
Members present: Lea Ann Alexander, Rafael Bejarano, Troy Bray, Stephen Eaves for Debra Coventry, Jane Dunn, Linda Evans, Vickie Faust, Megan Hickerson, Barbara Landrum, Catherine Leach, John Long, Pedro Lopes, Patty Miley, Rhonda Harrington, Michael Miller, Rochelle Moss, Henry Perez, Don Peterson, Allison Vetter, Heidi Vix, Pat Weaver, Fred Worth, Teresa Porter, Staff Senate Representative; Taiquera McNeely, SGA Representative

Others Present: Vernon Miles, Provost and Vice President for Academic Affairs and Julia Hall, Faculty;

As a quorum was present, the meeting was called to order by Catherine Leach, President, at 3:15 p.m. in the Cabe Room of the Garrison Center. Leach turned the floor over to Dr. Vernon G. Miles, Provost and Vice President for Academic Affairs.

Dr. Miles discussed the fall 2011 break, the General Improvement Fund, that talks are underway regarding reinstatement of the Academic Equipment fund, and the involved process for implementing the new website.

Due to the implementation of the new telephone system and website, the university will stay with the current on-line faculty evaluation for the fall term. Minimal changes will occur with the process. Faculty will receive an e-mail update with the percentage of students who have completed an evaluation in each class. The e-mails will be sent on Mondays and Thursdays at 7:30 a.m. during the evaluation period. The faculty senate agreed to have the evaluation available to students beginning Monday, November 29. Those faculty members whose classes have a minimum of 60% completion rate will be eligible to place their names in a drawing for prizes. Faculty will be able submit their names for the drawing for a maximum of three classes.

Questions regarding the posting of transcripts on Data 180 were addressed. Private information (e.g. social security numbers) included on transcripts will not be posted to the data base.

Miles concluded with the notification about Dr. Welch's upcoming interview with Arkansas State University and the next scheduled board meeting (Friday, November 5).

The next order of business was the approval of the senate minutes from September 2010 and October 2010. The minutes were approved as distributed.

Leach then reported on her meetings with Dr. Chuck Welch, President and Mr. Bobby Jones, Vice-President for Finance and Administration. [See Addendums A and B.]

Reports from Committees:

Executive Committee – none

Academics Committee – Mike Miller reported that the committee is working on the grievance procedures proposal that was sent back to committee.

Buildings and Grounds Committee - See Lea Ann Alexander's committee report [Addendum C].

Finance Committee – none

Procedures Committee – The results from the recent Faculty Senate elections for Department Faculty Senate Representatives for 2011-12 were announced. [See Addendum D.]

Operations Committee – report was deferred until old and new business had been addressed.

Old Business: No old business.

New Business: No new business

Operations Committee – Fred Worth referred to the handbook section about office hours that was tabled during the October meeting. It was confirmed that changes to this section had been approved during the April 2010 faculty senate meeting [See Addendum E for action on changes to the faculty handbook presented during this session.]

The meeting adjourned at 5:00.

-Submitted by Vickie Faust

Addendum A

Report of Meeting with Dr. Welch
October 27, 2010

Henderson State's budget hearing in Little Rock was October 26. Everything went well. The state budget is at forecast. If it continues, the state hopes to restore one of the budget cuts it made last year. Our fund balance has increased and Mr. Jones is hopeful that Henderson's financial position standing with the Higher Learning Commission will improve as a result of the budget improvements.

Dr. Welch indicated health insurance premiums will likely increase next year. The actual amount/percentage of increase is unknown at this time. The Fringe Benefits Committee, Mr. Jones, and his staff are working on this.

Bids for the Womack and Foster Halls renovations were opened October 26th. The bids were slightly above budget. Adjustments/deductions will have to be made. Up to twenty-five percent of the project cost can be adjusted without having to rebid the project. Ground breaking on the project should start soon; asbestos abatement has already begun.

A proposal to seek a loan for the new dining hall has been approved by the state's President's Council. The proposal was sent to the Arkansas Higher Education Coordinating Board and approved on October 29th. Since the AHECB approved the proposal, we can advertise for bids for the loan. Welch said he hopes to be able to bid the loan by the spring semester.

