

## Faculty Senate Meeting May 4, 2018

1. President Rigsby called meeting to order at 3:15

**Senators present:** Rebecca Langley, Emilie Beltzer, Malcolm Rigsby, Catherine Leach, Lewis Kanyiba, Fred Worth, Beth Maxfield, Tommy Finley, Troy Bray, Connie Phelps, Shelley Austin, James R. Duke, Holly Morado, Natalie Scrimshire, Shannon Clardy, Richard Miller, David Stoddard, Lisa Massey, Kristen Benjamin, Paul Glover, Vincent Dunlap, Janice O'Donnell, Matt Gross, Alan Blaylock (for Mike Watters) Michael Loos, Christy McDowell, Judy Jenkins (for Pat Weaver)

**Senators absent:** Peggy Woodall, Andrew Kreckman

**Guests:** Tina Hall, Director of Marketing, Brett Powell, VP of Finance, Jeff Thomas, Director of Enterprise Applications, Steve Adkison-Provost

2. Tina Hall, director of marketing—Ms. Hall introduced herself and discussed her department's focus on student recruitment and retention. They are working on marketing strategies that are digital and being where students live “on their phones” and are working on branding campaigns with a firm out of little rock (CGRW). She and her team are looking to expand “selling” Henderson to prospective students and getting HSU out there as a “brand”, as well as changing the digital space to promote the university and concentrating on digital space to see what content is being used. Significant work on the website will be happening in the next year. She answered questions about TV/radio ads and how we spend our money, when and on what broadcast medium. Already have 30 second and 60 ads being put together for local and specialized markets.

3. Dr. Brett Powell and Jeff Thomas (director of enterprise applications) – Jenzabar ERP application discussion—18 month timeline for implementation of Jenzabar, goal launch date of June 2019. Chosen as the quietest time on campus to implement to have downtime impact the fewest people. They just had meeting to move data from POISE over to Jenzabar—30 years of POISE is being transferred. Handouts were provided for the CRM (constituent relationship module) and the personalization of the system that has been molded with input from faculty and staff. The interface is supposed to be very similar to MyHenderson but with better features. Major changes will need to take place by January, 2019. The system will be up enough by then for training faculty and staff in how to use the system. There will be a time lag between the training and full implementation so no one will be trained and then thrown into using the new system right after training. Faculty will mainly be using the MyHenderson system through Jenzabar, which should look and feel like what is already in place but with a new engine running it. They encourage people to have input into the new system for

improving overall workflow and not have duplication of paper and electronic forms with one approval process rather than two as is currently the case. There will be access to past information in the system as well. Discussion of having faculty input was had and it will be pursued after this semester.

4. Dr. Steve Adkison - budget issues. Discussion of budget reduction and changes in budget according to handout given—approximately 600k reduction on supplies and services and travel was about 40% travel that continues to be funded for student research and faculty travel to support those students. Unique budget reductions of 47k consists of accounts and pools of money that don't have a continuing function or need. Mostly consisting of small budgets. 356k will be in administration consolidations and reductions of staff positions—mostly combining some positions and eliminating 6 positions in academic affairs and possibly eliminating some administrative assistant positions when positions resulted in no contact person available for students or faculty when Steve did walk arounds on campus. Administrators are sharing administrative assistants. Adjunct/overload budgets-356k- are taking up too much of the budget with flat enrollment. Salary savings from faculty retirement have been used up to pay adjuncts and overloads and some departments are having fewer majors with more upper level classes being scheduled without students to support those classes. He stated there is less need for adjuncts when there are fewer majors in a department and full time faculty should be used to teach lower level classes that had been taught by adjuncts—basically overspending less, not actually spending less. - 276k- Changes in summer class enrollments to not allow three students or less (for example) and deans are being charged with making sure any adjunct taught classes are meeting enrollment. He stated we need to be using the faculty we have already rather than using adjuncts as much as possible which is counter to the national trend of eliminating full-time faculty to use adjuncts as much as possible. -273k- Hiring freeze of non-essential positions-essential meaning the university cannot work without the position, and all others will remain vacant at least for the upcoming year. Budgeting cannot be done working on student enrollment projections but the hope is that enrollment will be strong for the fall and reduce the budget gap changes.

