

May 2007 Faculty Senate Minutes

Faculty Senate Minutes 5-2-07

Senators present: Lea Ann Alexander, Beverly Baker, Angela Boswell, Steven Carter, Martha Dale Cooley, Kevin Durand, Brian English, Linda English, Doc Gibson, Paul Glover, Marty Halpern, Catherine Leach, Mike Matthews, Rick McDaniel, Gary Smithey, Georgine Steinmiller, Laura Storm, Carol Underwood, Patrick Wempe, Don Wells, Hank Wilson and Fred Worth.

Guests: Ms. Debbie Buck, Staff Senate

Senators absent: Rafael Bejarano, Beverly Buys, Maralea Gourley, Troy Hogue, Paula Leming and Jack Meadows.

President Durand announced the quorum and called the Senate to order at approximately 3:15 p.m.

The April, 2007 Minutes were approved as distributed.

Discussion of the President's Report:

- The Pilot Program scheduled for Fall, 2007
- Resolutions and amendments sent forward to the Board of Trustees
- Bond issue
 - Lighted parking lots
 - Whispering Oaks
 - East and West Halls
 - Install and repair sidewalks encircling the perimeter of campus
- Increase in tuition/fees, 7.5%
 - Tuition, 4.5%
 - Fees, 3.0%

Discussion with Vice President Robert Houston:

- Curtail all spending now.
- First, \$800,000 deficit, now \$200,000.00
- Summer School budget
- 1st summer session/2nd summer session

Committee reports

Academics Committee

Resolution regarding Rush

- If a student has earned fewer than fifteen (15) HSU hours and a GPA of 2.3, he or she should not be allowed to participate in any interaction with fraternities or sororities.
- Each semester, each fraternity or sorority may have one (1) non-alcohol activity that is open to students who have completed at least fifteen (15) HSU hours and a GPA of 2.3, but not have completed at least thirty (30) hours.

Motion was defeated.

Buildings and Grounds Committee

Resolution regarding faculty parking behind Foster Hall

WHEREAS, Approximately 25 faculty and staff members work in Foster and Sturgis Halls; and

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WHEREAS, Many of these faculty members perform some of their duties off campus or at other parts of campus which requires them to carry great amount of materials and equipment to and from their offices in Foster and Sturgis Halls to their vehicles; and

WHEREAS, Alternative parking lots, including the unpaved lot north of Huddleston Street, are available only at a considerable distance from Foster and Sturgis Halls, representing a legitimate inconvenience for faculty and staff in said halls;

THEREFORE BE IT RESOLVED THAT

The University designate as Faculty/Staff parking an appropriate number of parking spaces in the parking lot behind Foster Hall and East Resident Hall.

Motion carried unanimously.

WHEREAS Proctor Hall is a public building and is used by faculty, staff and students for educational purposes and;

WHEREAS Proctor Hall is currently inaccessible to those in wheelchairs, on crutches and who have other physical challenges, and;

WHEREAS Henderson State University is a public institution and no building on campus should be inaccessible to faculty, staff, students and the public;

THEREFORE IT IS RESOLVED that the university must bring Proctor Hall into compliance wit the Americans with Disabilities Act (ADA) by making Proctor Hall accessible to all faculty, staff, students and other visitors including those with disabilities.

Motion carried.

Finance Committee

- Increases
- Dormitories
- Supplies
- See the complete report at the end of the Minutes.
 - There were no resolutions from Operations Committee.

Operations Committee

- The report was informational.
- See the complete report at the end of the Minutes.

Procedures Committee

Hearing Committee Election Result

Due to the limited number of votes cast in the Faculty Hearing Election held in April, the election will take place at the Fall Faculty Meeting prior to the beginning of Fall, 2007 classes. In August, faculty will be asked to vote for two (2) Faculty Hearing Committee Members.

