

September 7, 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, Teresa Holsclaw, Connie Phelps, Shannon Clardy, John Long, Jana Jones, Allison Vetter, Tim Baghurst, Fred Worth, Lea Ann Alexander, Beverly Buys, Rafael Bejerano, Pedro Lopes, Richard Schmid, Staff Senate President Elect Dan Mabery, General Counsel Elaine Kneebone, and visitor Angela Boswell
2. General Counsel, Ms. Elaine Kneebone discussed:
 - a. The Board of Trustees eliminated Arkansas Teacher Retirement System (ATRS) as an option for retirement for future employees, but retained Arkansas Public Employees Retirement System (APERS) as another retirement option. APERS has reciprocal policy with ATRS. (The memo with recommended wording is attached at the end of this document)
 - b. Student Disability Services does not disclose specific diagnoses of students entitled to certain accommodations because of FERPA. Faculty are only entitled to know the functional limitations of the diagnoses.
3. HLC Steering Committee Co-chair, Dr. Angela Boswell discussed:
 - a. Please review the HLC self-study document and look for substance related revisions or misinformation. Send corrections to the committee through September 15.
 - b. A motion to suspend the rules was made and seconded to vote on the faculty senate endorsement of the self-study document. The endorsement of the self-study document passed with no opposing votes and two senators abstaining.
4. Provost and Vice President of Academic Affairs, Vernon Miles discussed:
 - a. Dr. Miles noted his appreciation for the faculty's participation in preparing and endorsement of the HLC self-study document.
 - b. The HLC steering committee will meet with the Board of Trustees on September 29th to discuss the process of the self-study and the components of the document. A meeting with the Board of Trustees will be held in January to discuss the process of the HLC site visit, which will be held Feb. 19-22. The music program and nursing program will also have accreditation reviews this year.
 - c. The Compensation Committee will begin meeting again soon. Mary Washington University has not yet shared the results of their survey of comparable universities. Governor Beebe has asked that raises are not given at this time. The Board of Trustees has recently become aware of the problem with the lack of salary increases over the previous 10 years.
 - d. The Online Committee will begin to meet again. The group is now looking at a broader policy in regards to online courses and offerings. The General Counsel will be brought into the discussion as well.
 - e. Dr. Miles has decided not to ask the faculty senate to endorse another year of online course evaluations after meeting with David Epperhart and Faculty Senate President Troy Bray. There are two persistent issues that need resolution. There is not enough staff to prepare and review evaluations for both the fall and spring semester; however,

promotion and tenure packets lack significant information on students comments due to lack of response to online evaluations. Alternative options are being considered.

- f. A senator asked Dr. Miles about the current status of the webpage suggestions put forward in the spring. The list of concerns is rapidly being corrected at present.
5. The minutes from the May meeting were approved.
6. President's Report

Report of September Visit with Interim President Bobby Jones

Mr. Jones reported that things are off to a good start this semester with much of his time being spent preparing for the newly passed Performance Based Funding legislation. Due to take effect in the school year 2013-2014, this Act will require each four-year state institution of higher learning to contribute 5% of their existing state funds to a pool that will be redistributed to institutions based upon performance standards yet to be determined. This contribution will increase by an additional 5% each year until a maximum amount of 25% of state funds will be deposited in this pool. Mr. Jones stated that presidents and chancellors across the state are meeting for the purpose of establishing a performance formula, which the governor would like to have by October or November. However, Mr. Jones mentioned that there are individuals looking at this legislation in hopes of amending this Act to create this performance funding pool from new monies rather than from the existing state funds of each university. Mr. Jones pointed out that historically those states that have enacted similar legislation voted to drop the funding program after only two years.

Additionally, Mr. Jones mentioned an upcoming cost containment meeting. In preparation for this meeting, the university will need to show how costs have been cut over the last several years and what savings have been made. Mr. Jones mentioned that he would like to form a committee to look into gathering suggestions from faculty and staff and offering a possible cash award to those individuals offering suggestions that have merit.

Before ending our meeting I asked about faculty raises given the record enrollment numbers of last year and an expected increase in enrollment this year. Mr. Jones expressed his enthusiastic support for faculty raises, but stated that the governor has currently placed a freeze on salary increases for classified employees with the expectation that raises for unclassified employee would also wait until this freeze is lifted. While this could occur any month, the governor is not expected to revisit this issue until December or January.

Report of September Visit with Lecia Franklin

Ms. Franklin informed me that they still anticipate a September 21st completion date for the renovations of Womack. With several renovations and subsequent relocation of offices and services having taken place in just the last few days, many existing signs are no longer accurate. Ms. Franklin stated that new signs have been ordered and will be installed as soon as the signs arrive and relocations are complete. In discussing a few landscaping projects, Ms. Franklin stated that due to the large number of office relocations and the use of the grounds crews in these moves as well as the

extreme heat this summer, several landscaping projects were delayed until this fall. Additionally, Ms. Franklin reported that the financing for the new cafeteria was finalized this week.