It has been put in the budget for reducing retirement contributions from 10 to 5 percent for this year and be put back as soon as possible. The five year plan has changes in place for compensation and merit raises. Discussion ensued about how this budget problem seems to be coming up each year and the fact that enrollment is the bottom line for our budget issues. A staff member told her own experience of having to work two jobs to barely get by and how many staff are in the same financial boat and that they are terrified of losing their jobs. Several faculty shared heated comments about their feelings regarding various spending decisions as cause for the budget shortfall, the concern for more positions being eliminated on campus and retirement contributions remaining halved. There were also several comments about the Jenzabar system being too costly to implement at this time as well as some less constructive criticism of the administration and budget.

5. Approval of minutes - April 2018-minutes approved by Senate vote
6. President's Report-see Appendix A
7. Reports of committees
  - A. Executive Committee-made agenda
  - B. Academics Committee-SI (service Intensive) course distinction approval and definition of service for that proposal. Proposal was approved by vote to adopt by senate and will go to UAC for further approval.
  - C. Buildings and Grounds Committee-Contract with Aramark was renewed and committee will do a walk-around on campus to look for needs to report to Aramark. It will be an ongoing process and they will ask for additional persons from different buildings to join and get comments prior to the walk around. Emails will be sent for persons interested in joining walk-arounds.
  - D. Finance Committee-no report
  - E. Procedures Committee-Dr. Kanyiba thanked the faculty for voting on members of the faculty hearing committee--see Appendix B
  - F. Operations and Handbook Committee-See Appendix C. Plans are to have the updated and correct version of the handbook available by December 2018.
  - G. Shared Governance Committee- cell phone policy reviewed and recommendations from both staff and faculty senate will be passed on to Dr. Brett Powell.
8. Old Business-none
9. New Business-Change in Faculty Handbook wording on being allowed to work under the Faculty Handbook under which we were hired. Passed by vote and will be included with other changes to the handbook.
10. Adjournment at 5:23

## **Appendix A**

### **President's Report to the Faculty Senate, May 2, 2018**

#### **Meeting with Dr. Glen Jones, University President, April 27, 2018**

Emergency Response Plan: The executive council's emergency response table top activity for early April was postponed due to conflicting travel schedules. It has been rescheduled for Monday, April 30. We are considering an active shooter training exercise for the entire campus. However, we have not worked out the details of how best to schedule and arrange this activity. Concerns include how to best effectively inform all individuals on campus of the activity in advance of its deployment. An additional concern centers on how to include the campus community in the exercise in a manner that assures the safety of all involved.

Grants: I posed a question regarding our active solicitation of grants from private and governmental sources. Do we have a dedicated grant writer? What might be the challenges and solutions to securing more grant monies? President Jones indicated that we do not have a dedicated person for grant writing on campus. One outcome he would like to see from the current reallocation process is a dedicated grant writer that would actively seek out qualifying grants for program areas. Such a position would assist departments, program administrators and faculty in selecting the grants opportunities best suited to our needs and assist in securing the funds.

Opportunities and Solutions: I asked President Jones about his aspirations and plans for the next 3-4 years. Other than funding what are two pressing needs that we can seize to better posture HSU as an educational institution? How do these relate to his statement in the April 26, 2018 issue of Henderson Now where he spoke of the "shifting interests of students" His responses speak to student needs. We must focus on:

- *Defining success as graduation and persistence*, not simply enrollment. This is critical due to funding tied to student success (graduation and persistence rates) and promotes an atmosphere that fosters within our graduates a desire to remain connected with Henderson.
- *Program enhancement and the right mix of programs* to accommodate the shift in society's needs and student needs and expectations. Student interests are "shifting" and this leads to the need for us to respond. The emerging necessities of society require us to respond to social needs, expectations of the various professions, and the technological desires of our students. Many prospective students and their parents expect us to offer the programs they desire based on their career expectations and desire to respond to future needs. We have begun this process with programs such as Social Work, Nursing, Education, Drones, Criminal Justice and others, but we must continue to evaluate and where warranted initiate the desired programs.
- *Recruitment and pathways*. Develop long-term relationships with students early through programs with two year institutions and high schools. We must create these pathways and relationships so that students will look to us as their next step in

growth. Additionally, we must make more of our program offerings available online where it is appropriate. Finally, we must expand our efforts to recruit more international students to HSU. An expanded effort is currently underway, but it will take time to recruit international students who will begin and finish their degree at Henderson.

