

## **April 6, 2011 Faculty Senate Minutes**

1. The meeting was called to order by Dr. Troy Bray at 3:15pm.  
Present: Troy Bray, Brett Serviss, Catherine Leach, Martha Dale Cooley, Fred Worth, John Long, Don Peterson, Jana Jones, Rafael Bejarano, Connie Phelps, Teresa Holsclaw, Lea Ann Alexander, Heidi Vix, Beverly Buys, Richard Schmid, Barbara Landrum, Tommy Finley, Shannon Clardy, Allison Vetter, Julia Correia, Staff Senate President Deborah Sesser
2. The March minutes were approved.
3. President's Report – Troy Bray

### *Report of Visit with Dr. Welch (March 31, 2011)*

*Dr. Welch informed me that this legislative session was set to end April 1<sup>st</sup> with what is essentially a flat budget. While no major cuts were passed, the proposed across-the-board cost of living raises for state employees were suspended. This will likely impact the university's ability to extend across-the-board raises to faculty as well. However, this should not affect the raises associated with promotions, nor the possibility for equity adjustments. Possible tuition increases and amounts are still to be determined by the Board of Trustees later next month. The presidential search continues with the advisory committee to meet again on April 11<sup>th</sup> to further discuss the process and the applicant pool.*

### *Report of Meeting with Mr. Bobby Jones (April 5, 2011)*

*Mr. Jones stated with the legislative session drawing to a close, we are expecting the same amount of funding in parts A and B, with a modest increase of about \$12,922 in the educational excellence trust fund and less than \$50,000 in general improvement fund money. Nevertheless, Mr. Jones expressed great satisfaction with the amount of flexibility he has had in working with this year's budget compared to previous years.*

*Mr. Jones mentioned that one extra item to be added to the new budget will be the 27<sup>th</sup> pay period for classified employees (~\$170,000). Based upon the calendar year, this extra pay period occurs approximately once every 10 years. According to Mr. Jones at least three different budget scenarios will be presented to the Board of Trustees based upon tuition increases of 0%, 2%, and 3%. According to conversations with other institutions across the state, Mr. Jones stated most universities were seeking tuition increases of 3% - 5%. Furthermore, Mr. Jones stated that student housing will not have an increase in their student housing rates, but an increase in student food cost is expected with the final figures still being negotiated.*

*Finally, Mr. Jones reported that the total cost of the new turf installed in the stadium is approximately \$580,000. Henderson paid about \$250,000 of that cost and will be repaid by donors.*

4. Reports of Committees –

- a. Executive Committee – No items to report
- b. Academics Committee – The following proposal on academic dishonesty was submitted:

*In the event that an instructor finds a student has violated standards of academic honesty, it will be the prerogative of the instructor to handle the matter as between the instructor and student or to refer it to the dean of the school/college. The instructor may institute a punishment ranging from reprimanding the student to awarding a grade of "F" for the course.*

*If the instructor chooses to do so, in addition to the punishment the instructor instituted, the matter can be referred to the department chair and/or the dean of the school/college. The chair and/or dean, in consultation with the instructor, may decide that the punishment instituted by the instructor is sufficient or institute additional punishment up to and including recommend for suspension or expulsion from the university (if so determined by the university student judicial process).*

*Any time an incident of academic dishonesty is reported to a dean, the incident will be recorded in a database to be maintained by the deans for this purpose. When an incident is referred to a dean, the dean will check the database to see if the student has been reported for previous offenses. Any previous offenses will be considered when considering any further punishment.*

Much discussion followed. A friendly amendment was made that the above statement should be published in the student and faculty handbooks, as well as the undergraduate catalog.

The proposal passed as amended with 1 senator opposed.

- c. Buildings and Grounds Committee –

**Buildings and Grounds Issues reported:**

**To Mr. Bobby Jones:**

Evans Hall: “Evans Lake” parking lot is still a drainage problem. *Although it is better, Mr. Jones is aware of it. It will continue to be monitored.*

Evans Hall: The lighting in front of Evans Hall is very poor making it very dark. *Mr. Jones is aware of the lighting problems between Evans Hall and Reynolds. There has been discussion of possibly installing additional lights or maybe even placing lights up in some of the trees. Mr. Jones will look into the different lighting possibilities.*

Caplinger: The drive when exiting from Caplinger onto 10<sup>th</sup> Street has a dip that causes cars to “bottom out.” *Mr. Jones was aware of this problem before. Asphalt needs to be added to the entry/exit area to bring it back to level. Because 10<sup>th</sup> Street is a state highway, state approval is required before we work begins. Mr. Jones will check into it.*

Caplinger: The lighting in the east side of Caplinger is poor making it very dark. *Most of the exterior lights are on timers. It may be as simple as adjusting the timers or replacing bulbs. Mr. Jones will look into it.*

McBrien Hall: The floors in McBrien Hall are not consistently being vacuumed. *Mr. Jones will talk with Mr. Alan Jester about it. He did mention that results might be more effective if he could have specific custodial staff member’s names in the future.*

Crosswalks: There is a concern for the safety of pedestrians at the corner of 12<sup>th</sup> Street and Henderson. Would it be possible to paint two crosswalks intersection those two streets? *Mr. Jones will have Mr. Corley paint crosswalks across all four corners.*

