

## Minutes for Faculty Senate 1 September 2010

The following senators were present: Lea Ann Alexander, Troy Bray, Martha Dale Cooley, Debra Coventry, Jane Dunn, David Etienne, Vicki Faust, Rhonda Harrington, Megan Hickerson, Catherine Leach, John Long, Pedro Lopes, Patti Miley, Mike Miller, Don Peterson, Glenna Summer, Pat Weaver, and Fred Worth. Heidi Vix attended for Celya Taylor and Shannon Clardy for Basil Miller. Teresa Porter was the Staff Senate representative.

Catherine Leach called the meeting to order @ 3:15 in the Cabe Room and introduced Deborah Collins, Director of University Counseling and Student Health Center. Collins discussed search and rescue training and the upcoming storm spotter class.

Dr. Miles, Provost and Vice President for Academic Affairs, reported on our increase in students. As of the date of the Faculty Senate meeting, we have 821 freshmen and 685 sophomores this fall; our numbers were 651 and 591, respectively, last fall. Our total credit hours have increased from 46,794 to 49,784 this year.

Dr. Miles reported that he has been at the Capitol a number of times this summer to participate in meetings of the Interim Study Proposal Committees of Representative Hutchinson and Representative Roebuck, which are now meeting jointly. Their respective committees are discussing standardized testing state wide and the remediation/retention of college students. The last joint meeting will be September 30. Dr. Miles presented the following statistics for HSU.

2009-2010 Students in remedial classes: 332 remedial math; 149 literacy; and 117 reading

Number of student who completed remedial classes last year: 50 math; 109 literacy; 108 reading

Number of students repeating a remedial class last year: 107 math; 19 literacy, and 1 reading.

Next, Dr. Miles announced that Kyle Gober, a HSU graduate, is the new athletic director.

Dr. Miles added that soon, HSU will have a new faculty data system, Faculty 180, a product of Data 180, which is housed in Kentucky. The electronic system will hold vita, classes taught, semesters they are taught, and all professional and personal information for each faculty member; however, this service will be roughly ½ of the cost of the next higher service. Faculty members can cut and paste with Word to add information, keeping the files current. Jennifer Holbrook and Elaine Kneebone are working on the final details of the contract and have negotiated with the company.

Senators gave the Buildings and Grounds Committee a list of repairs needed for buildings and chairs.

The Compensation Task Force is working, and individuals are sending information to the committee.

All Faculty Handbook revisions will be taken to the Board of Trustees at one time.

Fall Break was discussed and October 13 and 14 were tentative dates suggested because grades are due October 17<sup>th</sup>. It was suggested that we have one day for registration and not two; this would allow us to start classes on Monday August 22, 2011. We will coordinate with OBU and discuss this with the advising center and career services.

The April 28<sup>th</sup> minutes were approved as corrected. Catherine Leach reported on her visit with Dr. Welch.

Report of Meeting with Dr. Welch  
August 26, 2010

Fall enrollment numbers look good. Henderson has 1,045 students who received Arkansas challenge scholarships. This includes the old academic challenge scholarships and the lottery scholarships. We had 401 students who received academic challenge scholarships last year. Welch stated that the required number of hours a student has to complete to be eligible for the state scholarships has increased our SSCH. As of August 26, freshman enrollment is up 26% over last year; housing is up 13%; and we have 177 more meal plans than were budgeted. There are approximately 1600 students living on campus including those in Whispering Oaks. Whispering Oaks is at 96% capacity. It was only at 78% capacity last year.

There are plans to build a new dining facility, but the Caddo Cafeteria building will not be torn down. Bids for the 64-space parking lot at 12<sup>th</sup> and Wilson streets will be opened September 2. The funding for the lot is bond money left over from the recreation center. There will be renovations to the softball field to correct some safety issues and renovations to the baseball field to correct foundation issues. The softball and baseball field improvements will be primarily funded with private funds.

Two Henderson scholarship categories have been eliminated. The Beyond the Boundaries scholarship only awarded 3 of the 50 scholarships allotted and the Top 10% scholarship only awarded 2 of its 50 scholarships. The extra money was placed into other Henderson scholarships.

Catherine Leach reported on her visit with Bobby Jones.

Report of Meeting with Mr. Bobby Jones  
August 26, 2010

Mr. Jones asked to meet monthly with the president of the Faculty Senate and the president of the Staff Senate. He wants everyone at Henderson to understand HSU's finances and financial position. He wants the budget process to be open and transparent.

As of August 26, the second summer term and fall 2010 term had brought in approximately \$1.2 million that were not budgeted. These numbers are not the final numbers and some of the money will go to Aramark for the cost of additional meal plans, etc.

