

February 1, 2012 Faculty Senate Minutes

Present: Brett Serviss, Catherine Leach, Beth Maxfield, Connie Phelps, David Evans, Kathie Buckman, Wray Jones, Jana Jones, Marck Beggs, Tommy Finley, Richard Schmid, Allison Harris, Beverly Buys, Paul Williamson, Teresa Holsclaw, Allison Vetter, Julia Correia, Pedro Lopes, Shannon Clardy, Tim Baghurst, John Long, Megan Hickerson, Richard Miller, Nathan Campbell, Angela Boswell, Provost/VPAA Vernon Miles

Absent: Steven Carter, Patricia Loy, Bernie Hellums, Frank Smith

1. Call to Order – President Brett Serviss 3:15

2. HLC Discussion with Dr. Angela Boswell

- a. Reminder of HLC visit on Feb. 19-21
- b. Showed hard copy of Henderson's HLC Self-Study Report. CD is available of Self-Study Report.
- c. Mission Summary Banners will be redisplayed.
- d. Meetings with various groups have been scheduled. Emails sent to groups with times and locations. Everyone should attend your group meeting (even if scheduled for more than one), if not in class.
- e. Do not cancel classes to attend meetings.
- f. Emails sent to Department Chairs encouraging promotion of department.
- g. Clean personal work area in preparation for HLC visit.
- h. Know mission statement and how to fulfill, and know how your department fits into Henderson's overall mission.
- i. Know your departmental assessment plans and what is occurring with assessment campus-wide.
- j. Help colleagues get ready.
- k. Inform yourself—read Self-Study Report.

3. Discussion with Provost/VPAA, Dr. Vernon Miles

- a. ACT 1184 Legislation was discussed concerning the admission of underprepared students that have the ability to succeed (< 15 ACT score). Looking at options. There could possibly be changes in admission standards.
- b. Sabbatical funding for six faculty was previously available. As of now has been increased to 10. In the future, want to have at least 10% of faculty on sabbatical in a given year.
- c. The 2013 Fall Break is scheduled on the same weekend as a home football game. Possible date changes for the break were discussed, but more information needed.
- d. The chair of the AACSB visiting team for business accreditation will make a pre-AACSB visit on March 12-13.

4. Approval of December 2011 and January 2012 Minutes

Minutes approved.

5. President's Report

President's Report

Mr. Bobby Jones stated that his number one priority is salary increases for non-classified employees: his goal is to get non-classified personnel some type of increase during the spring 2012 semester. While the Governor has not lifted the freeze on

classified employee salary increases, he has lifted it for non-classified employees and told institutions that if they have the funds available then they can go ahead and implement salary increases for non-classified personnel. He mentioned that Arkansas is currently ranked 50th (dead last) in the Southern Regional Education Board (SREB) for non-classified employee salaries. Any definitive decisions on the actual salary increase and the percentage of the increase will have to wait until after the 11th day census numbers are determined. While the exact percentage of the increase is currently not known, it will probably be between 2-3%. Mr. Jones stated that he realized that if we do not do something quickly and over the long-term that Henderson will continue to lose good faculty. He also acknowledged that we are far behind in salary rates and that both an immediate and long-term plan must be implemented in order to remedy this problem. Salary compression and equity adjustments for faculty were also discussed and Mr. Jones stated that the President, Provost, Deans, and Vice President for Finance must work together to see what funds are available for equity adjustments and how to best apply them for that purpose. Mr. Jones did acknowledge that this is also an important problem that must be addressed. Additionally, he also mentioned that the salary compensation study needs to move forward quickly.

Mr. Jones stated that Henderson must change the way we think and teach in order to acquire new revenues. There are no new state funds for the current year and much of this is tied to a lack of growth at Henderson and other small Arkansas universities. One potential source of increased revenue cited by Mr. Jones is forging long-term relationships with the local two-year institutions. In order to accomplish this idea, Mr. Jones feels that Henderson must have an actual faculty and course-offering presence at these two-year institutions. Students would take Henderson courses there (of course, they would pay tuition to Henderson for those courses). Mr. Jones cited National Park Community College where Henderson already has Business and Education course offerings. He also mentioned that other two-year institutions are in favor of a Henderson presence on their campuses. Mr. Jones mentioned that in order to reach a wealth of students that would otherwise not attend Henderson, an offering of Henderson courses at the two-year campuses is essential. Mr. Jones would like to see an actual Teaching Center erected on these campuses. Another idea Mr. Jones proposed was the possibility of teaching weekend and late-night courses at Henderson in order to attract more students.

Mr. Jones mentioned that another possible source of revenue that should be investigated is surplus funds for K-12 public education. He stated that many public schools are already well-equipped with funds and needed materials, and that some of those monies could/should be reallocated to higher education.

