
Members present: Lea Ann Alexander, Troy Bray, Shannon Clardy for Basil Miller, Debra Coventry, Linda Evans, Vickie Faust, Megan Hickerson, Catherine Leach, John Long, Pedro Lopes, Patty Miley, Michael Miller, Rochelle Moss, Pam Shurett for Barbara Landrum, David Stoddard for Beverly Buys, George Ann Stallings for Rhonda Harrington, Glenda Sumner, Allison Vetter, Heidi Vix, Fred Worth, Teresa Porter, Staff Senate Representative; Taiquera McNeely, SGA Representative

Others Present: Kale Gober, Director of Athletics; Elaine Kneebone, General Counsel; Vernon Miles, Provost and Vice President for Academic Affairs; Julia Hall, Faculty; Cari Elliott, Oracle

As a quorum was present, the meeting was called to order by Catherine Leach, President, at 3:15 p.m. in the Cabe Room of the Garrison Center.

Kale Gober, the new Director of Athletics, was given the floor to provide a brief overview of his vision for the athletic department. He indicated that the department's emphasis would be focused more on the "student" aspect of student athlete. Two departmental goals are to streamline the communication process and to improve the relationships between athletics and academics. Assessment of the department's academic support services and course advisement is taking place. The department has acquired 30 laptops for academic use on road trips. Plans are being made to better utilize campus resources already in place (e.g.: writing lab, tutorial programs) as a supplement to the study hall experience. The student athletes and coaching staff are being encouraged to attend functions sponsored by other academic units. Since twenty-five percent of a coach's salary is for their teaching duties, the coaching staff personnel evaluation process has been changed to include an evaluation of their teaching. Approximately 1.3 million dollars is spent on athletic scholarships at Henderson. Student athletes provide about 3.3 million dollars back to the university through tuition, fees, and residence life expenses.

Elaine Kneebone, General Council, was next given the floor to discuss questions that the Faculty Senate had about requests for employment information for current and former employees as it relates to 1999 Arkansas Code Annotated § 11-3-204. According to Kneebone, there is growing litigation against employers and individuals regarding the provision of job references as past employees have difficulty securing new employment.

The administration is asking that employment inquiries, especially those dealing with start and end dates, be referred to the Human Resources office. Mrs. Kneebone encouraged individuals to have co-workers or student workers provide them with a written consent for release of employment information before responding to any such requests. She also suggested that it would be of benefit to have a written request from students or colleagues asking for letters of reference whether it is for employment or

graduate school. This would hold true for being identified as a reference on a resume' or employment application. A "Consent to Disclose Employment History" form will be available through the Human Resource office and on the web. This form may be used for written consent. The written consent needs to be kept available for three years.

HSU employees serving on search committees making contact for employment references should be informed by the person being contacted what is needed (if anything) in order for them to discuss the candidate's employment history.

Mrs. Kneebone also noted that a written consent form is needed if Henderson has to provide verification of employment for employees applying for such things as bank loans. Federal agencies (e.g.: FBI) seeking employment and/or personal information will have their own release request form.

Dr. Vernon G. Miles, Provost and Vice President for Academic Affairs, discussed Founder's Day, the Compensation Committee, general improvement fund budget issues, the Faculty 180 data base software, and flexibility given to Deans regarding summer school offerings. Miles also discussed his meeting with Dan Mabery concerning learning communities in which freshmen will be grouped in another course in addition to Henderson Seminar. He shared information from Chad Fielding regarding the student survey results which supported the idea of having a fall break. Dr. Miles favors establishing a fall break. Leach noted that in reviewing the April 2010 minutes the senate had recommended a two day fall break be established. Copies of the relevant information from those minutes were distributed.

Approval of the senate minutes from September 2010 was delayed.

Leach then reported on her meetings with Dr. Chuck Welch, President and Mr. Bobby Jones, Vice-President for Finance and Administration. [See Addendum A and B] She also noted that about 400 individuals participated in the Reddie to Serve Day and that there would be a "Clean-up Day" in November.