The renovation of Foster and Womack Halls should go out to bid in mid September. A new dining facility is being planned for the area behind Foster Hall. Approximately half of the cost of the building will be provided up front by Aramark. In addition, Aramark will provide approximately \$94,000 for debt service annually. Henderson will borrow the rest of the money for the project. Jones stated that a loan does not have as many extra costs as using bonds.

The funding for new lights being installed on campus is from the Sturgis Foundation. These funds may only be used for campus improvement. Henderson is planning to replace the benches on campus. The Evans parking lot was fixed this summer.

Jones said there is also \$500,000 in the general improvement fund. This is one-time money and cannot go into the operating budget. Each vice-president is creating a "wish list" for ways to spend the funds. Henderson may use the interest from the money in the Reynolds' fund for equipment and maintenance of the Reynolds Science Center.

Lea Ann Alexander gave the Building and Grounds Committee's report.

As recommended in the 1 March 2010 Buildings and Grounds Committee report, members from the committee met with representatives from administration, Staff Senate, and HSU Police to conduct both a day and night campus walk-about to assess appearance, safety, and other issues.

Daytime Walk-About, 11 August 2010, 8:00 a.m.

Dr. Charles Welch

Mr. Bobby Jones

Mr. John Corley

Mr. Gary Taylor

Officer Teddy Rocolle

Pam Ligon, Staff Senate

Lea Ann Alexander, Faculty Senate

Participants discussed overall campus appearance, noting in particular unkempt planting beds and uncut grass. We were in short supply of grounds workers this summer because of moving various offices out of Foster Hall. Six temporary workers were approved for hire to improve the appearance of campus grounds. One way to address this issue might be to fund Maintenance for institutional work-study students charged with pulling weeds and picking up trash, which would also make more jobs available for students who don't qualify for federal work study.

During the walk, several issues from last fall's Buildings and Grounds reports were mentioned, including the recurrent elevator issues in McBrien, the banging doors in McBrien, the slick sidewalk in front of Caddo, the lack of a handrail in the east stairwell of Mooney. We also discussed the problem of students parking in faculty/staff parking places. Sidewalks around campus will be repaired as problems are noticed and reported.

Henderson is ready to go with the Foster and Womack renovations; bids were expected to go out the week of the walk. The Foster and Womack renovation/construction process will begin in fall 2011 and will take approximately 12-18 months to complete.

Admissions has moved to temporary offices in Womack. Permanent offices will be allocated to this department in Womack as part of the renovation process. For the duration, Womack will contain no restroom facilities other than a high-end portable bathroom next to building. Also, no elevator will be available during the construction process. Staff will develop alternate methods to accommodate visitors to the building. After construction, the bathrooms and elevators will be accessible and energy efficient.

Ten years ago, the estimated cost of burying the unsightly electrical poles on campus was 1.9 million dollars; that cost is still prohibitive. However, some electrical poles will be buried when the new cafeteria is constructed.

We are nearing the final stages of planning for construction of a new dining hall. Aramark is providing almost half the cost of construction and has agreed to pay \$94,000 annually for debt service.

The canopy has been raised on the mall. The canopy was also raised on a few trees on the South Lawn. The old wooden benches on campus are going to be replaced.

Drainage work has been done on the mall area; Evans lake is gone. Various options are under consideration for improvement of the appearance of this area.

A little money has been raised for a new Family and Consumer Science facility. Any major work on Proctor Hall will occur after FCS moves out.

A large dip in the road next to Smith has been reported and repaired.

Nighttime Walk-About, 16 August 2010, 8:30 p.m.

Mr. Bobby Jones

Mr. John Corley

Mr. Gary Taylor

Officer KeeWyone Delaney

Officer John Schofer

Vickie Faust

Teresa Porter, Staff Senate

Lea Ann Alexander, Faculty Senate

The new campus lighting is attractive, and areas where the new poles have been placed are significantly brighter. The next group of light poles has been ordered.

The sidewalk between the Centurium and McBrien is very dark. Mr. Taylor is looking into the feasibility of obtaining electricity for addition lights.

Participants noted that no light exists on the electrical pole on the corner of Brown Street and Henderson Street (Proctor Hall corner). Mr. Jones will ask the city to place a light here.

Other dark areas were noted, including the parking lot behind TRIO, the garden area behind the library, and the back corner of Mooney. Mr. Taylor made note of lights that need to be replaced, but pointed out that raising the canopy of nearby trees, some of which grow directly over the lights, would help alleviate the problem in some dark areas.