According to Welch, Henderson has fully admitted four hundred students for next year. This is approximately twenty-five percent more than this time last year.

Addendum B

Report of Meeting with Mr. Bobby Jones
November 2, 2010

Mr. Jones stated that Henderson got approval from the Arkansas Higher Education Coordinating Board to proceed with the loan process for the new dining hall. Work on the Simonson Lodge (Biology Field Station) is continuing. They hope to begin the finishing work shortly. Henderson is waiting for the new lights; they have not arrived yet. Work will begin soon at the baseball field. New dugouts, a new press box, and restroom facilities will be constructed. A new backstop similar to the one at the softball field will be installed. The baseball field renovations are being funded with private donations.

Work on the 2011-12 budget will begin soon. Henderson's financial position is good at this time. Revenues from fall tuition, room, and board were more than budgeted. But, the increase in students also caused an increase in expenses.

The state's revenue growth is up through the last quarter and Jones is hopeful that if the state's revenue growth continues through December, the governor will allow Henderson to give pay increases and career service bonuses.

Jones indicated health insurance premiums will likely increase next year. The actual amount/percentage of increase is unknown at this time. The Fringe Benefits Committee, Jones, and his staff are working on this. Henderson has a different third party carrier for our cafeteria plan; the previous company was bought out. The new company will charge a three dollar per person per month administration fee. Our previous carrier did not charge an administration fee. The new fee will total approximately \$4,680 per year.

Jones indicated that if our enrollment numbers hold for the spring semester, he wants to increase the supplies and services budget next year.

Addendum C

Faculty Senate
Buildings and Grounds Report
3 November 2010

Issues reported:

To Mr. Bobby Jones:

1. It appears that, when RFA parking lot was restriped, the same parking parameters were used, not allowing for accommodation of larger vehicles. *This should have been done, but was missed. It will be rectified the next time the lot is striped.*
2. Caplinger: Newberry students are parking in the Caplinger lot, leaving no spaces available for Caplinger guests and test-takers. Is it possible to turn the grassed area into a parking lot? *Mr. Jones will investigate the feasibility of adding parking to Caplinger.*
3. Caplinger: There is a dip as traffic exits the Caplinger parking lot to 10th Street. *Mr. Corley will look into this.*
4. The steps and entrance area between RFA parking lot and the Garrison Center need attention as this area provides the first impression to many guests and alumni visiting campus. *Mr. Jones will discuss improving this area with Andrea Pennington.*
5. Crosswalks: Would it be possible to paint two crosswalks at Henderson and 12th? The crosswalk at Henderson and Brown is faded and needs to be re-painted. *Mr. Jones will have this done.*
6. May we have the right-hand side of 11th Street marked for parking and non-parking areas? *Mr. Jones will check with the City of Arkadelphia.*
7. Tennis court lights: When players turn off the court lights at night, the entire area, including the parking lot, is very dark. A tennis player has suggested replacing the light switch with a timer or parking meter switch so that players may walk safely to vehicles after dark. *At one time, these light poles had timers. Mr. Jones will look into this.*
8. McBrien Hall: The first floor women's restroom is not consistently maintained. Fixtures and counters are not clean and the floor is frequently wet. Spot checking this restroom through the day would alleviate the problem. *Mr. Jones will talk with Mr. Alan Jester.*
9. From a previous report: The sidewalk near Caddo Cafeteria is slick. *Mr. Jones will discuss this issue with Mr. Corley.*
10. Newly reported: The commuter parking lot behind Meier House has two large potholes.