Reports from Committees:

Executive Committee – none
Academic Committee – none
Buildings and Grounds – none
Finance – none

Procedures – The results from the recent Faculty Excellence Awards Committees for 2010-2011 were announced. [See Addendum C]

Operations – report was deferred until old and new business had been addressed.

Old Business: No old business.

New Business:

The senate was asked to provide direction to the Committee on Committees on how the chair of the General Education, Student Academic Travel, and Sabbatical Leave Review committees should be selected. The following motions were approved.

- 1) General Education Committee: The Committee on Committees will appoint an acting chair to call the first meeting. When the General Education Committee meets for the first time, they will elect a chair.
- 2) Student Academic Travel Committee: At the end of the spring semester, The Student Academic Travel Committee will elect the chair for the next year from the continuing members of the committee.
- 3) Sabbatical Leave Review Committee: In order to preserve the institutional memory of the Sabbatical Leave Review Committee, the Committee on Committees will appoint the chair from the returning members of the committee.

A question arose as to whether by-laws existed for the University committees.

Operations Committee – [See Addendum D for action on changes to the faculty handbook]

The meeting adjourned at 5:30.

-Submitted by Vickie Faust

ADDENDUM A

Report of Meeting with Dr. Welch September 29, 2010

Dr. Welch stated that the 2010-11 University Committee Handbook will be available soon. There are currently no changes in the University's financial status and the state revenue outlook is good.

The advertisement for bids on the Foster and Womack Halls renovation has gone out. Work on the parking lot at 12th and Wilson streets is progressing. Most of the Student Support Services telephone lines are working.

The new VoIP phone system should be operational soon. Within the next two to three weeks, both the old and new systems will be active and the switch to all VoIP should be complete by the end of October.

It was reported at the last Faculty Senate meeting that the flooding of the Evans parking lot was fixed. However, it was discovered there is more than one drainage pipe below the lot. It has been worked on and we will not know if it is completely fixed until the next rainfall.

ADDENDUM B

Report of Meeting with Mr. Jones September 30, 2010

Mr. Jones reported that the auditors are here and that everything seems to be going well. He stated that Henderson is having a good year financially and state revenues are up slightly.

The Board of Trustees gave approval for the University to proceed with plans for a loan to build a new dining facility. Henderson will need to borrow approximately \$2.7 million for its part of the \$5.2 million facility. Aramark will fund the other portion of the \$5.2 million. After a feasibility study, the University has requested permission of ADHE to borrow up to \$2.75 million for not more than twenty-five years at an interest rate not to exceed seven percent. The construction of the new dining facility is expected to take between twelve and eighteen months.

The notice of bid for the Foster and Womack Halls renovation was published September 26th. The University hopes to begin construction on the twelve to sixteen month project by late October or early November. According to Jones, the project must be completed by September 2011. Asbestos abatement in Foster and Womack could begin this week.

Most phones in the Hickory and Edwards's properties are working. The new campus lights have been ordered and should be delivered within the next sixty days. The University also wants to replace the benches near the quad. The drainage pipes under the Evans parking lot have been cleaned out.

Jones stated that each vice president has been given a portion of Henderson's general improvement funds. The finance area is requesting new trucks, vans, and mules to replace to old ones. They are also requesting some new Business Office equipment.

Ken Duke, an HSU graduate, is raising funds so Henderson can build a golf facility near the softball field. The Biology Field Station construction is progressing well. The target date for completion is December 2010. The parking lot at 12th and Wilson should be completed within the next thirty to sixty days.