Constitutional Petitions:

- Petition to Change Duties of the Faculty Senate Secretary
- Petition to Add Current Standing Committees to the Faculty Senate Constitution
- Petition to Add Senate President's Meeting with VPAA to Senate Constitution

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- Petition to Change the Officers of the Faculty Senate
- Petition to Change Selection of Alternates from Departmental Elections When a Vacancy Occurs

The signed petitions were presented to the Senate for their vote. Each petition received Senate approval. It will take a vote by the full faculty to change the Constitution.

Ad Hoc Committee on Chain of Command

This Committee is working.

Old business:

Pilot Admission Program

The Faculty Senate is very concerned about the Pilot Admission Program which was passed by the Board. The proposal presented to the Board was not presented to the Faculty for consideration.

Faculty Senate Concerns/Points of Discussion:

- The Senate feels that the Pilot Program is a reduction in the admission standards of the University.
- The proposal was presented by a non-academic officer of the administration.
- The proposal differs considerably from the one presented to the Faculty Senate.

New business:

New Recreation Center

There was a motion and second which states:

Due to the concerns about the appropriate collection of student surveys, the low number of surveys collected and the wording on the surveys indicating that fees would not be collected from students until the Recreation Center was built; the Faculty Senate urges the Board of Trustees to reconsider authorizing proceeding with the building of the Recreation Center until more information and input can be gathered and /or other alternatives are explored.

Faculty Senate Concerns/Points of Discussion:

- Possible agreement with City of Arkadelphia for membership in the City Recreational Center.
- Possibly negotiating reduced rates with other health/athletic clubs in Arkadelphia.

Motion carried.

Summer school budget

- This issue was discussed at length both in Dr. Houston's report as well as President Durand's report.
- Faculty Senate authorized the President of the Senate to initiate discussion with the Student Government Association (SGA) and the Staff Senate for the possibility of forming a Joint Commission to make suggestions regarding improving the campus environment.

Commission on Campus Environment

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Adjourn

Respectfully submitted,

Linda G. English
Faculty Senate Secretary

End of Minutes... (le)...

Finance Committee Report for May 2, 2007 Faculty Senate Meeting

The Budget Committee met on April 12, 2007, and was presented with a revised, balanced budget for the upcoming year. The proposed budget included the following items. All faculty positions funded in the 2006/2007 budget are in the 2007/2008 budget. One new position of counselor is to be funded by an increase in health fees. Faculty promotions are to be funded at a level of ~\$11,000, 3rd year of the salary adjustments at \$179,951, and a 2% across-the-board salary increase of ~\$332,000. These increases have been offset by savings from retirements so that salaries will increase ~\$218,874 next year. Debt service has been increased by \$572,961 for the new dorms but this is to be covered by student housing fees. Also, a large increase in the supplies budget of \$897,000 appears in the budget. This is largely for technology expenditures, is covered by technology fees, and has resulted in money being returned to individual college budgets for supplies.

Procedures Committee Report:

Faculty Hearing Committee Elections

April 17, 2007

Liberal Arts:

Wayne McGinnis

Alternates:

Clint Atchley

Eric Bailey

James Cassell

Travis Langley

Paula Leming

Pedro Lopes

Larry Monette

Henry Perez

Stuart Shaw

Paul Williamson

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Teachers College, Henderson:

Celya Taylor
Alternates:
Ken Harris
Lynn Leggett
Gary Smithey
Ken Taylor
Pat Weaver
Patrick Wempe

Fine Arts:

David Evans
Alternates:
Jim Buckner
Aaron Calvert
Randy Duncan
Stephen Eaves
Gary Simmons
Michael Taylor

School of Business, Aviation and Library:

Jonathan Moss
Alternates:
Wendi Boyles
Dennis DiMarzio
Gary Linn
Calvin Shipley
Alan Wright
Kim YoungJun

Natural Sciences and Mathematics

Lynette Smith
Alternates:
Jimmie Harper
Troy Bray
Martin Campbell
Deborah Hill
Ingo Schranz
Brett Serviss

Respectfully submitted,

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Linda G. English
Procedures Committee, Chair

Notation: It was noted "after the election was held", votes counted and results announced within the Senate; that by the December, 2006 Procedures Committee Report "vote for two (2)" was the recommendation. In September, 2007, the Procedures Committee will hold another election to comply with the wishes of the Senate. LE~