Mr. Jones would like to investigate the possibility of increasing both the number of master's programs offered at Henderson and possibly increasing the size and scope of some pre-existing master's programs. He did mention that some of the smaller master's programs would need to be evaluated as to their viability and overall benefit to the institution.

Meeting with the Vice President for Finance

Ms. Lecia Franklin mentioned that the kitchen cut sheets for the new dining facility planned for Henderson were recently received, and from these the architect will generate drawings/plans which will hopefully soon lead to initiation of the construction process. Ms. Franklin mentioned that the state auditors will visit Henderson in March

and preparations for their visit are currently taking place. Ms. Franklin mentioned that tuition for the fall 2011 semester was over what was budgeted for student semester credit hours (SSCH); it was not as much as we had hoped, but still over what was budgeted, and that currently the situation is similar for spring 2012. Ms. Franklin also stated that additional adjuncts were needed for the spring 2012 semester, and additional revenues had to be allocated for their contracts.

Miscellaneous Announcements

- a. Beginning this semester with the January 25th meeting of the Board of Trustees, a lunchtime meeting of a faculty member (staff members will also be invited periodically) with the Board will be implemented: during the lunch hour of each Board of Trustees meeting a different faculty member will be asked to speak with the Board about a topic or topics of his or her choice (arrangements with respective faculty members will be made ahead of time).

In MyHenderson (on the intranet—this information will not be placed on the public access Henderson site), two new tabs are currently present along the top of the screen. One is labeled Board of Trustees. Under this tab minutes of previous Board meetings will be available, and 10-14 days prior to each Board meeting, the agenda and agenda items will be posted for examination and informational purposes. The second is labeled Cabinet, and will have posted the minutes and items discussed by the President's Cabinet during their meetings.

- b. The chair of the Presidential Search Committee, Mr. Johnny Hudson, plans to ask the Faculty Senate and Staff Senate to review the evaluation instrument that will be used at the campus forums for presidential candidate finalists. He has requested that the Faculty Senate provide any revisions or suggested additions/deletions that it feels are appropriate. Comments and revisions would initially be sent to a member of the Faculty Senate, compiled, and finally forwarded to Flora Weeks.
- c. At present, the faculty forums for presidential finalist candidates will be held at 3:30 p.m. and are schedule for the week of February 27-March 2nd. It is possible that the forums may extend into the following week.
- d. It is important to remember that one of the principle topics that the Higher Learning Commission visiting team will evaluate when they come to our campus is assessment. Please communicate to your colleagues the need to be prepared to (intelligently) discuss the particulars of your departmental assessment plans, along with what is occurring with assessment campus-wide. In order to assist you in understanding the assessment process and what Henderson has and is currently doing with assessment, the University Assessment Team has created a series of web pages that provide information and data regarding the assessment process at Henderson, including specific information and data pertaining to the assessment plans for each academic and administrative unit/program. The University Assessment Team web page can be accessed from the Office of Assessment and Research home page. The link is entitled: University Assessment Team, and the exact address of the University Assessment Team home page is: <http://www.hsu.edu/interior2.aspx?id=15496>.

6. **Discussion of President's Report concerning faculty salaries**

- a. A lengthy discussion ensued concerning faculty raises/salaries and after discussion President Serviss referred the matter to the Finance Committee for further consideration.

7. **Reports of Committees**

- a. Executive Committee-No report.
- b. Academics Committee-Allison Vetter will serve as chair.
- c. Buildings and Grounds-No report.
- d. Finance Committee-No report.
- e. Operations Committee-No report.
- f. Procedures Committee-No report.

8. **Old Business**—No old business to discuss.

9. **New Business**

- a. Editing privileges for the Faculty Senate web pages was on the agenda for discussion. President Serviss announced that this issue has been resolved. Senate now has complete control in editing. Additionally, the page is taken out of *MyHenderson* and is available to the public for viewing.
- b. Email storage space and email attachment size limitations were discussed. President Serviss provided copies of his email exchange with Mr. David Epperhart in which Mr. Epperhart provided an explanation of the current parameters of email storage and attachment size limitations, along with some ideas about how to overcome these limitations. After some discussion a motion was made and passed to refer the email storage and attachment concerns to the Operations Committee for further discussion and investigation.
- c. The current accuracy of the Faculty Handbook regarding the recent changes, updates, and revisions passed by the Faculty Senate and approved by the Board of Trustees was discussed. Included in the discussion, in addition to the need for verification that all changes were actually incorporated accurately into the Faculty Handbook, was the need to confirm that the changes were also approved by the Board of Trustees (and if not approved, why not?). After some discussion a motion was made and passed to form an ad-hoc committee to address this issue. The Operations Committee was given the task of assembling the ad-hoc committee (the ad-hoc committee will also include the members of the Operations Committee).

10. **Adjourn-President Brett Serviss 4:50**