ADDENDUM C

Results of Faculty Senate Elections
for
Faculty Excellence Awards Committees for 2010-2011

School of Business, Library, Student Support Services and Aviation:

- Nathan Campbell
- Victor Claar
- Linda Evans
- Wanda Harris
- Jonathan Moss

Teachers College, Henderson:

- Don Benton
- Rhonda Harrington
- Dana Horn
- Rochelle Moss
- Patrick Wempe

Matt Locke Ellis College of Arts and Sciences:

<u>Fine Arts:</u>	<u>Liberal Arts:</u>	<u>Math and Science:</u>
Steve Becraft	Trisha Baar	Vincent Dunlap
Paul Glover	Megan Hickerson	Tommy Finley
William Henshaw	Martin James	Allison Harris
Bill Higgins	Pedro Lopes	Holly Morado
David Warren	Shanta Sharma	Kara Price

ADDENDUM D

Operations Committee - Proposed changes to faculty handbook

Items in **bold** are proposed additions. Items ~~crossed-out~~ are proposed deletions.

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Everywhere it says "Vice President for Academic Affairs" make it "Provost/Vice President for Academic Affairs." There are some places where it only says "Vice President" but means "Vice President for Academic Affairs." **APPROVED**

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- III. Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation
 - B. Categories of University Faculty Personnel
 - 2. Faculty Personnel -- Non-Tenure Track **FAILED**

~~g. The University recognizes that continuous employment on a full-time non-tenure-track status is inappropriate as a long-term commitment to faculty members, except to meet special needs in specific departments, with departmental approval.~~

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III. Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation

Q. Termination

2. Termination of Employment of Tenured Faculty for Cause. FAILED

a. Initiation and Notice

Should the fitness of a faculty member to perform his/her job be seriously questioned, it is the initial responsibility of the department or area involved to deal with the issue. The chairperson or immediate supervisor is responsible for convening the departmental/area faculty, which will then elect an informal review committee which is representative of the faculty. This committee shall study and make recommendation to the chairperson or supervisor on questions concerning ethical conduct and satisfactory performance of professional responsibilities.

Questions involving possible breach of ethics or failure to meet professional responsibilities [see below under 2. B. 1, 2 and 3] may be initiated at any level, either administrative or faculty, and shall be referred first to the department chairperson or immediate supervisor. The chairperson or supervisor, after discussing the matter with the individual faculty member involved, shall refer the issue to the review committee if in his/her opinion there is substance to the charge. Following the findings of the committee, which are advisory but non-binding on the administration or President, the department chairperson or immediate supervisor shall submit a written report with his/her recommendations, also advisory but non-binding on the administration or President, to the faculty member in question and to the dean of the college or school for appropriate action.

If no informal agreement is reached at this stage of mediation between the faculty member and his/her supervisors concerning the disposition of the issue, and there remains a serious dispute about the fitness **or willingness** of the faculty member in question to perform his/her job satisfactorily, formal proceedings may be invoked by the Administration so as to dismiss or non-reappoint said member. This process shall begin with notice of such intention in writing by the President of the University. The notice shall state

in writing the principal reasons for the recommendation of dismissal or non-reappointment of the faculty member.

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IV. Faculty Responsibilities

F. Other Responsibilities

4. Grants PASSED

It is the University's policy that equipment and non-consumable supplies purchased with grant funds under any type of grant program or project administered by, under, or through the auspices of the University, whether internally or externally funded, are the property of the University and remain so after the grant or program there under has expired or otherwise terminated, unless the particular funding entity retains such ownership. Any such equipment that falls within the definition of property to be inventoried will be tagged and added to the University inventory registry upon receipt; such equipment or supplies not required to be inventoried will be provided by the Project/Grant Director to her/his immediate supervisor in the form of a list and identified by description, cost, date of purchase and location. Any such equipment utilized off campus during the course of the grant program will be returned to the campus when the program is completed. It is the responsibility of each Chair or Department Director to review all grants within that Department and be aware of and monitor the purchase and utilization of grant equipment. Some funding agencies set forth certain conditions that apply to the disposal of equipment acquired with grant funds; therefore, equipment should not be transferred, sold, or otherwise disposed of without first notifying the ~~University grants office~~ **provost's office**. Staff in the ~~grants office~~ **provost's office** are responsible for researching and determining any specific agency regulations that may apply.