Personal Inspiration: During the past semester I have had the opportunity to meet one to one with President Jones and get to know him a bit more personally and informally. I wanted to hear what inspires him each day. He told me the following. Students! Seeing, meeting and greeting students. Seeing them grow and overcome the obstacles and challenges they face on a daily basis. He recounted two experiences lately which encouraged him greatly. Both students had been presented with great obstacles that they had rebounded from. He told me “these situations remind me of the blessing of being in higher education and helping students discover themselves and their purpose in life; as he sees them succeed it gives him a new way of looking at the world.”

#### **Meeting with Dr. Steve Adkison, Vice President for Academic Affairs/Provost, April 27, 2018**

Two items were of primary concern in the meeting this month.

Recognizing Student Success: I noted to Dr. Adkison that there had been some concerns about recognizing student achievement (*cum laude, summa, magna*, etc.) in recent commencement brochure/programs. According to Tonya Oakes Smith the switch to smaller programs, with a footnote mention of those with honors had been her decision a few years back, but that it had been concurred with by Dr. Elwyn Martin. It was explained as purely financial, that smaller font was less expensive. I explained to Dr. Adkison and he agreed that it is important to note our graduates with honors especially with our focus on student success. Dr. Adkison said although the program has already gone to print, he would see that future program brochures would note the honor perhaps directly under the student’s name with a small indent.

Budget Reductions Draft: We discussed the status of the upcoming budget year and in particular the proposed budget reduction draft which is attached. The target was a \$2.1 million budget reduction. Dr. Adkison asked that he be given some time at the May 2 faculty senate meeting to discuss the proposed reduction items as listed on the attached draft.

#### **Meeting with Dr. Brett Powell, Vice President for Finance and Administration, April 26, 2018**

**Budget Update:** Dr. Powell reports that the budget timeline is on track. Reductions have been thus far met to the tune of \$2.5 million with apx \$700,000 remaining to be covered. He will be meeting with the Board at the annual workshop next Friday, May 4, 2018 to present the state of the budget.

#### **Facilities Contract and Sodexo Dining Contract:**

- Facilities: We are now in the third year of the Aramark contract. Thus far we have not received satisfactory return on our contract. We have met with Aramark and sought to work with them for well over a year in attempts to resolve deficiencies.

They have been given notice that we opened the process for bids. The period for taking bids is now closed. We received eight for initial review. Reviewers included the representatives for residence life, faculty senate, staff senate and Dr. Powell. Of the eight proposals, four were selected to come to campus to present their proposals and answer questions. Open meetings were held, but were not well attended, with as few as two attendees and a probably no more than 10 attendees dependent upon the meeting. The same team of reviewers reviewed and evaluated all four proposals and now we are narrowed to two. Currently as of our meeting, we are in speaking with each vendor and seeking clarification of duties and expectations. A decision on the contract is expected by Friday, April 27. I asked if we had examined closely whether it was financially feasible to outsource rather than hire our own employees. Dr. Powell noted that this had been investigated and facilities outsourcing provided us many cost savings since supplies and materials are purchased in greater bulk through the facilities vendor. The current contract with Aramark is approximately \$2.9 million, which is roughly the cost of operating in-house prior to outsourcing. For example, these corporate resources include access to engineers, landscape professionals and other professionals who provide us the type of expertise we would find more difficult and costly to hire independently.