7. Reports of Committees

- a. Executive Committee – No issues to report at present.
- b. Academics Committee - Revisions to the grievance policy will be reviewed by the Academics Committee.
- c. Buildings and Grounds Committee – A new chair needs to be selected. An issue has been reported concerning how to send notifications regarding power outages.
- d. Finance Committee - Catherine Leach is the chair elect and will serve as committee chair, as Basil Miller is on sabbatical.
- e. Operations Committee – The committee has not met yet this semester
- f. Procedures Committee – Elections for the Faculty Excellence Awards Committees will be held at the end of September. Ballots will be distributed via campus mail on September 22nd and must be returned by Friday, September 30th.

8. Old Business – There was no old business to discuss.

9. New Business:

- a. The senate will review the proposed handbook changes brought forward by General Counsel, Ms. Kneebone.
- b. The issue of course evaluations should be reviewed by the operations committee. Send suggestions on how to address this to Connie Phelps: phelpscs@hsu.edu
- c. A senator asked the faculty senate to address the issue of safety while dealing with hostile students. President Bray will ask Chief Johnny Campbell to speak at a senate meeting on the topic. Dan Mabery, chair of the university intervention team, asks that names of students of concern be sent to personofconcern@hsu.edu

10. The meeting adjourned at 4:43pm

Respectfully Submitted,
Shannon Clardy
Faculty Senate Secretary

Memo from General Counsel:

To: Faculty Senate

From: Elaine Kneebone General Counsel

RE: suggested Faculty Handbook revisions to carry out ATRS changes

Date: September 6, 2011

I was asked to revise the Faculty Handbook to reflect the Board of Trustees action on June 10, 2011, eliminating Arkansas Teacher Retirement System (ATRS) as a retirement option for newly hired university employees as of July 1, 2011. I have reviewed the Faculty Handbook and recommend the following revisions. Because these revisions are not straightforward, I am presenting them to the Faculty Senate for consideration and approval.

As a result of the Board of Trustees' action, TIAA-CREF is one of two retirement plans offered to new employees of the university. In the Faculty Handbook, TIAA-CREF is referred to as the "Alternate Retirement Plan" because that is the terminology used by the legislature for any non-state retirement plan. The other retirement plan option is the Arkansas Public Employees Retirement (APERS).

There is also a reference to ATRS under the adjunct section of "Appointments" at III.B.3.b of the Faculty Handbook. The last sentence states that the university will contribute to ATRS or TIAA-CREF for adjuncts who are members of those retirement plans as a result of their employment elsewhere. I suggest that this sentence be deleted not only because of the reference to ATRS but also because it does not reflect the university's current policy. I understand that the university does not make retirement contributions of any type for adjuncts unless they are already HSU employees who are eligible for retirement benefits notwithstanding the adjunct position.

SUGGESTED REVISIONS:

III.B.3.b (Adjunct Faculty)

Delete last sentence:

"If the adjunct faculty member is employed in another position covered by Arkansas Teacher Retirement System or TIAA-CREF, HSU is required to withhold and/or make matching contributions also."

V.A.2 (Arkansas Teacher Retirement System)

Current text:

"This is the plan used by the public schools of Arkansas, and it is serviced by the Arkansas Teacher Retirement System. Teaching, administrative, secretarial, and clerical personnel are eligible for membership in the system. Form 190, Membership Data Form, must be completed by those desiring to be a member of this system. There is also an option of being non-contributing members. The institution

contributes the same as for contributing members. Contributions by employees are in the form of payroll deductions of six percent from monthly gross pay. The University contributes in accordance with requirements of ATRS.”

Replace current text with:

“Pursuant to the Resolution of the Board of Trustees on June 10, 2011, Henderson State University will no longer offer the Arkansas Teacher Retirement System (ATRS) as a retirement option as of July 1, 2011. Employees who were employed by the University and enrolled in ATRS as of June 30, 2011, will be grandfathered into the program and the University will continue to contribute on their behalf in accordance with ATRS requirements and state law.”

V.A.3 Membership Eligibility

Current text:

“Membership is compulsory in the Arkansas Teacher Retirement System or the Alternate Retirement Plan.”

Replace current text with:

“Membership is compulsory in TIAA-CREF (which is referred to in Arkansas law as an “Alternate Retirement Plan”), the Arkansas Public Employees Retirement System (APERS), or for employees qualified pursuant to the Resolution of the Board of Trustees on June 10, 2011, in the Arkansas Teacher Retirement System.”

V.A.4 Retirement Benefits

Current text:

“4. Retirement Benefits

- a. Arkansas Teacher Retirement System. (See latest manual.)
- b. Alternate Retirement System. (See individual policy.)”

Replace current text with:

“4. Retirement Benefits

- a. TIAA-CREF (which is referred to in Arkansas law as an “Alternate Retirement Plan”). (See individual policy.)
- b. Arkansas Public Employees Retirement System (APERS) (see latest manual.)
- c. Arkansas Teacher Retirement System (limited to those employed by the University and enrolled in ATRS as of June 30, 2011) (See latest manual.)”