The lack of curb cuts is a problem all over campus. Curb cuts for wheelchair students crossing Henderson Street to go to the new Disability Services location in Edwards House, for example, are inadequate. Constructing curb cuts to allow access to Disability Services is a priority, but this situation exists all over campus. For example, no straightforward route from East Hall and West Hall to Evans and RFA exists for wheelchair students. Wheelchair students must risk damaging their foot pedals or travel in roundabout fashion over the Amy Jean Green Bridge to reach those buildings.

While the resurfacing of streets running through campus has greatly improved the general appearance of campus, in a few places tar has created minor obstacles on curb cuts.

Participants discussed the feasibility of making Robey Street a one-way street going south (in the same direction as 11<sup>th</sup> Street). Robey is very narrow. Two cars cannot pass each other easily and the street cannot accommodate pedestrians and vehicles safely. If this is the course the University decides to pursue, the city of Arkadelphia would make the final decision.

During this walk-about, we saw four skunks: two on the South Lawn and two in the quad. Previously, a custodian reported that she had been chased by a skunk one morning as she came to work. This happened to another custodian, as well. Maintenance is aware of the problem and is working to solve it.

Submitted by Lea Ann Alexander, Faculty Senate Buildings and Grounds Committee

Finance Committee did not have a report.

Patti Miley said the Procedures Committee will send out ballots for the Departmental elections in October and the At Large elections will be in November.

Old Business: none

New Business: September 11 will be Reddie to Serve Day. There will be trash pickup, yard work, shrubs trimmed, and leaves raked for people in the community. Karen Spradlin will be in charge of breakfast and lunch for participants. Sign-up sheets are available if groups and individuals want to sign up. Let Dr. Shepherd's office know.

It was noted that Pat Weaver and Brett Serviss were elected in 2008 to serve on the Committee on Committees. Heidi Vix volunteered to be serve on the Committee on Committees this year.

The Web master will be Shannon Clardy until Basil Miller returns.

Fred Worth presented several Faculty Handbook corrections for a vote.

Outstanding New Faculty Member Award

In recognition of outstanding performance by a new Henderson State University faculty member, a ~~\$1000~~ **\$2500** award will be given annually to the outstanding new faculty member. In order to be eligible for nomination, the faculty member must have less than five full years of full-time college/university teaching and for those with teaching experience below the collegiate level, less than eight years of full-time teaching. Motion passed.

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

O. Salaries

1. Teaching Faculty

- e. If the anticipated revenue upon which the appropriation for the University was made by the General Assembly is not collected and deposited to the credit of the institution in the State Treasury, the Board of Trustees reserves the right to make such adjustments in salaries as may be necessary to bring the total amount paid for salaries within the funds available.
- f. Salaries for positions funded by external sources are contingent upon the continued external funding of these positions.

2. Salaries for Administrative, Managerial, and Professional Positions Will Be Determined by the Board. **(Subject to subsection O 1-~~e~~ e above)**

Motion passed.

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

P. Faculty Evaluation Program

6. Evaluation Services

a. Responsibilities of the Director of Computer and Communication Services. It will be the responsibility of the Director of Computer and Communication Services to oversee the distribution, processing, records keeping, and dissemination of the university-wide student evaluation process; to report to the Vice President for Academic Affairs.

~~b. Responsibilities of the Ombudsman (appointed by president of the Faculty Senate). It will be the responsibility of the Ombudsman to serve as a representative of the faculty to insure that student evaluations of faculty are fairly administered; to report to the Faculty Senate through the Faculty Concerns Committee or appropriate concerns and to the Vice President for Academic Affairs. [This paragraph has a variety of problems since it references the Faculty Concerns Committee, which no longer exists, and the last sentence is oddly worded. We have not generally had the ombudsman and it really doesn't seem necessary.]~~

~~7. Review of the Faculty Evaluation Program. The Faculty Senate's Faculty Concerns Committee, or other appropriate committee, will be responsible for reviewing the Faculty Evaluation Program. The committee will present its review findings to the~~

~~Senate by the October meeting of each even-numbered year.~~ **[this paragraph has a variety of problems since it references the Faculty Concerns Committee, which no longer exists. The senate regularly considers the evaluation program anyway.]**

Motion passed.

#### IV. Faculty Responsibilities

##### F. Other Responsibilities

##### 3. Research, Consultation, ~~and Patents, and Outside Employment~~ **and Patents**

The University encourages faculty members to engage in professional activities whether or not these professional activities are directly connected with the institution. Such involvement serves to promote professional development, the advancement of knowledge, and the University image. While engaged in such activity **under the auspices of the University**, the faculty member will take steps to see that the University's name appears as sponsor.

**Any faculty doing research involving human or animal subjects must adhere to the University's Human Subjects guidelines and Animal Subjects guidelines. [presuming they exist]**

Motion Passed.

The meeting was adjourned at 5.