

**Faculty Senate Minutes**  
**Wednesday, February 8, 2017**  
**3:00 PM: General Classroom Building 118**

*Hyperlinks to supporting documents are included*

*\*As approved at the Faculty Senate Meeting of February 22, 2017*

**I. Call to Order and Welcome** – Faculty Senate Chair Steven Emge called the meeting to order at 3:00 p.m.

a. Attending:

Stan Alluisi	Han-Sheng Chen	Karl Frinkle
Daniel Althoff	Randy Clark	Brad Ludrick
Gleny Beach	Diane Dixon	Stewart Mayers
Brandon Burnette	Steven Emge	Chris Moretti
Mo Chehbouni	William Fridley	

b. Not Attending

Jeremy Blackwood  
Martin Bressler  
Kay Daigle  
Crystal Jensen  
Charles Matthews

c. Attending – Guests

Teena Harlin  
Jennifer Moore  
Dorothy Owens

**II. Approval of the [minutes from January 25, 2017](#)**

Sen. Ludrick moved to accept the minutes, Sen. Fridley seconded. Corrections to the minutes included listing Han-Sheng Chen as attending, and changing ‘motion filed’ to ‘motion failed’ (V. New Business, A.). The motion passed 10 in favor - 0 opposed - 1 abstention.

**III. Old Business**

A. Shared Leave Policy –

i. Teena Harlin (SE Staff Association President), Dorothy Owens and Jennifer Moore (Human Resources) entertained questions to explain and clarify the proposed changes to the [Shared Leave Policy](#) that was presented to the Senate at the January 25, 2017 meeting. The existing policy was developed to ensure that the sharing is for extraordinary circumstances. It is believed that the proposed formation of a committee would be better able to make the decisions

about which shared leave requests are warranted and would help achieve a fair distribution of the leave hours. A large bank of leave hours has accrued and they are rolled over from year to year. Setting a cap (internally) on the accumulation of leave hours in the bank has also been considered, though not included in the proposed policy. While the proposal lists a Faculty Senator be appointed to the committee, it was agreed that any full-time faculty member would be acceptable and could be appointed by the Committee on Committees. It was noted that the initial formation of the committee would require staggered terms and the policy (Employee Handbook 12.9.7) would need to be synced to the relevant section of the APPM (5.1.3.7). The current quick turnaround time for shared leave requests would likely be lengthened if a committee decision is required. It was requested that the Faculty Senate endorse the proposed policy changes.

Sen. Moretti made a motion to support the proposed policy changes with two provisos: the committee include a full-time faculty member and that the relevant section of the APPM (5.1.3.7) be synced with the Employee Handbook (12.9.7). Sen. Frinkle seconded. The motion passed 12 in favor - 0 opposed - 1 abstention. The approved motion will be emailed to Harlin, Moore, Owens, and VPAA Bryon Clark, with cc to Dyanna Bowen in Academic Affairs.

B. Reduction in Force Policy—See the [January 24, 2017 minutes](#) from the Executive Committee, and the [January 25, 2017 minutes](#) from the Faculty Senate meeting (V. New Business, D. i). Senators were emailed the Executive Committee’s work on an admittedly unfinished draft of a Reduction in Force Policy (RIF) on January 31, and asked to gather thoughts for discussion:

I am sending you the draft of a Reduction in Force Policy that the Executive Committee has worked on for the past couple months. Typically, we attempt to draw up a draft that we could consider “MOSTLY” complete to present to the senate. This is NOT the case in this instance. There are a number of questions that we asked ourselves, and every time we posited an answer, other questions came to mind.

We are not, therefore, presenting a draft proposal upon which we want you to vote. We are presenting you with the work we have done thus far, and would now like to solicit your comments, thoughts, and ideas on how we should proceed in creating a more finalized draft. After gathering your thoughts and discussing in the senate, we can be better prepared to finish our draft and THEN call for a vote. (from Chair Emge’s email)

#### **IV. Committee Reports**

##### **A. Executive Committee –**

i. Chair Emge recounted the work that had been done and the difficulties faced in formulating a RIF policy. Thus far, the EC has attempted to construct the RIF policy by reworking the current policy on Dismissal of Tenured Faculty for Program Discontinuance or

Financial Retrenchment (APPM 4.6.8). Four questions on the definition and conditions of *financial retrenchment* were forwarded to President Burrage for discussion when the EC meets with him on February 13: What is the definition of a Financial Retrenchment? Are there identifiable benchmarks that constitute the need for financial retrenchment? Were last year's non-reappointments a result of financial retrenchment? In the case of a genuine financial retrenchment, will there be a formal declaration?

ii. Discussion ensued. It was recognized that attempts to extend protections from non-reappointment to full-time faculty and tenure-track but not yet tenured faculty might not be possible. Mention was made that program discontinuation might be an eventuality and that having a policy and process regarding that is needed. The EC will use the comments from the discussion to further refine and formulate a policy draft for the Senate's consideration.

B. Planning Committee –

i. Did not meet. Sen. Ludrick reported there were 408 nominations for the Faculty Senate Awards at the close of the nominating process. 21 support letters from have been received from nominees. One nomination has been submitted for the Lifetime Achievement Award. The window for support letters will close on February 17.

C. Committee on Committees – [motion filed](#)

i. Sen. Dixon explained the new membership for the Graduate Council would include the coordinators for each graduate program. The new membership will take effect in the Fall 2017 semester.

Sen. Dixon made a motion to approve the change in membership for the Graduate Council. Sen. Frinkle seconded. A change of wording in the parenthetical phrase (who have Regular Faculty status) to (who have Regular Graduate Faculty status). The motion passed 12 in favor – 0 opposed – 0 abstentions.

D. Personnel Policies Committee – Did not meet

E. Budget Committee –

i. Work by the Budget Task Force (Presidential Advisory Committee—Budget) included a [Report from the SCH and Enrollment Subcommittee](#), and a [Report from the Travel Subcommittee](#). These reports were shared at a meeting of the [Administrative Council on January 30, 2017](#). The subcommittee on the *budget process* did not meet.

F. University Affairs Committee –

i. Did not meet. Crystal Jensen has volunteered to serve as the School of Education and Behavioral Sciences representative on the committee.

## **V. New Business**

### **A. Shared Governance Forum #2 –**

i. Will be held on Tuesday, April 11, 2017 at 2:00 PM. Chair Emge asked senators to consider possible topics. It was noted that the first Forum will be held on Monday, March 6 at 3:00 PM. The topic, chosen by the administration, is Technology, Graduate School, and University Mission.

### **B. Chair-elect Elections –**

i. An election for the Faculty Senate Chair-elect will be held this semester. Senators were asked to consider possible candidates to nominate.

ii. Chair Emge noted the *assurance report* for the Higher Learning Commission will be due in May of 2018. He has volunteered to serve on the sub-committee that will be reviewing the university's *mission statement*.

## **VI. Adjournment.**

The meeting adjourned at 4:31 PM when a quorum was lost.

Respectfully submitted by William Lloyd Fridley, Faculty Senate Archivist