he was unaware of any specific timeline.
 - 2. A senator asked about the considerations given to our employees (whose jobs would be outsourced).
 - a. Another senator responded that the understanding is that the new company would employ our people (if they met the hiring criteria).
 - 3. A senator asked if consideration had been given to the fact that outsourcing would lower the number of employees in our group insurance plan; significant discussion ensued.
 - ii. The compensation task force will be meeting on Friday to examine accumulated data.

5. Reports of Committees

- a. Executive Committee – None
- b. Academics Committee – None
- c. Buildings and Grounds Committee – None
- d. Finance Committee – None (*NB*: the committee is waiting on the data from the compensation committee)
- e. Operations Committee – None
- f. Procedures Committee
 - i. Faculty Excellence Awards Committees – the results are in and the committees will be created.

- ii. At-Large Departmental Election Results (see addendum, Procedures Report)
 - iii. Proposed Changes to the Faculty Senate Constitution (passed, see addendum)
 - iv. Proposed Changes to the Faculty Senate By-laws (all passed; proposals in Procedures Report)
 - g. Ad Hoc Committee on Academics – None
6. Old Business – None
7. New Business
- a. Changes to Faculty Senate Webpages
 - i. The page has been expanded.
 - ii. Each committee has its own page which will ultimately contain membership and minutes.
 - iii. Faculty Senate members are encouraged to send suggestions.
 - iv. All committees, except Faculty Senate, will now be housed under the SGOC
 - b. President Worth's Year-End Report
 - i. President Worth thanked the campus community for their support and prayers, particularly during his wife's illness.
 - ii. President Worth noted that most of the proposals that were under consideration by the Academics Committee have been transferred to the Ad Hoc Committee on Academics; these proposals will ultimately come before the Faculty Senate.
 - iii. President Worth commented on the Faculty Senate's strengthened relationship with the university president.
 - iv. President Worth offered his appreciation for the help and support of Dr. Steve Adkison.
 - v. President Worth thanked Greg Gibson and Kristen Benjamin for their work as secretaries and their minutes; he also thanked the entire executive committee: "it was an excellent committee."
 - vi. President Worth encouraged the next senate to look at the inconsistencies within the *Faculty Handbook*.
 - vii. President Worth asked for any questions; there were none.
8. Adjourn 4:15

Respectfully Submitted,
P. Gregory Gibson
Faculty Senate Secretary

Addendum I

Procedures Committee of the Faculty Senate Meeting Minutes November 20, 2014

Present: Lea Ann Alexander; Daniel Fitzroy, Chair; Travis Langley; Janice O'Donnell

Absent: Peggy Woodall

CALL TO ORDER

The meeting was called to order at 11:01 a.m. by Daniel Fitzroy, Chair.

OLD BUSINESS

1. Both the departmental and at-large elections are now complete. The elected senators have been notified and alternates have been selected. See Addendum I for the results.
2. The Faculty Excellence Award Committee elections are currently underway and will end on December 2, 2014. The committees will be finalized shortly after that date.
3. The proposed Constitutional Amendments approved by the Faculty Senate are now being voted on by the faculty-at-large. If they are approved with at least a two thirds approval, the By-Laws will need to be revised to align them with the newly amended Constitution.

NEW BUSINESS

1. By-Laws Election Procedures. The initial ballot for the at-large election was made incorrectly and the election was conducted again with a new ballot. The confusion arose from the wording of the by-laws that does not fully describe which faculty members are eligible. The by-laws mention only that At-Large senators are not allowed to serve consecutive At-Large terms; however, the Constitution states that no senator may serve in an At-Large position if they are just ending an official term. After some discussion, the committee agreed on a new by-law to clarify this point. In addition, there is no mention of alternates' eligibility. The committee discussed this topic and composed a new by-law clarifying this point. Please see Addendum II for the proposed changes.
2. By-Laws Email Committee Meetings. The Committee was asked to consider developing by-laws to act as a guideline for committees holding meeting via email. The committee used temporary guidelines developed by Lea Ann Alexander as a starting point. After some discussion and revisions, the committee agreed on a number of by-laws that can serve as a guideline for holding committee meetings by email. Please see Addendum II for the proposed changes.
3. Constitutional Amendments and By-Laws changes. As noted previously, the proposed Constitutional Amendments approved by the Faculty Senate are now being voted on by the faculty-at-large. If they are approved with at least a two thirds approval, the by-laws will need to be revised to align them with the newly amended Constitution. The Procedures Committee developed By-Law changes that passage of the Constitutional amendments would necessitate so that the Faculty Senate could vote on by-laws in the December meeting. If the Constitutional Amendments do not pass, the By-Law changes will not be voted on. Please see Addendum II for the proposed changes.

