

Faculty Senate minutes

April 6, 2016

Senators Present: Lea Ann Alexander, David Bateman, Emilie Beltzer, Kristen Benjamin, Don Benton (for Pat Weaver), Alan Blaylock, Victor Claar, Shannon Clardy, Debra Coventry, Vincent Dunlap, Greg Gibson, TaLisha Givan, Megan Hickerson, Dana Horn, Franc Hudspeth, Jana Jones, Jamie Lipton (Laura Storm), Lisa Massey, Richard Miller, Dever Norman, Ingo Schranz, Kasten Searles, Joyce Shepherd, Michael Taylor, Ladda Thiamwong, Maggie Tudor, Charlotte Wright, Meredith Wright,

Senators Absent: none

Guests present: Fred Worth, HSU Oracle

1. Call to order by President Lea Ann Alexander at 3:15 p.m.
2. Discussion with Dr. Steve Adkison, Provost/Vice President for Academic Affairs

A. IRS False Tax Filings

Provost Adkison addressed the concerns about the numbers of faculty members impacted by the false tax filings. He stated that when the concern was raised, the administration took steps to assess the situation and found concrete data that shows Henderson State University did not have a data breach. Once it was established that HSU did not have a data breach, the remaining processes were given to VP of Finance, Mr. Bobby Jones, and HR Director, Kathy Taylor. At this point, the administration will take steps to establish a clear number of faculty members impacted and consult with the Arkansas Department of Finance and the Office of Personnel Management to establish next steps to ensure the identity and privacy of HSU faculty members. Additionally, Dr. Adkison addressed the tax withholdings table occurrence, which was initiated by our POISE programmers from Jenzabar. He stated that though the tax withholdings tables were correctly configured and tested, the final step of activating the new tax table was not completed within the system. He also stated that the HSU business office assumed that the new tax tables were correct, thereby making the tax table confusion Henderson's mistake.

B. Faculty Salary Streams

Provost Adkison stated that, when faculty members accept administrative leadership positions, the faculty positions will be back-filled, with the monies remaining attached to the positions themselves, thereby allowing departments the opportunity to fill and maintain vacated faculty lines without depreciation in terms of positions' statuses (e.g., as full-time or tenure track). Additionally, Dr. Adkison stated that the job announcement for the Associate Provost of Enrollment Management and Admissions will post on April 6, 2016.

C. University Admissions Criteria

Provost Adkison addressed the reconsideration of non-cognitive measures (i.e. motivation, grit, etc.) from the December Faculty Senate Special Session. He stated that in general, conditional and unconditional admission standards are based on ACT scores which are not reliable or valid as standalone measures. Dr. Adkison stated that HSU will need to move toward a more nuanced and intentional set of admissions criteria to be more selective of high school students. Dr. Adkison announced that the academic committee will be engaged with identifying the non-cognitive measures previously mentioned and that Dr. Jim Black, who is serving as our SEMWorks enrollment management consultant, will aid in the process.

D. Heart Start Faculty Advisors

Provost Adkison asked Pam Ligon to give an update of the new Heart Start process. Ten (10) Heart Start dates have been established and emailed campus-wide. Feedback from previous Heart Start surveys stated that students requested more time to meet with an advisor to plan their schedule. As students begin to register for the sessions, the professional advisors will gather data and begin to visit with students. As students attend Heart Start, they will have the opportunity to participate in a departmental browsing (i.e. academic, student support services, housing, etc.) session and will later rotate to one-on-one time with their professional advisors. Senators addressed the concern for faculty members being able to meet with incoming freshmen within departments and buildings during the established Heart Start dates. Dr. Adkison, Ms. Pam Ligon, and Dr. Angela Boswell will continue in discussions to further identify the role and engagement of faculty advisors in the new Heart Start process.