To Dr. Gail Stephens and Mr. Johnny Campbell (HSU Police):

11. Building Security: Evans is supposed to close at 5:00 except for late classes, but students often remain in the building when it is locked. Security should clear the building of students; otherwise, locking a building is pointless. More than once, students have been seen in the locked building. They open doors to allow other students access, and often prop the doors open. Evans contains expensive equipment, including computers. Even though short-staffed, HSU Police should clear students from all floors of all buildings when locking them down for the night. Students with clearance to re-enter buildings, such as Mathematics majors, have ID cards which give them access; those students can use their cards to get back in so security doesn't have to go through the hassle of trying to figure out what students are in legitimately and which are not. *Mr. Campbell will address this issue.*

12. From Staff Senate Minutes (Oct. 13, 2010): "Students continue to create their own parking spaces, for example in the wooded area by the Disability Resource Center (Edwards' House)." Is there any chance of remedying the underlying issue of insufficient numbers of police staff so that people may be ticketed for parking improperly? *Mr. Campbell suggests that a small amount of fencing might be a better way to address the parking situation in the wooded area.*

Issues resolved:

13. A second drain was cleaned, so Evans Lake should be gone.

14. The new lampposts will be shipped on November 24.

Addendum D

Results of Faculty Senate Elections
for
Department Faculty Senate Representatives for 2011-12

Biology Department:

Tommy Finley, Senator; Renn Tumlison, Alternate

Communication and Theatre Arts Department:

Janna Jones, Senator; Ron Addington, Alt.

Counselor Education Department:

Richard Schmid, Senator; Rochelle Moss, Alt.

Curriculum and Instruction Department:

Julia Correia, Senator; Rhonda Harrington, Alt.

Family and Consumer Sciences Department:

Connie Phelps, Senator; Penny Whelchel, Alt.

Health, Physical Education, Recreation, and Athletic Training Department:

Carrie Barber, Senator; Lynn Stanley, Alt.

Library:

Heidi Vix, Senator; Kathie Buckman, Alt.

Mathematics and Computer Science Department:

Catherine Leach, Senator; John Greene, Alt.

School of Business:

Ed Conrad, Senator; Frank Smith, Alt.

Sociology Department:

Allison Vetter, Senator; Shanta Sharma, Alt.

Addendum E – Faculty Handbook

IV. Faculty Responsibilities

F. Other Responsibilities

16. Registration

APPROVED WITH CHANGES ITALIZED

~~At the beginning of the school year, the second semester, and the Summer Session, students enrolling are required to report to registration. It should be noted that penalties are imposed for late registrations and/or late payment of fees. No registration will be accepted later than the fifth day of instruction in the regular semester or the second day of instruction in the summer terms.~~ **Faculty are expected to be available during registration day(s) for any semesters for which they are under contract to teach *subject to the needs of the department.***

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IV. Faculty Responsibilities

F. Other Responsibilities

APPROVED

17. Attendance **and Classroom Discipline**

The University assumes that regular class attendance is essential to its academic operations. Students not attending regularly scheduled classes are considered absent. Faculty members have the responsibility to deal with absences, to decide makeup work required, ~~if any, and.~~ **Faculty members are free** to drop students from their courses due to excessive absences **provided a statement to that effect is included in the syllabus for the course.** Lists of students who are to be absent while representing the University should be made available to faculty members prior to the event. All such reports of absence are for information. However, faculty members will give consideration to permitting these students to complete makeup work. While students are personally responsible for the academic consequences of a poor attendance record, faculty members are under obligation to inform students in writing of their interpretation of absence regulations as they pertain to each course.

Students who interfere with course discipline may be suspended from class. Permanent exclusion will necessitate a conference with the Dean of the appropriate school or college. ~~It is strongly recommended that~~ **If** a student is permanently excluded from a class ~~that~~ the Office of Student Services **must** be notified.

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IV. Faculty Responsibilities

APPROVED

F. Other Responsibilities**[both of these refer to the "University Privacy Committee" which does not appear to exist]**

19a. Privacy Rights of Students

Students are notified of their rights and of University regulations in the "Henderson State University Student Guide," which is electronically published annually by the Student Government Association and is made available to all students. Students may inspect and review their academic records subject only to a reasonable time, place, and supervision. Students should note that the University reserves the right to restrict or to withhold access to certain specified records.