ADJOURN

The meeting adjourned at 11:57 a.m.

Respectfully submitted,
Daniel Fitzroy, Chair

Procedures Committee Addendum I 2014 Faculty Senate Election Results

Departmental Election

Department	Senator	Alternate
School of Business	Alan Blaylock	Edward Akoto
Sociology	Joyce Shepherd	Allison Vetter
Math & CS	Debra Coventry	Fred Worth
Counselor Ed	Franc Hudspeth	Rochelle Moss
Biology	Kristen Benjamin	Sally Crain
Curriculum & Inst	Charlotte White-Wright	Teresa Holsclaw
FCS	Dana Horn	Patti Miley
CTA	Jana Jones	Douglas Gilpin
HPERAT	Maggie Tudor	Kevin Riley
Library	Lea Ann Alexander	Linda Evans

At-Large Election

Rank	Senator	Alternate
Assistant Professor	Vincent Dunlap	Beth Wyatt
Associate Professor	Shannon Clardy	Catherine Leach
Instructor	Meredith Wright	Jill Batson
Professor	Victor Claar	Lynn Glover-Stanley

Procedures Committee Addendum II

Proposed By-Laws Amendments

Composed by the Procedures Committee on November 20, 2014.

Issue #1:

While most committee meetings should and will be conducted in person or simultaneously via audio- or video-conferencing, there may still be the occasional need to hold committee meetings via email. In order to ensure the effectiveness of these meetings, the Procedures Committee proposes to insert the following section into the by-laws.

Current:

None

Proposed:

Section C. II. General Procedures and Guidelines

B – Committee Meetings

While Senate committees should make every effort to meet in person or simultaneously via audio- or video-conferencing, those committees meeting via email should, at a minimum, follow the steps below:

- The Committee Chair should notify all members of the issue being discussed.
- For an e-mail message to be part of a meeting, it must be sent to all committee members via "Reply All." Other messages may be sent for caucusing or other off-line discussion, but these are not officially part of the meeting.
- To conduct an e-mail vote, a ballot should be sent to the voting membership. It should state exactly what is to be voted on and contain a clearly designated place for the member to mark a vote. The subject line should contain the term "BALLOT". The ballot should provide a reasonable deadline for voting.
- Minutes should include actions taken by the committee and should be emailed to the full committee.

Issue #2

There is a need to ensure that elections are held in a similar manner from year to year. In order to work toward this, two by-laws are proposed to clarify the eligibility for the at-large election and the eligibility of current alternates. These additions accurately and clearly reflect the eligibility of faculty to serve on Faculty Senate as described in the Faculty Senate Constitution (Articles V and VI).

Current:

Section C. I. Membership

C - Servitude: Regulations and Guidelines

1. The term length for Faculty Senate representation and servitude is two years; each elected senator serves a two-year term (replacement senators only serve out the remainder of the term of the individual that they replaced).
2. One-half of the senators should rotate off of the Faculty Senate each year (the Faculty Senate will always have one-half of its members newly elected, beginning the first year of their two-year term, and one-half of its members in the second year of their two-year term).
3. At-large senators may not be re-elected for a second, consecutive term as at-large representatives without first taking at least a one year leave from the Senate in an at-large capacity; however, at-large senators may be re-elected as departmental representatives for a consecutive term.
4. Departmental representatives may succeed themselves multiple times (there is no limitation on consecutive term servitude for departmental representatives).
5. New Senate officers are elected during the first regularly scheduled meeting of the official Faculty Senate year and continue in their respective offices until the completion of the official Senate year.
6. Senators may not succeed themselves in any office in consecutive years (there must be at least one year between servitude by a single senator in a single office); however senators may hold different offices in consecutive years, for example, Secretary in their first year, followed by Representative to the Board of Trustees during their second year.
7. The offices of President-Elect and Webmaster-Elect must come from the newly elected senators (representatives in their first year of service); all other offices may be held by either newly elected senators or senators in their second term of service.

