

Faculty Senate Minutes for December 1, 2010

The Faculty Senate met in the Cabe Room Wednesday, December 1, 2010, and Senate President Catherine Leach called the meeting to order promptly at 3:15.

Present were the following Senators: Lea Ann Alexander, Carie Barber for Don Peterson, Troy Bray, Shannon Clardy, Martha Dale Cooley, Jane Dunn, Linda Evans, Vicki Faust, Megan Hickerson, Catherine Leach, John Long, Pedro Lopes, Patti Miley, Michael Miller, Rochelle Moss, Celya Taylor, Allison Vetter, Fred Worth, Julia Hall, guest, and Deborah Sesser, new Staff Senate Representative and Teresa Buck, old Staff Senate Representative.

President Leach introduced Dr. Vernon Miles, Provost/VPAA, who noted the general success of the remediation program. He has been meeting with Legislative committees and the Arkansas Department of Higher Education. Dr. Miles said our post test will be the ASSET. This test will be less expensive, there will be no charge to the students, and we will grade it here.

Dr. Miles continued saying the Board of Trustees met to finalize details for HSU's Presidential Search and will meet for a regular board meeting on January 27, 2011. Dr. Miles said the Faculty Handbook needs a few changes to update it, and he has compiled a draft of possible changes needed.

Dr. Miles reminded us to put our information in FACULTY/180 as soon as possible.

Dr. Hall noted that graduate and undergraduate courses use the same number for evaluations if they are double listed. As a result, teachers will not get evaluations for small classes.

President Leach introduced HSU's General Counsel, Elaine Kneebone to discuss FERPA rules. There is a form that is on the Registrar's page and can be printed from the web and filled out with a password code. The code will be entered in Skylight. A student may give the code to those he/she wants to talk to faculty. This past October information about this form was sent to students. If parents contact faculty after the form has been filled out and returned, the instructor may talk to them.

The motion was made and seconded to accept the November minutes as distributed; it passed.

In President Leach's meeting with Dr. Welch, he stated that the budget is fine and that he is very hopeful that the governor will lift the freeze on state employee raises in early December. If the governor does so, Welch expects the University to implement the budgeted salary increases.

Welch said the Board of Trustees will meet Friday, December 3. The agenda includes approval of the statement of desired leadership characteristics of the University President, the Presidential Search Advisory Committee, and approval of the advertisement of the President's position. The advertisement for the President's position will be in the January *Higher Education Chronicle*.

The deadline for the new web site is December 1.

President Leach met with Mr. Bobby Jones who discussed the heating issues on the main campus. A problem with the boiler was found in September. A replacement part would have to be made and the project put out for bid. The part was not delivered before the Thanksgiving break as expected. When the part arrived it was discovered that the plumbing was incorrect. That was corrected. It was then discovered that the voltage required for the new boiler did not match that of the previous boiler and that a step-up transformer would have to be purchased. A new transformer has been purchased and heat is expected to be on by Wednesday, December 1 or early Thursday, December 2. Jones thanked the faculty for being most understanding of the situation.

There are several other infrastructure issues that have to be addressed. These include repairing the elevators in the library, Wells, and Mooney and replacing the chillers in Reynolds. These issues and the boiler replacement will cost approximately \$441,000. The chiller replacement in Reynolds will be more energy efficient and could result in an Entergy rebate.

The University is putting together a bid package for the new dining hall. Renovations to the baseball facilities are progressing. Both bids for the baseball project were over budget and they are working to cut costs for the renovations. The scoreboard in Wells gym needs to be replaced. Bids for a new scoreboard will be opened next week. The Henderson football team was conference tri-champs and will receive championship rings. Private funds may be used to purchase the rings.

Jones said the governor may release the funds for raises in early December. If so, the University will fund the budgeted 2% salary increases, the career bonuses, and the other half of the classified pay plan. The salary increases would begin in January. Jones also noted that the University will pay for the increase in health insurance for both the individual and family plans.

Jones said the current budget is ok and that the 2011-12 budget process will begin in January. He hopes to increase the travel and supplies and services budgets for both E&G and Auxiliary next year. We do not expect much of an increase in state funds. Henderson has another legislative budget hearing December 16. The next legislative session begins in January.

The Foster and Womack Halls renovation project was rebid. The bids will be opened December 6. All previous bids were over budget and not enough could be cut from the last bid process to come in on budget. The funds for the renovations must be spent by September 30, 2011.

Patti Miley, Procedures Chair, read the results of Faculty Senate Elections for At-Large Representatives for 2011-2012. Those elected are Professor At-Large: Dr. John Long, Senator; Dr. Angela Boswell, Alternate; Associate Professor At-Large: Dr. Brett Serviss, Senator; Dr. Stephanie Barron, Alternate; Assistant Professor At Large: Dr. Shannon Clardy, Senator; Mr. Don Benton, Alternate; and Instructor At Large: Ms. Teresa Holsclaw, Senator; Mr. Wray Jones, Alternate.

Mike Miller, Academics Chair, gave the report on the process for resolving academic grievances and student rating of teaching effectiveness and course content.

President Leach gave her report and recommendations.

**President's Report Concerning the Effectiveness of the Faculty Senate
With Recommendations
Executive Committee, Faculty Senate, 2010**

This year the Faculty Senate continued its excellent working relationship with the administration. In addition to meeting with the University President and Provost, the Faculty Senate president now meets monthly with the Vice President of Finance to hear updates on the university's financial situation.

This year the Senate tackled many issues. The issues that received Faculty Senate approval include changes to the Sabbatical Leave Form, a fall break beginning in the fall 2011 semester, changing fall registration to Friday, starting fall classes on Monday, a clarification of the office hours policy, recommendations to strengthen the online evaluation process, and recommendations to the Committee on Committees concerning the selection of the chairs of several university committees.

Several handbook changes approved by the Senate and will be forwarded to the Board of Trustees. The Handbook sections affected include the following: **Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation:** definitions of regular academic appointment; award of tenure; procedures of tenure and promotion; excellence awards; criteria for tenure and promotion; faculty evaluation program; **Faculty Responsibilities:** research, consultation, and patents; grants; faculty meetings; convocations; grading policy; registration; attendance and classroom discipline; **Faculty Benefits:** Early Retirement; and Post-Retirement Benefits

The Senate had several guests this year in addition to the Provost/VPAA Miles. These included General Counsel Elaine Kneebone who spoke to the Senate concerning Arkansas Code Annotated § 11-3-204 and FERPA; Athletic Director Kale Gober who spoke about the Athletic Department, the University Assessment Committee, and Chad Fielding who spoke about the Behavior Management Committee and a possible fall convocation.

Because of work of the previous Senate, the University Compensation Task Force was formed.

Recommendations for the next Senate:

- Develop some of the academic recommendations in the University Strategic Plan, such as create an orientation program for new faculty.
- Help develop a university intellectual property rights policy.
- Ensure policies and application guidelines are posted and easy to locate on the intranet.
- Work with the SGA to develop an honor code/code of conduct.

President Leach closed by saying, "I want to thank the members of the Faculty Senate for all their hard work this year. Each committee has worked very hard to make this a successful year." The meeting was adjourned at 5 P.M.

Respectfully submitted,

Martha Dale Cooley

Faculty Senate Secretary