

Faculty Senate Meeting, 9/5/18

Garrison Lecture Hall

3:15 pm

Senators present: President Malcolm Rigsby, Catherine Leach, Rebecca Langley, Lewis Kanyiba, Emilie Beltzer, Beth Maxfield, Fred Worth, Paul Glover, Peggy Woodall, Jani O'Donnell, Beth Wyatt (for Christy McDowell), Holly Morado, Carolyn Eoff, Marty Campbell, C. Alan Blaylock, Steve Becraft, Shelley Austin, Shannon Clardy, Dever Norman, Natalie Scrimshire, Kristen Benjamin, Michael Loos (for Rochelle Moss), David Stoddard, Judi Jenkins (for Pat Weaver), Matthew Gross.

1. Call to order: Meeting was called to order by President Rigsby at 3:16.
2. Approval of minutes - May 2018 minutes were approved
3. President's Report: Discussion about the cost of the outside marketing firm who are dealing with social media, commercial advertising and other media advertising that is outside the realm of what on-campus departments can do. There are specific plans and goals in place for increasing enrollment for the firm to address. We have 861 new freshmen as of this morning and far fewer conditional admissions than last year, Provost Adkison reiterated that employee compensation is the number one priority. There are 4000 more student credit hours for this semester.

Facilities contract with Aramark: Details within the buildings and grounds report in Appendix B

Compensation plan: President Rigsby asks that the finance committee meetings be heavily attended by more than just the finance committee members for additional perspectives and input including perhaps attendance by alternates if senator cannot attend. There was information given to the Higher Learning Commission regarding timelines for raises and merit pay and it was published by the Arkansas Democrat Gazette this summer through FOIA.

Media center has changed to sporadic operation times and Jennifer Holbrook and George Finkle to Foster Hall. Discussion was made of it seeming counterproductive to close, but that the usage of the center was being taken advantage of by local businesses which prompted looking into alternative means of access to the facility.

Marketing: Who answers questions about marketing and whose job it is to do the marketing on campus? Website is maintained by marketing department on campus but the CRJW firm will be rebranding and reorganizing the website and other means of contact through social media.

Discussion of gaming center: talk of private donor funding, where the center would be placed and ongoing cost of the center. Release time for the coach will be provided. No information was given about ongoing costs. It is a test run this semester to see about demand and usage.

President Rigsby encourages senators to attend any and all fringe benefit and other committees to protect and advocate for our interests as faculty.

Question about Shared governance not getting all the information regarding things happening on campus and what constitutes a shared governance item as primarily being about policy not process.

See Appendix A for further details.

4. Reports of committees
  - A. Executive Committee
    - i. new Senators/Alternate

Business senator: Alan Blaylock

Chemistry senator: Marty Campbell

Music senator: Steven Becraft

Criminal Justice senator: Ivan Birch

Discussion of Guidelines for graduate program theses and dissertations and that are non-specific to any one program but all graduate programs having starting minimum standards for the process. Lewis Kanyiba has already sent out some preliminary guidelines.

- ii. Volunteers to Attend Budget and Finance this Fall: It was asked of the senate that members beyond the finance committee attend these meetings for input.

- B. Academics Committee

New Service intensive (SI) designation was passed on first UAC reading and on for the second reading. Marty Campbell will be new chair of academics committee.

- C. Buildings and Grounds Committee: See Appendix B

- D. Finance Committee

No report. First meeting 9/18 3:00

- E. Operations and Handbook Committee

No report, meeting next week planned.

- F. Shared Governance Committee

No report beyond reporting that the cell phone and electronic devices policy proposal from administration last semester was tabled by administration and will not be adopted, which is what was suggested by the committee.

5. Old Business

None

6. New Business

Discussion of an article online about the board of trustees proposing some limitations on time of speeches in meetings. President Rigsby talked to President Jones about the situation and there was apparently an issue with someone demanding space on the agenda which was not allowed. At the request of the board of trustees, information was gathered about having a policy in place from other universities in Arkansas with policies about being able to potentially propose a policy. The board will meet in 10 days.

Discussion regarding the Board of Trustees having ignored the statement of No Confidence in the administration voted on by the tenured faculty last spring. It was decided a formal list of growing concerns among faculty would be developed. The list of concerns would be presented to the faculty through the Senate and the Senate would vote. If approved, the list of concerns should then be taken to the administration with a request that the items be addressed.

Discussion of the fact that the tenured faculty is not the faculty senate, nor are they representing the opinion of the other non-tenured faculty about this issue. It was reiterated that a proposal will be drafted by senate members and put forth to the senate to vote on to be sent to President Jones if approved.