Proposed:

Section C. I. Membership

C - Servitude: Regulations and Guidelines

1. The term length for Faculty Senate representation and servitude is two years; each elected senator serves a two-year term (replacement senators only serve out the remainder of the term of the individual that they replaced).
2. One-half of the senators should rotate off of the Faculty Senate each year (the Faculty Senate will always have one-half of its members newly elected, beginning the first year of their two-year term, and one-half of its members in the second year of their two-year term).
3. At-large senators may not be re-elected for a second, consecutive term as at-large representatives without first taking at least a one year leave from the Senate in an at-large capacity; however, at-large senators may be re-elected as departmental representatives for a consecutive term.
4. Any senator who has just completed an official two year term is not eligible for the at-large elections until one year has passed.
5. Departmental representatives may succeed themselves multiple times (there is no limitation on consecutive term servitude for departmental representatives).
6. Designated Alternates are eligible for the Faculty Senate membership elections.
7. New Senate officers are elected during the first regularly scheduled meeting of the official Faculty Senate year and continue in their respective offices until the completion of the official Senate year.

8. Senators may not succeed themselves in any office in consecutive years (there must be at least one year between servitude by a single senator in a single office); however senators may hold different offices in consecutive years, for example, Secretary in their first year, followed by Representative to the Board of Trustees during their second year.
9. The offices of President-Elect and Webmaster-Elect must come from the newly elected senators (representatives in their first year of service); all other offices may be held by either newly elected senators or senators in their second term of service.

Issue #3

A number of changes to the Faculty Senate Constitution were just approved by the faculty at-large, so the by-laws need to be updated to align them with the Constitution.

3.A

The Constitutional amendment to Article VII. Section 3. passed, so the Webmaster will now serve as the chair of the Procedures Committee. The Secretary section in the By-Laws did not need a change. The Webmaster responsibilities in the By-Laws need to be revised.

Current:

Section A. V. Webmaster

A - Responsibilities

1. Maintenance of the Faculty Senate webpage, including uploading, formatting, and updating of all materials to be placed on the webpage (must contact the Office of Public Relations at the beginning of term in order to acquire editing privileges for the Faculty Senate web pages).
2. Is a member of the Executive Committee.
3. Is a member of the Procedures Committee.

Proposed:

Section A. V. Webmaster

A - Responsibilities

1. Maintenance of the Faculty Senate webpage, including uploading, formatting, and updating of all materials to be placed on the webpage (must contact the Office of Public Relations at the beginning of term in order to acquire editing privileges for the Faculty Senate web pages).
2. Is a member of the Executive Committee.
3. **Is the chair** of the Procedures Committee.

3.B

The Constitutional amendment to Article X. Quorums passed, so a quorum for the Executive Committee will now be defined as half the members of the committee. The Executive Committee section needs to be revised. Since the Constitution is clear on this matter, the simplest fix is to simply delete the by-law that sets the quorum at three members.

Current:

Section B. I. Executive Committee

A - Constitutional Provisions and Composition

1. The Executive Committee is a permanent (standing) committee of the Faculty Senate.
2. The President-Elect shall be chairman of the Executive Committee.

3. The Executive Committee of the Faculty Senate shall consist of the President, the President-Elect, the Secretary, the Representative to the Board of Trustees, the Webmaster, the Webmaster-Elect, and the Parliamentarian, if one has been appointed.
4. The Executive Committee shall be charged with the formulation and review of the agenda and the distribution of the agenda to faculty at-large prior to each Senate meeting (responsibility of committee chair). Copies of the agenda shall be distributed to the President of the University, members of the faculty Senate, and to all other members of the faculty and administration prior to the meetings of the Faculty Senate.
5. The preparation and presentation of a report concerning the effectiveness of the Faculty Senate – with its recommendation – during the final (December) meeting of the official year of the Faculty Senate.”
6. Determination of Senate committee (Academics, Buildings and Grounds, Finance, Operations, and Procedures) assignments and acting chairs of those committees. This will occur at the end of the first meeting of the scheduled Senate year (January or February).
7. In meetings of the Executive Committee of the Faculty Senate, three members shall constitute a quorum.