E. SEMWorks Consultant

Provost Adkison stated that Dr. Jim Black is serving as our SEMWorks enrollment management consultant. Dr. Black presently is on campus spending time with the admissions department to review their current processes and functions. Dr. Adkison stated that the consultant has three priorities: 1) to look at our current processes aimed at students for the fall 2016 to salvage as much yield as we can. Though our applications are up 12%, our yield rates are going down, which signifies a decline in student enrollment, 2) to understand our admissions process and to get those processes adjusted to match our new CRM to make them efficient, and 3) to ensure our CRM is implemented and operational prior to August as admissions are shifting from a 12-month to an 18-month cycle. Dr. Black will be on campus for approximately two weeks per month throughout the summer.

F. Animal Use and Welfare Committee

Provost Adkison stated that at this point HSU has almost completely established an operational Animal Use and Welfare Committee.

3. Approval of minutes

A. Amendments to the January 27th, 2016, meeting were approved to reflect the constitutional elections that resulted in the name change of the Operations Committee to the Operations and Handbook Committee, and which made the Operations and Handbook Committee and the Buildings and Grounds Committee standing committees.

B. Minutes from the March 2, 2016 meeting were approved

C. Minutes from the March 9, 2016 meeting were approved

4. President's Report can be found as Addendum I

President Alexander will visit with Mr. Bobby Jones, VP Finance, to address continued concerns about Aramark. The Buildings and Grounds Committee is tasked with addressing the recurring mold issues in several on-campus buildings.

5. SGC Update

The Office of Academic Affairs Student Academic Conduct and Academic Integrity Policies and Processes

Office of Academic Affairs Student Academic Conduct and Academic Integrity Policies and Processes document, which is based upon a 2010 document approved by the Faculty Senate, has been revised and edited by Dr. Adkison and sent to HSU constituents. President Alexander requests senators to share the document with constituents to have an action in the May Faculty Senate meeting so that a policy can be in place by the fall 2016 semester.

6. Reports of committees

A. Executive Committee – No report

B. Academics Committee

The Academics Committee proposed a Fee Based Textbook Rental program which would allow students the opportunity to rent textbooks each semester at a flat rate. After Senate discussion, the Committee is asked to review other models of textbook rental programs on other campuses and to survey the HSU faculty to determine proposal program viability.

C. Buildings and Grounds Committee – See report

D. Finance Committee – No report

E. Operations and Handbook Committee

The Committee revised an inherited proposal from a previous Senate administration to add clarification and revision wording to the policy previously in place for instructors who have been at HSU for ten (10) years, which would allow a one-time only promotion to assistant professor and resolve the handbook discrepancy. The motion was made, seconded and approved in a 15-2-2 vote to accept the handbook clarification wording addition. (See Addendum III)

F. Procedures Committee

The Procedures Committee of Faculty Senate received a request from the Operations and Handbook Committee for an additional member. The Committee is requesting a volunteer from the Senate to serve on the Operations and Handbook Committee for the remainder of the academic year. Additionally, the Committee will soon hold Faculty Hearing Committee elections.

7. Old Business

8. New Business

A. Campus Parking – Constituents have shared their concerns with lack of wheel chair accessibility, students parking in faculty lots without consequences, faded parking lines, and unclearly designated faculty parking spaces. The concerns have been referred to the Buildings and Grounds Committee.

B. Faculty Salary Streams – refer to Discussion with Provost

C. University Admissions Criteria – refer to Discussion with Provost

D. Heart Start – refer to Discussion with Provost

E. Outstanding New Faculty Member Criteria

The current policy reads that new faculty members can have no more than five (5) years of teaching at the university level, including teaching prior to employment at HSU, potentially shortening a candidate's time of eligibility for the Outstanding New Faculty Member Award. Dr. Fred Worth shared with the Senate the origination of the handbook policy. The Operations and Handbook Committee is tasked with reviewing the policy.

F. Distinguished Professorships Nomination Process

The Operations and Handbook Committee is tasked with clarifying the nomination process to reflect a clearer statement that faculty self-nomination is not acceptable.

General Counsel, Elaine Kneebone, has requested an additional faculty member to be added to the Fringe Benefits Committee. Senator Jana Jones volunteered her service.