Recycling on campus: is the recycling actually being taken to recycle or is it just being thrown in the regular trash? Can we get more recycle bins around campus? Apparently there are unbuilt bins at the physical plant. What is the usage of disposable tableware on campus over the summer? There is a sustainability committee and the buildings and ground committee will see if it is still in operation and reinstate it if it is not.

7. Adjournment: President Rigsby adjourned the meeting at 5:13

## **Appendix A: President's report**

### **President's Report to the Faculty Senate, September 5, 2018**

#### **Meeting with Dr. Glen Jones, University President, August 30, 2018**

Due to a conflict the interview with President Jones was conducted by Dr. Fred Worth, President-Elect of the Faculty Senate.

**Marketing:** We now have an HSU Marketing Department and an outside marketing firm. Why do we need each? Cost of the marketing firm? What are our objectives and plan for the HSU Marketing Department?

To be able to do all the marketing that we need to do would take a much larger marketing department than we have. Our people are good but not all of the skills needed for a complete marketing exist on campus. Therefore we are using a marketing firm to help with advertising (commercials, billboards, etc.). This is a common trend on college campuses today.

#### **Meeting with Dr. Steve Adkison, Vice President for Academic Affairs/Provost, September 4, 2018**

**The Operating Plan 2018-19:** There has been some inquiry regarding this topic:

In early August, this 2018-19 University Operating Plan (attached) was distributed to non-instructional departments along with documents relating to non-instructional departmental assessment. Among other things, it articulates criteria for evaluating and perhaps eliminating academic programs. As written, it seems to supplant the criteria for evaluating academic programs that the instructional workgroup hammered out in Oct 2016. What was the process for approving this plan and were members of the Academic side involved in drafting and or review? Why did this proposal not go to Shared Governance?

Questions concerning the development and approval of the 2018-19 University Operating Plan are best addressed to Dr. Powell, since that plan arose from the non-instructional review process. In any case, it will NOT supplant the work that has been done on the instructional review/prioritization process prior to this fall and which will be resumed shortly. The instructional prioritization process will be driven by the academic faculty workgroup, consistent with original intent.

**The Fall Enrollment Academic Scores for Admission:** There has been concern voiced that there are a large number of the first semester Freshmen this Fall are having to engage in remedial coursework. Were our minimum guidelines for GPA and ACT scores adjusted for this fall's admissions?

This is a specious rumor that has apparently been spread through various social media and has absolutely no basis in fact. HSU's minimum GPA and ACT scores required for admission, both full and conditional, remain unchanged. In fact, HSU's average ACT scores for admitted students has increased slightly over the past couple of years. While we won't have a final count of RISE students until census day this Wednesday, there does not appear to be a larger number of conditionally-admitted students admitted this fall than we have seen in past couple of years. Our sizable increase in new freshmen this Fall has been driven by the focused efforts of faculty and staff, working in close concert with our outstanding Admissions staff, who are very effectively leveraging our CRM system to communicate with and admit new students. Our rising retention rates—which we should see again this fall with last year's freshman class—suggest that we are getting better at admitting better students, not more marginal ones.

### **Meeting with Dr. Brett Powell, Vice President for Finance and Administration, August 30, 2018**

**Facilities Contract:** Impression was last May Aramark was reselected for the Facilities Contract. What took place after that date which has caused us to remove them? In selecting the new vendor SSC was there a new RFP for bids, or did we select the next vendor in line after Aramark in the previous RFP? Was there any Buy Out of the existing contract with Aramark and if so how was or will this be expensed? Who pays for it? Is it true that there was a \$1,000,000 equipment purchase and that we are attempting to recover this amount? From whom? Please elaborate?

*In the spring, we issued a request for proposals for facilities management services because of the levels of dissatisfaction across the campus with the services we were receiving from Aramark. Through that proposal process, SSC was identified as the winner of that proposal process. However, the review and selection process was finalized in the midst of significant turmoil on campus. As a result, after discussion with the review committee members, it was determined that the additional stress of making a change in a major service provider was not*

*advisable at that time. Therefore, we began working with Aramark on the changes that would be necessary to continue their contract.*

*Over the course of the summer, the level of service we receive further deteriorated. There was a significant decline in the level of cleaning and maintenance and in the quality of grounds care. After multiple conversations with Aramark leadership, we determined that it was not going to be possible for them to reach our level of expectations. Because SSC had been identified as the top company in the RFP process, we approached them about whether they would honor their proposal, which they agreed to.*

*The Aramark contract, which is readily available on MyHenderson, does include termination buyout language related to the investments the company made in new equipment, deferred maintenance, and a facilities condition report. The unamortized cost of these investments, which are being amortized over 5 years beginning July 1, 2015, will be paid through a new contract with SSC. As with the original investment, SSC will amortize the payout and include that amortization in the annual contract amount. The exact amount of the payoff has not yet been calculated but it will be significantly less than \$1,000,000.*

**Compensation Plan:** Your remarks to faculty last spring indicate a desire to have a new Compensation Plan. The current plan had called for it to mature in 2020. If the proposal is to rework this what is the timeline? Are we starting from scratch or just modifying? When will you meet with faculty to discuss a proposal?

