

## Faculty senate minutes March 7, 2018

1. President Rigsby called meeting to order at 3:16.
2. Approval of minutes from February 2018. Minutes approved by the senate.

**Members present:** Malcolm Rigsby, Emilie Beltzer, Rebecca Langley, Kristen Benjamin, Janice O'Donnell, Matt Gross, Dever Norman, Shannon Clardy, Vincent Dunlap, Paul Glover, Tommy Finley, Richard Miller, Judi Jenkins (for Pat Weaver), Peggy Woodall, Natalie Scrimshire, Carolyn Eoff, Holly Morado, Beth Maxfield, Christy McDowell, David Stoddard, Michael Loos (for Rochelle Moss), Fred Worth, Lewis Kanyiba, Catherine Leach

**Members absent:** Troy Bray, Andrew Kreckman, Shelley Austin, Mike Watters, Connie Phelps

**Guests:** Johnny Campbell, Head of Campus Police, Mickey Quattlebaum, Human Resources director

Johnny Campbell, head of campus police, gave short presentation regarding new concealed carry law and how it will impact HSU. Enhanced carry is the law and 8 hours of additional training is required and now taking place. It is required to comply with the law and is of high enough cost to reduce likelihood of many students adopting it as well as the fact that the weapon must be within arm's reach of owner at all times, which would be quite awkward when using many facilities on campus, especially in dormitories. There will be an open forum for faculty and staff will be held next week on the 15<sup>th</sup> at 3:00 in the Garrison lecture hall. Questions are welcome before the forum sent to Mr. Campbell or Elaine Kneebone, University Counsel. He also addressed parking concerns and will be looking at it over the summer with Dr. Powell to see about possible redistribution of spaces regarding faculty and student parking needs.

Mickey Quattlebaum, new director of human resources introduced herself and expressed willingness to come to any meeting. She stated that her previous focus as HR at UAMS was on faculty so she has experience with the unique needs of faculty and looks forward to working with us.

4. President's report: See Appendix A

5. Reports of committees

A. Executive committee: Completed agenda for today's meeting

B. Academics Committee: see Appendix B

C. Buildings and Grounds Committee: Shannon Clardy met with Johnny Campbell, Director of Campus Police, Len Nicosia, Senior Facilities Manager, and Dr. Brett Powell to discuss parking on campus. She was informed by Dr. Powell that zoned parking has been discussed and possible solutions to parking may be implemented as soon as Fall 2018.

D. Finance committee: no report

E. Operations and Handbook Committee: See Appendix C. President Rigsby made a motion to streamline the process of updating the redline handbook previously adopted by the 12/17 faculty senate for final approval at next board meeting and updated online within the next two weeks. Discussion about the faculty handbook being a living document for changes and time frames for them to be completed that are reasonable once the senate has approved them no later than December and May meetings as well as the extra meeting for approval in the summer retreat for the Board. (Two weeks kept coming up as timeframe) It was concluded that it needs to be included in the responsibilities of a specific job position on campus, that continuing oversight will be done by the Operations and handbook Committee, and that future changes are approved by the Senate in November and April each year.

F. Shared Governance Committee: See Appendix D (salary savings policy, cell phone policy and the tech policy of having only one assigned tech device) Motion was made and passed by senate that different academic departments have different needs for tech. In its' current state, the report is educationally unfriendly and should be rewritten.

6. Old business: none

7. New business: facilities management contract which was covered earlier in meeting.

A. Facilities management contract is up for bids and Dr. Powell asked for a volunteer to sit on the meetings about the contracts being chosen. Shannon Clardy volunteered and will serve in the meetings as confirmed by President Rigsby.

Meeting was adjourned at 5:00 by President Rigsby.

Respectfully Submitted,

Rebecca Langley

## **Appendix A**

### **President's Report to the Faculty Senate, March 7, 2018**

#### **Meeting with Dr. Glen Jones, University President, March 2, 2018**

Luncheon with Executive Committee: On February 27 the Executive Committee of Faculty Senate joined President and Mrs. Jones for a luncheon and conversation. President Jones discussed connecting with students and the prospects for increasing enrollment and graduation numbers through international student presence at HSU. These discussions were explored further in our meeting on March 2.

International Students: As discussed earlier there have been two trips to China over the past few months. These trips follow up on earlier dialog with three Chinese institutions, one is a two year institution and two are four year institutions. While in the past China has focused on mathematics and science the trend for these institutions is focus on Fine Arts, particularly music. At this point we are seeking to build mutual and trusting relationships to assure that our state, local community, and our campus community are a good fit for their young people and that we will receive them and take care of them. Two goals will be to increase full time student enrollment at HSU and increase the number of graduates. This opportunity provides an excellent 2+2 spring board for recruitment. While the domestic market in our part of the state is shrinking we must seek to grow enrollment and nurture successful graduation outcomes from new markets. Growing international enrollment is only one of four areas for our future growth; the others being capturing greater transfer numbers, developing fully online programs and integrating our programs within our public schools through concurrent enrollment/early college initiatives. We are seeking to develop these relationships with select markets and create rewarding cultural experiences. China is the first market we are seeking. A MOU has been signed and we are optimistic that a relationship will lead to students arriving in fall 2019.