Here's a copy of the Operations Committee report draft without the attachments. A complete copy of this report with supporting attachments will be handed out to all the Senate at tomorrow's meeting. Thanks. Doc

May 1, 2007

TO: The Faculty Senate

FROM: Doc Gibson
Senate Operations Committee Chair

RE: May 2007 Committee Report
Comparative Data on Faculty/Administrative Ratios

At the last Senate meeting this committee was asked to compare Henderson's Administrative/Faculty ratio to that of other similar universities in order to gage our administrative size relative to other peer institutions. This information is available from the National Center of Educational Statistics' IPEDS data base containing an extraordinarily large amount of quantitative information on all Title IV institutions in the United States who must regularly report to this Center. The data utilized was from 2005, the most current data available.

The committee compared Henderson to three other COPLAC institutions- The College of Charleston, Fort Lewis College and Truman State University (See Attachments). Arkansas Tech was used as an in-state non-COPLAC reference point. This is a limited comparison but the web tools link within the data base allow for much more extensive peer comparison for anyone wishing to delve much deeper in this matter.

A simple comparison of the Instructional/Research and Public FTE staff to Executive/Administrative and managerial FTE staff indicates the following:

	Faculty/Instruction Staff	Executive/Admin. Staff	%Admin.
HSU	180	27	13%
Ark Tech	303	43	12.4%
Charleston	601	77	11.3%
Fort Lewis	210	33	13.5%
Truman	364	27	7%
			Mean=11.4%

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Based on this data *Henderson is within the normal administrative size range of other peer institutions.*
Please review the attached documents from the NCES for more information.

The website for the National Center of Educational Statistics' IPEDS data is:

<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2007150>

This report does not list data for individual schools, but will give you some idea of what information is available. Web tools offered at <http://nces.ed.gov/ipeds/> should allow one to get data for individual schools. (Follow the IPEDS Peer Analysis System link.)

The committee wishes to thank James Cassell for his invaluable assistance in locating this data.

Petition to Change Duties of the Faculty Senate Secretary

Rationale:

Currently the Secretary of the Faculty Senate is responsible for taking minutes of each meeting, distributing these minutes to the faculty, and serving as chair of the Senate Procedures Committee. The Procedures Committee is in charge of four different elections each year and the Senate secretary is responsible for creating and distributing the ballots. Two of these elections have been added in recent years which adds considerably to the duties of the secretary.

We, the undersigned, propose that the Faculty Senate secretary no longer be chair of the Procedures Committee. The following changes will need to be made to the Faculty Senate Constitution:

Current version:

Article VI. Membership

6. The Procedures Committee of the Faculty Senate, under the Secretary of the Faculty Senate, shall devise and distribute the annual ballot to members of the faculty according to ranks held as of November, with memoranda concerning eligibility and with instructions to vote for the appropriate number of representatives in each category. The Procedures Committee shall collect ballots and tabulate results. The Secretary shall ascertain the names of the appropriate number of individuals in each category who have received the highest number of votes and shall announce the names accordingly. This shall include an alternate for each elected position.

7. In case of tie votes, the Procedures Committee of the Faculty Senate shall notify the members concerned and election shall be by lot according to a method devised by that committee.

8. The Secretary of the Faculty Senate shall retain the tabulations and such shall be utilized by the Procedures Committee of the Faculty Senate in determining replacements for those elected at-large.

Article VIII. Committees – Standing and Temporary

3. The Procedures committee of the Faculty Senate shall consist of the Secretary, the Parliamentarian, if one has been appointed, and two additional members appointed by the Secretary. The Procedures committee shall have charge of elections.

Article XIV. Amendments.

2. The Procedures Committee of the Faculty Senate may be called into session by the Secretary or two of its members for a review of the petition, and the report of that committee shall be forwarded to the President-Elect of the Faculty Senate.