Benches: The benches on the quad are in need of repair or replacement. *Mr. Jones is aware of the need for new benches. New benches will be in place at some point.*

Landscape: Is there going to be money available to update the landscape before the HCL visit in February? (Will there be money available to do a one-time augmentation to the landscape budget to improve the aesthetics of the campus prior to the HLC visit in 2/2012?) *Mr. Jones is not sure how much “floral” landscaping can be in place in February, but is aware that there are areas that need attention. Mr. Jones will make certain that the campus is “spruced up” before the HLC visit.*

In addition, senators asked the committee to address the following issues:

- The student parking lot between Captain Henderson House and Student Support Services has a large pot hole
- The Student Support Services sign is peeling and needs repair
- The Historic Marker at Captain Henderson House is not nailed down and flaps in the wind.
- The Faculty/Staff parking lot by Barkman House has a broken fence with dead trees and poison ivy on the perimeter.
- Special acknowledgement is given to Sherry Wright in appreciation for the efforts in cleaning and maintaining the RFA parking lot.

- d. Finance Committee – Mr. Bobby Jones intends that any additional monies, outside of those budgeted will be divided among the vice presidents to use in

their areas. The money cannot be used for salary increases other than equity raises due to current state policy.

- e. Operations committee – A list of the website issues and suggestions was sent from the committee to Dr. Bray, who then forwarded the list on to Dr. Miles.
  - f. Procedures committee – Ballots for the Faculty Hearing Committee were sent out and are due back on Friday, April 8<sup>th</sup>. The results will be announced on April 15<sup>th</sup>.
5. Old Business – No old business
6. New Business –
- a. Changes to the Sabbatical Leave Application were submitted by the Sabbatical Leave Committee

Henderson State University

Application for Sabbatical Leave

Name \_\_\_\_\_ Date \_\_\_\_\_

Faculty rank/department \_\_\_\_\_ Years at current rank \_\_\_\_\_

Years of continuous service at HSU \_\_\_\_\_

Semester(s) for which you are requesting sabbatical leave \_\_\_\_\_

Note: If two or more people want to apply based on a sabbatical project on which they work together, then each person should apply individually and clearly document his or her specific part in the project and how that part of the project contributes to his or her teaching. The applications should not be identical.

Have you previously received sabbatical leave? \_\_\_\_\_

If so, the year of your sabbatical leave \_\_\_\_\_

Please attach a brief narrative on the specifics of the project(s) undertaken on your previous sabbatical(s).

Please attach a brief narrative of the results/outcomes of the research undertaken on the previous sabbatical(s).

Was your previous sabbatical project completed? \_\_\_\_\_

If not, to what extent was it completed?

Have you received other University funding for this or a related project? \_\_\_\_\_

If so, when was it funded? \_\_\_\_\_

Please list the source of the funds.

In addition to the application above, please attach the following addenda:

1. A brief, but thorough description of sabbatical leave professional development activities.
2. A current résumé (curriculum vitae)
3. A letter of recommendation from your department chair. (Department chairs should submit a letter of recommendation from the college or school dean.)

After the sabbatical is completed, the recipients will be asked to

1. Submit a brief, 2-3 page, narrative of the results/outcomes of the sabbatical to the Sabbatical Leave Committee within 60 days of your return to campus.
2. Present the result/outcomes of the sabbatical at a brown bag lunch during the academic year following the sabbatical.

I am **tenured** and currently hold the rank of **professor, associate professor, or associate librarian**.

I understand that all sabbaticals are contingent upon funding. I further understand that a one-semester sabbatical recipient normally receives full pay for the sabbatical semester, and that a year-long sabbatical recipient normally receives one-half pay for the sabbatical year.

If extenuating circumstances occur, such that an awarded sabbatical applicant cannot take the sabbatical in the semester awarded, then the sabbatical cannot begin until the chair of the department to which the faculty member belongs provides a letter of support to the Provost with a copy also sent to the school dean. The decision to change semesters for the sabbatical and the letter of support should occur prior to the release of the schedule for that semester. If the department chair is requesting the sabbatical change, then the appropriate dean must provide written approval to the Provost.

In addition, I agree that I shall return to the faculty of Henderson State University for at least one full academic year following the Sabbatical leave.

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Signature

A motion to accept the changes was made and seconded. The motion passed.

- b. The senate began a discussion of current problems with technologies used on campus including e-mail size limits, problems with e-mail attachments, and the inability for classroom computers to run software from smartdrives. A motion was made and seconded that these issues be compiled by the operations committee. The motion passed.

- c. Announcements were made that the Ellis College Awards ceremony will be April 12<sup>th</sup> at 12:20 in the Garrison Lecture Hall and the Heart and Key awards ceremony would begin with a reception at 4:30 in the Harwood recital hall.
  - d. Senator Vetter announced that the IRB intended to have university wide forms for research projects involving humans by the end of April. Senator Finley announced that an exploratory meeting would be held for establishing an Institutional Animal Care and Use Committee to establish protocols for research involving animals.
7. The meeting adjourned at 4:10pm

Respectfully Submitted,  
Shannon Clardy  
Faculty Senate Secretary