DACA: I mentioned to President Jones that several faculty have made inquiry about the HSU policy on DACA. President Jones indicated his and the Board's strong support for our students. He has been drafting preliminary notes on a position and an official statement but with the current air of uncertainty he did not want to make premature comments that might draw undue attention to our students and adversely affect them. He expressed the desire to address DACA once we have a better feeling for what type of legislation may be developing since he would like to provide assistance to policy makers during that process. For the time being, it is utmost that we communicate directly to students that they will always be welcomed at HSU and that we will continue to serve them.

#### **Meeting with Dr. Steve Adkison, Vice President for Academic Affairs/Provost, March 1, 2018**

Enrollment Projections: Projections for fall continue to look encouraging. Review of the Enrollment Report for Feb 26, 2018 reflects that while applications are slightly down the projected admissions is up. As a point of importance, overall quality of student, or yield trend, is

improved due to higher admission and GPA scores. Also, Pam Ligon's report on Heart Start was delivered to the Provost on March 1. As of 10:30 a.m. 216 have signed up. This number is about double what we normally have for the same time frame.

IRB: Concerns have been voiced about the status of selecting a Director for IRB. With Master's programs now requiring student research and completion of a thesis for graduation there is a larger number of protocol applications being submitted for IRB review. Even "expedited" review is taking longer than usual. Not only do the Master's degree students need prompt turn around on applications but also several Bachelor degree programs require capstone research classes in which students must secure IRB approval. Dr. Adkison advised that he is working closely with Dr. Kenneth Taylor to expedite the status of applications and that he is in process of hiring someone for the coming year.

### **Meeting with Dr. Brett Powell, Vice President for Finance and Administration, March 1, 2018**

Sodexo and Sodexo Catering: I advised that over the past month I had heard several concerns voiced about Sodexo Catering. Two issues were presented: concession stand accounting to clubs and processing of online catering orders and payment.

As concerns concession accounting to clubs; there has been a change in the percentage that goes to clubs operating concession stands at events. Under the Aramark plan clubs received 45% of gross sales. Dr. Powell discussed that Aramark had been operating at a loss because the difference of 55% was insufficient to cover costs of food and drink. When Sodexo entered the contract they recalculated costs and arrived 15% of gross to be paid clubs. In the past the University received 10% of gross. In view of the decrease to clubs the University determined that this 10% should go to clubs to help offset the decrease revenue they receive under the new calculation. Accordingly, clubs now receive 25% of gross. I discussed an instance from this past term; in the past a particular club had received on the order of \$125.00 for the concession under the Aramark plan, but under the Sodexo plan they realized only \$22.00. I observed that this seemed counterproductive to encouraging students to participate in campus activities. Further, in terms of today's monetary value, this represented very little return. Other variables such as sales volume for the particular event apply. Regardless, Dr Powell agreed this was a considerable decrease in expected return to the club. Solution: He advised he would seek to approve a minimum dollar amount that could be guaranteed clubs operating concession stands; for instance a \$50.00 minimum guarantee.

As concerns processing of online catering orders and payment two experiences drove this discussion. Basically the online system has been cumbersome for those seeking to place orders. One situation discussed was the difficulty in processing large orders such as the upcoming catering order for the Teaching and Learning Conference. The other dealt with the payment process for all orders. In short, the order for the Teaching and Learning Conference required upwards to 30 some odd emails to accomplish the order. Moreover, all catering orders currently require that the individual ordering secure a P.O. prior to being able to finalize and submit the order. The P.O. requirement is not made apparent until the last step of the order finalization process. This requires the individual submitting order to encounter multiple steps in securing a P.O. and recreate the order. Solution: Dr. Powell added some information that seems to address the cumbersome system. First, over the past month he realized some inefficiency in the catering system due to ineffective catering management. The personnel issue was identified addressed by replacing the individual with an employee dedicated to the catering service. Meanwhile, a new employ has been hired to manage the Sodexo catering process and they will be in place

within the next few weeks. In regards to the need of a P.O. for placing orders Dr. Powell indicated that was not necessary since these purchases are intra-university expense and that he would have the required P.O. removed from the online processing site.

Senate Representation on Planning and Budget: Inquiry was made as to whether Faculty Senate should make some changes in representation to the Planning and Budget Committee. Currently the Chair of the Senate Finance Committee as well as the President Elect and President of the Senate serve on the P&B. The Senate Executive Committee at its last meeting discussed the prudence of adding the Chair Elect of the Finance Committee as well as adding the immediate past President of the Senate to the P&B committee. Dr. Powell was agreeable to this if Senate wished to do so. If so, all five members would be full members with voting privilege. His concern was that in some instances individuals who are otherwise very willing to serve on Senate and on the committees as well as the presidency might decline to serve due to the length and amount of time in commitment.