Henderson will not release personally identifiable information from the academic records of students without their prior written consent, except as permitted. The general administrative officers of the University will have access to students' records for purposes reasonably believed to facilitate actions within their areas of responsibility. Members of the faculty and others who instruct students will have access to student academic records for purposes of evaluation of student performance, counseling, guidance, and recommendation. University committees, boards, etc., will likewise have access to student records for the purpose of carrying out their assigned duties.

To protect the privacy rights of students, faculty and staff, university use of social security numbers will be restricted to those purposes required by law and the reporting needs of the university; the University will take all reasonable steps to protect the privacy of its students, staff and faculty in accordance with the policies set by the University ~~Privacy Committee~~.

19b. Privacy Rights of Faculty

APPROVED

To protect the privacy rights of students, faculty and staff, university use of social security numbers will be restricted to those purposes required by law and the reporting needs of the university; the University will take all reasonable steps to protect the privacy of its students, staff and faculty in accordance with the **university's** policies. ~~set by the University Privacy Committee.~~ (Ark. FOIA, Attorney Gen. Opinion No. 94-198 states that social security numbers of faculty in their personnel records are confidential.)

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IV. Faculty Responsibilities

F. Other Responsibilities

23. Conflict of Interest

APPROVED

[add this paragraph at end]

Faculty members are responsible for adherence to any statutory limitations or restrictions on class use of materials or texts for which the faculty member receives compensation. The University is responsible for informing the faculty of any such statutory limitations or restrictions.

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V. Faculty Benefits

B. Other Benefits

1. Sabbatical Leave

Some changes were made at the last meeting and should be included

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V. Faculty Benefits

B. Other Benefits

APPROVED

3. Post-Retirement Benefits

While University benefits require that upon retirement faculty members give up ~~housing and~~ offices, many services and facilities continue to be available. Emeritus faculty may continue to use their official University identification cards which assures continuation of library privileges, a discount on educational supplies at the Bookstore, privilege of cashing checks on campus, use of athletic facilities in Wells Physical Education Building, and free admission to certain athletic events. **Additionally, retired faculty, who so desire, may continue to keep their University computer network account and email address.**

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V. Faculty Benefits

B. Other Benefits

6. Early Retirement

APPROVED

(4) All employees approved for Early Retirement will be entitled to such benefits that are normally afforded retired personnel of the institution. These benefits include, but are not limited to, usage of the library, passes to athletic events, discounts in the bookstore, **University computer network account and email**, and tuition remission similar to that afforded regular full-time employees.

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VI. Faculty Services

APPROVED

A. Henderson offers a variety of services to employees. These are listed below.

5. Building Services

For information and custodial services, contact plant maintenance. Work orders are needed for light moving services and ~~must be obtained through the Business Office~~ **can be filled out on the administrative computer**

network. Lights are replaced as needed. Custodial employees are not to be utilized for personal services such as the running of errands.

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VI. Faculty Services

A. Henderson offers a variety of services to employees. These are listed below.

7. Academic and Career Services Center APPROVED

~~The function of the Academic and Career Services Center is to help students with career plans and job placement. The Center encourages students to assess themselves, explore occupations, set objectives, acquire work experience, and make employer contacts. As an added service, the Center provides information about career planning and placement procedures and career fields; employer brochures and job listings for business, industry, government, community service, public school education, and graduate school programs; campus interviews and contacts with career representatives and employers; and a file service, including faculty recommendations, to aid prospective employers. These services are offered at no charge.~~

12. Duplicating Services APPROVED

~~Central Duplicating Service does school-related printing for faculty, administration, students, and student organizations. Faculty members must secure authorization from chairpersons before requesting that printing be done. Services offered include offset printing, plain paper copying, overhead transparency production, and finishing activities which include collating, folding, and binding.~~

14. Health Services APPROVED WITH CHANGES ITALIZED

~~The primary mission of Student Health Services is to promote the optimal wellness of each student so that he/she can remain at Henderson State University, achieve academic success, and become a contributing member of society. Student Health Services is funded through a health fee that students pay each semester.~~

~~On a very limited basis, faculty members have access to health services such as courtesy treatment of minor illnesses/injuries and blood pressure checks. The professional staff includes two Registered Nurses and a counselor. An Advanced Practice Nurse is available for students.~~