9. A motion to adjourn was made, seconded, and passed unanimously to adjourn. The meeting adjourned at 5:25 p.m.

Respectfully submitted,

TaLisha Givan
Faculty Senate Secretary

Addendum I

Report from the President, April 6, 2016

Meeting with President Jones

The administration recognizes the problem of compression in the Compensation Pay Plan and is committed to alleviating it.

Dr. Jones is spending a significant amount of time monitoring the private option issue currently before the legislature and is having discussions with legislators to communicate the impact that failure to pass it will have on higher education in general and Henderson specifically.

Meeting with Dr. Adkison

Dr. Adkison and Tommy Finley are nearly done with finalizing membership of our Institutional Animal Care and Use Committee (IACUC).

Jim Black from SEM Works will serve as Henderson's enrollment management consultant and will be on campus April 14-15. His first visit to campus will focus on gaining an understanding of our current Admissions practices and processes, so he can begin helping us get them positioned to 1) maximize yield to the extent possible at this point, 2) prepare them for the implementation of the CRM in mid-summer, and 3) situate us for longer term enrollment planning and management.

The HSU Academic Conduct and Academic Integrity Policies and Processes proposal is moving through the shared governance process.

The search for the Associate Provost of Enrollment Services and Admissions has begun. The position will be posted this week. The search for the Campus Technology and Communications Officer (CTCO) will begin soon, as well.

Ms. Ginger Otwell and Dr. Adkison have delivered updated Compensation Pay Plan information for year two to Mr. Bobby Jones, Ms. Lecia Franklin, and Ms. Cathy Bell. When that is in place, a faculty time-in-rank approach to address salary compression will be modeled, after which the Compensation Task Force will reassemble. As also discussed, future versions of the compensation plan will need to account for merit as well as time in rank.

Meeting with Mr. Jones

The testing of the chilled loop system over spring break identified problems which are being addressed. We now have the ability to shut off power to only part of the campus rather than shutting down the entire campus. Until Garrison and RFA come online with the system, hot spots may appear. The system is still on manual control and we must call to have the temperature adjusted. Call Phil Collins or Len Nicosia directly. Once the project is complete, ESCO guarantees savings in utilities.

Reynolds Foundation question:

While Henderson has mainly used Donald W. Reynolds endowment money to pay for equipment, the original contract lists equipment, repairs, and maintenance of the building as approved expenditures of endowment funds, based on approval from the Foundation Board and Henderson's Board of Trustees. Henderson was allowed to use 5% of the corpus per year. Because the Reynolds Foundation is ceasing to exist, we are allowed to use both earnings and 5% of the endowment annually for repairs, equipment, or maintenance of the Reynolds building. The university used approximately \$300,000 dollars from the endowment to pay for mold abatement in Reynolds, which was half the cost of the project.

Question regarding the Aramark contract:

In response to a question regarding the Henderson contract, Mr. Jones supplied the following information: The cost of the Aramark contract is \$273,166.67 monthly. Savings will be generated from Henderson's not having to pay for repairs and maintenance; our infrastructure expenses will go down. In addition, Henderson no longer provides salaries or benefits for physical plant staff. Aramark has committed to a transfer to Henderson of \$30,000 to be used as the president deems necessary, including scholarships. Aramark is giving Henderson \$500,000 to be used for infrastructure needs. Aramark will provide a landscape designer when the ESCO project is complete.

Addendum II: Buildings and Grounds Report

Buildings and Grounds Report – April 2016

Follow Up:

- At RFA, over spring break, contractors were to install new humidifiers in the building to replace the old ones to help with the pianos and other instruments; however, the contractors reported that they had not yet received the humidifiers.
- This semester a section of the wallpaper was removed on the first floor of McBrien and a sample area of wall was painted. Dr. Hardee has already approved this process, so removing of the wall paper is on the list to do for physical plant. The wallpaper is in bad shape and was identified in Mr. Nicosia's first walk through the building. It is a large job and can only be done over breaks. The 3rd floor of McBrien has had the wall paper removed and been painted; the 2nd floor will be the next floor to be completed.
- Mr. Bobby Jones and Mr. Len Nicosia report that the campus is ADA compliant. If there are areas that are inaccessible or accommodations that are broken, these items need to be reported ASAP.
- Mr. Bobby Jones reports that the student space was moved back to the Garrison, rather than Foster Hall. There is a game room on the second floor that is open as long as the building is open. Students may check out video games from the information desk.
- A list of Building managers was provided by Chief Campbell. The title should be changed to Building Contact Persons, as they are simply emergency contacts for each building. Chief Campbell would like to visit with the Faculty Senate to talk about this and get some input.
- The link that was sent out via email to enter work orders is only accessible by some faculty and staff - it requires a log in that only some possess. Instead, access work order entry:

Employees using a Henderson PC: under the Start button and "All Programs," you will find a new item.

Aramark Work Orders:

This option will take you to the website to submit a work order tasks.

New Business:

- A. Wheelchair accessibility issues:
 1. The sidewalk that runs along the Evans parking lot is not accessible, since cars pull forward far enough to block the sidewalk.
 2. The parking lot to the Arkansas Hall Parking lot does not have a curb ramp, so someone in a wheelchair would have to stay in the street until he or she reaches the driveway.

B. Nursing Building Issues:

1. The big hole in the cement in front of the Nursing Building in the street (parking place). The cement continues to break up in chunks and gets flipped out to the street and kicked up/back at cars.
2. The front nursing offices leak when it rains hard and there is a constant mold smell in Charity Dawson's office.
3. Gutter cleaning on the Nursing Building is not performed on a regular basis – you can see it from the sidewalk on 12th Street. This debris contributes to the leaking issues since it causes the gutters not to drain.

C. Intersection of Wilson and 12th:

With the increased foot/vehicle traffic through this intersection (new dorms on Wilson and down the hill), making left turns and crossing the street on foot have become increasingly difficult. Is there a plan (or can we make one) to install 4-way stop signs? Additional lighting is also suggested.

- D. The Garrison's roof is still leaking and floods by the post office. Mr. Bobby Jones updated the Buildings and Grounds committee on this situation, noting that a quote for repairs has been received and follow up is underway.

Issues submitted after this report was compiled will be forwarded to Mr. Bobby Jones and Mr. Len Nicosia and follow up will be reported in May.

Addendum III: Operations and Handbook Committee Report

Faculty Senate,

The Operations and Handbook committee proposes the following change to the faculty handbook.

Within the usual conditions to be promoted from instructor to assistant professor (sect. III, k. 2. c. (2)) there exists language that states, "...the instructor must teach academic courses full time..." This has in the past been interpreted as involving employees teaching in the classroom exclusively and would exclude any instructor with release time as deemed appropriate by contract.

Additionally, under Faculty Work Loads (section IV. F. 2.) the handbook states a normal workload for a non-tenure track instructor is 12-15 hours of undergraduate teaching or equivalent service. This workload is arrived at, "...in consultation with the department chairperson, the dean, and the Provost/Vice President for Academic Affairs." For many tenure-track faculty members, a portion of the load is assigned to other duties, such as administering a program or managing a facility.

Once a contract is signed by the president and the instructor, the work load is "de facto" agreed to by all parties.

In order to maintain consistency within the faculty handbook for those instructors who assume duties in addition to teaching as part of their full-time load, the highlighted change is proposed in the second sentence of paragraph (2) (the rest of this paragraph remains unchanged):

(2) Additionally, instructors on nine-month contracts may apply for promotion to assistant professor, non-tenure track, after ten years at Henderson in the instructor rank. To be eligible for promotion consideration, the instructor must teach full time within the definition set forth in Section IV.F.2. Faculty Work Loads, 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 for instructors on nine-month contracts to apply for promotion. Because applicants applying for promotion under this provision lack a terminal degree, they are not eligible for tenure-track or promotion beyond assistant professor. As with any faculty promotion, the applicant would need the

endorsement of his/her department, college promotion and tenure committee, dean, the Provost/Vice-President for 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.)