Enrollment and Registration: A concern that came to Executive Committee involved a change/inconstancy in the past January registration process. Comparing the past calendars, the January, 2018 calendar reflected that there was no longer a late registration period. It was understood that 12 or more students had not been allowed to register for spring 2018 classes. Dr. Powell stated he had not heard of this issue but in reviewing the calendar he promised to investigate. He did mention that a past policy provision did “not allow transfers to register late”. As a result there were a couple of “transfers” that had been declined, but that had been resolved. Other than that the system parameters for registration were supposed to be the same as in the past in regards to late registration. He promised to check on this. After our meeting Dr. Powell sent me an email on his investigation “We did have a late registration period this semester. We actually waived the late registration fee. Not sure why it isn’t on the academic calendar.”

Facilities Management Contract: Dr. Powell asked if the Senate wanted a representative on the Evaluation Committee for the upcoming Facilities Management contract. The Request for Proposals was sent out February 16 and the proposals are due the end of March. If so, we need to appoint someone and advise him so that their name may be added to the committee.

## **Appendix B**

Academics Committee Minutes  
Tuesday, February 20, 2018  
12:15 Evans Hall

Members Present: Vincent Dunlap, Christy McDowell, Holly Morado  
Members Absent: Andrew Kreckmann

1. Call to Order
2. New Business
  - a. Hard copies of catalog for deans and chair offices:  
Holly spoke with Dr. Adkison about the need for hard copies for referencing. Holly will email Dr. Adkison to verify the printing for the deans and chair offices. Dr. Adkison will be in contact with Dr. Rigsby and Dr. Martin to get copies made. Also, Dr. Adkison mentioned Tina Hall will be willing to provide a printable pdf.

- b. 12-month faculty contracts:  
Much discussion ensued about what a 12-month contract should look like and what the Nursing Department was looking for in asking for 12-month contracts. Vince agreed to seek input from Penny Kinder in Human Resources as to what the current 12-month options were for faculty. It was also discussed whether the option for a 12-month contract was department specific rather than campus wide. Holly will meet with Dr. Austin to discuss what other institutions provide - such as COTO and NPC.
- 3. Old Business
  - a. Service Intensive course on transcript:  
Holly raised this concern from the previous Senate to develop guidelines for service-designated courses. Holly talked with Dr. Adkison the proposal from the Senate of forming a committee to develop guideline. Dr. Adkison charged the Academics committee with the task of developing guidelines. All committee members present felt they did not have proper background to develop these guidelines without outside input. Vince agreed to seek assistance from Dr. Shannon Clardy and Dr. David Bateman to help develop these guidelines.
- 4. UAC Update: Dr. Dunlap shared his minutes from the UAC meeting.

## **Appendix C**

The Operations Committee met Tuesday, Feb. 20 in 144 McBrien.

Discussed redlining the past recommendations into ones that have been approved by Faculty Senate and the Board of Trustees. It was agreed to try and expedite the fully approved changes into the handbook and the website immediately.

Discussed having a master copy of the handbook in the President's office along with the Provost and Counsel, maybe the library.

Expressed concerns about the responsibility and oversight of seeing the handbook updates being actually implemented instead of stalling in place.

## **Appendix D**

Shared Governance Minutes  
Wednesday, February 28, 2018  
2:00 Evans Hall

Members Present: Dever Norman, Beth Maxfield and Holly Morado

Members Absent: none

The following are the committee's findings per Shared Governance policy.

- I. Salary Savings Policy
  - A. The written format of the policy is difficult to understand and can be rewritten in a format which creates better understanding.
  - B. Within Scenario One, we have concerns, legally and ethically, about both allocation of 60% to central budget *and* re-allocation of 40% to department budget for purposes outside the contract with the granting institution.
- II. Electronic Device Policy
  - A. Clarification on the wording of *Device*, in title and throughout the policy.
  - B. The "one device policy" creates concern, depending on what is classified as device. Since *other connected devices* is mentioned it leaves it open to interpretation. Potentially, could faculty who teach online be limited to the resources they have available.
  - C. Generic wording such as: *business case* and *certify* is used to request and maintain devices. What is a business case? How does one certify? (What, when, who and how does this happen)
- III. Cellular Phone Policy
  - A. Example of who is the employee that is under Option 1, based off of the sentence:  
Employees who receive a cellular phone allowance are expected to be available regularly when *away* from campus for meetings, on *weekends* and *evenings* but not to such extent that a university-owned cell phone is deemed necessary.
  - B. Generic wording for certification. (What, when, who and how does this happen)