Proposed Change in bold:

Article VI. Membership

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6. The Procedures Committee of the Faculty Senate shall devise and distribute the annual ballot to members of the faculty according to ranks held as of November, with memoranda concerning eligibility and with instructions to vote for the appropriate number of representatives in each category. The Procedures Committee shall collect ballots and tabulate results. The **chair of the Procedures Committee** shall ascertain the names of the appropriate number of individuals in each category who have received the highest number of votes and shall announce the names accordingly. This shall include an alternate for each elected position. **The chair of the Procedures Committee will also forward results with the tabulations to the Secretary of the Faculty Senate who will maintain the records.**

7. In case of tie votes, **the Chair of the Procedures Committee** of the Faculty Senate shall notify the members concerned and election shall be by lot according to a method devised by that committee.

8. The Secretary of the Faculty Senate shall retain the tabulations **of elections conducted by the Procedures Committee** and such shall be utilized by the Procedures Committee of the Faculty Senate **to fill any vacancies that arise.**

Article VIII. Committees – Standing and Temporary

3. The Procedures committee of the Faculty Senate shall consist at least four members, including the Parliamentarian, if one has been appointed, the Web Master and Web Master-elect and two additional members-at-large. The Procedures committee shall have charge of elections. The chair of the Procedures Committee will also forward results with the tabulations to the Secretary of the Faculty Senate who will maintain the records.

Article XIII. Minutes, Agenda, Location and Safekeeping of Documents.

5. The Secretary of the Faculty Senate shall retain the tabulations of elections conducted by the Procedures Committee and such shall be utilized by the Procedures Committee of the Faculty Senate to fill any vacancies that arise.

6. The Secretary of the Faculty Senate shall maintain the official file of the Faculty Senate and shall be responsible for its safekeeping. All officers shall transfer their cumulative files to subsequent officers at the close of the first meeting of the official year.

Article XIV. Amendments.

2. The Procedures Committee of the Faculty Senate may be called into session by the **chair** or two of its members for a review of the petition, and the report of that committee shall be forwarded to the President-Elect of the Faculty Senate.

Petition to Add Current Standing Committees to the Faculty Senate Constitution

Rationale:

Currently the chair of the Faculty Senate Academics Committee also serves on the UAC and the chair of the Senate Finance Committee serves on the University Budget Committee. However, neither the Academics Committee nor the Finance Committee is listed as a standing committee in the Senate Constitution.

We, the undersigned, propose to add the Academics Committee and the Finance Committee as standing Faculty Senate committees to the Faculty Senate Constitution.

Proposed changes are as follows:

Current version:

Article VIII. Committees – Standing and Temporary

1. Standing Committees of the Faculty Senate shall consist of the Executive Committee of the Faculty Senate and the Procedures Committee of the Faculty Senate.

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Article IX. Meetings

4. The Executive Committee of the Faculty Senate may be called whenever necessary by its chairman or requested by two of its members.
5. The Procedures committee of the Faculty Senate may be called whenever necessary by the secretary or requested by two of its members.
6. A special or temporary committee may be called whenever the chairman declares it necessary, or it may be requested by any two of its members.

Article X. Quorums.

3. In meetings of the Procedures Committee of the Faculty Senate, two members shall constitute a quorum.

Article XIII. Minutes, Agenda, Location and Safekeeping of Documents.

2. The Procedures Committee of the Faculty Senate may be called into session by the Secretary or two of its members for a review of the petition, and the report of that committee shall be forwarded to the President-Elect of the Faculty Senate.
4. The Faculty Senate shall be apprised of reports appertaining to the petition by the Secretary and the President-Elect. Upon the favorable vote of two-thirds of the Senate who vote, the petition for amending this constitution shall be submitted to the faculty by the President of the Faculty Senate under the aegis of the Procedures Committee.

Proposed changes in bold:

Article VIII. Committees – Standing and Temporary

1. Standing Committees of the Faculty Senate shall consist of the Executive Committee, the Procedures Committee, **the Finance Committee, and the Academics Committee.**

Article IX. Meetings

4. **Standing Committees of the Faculty Senate may be called whenever necessary by the chair of each respective committee or requested by two members of the committee.**

Article X. Quorums.