- Dining: Dining includes three areas, residential, retail and catering. We had bad service in all three areas under the Aramark contract. They were asked to rectify deficiencies repeatedly and they did not respond. Since Sodexo already had a local contract the idea was to use this presence and population served as a point of leverage to help us secure more favorable contract terms. According to Dr. Powell residential dining is better. We initially continued to experience deficiencies in retail which includes the fast food outlets in Garrison and Starbucks. However, after discussion with Sodexo several staff members of the retailers have been replaced and service and food is much better. As for Catering; we still have deficiencies that have been discussed in the past such as incorrect orders, food quality, and problems in placing orders, etc. Brett has been in close contact with the national catering manager and he has been to campus, evaluated our situation and has implemented changes in our local management. The manager Sodexo had here was not right nor living up to expectations. A new manager has been hired and will be arriving in mid-May.
- Compensation Plan adjustments and Promotions: I told Dr. Powell I had noted several concerns regarding last year's compensation plan adjustments as related to those individuals who had received a promotion. In particular, it did not seem that those who had received a promotion may not have received the correct amount of compensation plan adjustment due to timing of the promotion. Dr. Powell said that promotion and compensation plan adjustments were made in conjunction with contracts. However, there were two formulas employed that perhaps created the confusion. The first formula calculated a smaller salary adjustment than the second. After the second formula was employed in July the difference between the two calculations, taking account of the promotion was added to the first calculation and the resulting adjustment appeared on the August pay check. Dr. Powell told me that if anyone who received a promotion has a question or is unsure whether the correct adjustment was applied to please come see him and he would check and verify the adjustment with them.

Senate Visit: Reminder to Senators, please visit with your constituents regarding any questions of Dr. Powell about the ERP conversion. He and Jeff Thomas will be our guests to Faculty Senate to better explain the ERP system/training schedule and implementation timeline. Please bring any particular questions from your constituents or that you may have.

## **Appendix B**

### **Procedures Committee Report, May 2, 2018**

The faculty hearing committee elections were concluded April 16<sup>th</sup>. The committee met on April 20<sup>th</sup> to sort out ballots. Elected members were notified via email and confirmed committee membership by Tuesday April 24<sup>th</sup>. Ms. Kneebone has acknowledged the receipt of the new members for incorporation into the Committee Handbook for 2018-2019. Below are the hearing committee members, terms ending 2020 and 2021.

