

January 25, 2012 Faculty Senate Minutes

Present: Brett Serviss, Catherine Leach, Beth Maxfield, Connie Phelps, David Evans, Lea Ann Alexander, Wray Jones, Janna Jones, Patricia Loy, Mark Beggs, Tommy Finley, Richard Schmid, Nathan Campbell, Allison Harris, Beverly Buys, Paul Williamson, Teresa Holsclaw, Bernie Hellums, Allison Vetter, Julia Correia, Pedro Lopes, Shannon Clardy, Dan Mabery, Myia McBride

Absent: Steven Carter, Megan Hickerson, Richard Miller, Tim Baghurst, Kathie Buckman, Frank Smith, John Long

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

2. Election of Officers

Prior to election of officers and assignment of committees President Serviss handed out a description of responsibilities pertaining to each office and committee.*see below

President Elect-David Evans

Secretary-Tommy Finley

Representative to the Board of Trustees-Connie Phelps

Webmaster-Shannon Clardy

Webmaster Elect-Pedro Lopes

Parliamentarian-Catherine Leach

Representative to the Graduate Council-Beverly Buys

Representative to the Staff Senate-Beth Maxfield

3. Committee Assignments

Executive Committee

Brett Serviss

David Evans, *Chair*

Connie Phelps

Pedro Lopes

Catherine Leach

Shannon Clardy

Tommy Finley

Academics Committee

John Long, *Acting Chair*

Janna Jones

Allison Vetter

Beth Maxfield

Kathie Buckman

Julie Correia

Buildings and Grounds Committee

Marck Beggs, *Acting Chair*

Connie Phelps

Megan Hickerson

Richard Miller

Tommy Finley

Finance Committee

Catherine Leach, *Chair*
 Allison Harris, *Chair-elect*
 Tim Baghurst
 Bernie Hellums
 Richard Schmid

Operations Committee

Beverly Buys, *Acting Chair*
 Patricia Loy
 Wray Jones
 Paul Williamson
 Teresa Holsclaw
 Frank Smith

Procedures Committee

Shannon Clardy, *Acting Chair*
 Pedro Lopes
 Catherine Leach
 Nathan Campbell
 Steven Carter

4. Adjourn-President Brett Serviss 3:40***Senate Offices and Responsibilities Pertaining to Each Office****1. President**

- responsible for leading/governing the Faculty Senate and conducting and organizing all faculty Senate meetings
- responsible for calling any necessary special meetings of the Faculty Senate
- must meet monthly with (with the exception of summers) with the University President, Provost/VPAA, and Vice President for Finance, and communicate the details of these meetings with Faculty Senate at each Senate meeting (Must prepare a formal, written report to be presented to the Senate)
- is the official liaison between the faculty and the administration
- is responsible for organizing all room meeting arrangements and catering arrangements for Senate meetings
- member of the Executive Committee
- ex officio member of the University Budget Committee
- must provide a year-end report on the effectiveness of the Faculty Senate (see Executive Committee)
- introduce outstanding new faculty member award winner at Founder's Day ceremony
- lead faculty processional at commencement ceremonies
- elected office

2. **President-Elect**

- chair of the Executive Committee, and therefore responsible for scheduling meetings of the Executive Committee, preparation of Faculty Senate agendas and dissemination of them to senators and the faculty at-large
- will assume the role of president of the faculty Senate the following year
- is responsible for directing the activities of the Outstanding New Faculty Member Award process
- *ex officio* member of the University Budget Committee
- elected office

3. **Secretary**

- responsible for taking accurate minutes of all Faculty Senate meetings, including any special meetings of the Senate, and presenting a formal written report of the minutes of each meeting to the faculty at-large
- maintain the records of the elections conducted by the Procedures Committee
- member of the Executive Committee
- elected office

4. **Representative to the Board of Trustees**

- responsible for attending Henderson State University Board of Trustees meetings (including telephone conferences and any special meetings of the Board of Trustees)
- preparation of a detailed, formal written report of each Board of Trustees meeting to be distributed to the faculty at-large
- member of the Executive Committee
- elected office

5. **Webmaster**

- responsible for maintenance of the Faculty Senate webpage, including uploading, formatting, and updating of all materials to be placed on the webpage
- member of the Executive Committee
- member of the Procedures Committee
- elected office

6. **Webmaster-Elect**

- responsible for learning webpage construction and editing techniques and procedures
- will assume the role of Webmaster the following year
- member of the Executive Committee
- member of the Procedures Committee
- elected office

7. **Parliamentarian**

- responsible for insuring correct adherence and interpretation to rules of order in Faculty Senate meetings
- member of the Executive Committee
- member of the Procedures Committee
- appointed by Faculty Senate President

8. Representative to the Graduate Council

- responsible for attending Graduate Council meetings and reporting any pertinent information or issues to the Faculty Senate or Executive Committee
- elected office, but not a member of the Executive Committee

9. Representative to the Staff Senate

- responsible for attending Staff Senate meetings and reporting any pertinent information or issues to the Faculty Senate or Executive Committee
- elected office, but not a member of the Executive Committee

Senate Committees and Their Principle Respective Responsibilities

1. Executive Committee (standing committee)

- responsible for formulation and review of the agenda
- distribution of the agenda to faculty at-large prior to each Senate meeting (responsibility of committee chair)
- responsible for generating and disseminating the year-end report of the effectiveness of the Faculty Senate at the last regularly scheduled meeting of the year
- determination of committee assignments for senators

2. Academics Committee (standing committee)

- responsible for most to all matters pertaining to academic items and concerns
- chair of the Academics Committee also serves on the University Academics Committee (UAC)

3. Buildings and Grounds Committee

- responsible for all issues and concerns regarding campus buildings and grounds

4. Finance Committee (standing committee)

- responsible for all issues and concerns regarding finances
- chair of the Finance Committee also serves on the University Budget Committee

5. Operations Committee

- typically handles any issues or concerns with the Faculty handbook, including any revisions and additions

6. Procedures Committee (standing committee)

- coordinates and oversees all Senate-related elections, including departmental and at-large elections for new senators, along with election of faculty of the annual excellence awards committees (research, service, and teaching)