3. In meetings of the **otherstanding committees and special or appointed committees, half the** members shall constitute a quorum **provided not fewer than two members are present.**

Article XIII. Minutes, Agenda, Location and Safekeeping of Documents.

2. Minutes of the **all committees** shall be maintained as determined therein with the filing of permanent copies with the Secretary of the Faculty Senate.
4. Agenda **and minutes** for **all committees** shall be prepared and distributed by the chairman of these committees with copies sent to the President, President-Elect, and Secretary. File copies shall be maintained by the Secretary.

Petition to Add Senate President's Meeting with VPAA to Senate Constitution

Rationale:

Currently the Faculty Senate President meets monthly with both the President of the University and the Vice President of Academic Affairs. However, the constitution only requires the meeting with the President.

We, the undersigned, believe the Senate President's meetings with the VPAA should be added to the Faculty Senate Constitution.

Current version:

Article IX. Meetings

3. The President of the Faculty Senate shall arrange a conference each month with the President of the University. The President of the Faculty Senate may be accompanied by other members of the Senate of his choice and/or by other members of the Senate according to its designation.

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Proposed changes in **bold**:

Article IX. Meetings

3. The President of the Faculty Senate shall arrange a conference each month with the President of the University **and the Vice President for Academic Affairs**. The President of the Faculty Senate may be accompanied by other members of the Senate of his choice and/or by other members of the Senate according to its designation.

Petition to Change Selection of Alternates from Departmental Elections When a Vacancy Occurs

Rationale:

When the Faculty Senate Constitution was changed to allow the Senate Procedures Committee to conduct the elections of department representatives to the Senate, the paragraph below was not changed. This paragraph leaves the selection of a new alternate up to the appropriate dean.

We, the undersigned, propose the following change to the Faculty Senate Constitution so that the Constitution reflects current policy.

Current version:

Article XII. Resignations, Terminations, Removals and Replacements

9. In the event of a vacancy among elected personnel, the alternate for that position shall fill the vacancy. A new alternate will be elected in as timely a manner as possible. If the vacancy is in a departmental position, the appropriate dean will oversee election of a new alternate from that department. If the vacancy is in an at-large position, the procedures committee will determine the new alternate based on the most recent election results.

Proposed changes in **bold**:

Article XII. Resignations, Terminations, Removals and Replacements

9. **In the event of a vacancy among elected personnel, the alternate for that position shall fill the vacancy. The procedures committee will determine the new alternate based on the most recent election results.**

Petition to Change the Officers of the Faculty Senate

Rationale:

The positions of Webmaster and Webmaster-Elect have been added to the Faculty Senate, but were not added to the Senate Constitution.

We, the undersigned, propose the following changes to the Faculty Senate Constitution to include Webmaster and Webmaster elect:

Current version:

Article VII. Officers and Their Election

2. Officers of the Faculty Senate shall consist of President, President-Elect, Secretary, and the Elected Representative to the Board of Trustees. The President-Elect shall be designated from among the newly elected members to the Faculty Senate and shall automatically become President of the Faculty Senate the following official year or upon the demise of the current President.

Proposed change in bold:

2. Officers of the Faculty Senate shall consist of President, President-Elect, Secretary, **Web Master and Web Master-Elect**, and the Elected Representative to the Board of Trustees. The President-Elect shall be

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designated from among the newly elected members to the Faculty Senate and shall automatically become President of the Faculty Senate the following official year or upon the demise of the current President. **The Web Master-Elect shall be elected from the newly elected members and shall automatically become Web Master the following official year or upon the demise of the current Web Master.**

Article VIII. Committees – Standing and Temporary

3. The Procedures committee of the Faculty Senate shall consist at least four members, including the Parliamentarian, if one has been appointed, the Web Master and Web Master-elect and two additional members-at-large. The Procedures committee shall have charge of elections.

Here are the attachments to the Senate Operations Report from the National Center of Educational Statistics. Thanks.

End of Reports. (le)...