Proposed:

Section B. I. Executive Committee

A - Constitutional Provisions and Composition

1. The Executive Committee is a permanent (standing) committee of the Faculty Senate.
2. The President-Elect shall be chairman of the Executive Committee.
3. The Executive Committee of the Faculty Senate shall consist of the President, the President-Elect, the Secretary, the Representative to the Board of Trustees, the Webmaster, the Webmaster-Elect, and the Parliamentarian, if one has been appointed.
4. The Executive Committee shall be charged with the formulation and review of the agenda and the distribution of the agenda to faculty at-large prior to each Senate meeting (responsibility of committee chair). Copies of the agenda shall be distributed to the President of the University, members of the faculty Senate, and to all other members of the faculty and administration prior to the meetings of the Faculty Senate.
5. The preparation and presentation of a report concerning the effectiveness of the Faculty Senate – with its recommendation – during the final (December) meeting of the official year of the Faculty Senate.”
6. Determination of Senate committee (Academics, Buildings and Grounds, Finance, Operations, and Procedures) assignments and acting chairs of those committees. This will occur at the end of the first meeting of the scheduled Senate year (January or February).
7. In meetings of the Executive Committee of the Faculty Senate, three members shall constitute a quorum.

3.C

The Constitutional amendment to Article VII. Section 3. passed, so the Webmaster will now serve as the chair of the Procedures Committee. The Procedures Committee section needs to be revised.

Current:

Section B. VI. Procedures Committee

A - Selected Constitutional Provisions and Composition

1. The Procedures Committee is a permanent (standing) committee of the Faculty Senate.

2. The Secretary has traditionally been chairman of the Procedures Committee, but this is no longer required.

Proposed:

Section B. VI. Procedures Committee

A - Selected Constitutional Provisions and Composition

1. The Procedures Committee is a permanent (standing) committee of the Faculty Senate.
2. The **Webmaster is the chair** of the Procedures Committee, ~~but this is no longer required.~~

Addendum II
Constitutional Amendments Vote Results
Voting ended December 2, 2014 at 4:00pm.

Issue #1:

Proposed:

Article VI. Membership Section 4

4. The Faculty Senate shall consist of: one member from each academic department, one from Aviation, one from the rest of the School of Business, one from the library, and eight members who will be elected at-large with equal representation according to the ranks of professor, associate professor, assistant professor, and instructor. One half of the departmental representatives and one of the at-large members from each of the ranks shall be elected anew each year.

Issue #1: Do you approve this proposed change to the Faculty Senate Constitution?

76 Yes

5 No

Issue #2:

Proposed:

Article VII. Officers and Their Election Section 3

3. The President-Elect shall be chair of the Executive Committee and the Webmaster shall be chair of the Procedures Committee.

Issue #2: Do you approve this proposed change to the Faculty Senate Constitution?

76 Yes

6 No

Issue #3:

Proposed:

Article VIII. Committees - Standing and Temporary Section 2

2. The Executive Committee of the Faculty Senate shall consist of the President, and the President-Elect, the Secretary, the elected Representative to the Board of Trustees, the Webmaster, the Webmaster-Elect, and the Parliamentarian, if one has been appointed. The Executive Committee shall be charged with the formulation and review of agenda and the preparation and presentation of a report concerning

the effectiveness of the Faculty Senate - with its recommendation - during the final meeting of the official year of the Faculty Senate.

Issue #3: Do you approve this proposed change to the Faculty Senate Constitution?

78 Yes

4 No

Issue #4:

Proposed:

Article X. Quorums

1. One half of the members of the Faculty Senate shall constitute a quorum of that body.
2. In meetings of the standing committees and special or appointed committee, half the members shall constitute a quorum provided not fewer than two members are present.
3. In meetings of the appointed committees, one half of the members shall constitute a quorum provided not fewer than two members are present.
4. Whenever the Faculty Senate declares itself the committee of the whole, a quorum shall consist of those present.

Issue #4: Do you approve this proposed change to the Faculty Senate Constitution?

77 Yes

3 No