### **2018 Faculty Hearing Committee Members**

#### **School of Business**

**2021:** David Rodriguez

**2021 Alternate:** Jennifer Zarzosa

**2020:** *Edward Akoto*

**2020 Alternate:** *Lea Ann Alexander*

#### **Ellis, Fine Arts**

**2021:** Laura Storm

**2021 Alternate:** Kasten Searles

**2020:** *James Buckner*

**2020 Alternate:** *John Price*

#### **Ellis, Liberal Arts**

**2021:** Deepak Pant

**2021 Alternate:** Douglas Heffington

**2020:** *Nydia Jeffers*

**2020 Alternate:** *Rebecca Langley*

## **Math and Science**

**2021:** Lloyd Moyo

**2021 Alternate:** Shannon Clardy

**2020:** *James Engman*

**2020 Alternate:** *Dever Norman*

## **Teachers College**

**2021:** Massey Cheryl

**2021 Alternate:** Julie Quast

**2020:** Jessica Allen

**2020 Alternate:** Mark Mosser

Sincerely, Lewis Kanyiba, Chair-Procedures committee



## Appendix C

### Faculty Handbook Changes

change #	page	where	item	rationale
1 passed 5/2/18	21	4. Criteria and Notice of Standards 3rd paragraph	University faculty who are employed at the time of the adoption of this Handbook by the Board of Trustees will be eligible to apply for one promotion under the education and service requirements found in the 1990 HSU Faculty Handbook.	no longer applies to anyone, <b>delete</b>
	cover	<del>The Handbook is to serve as a guide and will provide information and assistance in following rules and procedures of the University. This document supercedes all university documents that pertain to policies that affect faculty.</del> The Handbook describes the rights and responsibilities of Henderson State University faculty. It also lays out various university policies. It is to be considered as part of the contract for all faculty. Should policies regarding promotion or tenure change, each faculty member is entitled to one promotion or tenure application under the version of the handbook in effect at the time of his/her hiring.		
2 passed 5/2/18	25	c. The following practices in promotion will be observed under usual conditions: (2) 2nd paragraph	Provost/ <del>Vice President</del> Vice President for Academic Affairs	eliminate hyphen for consistency
3 passed 5/2/18	15	5. Faculty Hearing Committee	from the Ellis College of Arts and Sciences (three from each of the traditional areas: Fine Arts, Liberal Arts, and Mathematics and Sciences)  from the Ellis College of Arts and Sciences (three from each of the traditional areas: Fine Arts; <b>Social Sciences and Humanities</b> ; and <b>Mathematics, Sciences, and Nursing</b> )	"social sciences and humanities" was passed by the senate in May 2017 and sent to the board from III.N.2 in handbook.  "mathematics, sciences, and nursing" - inconsistent usage throughout handbook, some including nursing, some not, some "science and mathematics," some "mathematics and science." Nursing expressed desire to be listed apart from sciences.
	30	2. College/Division Awards 2nd paragraph	same two changes as in previous item	semicolons to separate overall list  several places throughout handbook
	32	1st paragraph		
	44	item b		

4 passed 5/2/18	16	6. Miscellaneous Federal Legislation Affecting Faculty and Staff	lengthy list of laws	university counsel agrees should be deleted since some aspects are out of date, some have changed, some change periodically - links can be inserted to relevant items on the university policies web page
	45	A. Sexual Harassment: Policy and Procedure	lengthy policy	
5 passed 5/2/18	15	2. Vice Presidents and Deans	Under the President and answerable to him are the <b>provost and</b> vice presidents.	title has changed, some edits made previously but not all were caught
	38	first full paragraph	the <del>Vice-President</del> <b>Provost/Vice President</b> for Academic Affairs	
	38	first full paragraph	The <del>Vice-President</del> <b>Provost/Vice President</b> for Academic Affairs	
	39	1st paragraph after item (3)	If the Board of Trustees concurs with a recommendation to eliminate or reduce a program, the <del>Vice-President</del> <b>Provost/Vice President</b> for Academic Affairs shall initiate planning to effect the recommendation. The <del>Vice-President</del> <b>Provost/Vice President</b> for Academic Affairs, in conjunction with the Faculty Senate, or a Senate-approved Committee consisting of full-time	
	39	c. Identification of Faculty whose employment is to be Terminated.  (1) Procedure	the <del>Vice-President</del> <b>Provost/Vice President</b> for Academic Affairs,	
	40	(2) Criteria	the <del>Vice-President</del> <b>Provost/Vice President</b> for Academic Affairs,	
	41	e. Notification and Personal Conference	the <del>Vice-President</del> <b>Provost/Vice President</b> for Academic Affairs,	
6 passed 5/2/18	29	1st full paragraph	The nomination, with all supporting materials, will then be forwarded to the departmental chairperson and then the <b>Tenure/Promotion Committee</b> <del>dean</del> of the appropriate school or college (directly to the <b>Tenure/Promotion Committee</b> <del>dean</del> if there is no departmental affiliation). <b>The Tenure/Promotion Committee will then give their recommendation to the dean who will make his/her recommendation.</b>	Had nomination going to dean THEN promotion/tenure committee. This puts it in line with promotion/tenure practice.