*Because we were not able to include a compensation plan adjustment in the 2018-19 budget, we did not finalize the proposal to modify the existing plan. The only proposed change was to update comparator salaries using data available through the annual CUPA-HR salary survey. These updates will be presented to the faculty senate as part of the 2019-20 budget process.*

- [it is highly advisable that Senators and Alternates make every effort to attend these meetings.]

**Student Housing;** What is the progress report for Smith and Newberry dorms? Where students are that normally be placed in these dorms being cared for? What are the considerations relevant to evaluating the feasibility of tearing down Smith and Newberry and building new construction when needed? If students are staying in Smith how many are there and is it safe? Who is the contractor? What is the contract price to renovate Smith and the time frame for completion? Once renovated how many students will be served (bed count).

*There is no progress to report on Newberry. No work has been done there other than routine maintenance. At Smith, a new chiller was installed this summer and we currently have a contractor working on repairs to stabilize the brick. There is not a contract to renovate Smith.*

*Attached is a summary of total capacity and current resident counts by facility, including residence halls and apartments.*

*In July, we issued a request for proposals to identify a firm to assist us with assessing our current and future housing needs. The RFP is attached. Seven responses were received in late*

*August and a review committee is being formed to evaluate the proposals, select a firm, and being the assessment process. The committee will include staff from Finance & Administration, staff from Student Affairs, faculty, students, and one board member. The assessment will include consideration of whether to retain either Smith or Newberry, replace both, renovate both, or do nothing.*

*The contractor working on brick repair, Kinco, has installed protective coverings in areas where students enter and leave the building for their safety.*

**Media Center:** What are the next steps in resolving the future of the Media Center? Criteria for evaluation? Why do we need a Media Coordinator if we are going to contract this out?

*We issued a request for proposals to outsource operations of the multi-media center. One response was received but later withdrawn. As a result, we will continue to operate the multi-media center in-house. The Media Coordinator position that was advertised is a full-time position to run the center.*

**Marketing:** We now have a HSU Marketing Department and an outside marketing firm. Why do we need each? Cost of the marketing firm? What are our objectives and plan for the HSU Marketing Department?

*Marketing is not in my area of responsibility so I am not able to answer these questions.*

**Gaming Room /Team:** Is this true? If so costs (furniture, technology, travel, Faculty/Staff Representative (name and compensation). What precautions for liability: insurance? Recalling Florida.

*Last spring, faculty in the Communications & Theatre Arts department proposed starting an e-sports team at Henderson. We did extensive research about the current e-sports trend at colleges and universities, contacted universities with established e-sports programs, and surveyed students regarding their desire to start an e-sports program. As a result of the research, we determined that it would be feasible to start a program.*

*Start-up costs were estimated to be \$80-100,000 and are all being funded by private dollars; none are being paid from the university operating budget.*

*John Price, one of the faculty who initially proposed the e-sports program, will lead it. His compensation was determined by his dean and I do not have that information currently.*

*The gaming room is secure, accessible by Henderson ID, and will be staffed by a student worker (this cost was added to the operating budget) when it is open. Other precautions are the same as those we take with any on campus activity. The university has sovereign immunity as a state entity and does not carry liability insurance.*

**University Operating Plan 2018-19:** Our concern about Academic involvement. In approving the plan it appears that it was distributed to non-instructional departments along

with documents relating to non-instructional department assessment. One thing it articulates is criteria for evaluating and perhaps eliminating academic programs. As written the Plan seems to supplant the criteria for evaluating academic programs that the instructional workgroup hammered out in October 2016. Was anyone from the academic side included in developing the 2018-19 Operating Plan? Why did this planning proposal not go through Shared Governance?