It is University policy that a patent or copyright resulting from grants funded by or through the University may be shared with the University as negotiated with grant recipient(s) unless such ownership is retained by the funding entity.

[do we have a "grants office"?)

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IV. Faculty Responsibilities

F. Other Responsibilities

6. Office Hours TABLED TO RESEARCH SPRING MINUTES FOR ACTION TAKEN ON THIS ISSUE AT THAT TIME

Faculty members ~~enter their office hours on the Faculty Schedules and Loads computer screen~~ **shall post their office hours on or near their office doors and on the University's administrative computer network** at the beginning of each semester. These should also be ~~posted on office doors and~~ made available to students. Posted office hours should be adhered to.

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IV. Faculty Responsibilities

F. Other Responsibilities

8. Faculty Meetings **PASSED WITH ADDITIONAL CHANGES ITALICIZED**
General faculty meetings are held when called by the President. Additionally, a pre-session faculty conference is held annually in the fall. ~~Faculty members are expected to attend. School/college departmental meetings are called by the respective deans or chairpersons.~~ **Faculty members are expected to attend *these and other* school, college, departmental meetings as called by the respective deans or chairpersons.**

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IV. Faculty Responsibilities

F. Other Responsibilities **PASSED WITH ADDITIONAL CHANGES ITALICIZED**

9. University **Commencements and** Convocations
~~Convocations~~ **Commencements** for the granting of degrees are held at the end of the fall and spring semesters. **The University also holds a Founders' Day Convocation.** Faculty members are expected to attend ~~commencements~~ **these activities in full academic regalia** and ~~academic gowns are required for the ceremonies~~ ***unless told otherwise.***

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IV. Faculty Responsibilities

F. Other Responsibilities

13. Tobacco Policy **MOTION WAS TO KEEP THE FIRST SENTENCE AND ADD ALSO, IN ACCORDANCE WITH** **PASSED**
~~Tobacco use is prohibited in all academic and administrative buildings and Carpenter/Haygood Stadium. Receptacles and seating may be available outside of buildings to help accommodate tobacco users. Signs or graphics will be posted designating no tobacco use in academic and administrative buildings and Carpenter/Haygood Stadium.~~
In accordance with Act 734 of the General Assembly of Arkansas, Regular Session, 2009, which stated "Beginning on August 1, 2010, smoking is prohibited on each campus of state-supported institutions

of higher education," smoking is prohibited on the campus of the University.

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IV. Faculty Responsibilities

F. Other Responsibilities

15. Grading Policy **PASSED**

For detailed information, refer to the University Catalog. The University employs a grading system with the letters A, B, C, D, F, W, NC, CR and I. Letters after F have the following significance: W is given automatically when a course is dropped ~~during the third through sixth week~~ **prior to the deadline published each semester** ~~of the regular semester or the second week of a summer term~~; WP is given when a course is dropped after ~~the sixth week~~ **said deadline** if the grade at the time is D or above; NC is given if the grade is D or F on the credit/no credit option; CR is assigned when the grade is A, B, or C on the credit/no credit option; I is a non-punitive grade reserved for incomplete work in a course. The grade of I reverts to an F unless it is satisfactorily removed within one calendar year or unless extension is granted by the Vice President for Academic Affairs. It is assumed that faculty members exercise their best judgment when grades are assigned; however, permanent course grades can be changed for clerical error or judgmental oversight and only by the faculty member who assigned the grade and with the approval of the appropriate dean or chairperson. Except in unusual circumstances, action must be initiated within 60 days after the beginning of the next Fall or Spring semester after the grade was awarded. Incomplete grade changes can be made without the administrator's signature or approval.