HSU Student Health and Counseling Center is funded through mandatory student health fees and is available to all currently enrolled graduate and undergraduate students. *An advanced practice nurse (APN) and two registered nurses staff the Health Center and three Counselors are available in the Counseling Center. Hours of operation are Monday through Friday from 8 a.m. — 5 p.m. Students may make*

~~appointments or be seen as “walk-ins” if staff are available. HSU Police Department will be able to contact counseling staff 24-7 in emergency mental health situations.~~ **Although services are limited to students, personnel in the Student Health and Counseling Center are available for faculty/staff consultations, referral information, blood pressure screenings, and other health/wellness programs offered periodically. “Reddie for Wellness” is an individualized wellness program offered to Henderson faculty/staff members for a nominal charge to cover the cost of the lab tests.**

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24. Recreation APPROVED WITH CHANGES ITALIZED

Faculty members and their dependents may use athletic facilities for recreational purposes subject to two conditions. A faculty or dependent identification card must be presented and established hours of access and priorities must be honored. Anyone under sixteen years of age must be accompanied by an adult with a valid HSU ID card.

The Garrison Activity and Conference Center is available to any ~~students,~~ faculty, administrators, **alumni** or staff members with ~~a valid current ID cards or an alum with a current Henderson State University alumni card.~~ The facility offers, ~~two basketball courts, a volleyball court,~~ three racquetball courts and ~~a low-impact, aerobic style~~ fitness room **with various exercise equipment.** ~~This is a controlled access area and a current ID card is required.~~

The Charles D Dunn Student Recreation Center is also available for a fee. The Center includes facilities for basketball, weight training, fitness machines, and other activities.

The Wells Complex, located on M.H. Russell Drive, includes facilities for swimming, basketball, and weight training which are available to the university community subject to regulations published by the department of Health, Physical Education and Recreation. University varsity teams and /or regularly scheduled classes have priority.

The tennis courts, also located on M.H. Russell Drive opposite the Wells Building, are lighted and available most hours subject to the same limitations of varsity and class use. ~~There are ten courts in the complex.~~

26. Public Relations APPROVED

The Office of Public Relations is responsible for media relations, marketing, and print publications for the University. This office also publishes ~~the Monday~~ **Wednesday Memo**, Henderson's weekly newsletter for faculty and staff. A cultural events calendar and news items are also

published to the University's web site on a weekly basis. Faculty members are encouraged to contact the Public Relations Office with ideas or news regarding the University.

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VI. Faculty Services

C. Use of Henderson State University Facilities by Non-University-Affiliated Groups
[there is no B so this should be labeled B]

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III. Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation

K. Criteria for Tenure and Promotion APPROVED

3. Application of Criteria in Tenure Decisions

Normally, a doctorate or discipline appropriate terminal degree is required for tenure. "Tenuring in" a department will not be sufficient reason for denying tenure to deserving faculty.

Instructors on nine-month contracts may apply for promotion to assistant professor, non-tenure track, after ten years at Henderson in the instructor rank. The instructor must teach academic courses full time, serve on committees both within the department/college and across the University, maintain a regular advising load, be active in professional organizations, and keep current in his/her respective field.

The applicant may apply for promotion through the regular promotion process during (or after) the tenth year. This would be a one-time opportunity, and without a terminal degree, the applicant would not be eligible for tenure-track or promotion beyond assistant professor. The course load would remain a 15 hour load. The promotion would include a 5% salary increase.

As with any faculty promotion the applicant would need the endorsement of his/her department, college promotion and tenure committee, dean, the Vice-President of Academic Affairs, the President, and the Board of Trustees.

If a faculty member is promoted under this provision and subsequently obtains a terminal degree in his/her discipline or in a closely related field, then, at the discretion of the university, he/she may be designated a tenure track assistant professor with up to three years credit toward the probationary period prior to applying for tenure.

**(Faculty already in a non-tenure track, assistant professor positions
would not be affected by any of the above.)**

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