*The University Operating Plan is part of the budget process and was adopted by the Planning & Budget Committee. Since this is a university committee, actions of the committee are governed by the shared governance process. To my knowledge, there has not been a practice, or requirement, for each document or proposal considered by a university committee to be forwarded to the shared governance committee for review.*

*The language related to elimination of academic programs was copied from strategies in the university strategic plan (<http://www.hsu.edu/StrategicPlan/P2strategy1.html>). The Operating Plan is intended to be an annual plan to operationalize the broader goals and objectives of the Strategic Plan. Therefore, each of the priority areas in the Operating Plan relates directly to the Strategic Plan. The strategies around academic program development were included in the operating plan so that the work of the instructional workgroup would be included in the annual priorities.*

## **Other Miscellaneous Updates**

**Board of Trustees Meeting:** 10:00 a.m., Friday Sept 14, 2018, Womack Hall Board Room. Those interested may join the meeting live electronically: Join the meeting live from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/2963597121>  
Or Telephone:US: (408) 638 0968 or (646) 876 9923  
Meeting ID: 296 359 7121

- [Of particular interest for all are: the Enrollment Report, Budget and Construction Reports, and the President's Contract.]

**Testing Center Administrative Assistant II Posting.** I inquired of Phyllis Cogburn: Are the plans regarding the Testing Center Opening for the Administrative Assistant II posted last week related to making the Testing Center for general use by all Online Students of faculty giving exams and other online assessments? Or is it for a limited population of students such as the Disability Center?

Answer: Geralddean Morris: This position is only filling a recently vacated position and will be a test center administrator for **Prometric Testing only**. Our testing room, 127, is still available for instructors to use to test their students if a larger computer testing center is needed. The instructor would have to book the room by emailing or calling the testing center ahead of time and scheduling the room for their use.

## **Canvas: Removing Students and Cost Effectiveness of Canvas**

1. Ability to "Remove" Students from the Roster: I contacted George Finkle, Jacob Mills and Jennifer Holbrook regarding hardships in removing students from canvas courses.

Answer: (George Finkle) As of late yesterday afternoon (Thursday August 30th), and with the help of Dr. Andy Almand, and with a long phone call with my Canvas rep, we have determined that concluding an enrollment will be the best method for faculty members to use when eliminating students from their courses. As of yesterday, I made a setting change that will prevent students from seeing the course after the faculty member has concluded the student's enrollment in a course. Faculty members may also un-conclude a student and return them to the course. Again, I didn't have this final determination until late yesterday afternoon. I will send out an official email to all faculty next Tuesday, September 4th. Removing Students Link: Removing students. [https://henderson.instructure.com/courses/3379/discussion\\_topics/10707](https://henderson.instructure.com/courses/3379/discussion_topics/10707)

2. Canvas with/without Turnitin vs Blackboard with Turnitin Question: Answer Jennifer Holbrook. Even with Turnitin, using Canvas resulted in a price difference/savings over Blackboard. The difference was \$45,357.28.

**Fringe Benefits Concerns and Questions Thursday Sept 6:** Fringe Benefits Committee will be hosting a Conversation Thursday, September 6 from 8:00-9:20 am and 3:00-4:30 pm. You can attend in person at the Caplinger Lecture Hall or we will stream the Conversation via Zoom at <https://zoom.us/j/4178571481>. This is a time for you to share questions and/or concerns regarding our fringe benefits. If you prefer, you may submit your questions and/or concerns through a Google Form: <https://goo.gl/forms/rZiwxDZwwKLHIn7h2>. Wellness Program???

## **Appendix B: Buildings and Grounds Report**

Committee members:

Shannon Clardy, chair  
Jim Duke  
Tommy Finley  
Jani O'Donnell  
David Stoddard

Facilities Management Contract - Aramark has notified its employees about the termination of facilities contract. Per federal law, Aramark was required to give employees 60 days notice. The 60 days ends on October 28th. On October 28th, SSC will begin their facilities contract. The selection of the new facilities management company was done by committee (of which I was a participating member) this past spring. While SSC was chosen by the committee, the decision was made to remain with Aramark due to additional financial burden that would be incurred while changing providers. The reason for recent termination of Aramark was that they did not fulfill the expectations of their contract. Current employees on campus are given the opportunity and encouraged to apply for positions with SSC. SSC has already begun holding informational meetings with the facilities employees about the transition, benefits, and how to apply.



On a positive note, although there have been numerous issues with facilities management, freshman move-in day did go very smoothly as Aramark brought in additional resources to assist.

Smith and Newberry - These residence halls are 90% full. The bond issue that was proposed last spring was voted to be funded in part - \$1 million was funded. This funding covers the facade work that is happening on Smith, maintenance to the chiller in Newberry, and a replacement chiller that was installed in Smith. Smith and Newberry will be evaluated to determine a future course of action. No interior renovations are currently planned or underway.

Parking - The impression is that the beginning of the semester parking woes were temporary as students determine where to go. Parking has improved a little in the past 2 weeks. A row of parking was recently regained by Smith. The university is considering the use of surrounding vacant lots for potential future parking.

The campus walk-about planned for this summer has been postponed until the new facilities contract begins.