			Recommendations from each level, along with supporting material will then be sent to the <del>Tenure/Promotion Committees of the respective school/college, who will forward their recommendation to the</del> <b>Provost/Vice President of Academic Affairs.</b> The Provost/Vice President for Academic Affairs will then forward his or her recommendation, along with all supporting materials, to the President. The president will make a recommendation and then forward all materials to the Board of Trustees which will make the final decision.	
7 passed 5/2/18	33	3. Teaching Faculty Leaves	Faculty members who do not hold the doctorate <b>[delete "doctorate" and insert "the terminal degree appropriate to the field" or make it "doctorate or the terminal degree appropriate to the field"]</b> receive special consideration	make consistent with other portions of handbook for areas where there are terminal degrees other than a doctoral degree
8 passed 5/2/18	26	4. Criteria for Distinguished Professor	(iii) Outstanding <del>faculty senate</del> <b>service to the academic community</b>	correct an editing error that was made at some point
	30	last paragraph	Faculty <del>o</del> <b>Excellence Award</b> shall be recognized at the	
	19	2. Definitions of Regular Academic Appointment a. Lecturer	will have no university <del>of</del> <b>or</b> college committee assignments.	
9 passed 5/2/18	19	2. Definitions of Regular Academic Appointment	It says "References to degrees in this Handbook refer to earned degrees from regionally accredited institutions." But that phrase is repeated in each	Each of the five ranks says "Degrees held must be in his/her discipline or in a closely related field and from a regionally accredited college or university." Just say it once and be done with it.
10 passed 5/2/18	35	d. Student Rating of Faculty (For the text of the evaluation form, see Addendum 1)	d. Student Rating of Faculty ( <del>For the text of the evaluation form, see Addendum 1</del> )	proposing to delete form, so delete reference to form
	73	evaluation form		May not be exactly what is actually used and any changes require handbook changes so delete it.

11 passed 5/2/18	35	d. Student Rating of Faculty  (2) Process. Evaluations are done online.	gives process for in-class evaluations	no longer done in class so delete entire passage and replace with <b>Evaluations are done online.</b>
12 passed 5/2/18	14	D. Institutional Accreditations and Professional Memberships	list of accreditations and memberships	any time one is changed, it would require handbook revision. Dr Adkison recommends deleting this list.
13 no action	42			
14 no action	43			
15 no action	44			
16 passed 5/2/18	14	E. University Calendar	The University Calendar, published in the University Catalog,	The University Calendar, published <b>on the university web page</b> biennially in the University Catalog,
17 passed 5/2/18	14	E. University Calendar	University holidays include Thanksgiving, Christmas, New Year's Day, and the Spring Break at mid term of the spring semester. University offices are closed each year for eleven official holidays.	Dr Adkison recommends - <del>University holidays include Thanksgiving, Christmas, New Year's Day, and the Spring Break at mid term of the spring semester. University offices are closed each year for eleven official holidays.</del> <b>Dates for university holidays can be found in the University Calendar.</b>
18 passed 5/2/18	14	F. Bulletins	The University publishes an Undergraduate Catalog and a Graduate Catalog biennially and a Schedule of Courses.	The University publishes an Undergraduate Catalog and a Graduate Catalog biennially and a Schedule of Courses. <b>These are all available online.</b>
19 passed 5/2/18	19	D. Types of Academic Appointments 1. Term Appointments and Tenured Appointments	All faculty appointed to a tenure track position shall serve a pre tenure probationary period of six years.	All faculty appointed to a tenure track position shall serve a pre tenure probationary period of six years <b>unless the initial letter of appointment specifically declares a shorter period of time.</b>
20 passed 5/2/18	33	4. Pay for Off-Campus Teaching part b	Faculty members teaching off-campus will be given compensation for such work in addition to their regular salary at a rate to be determined by the administration.	Faculty members teaching off-campus will be given compensation for such work in addition to their regular salary at a rate to be determined by the administration <b>as well as any appropriate travel reimbursement.</b>

21 passed 5/2/18	33	3. Teaching Faculty Leaves	An individual accepting such leave is obligated to return to the University immediately following the leave period for three years of service for each year of paid leave or remit the salary paid during leave.	University counsel was asked if this is legally supportable. Her reply was "The university could request and the individual could agree to that as a condition of the university granting the leave of absence." Nothing would keep the university from making such a request or negotiation but having this here creates an impression it would always be thus case and thus, we recommend it be deleted.
22 passed 5/2/18	34	b. (1) Data for Evaluation File Contents	(e) Evaluation by Administrator	Current practice would be more accurately reflected by (e) Evaluation by <del>Administrator</del> <b>chair or immediate supervisor.</b>