

## Faculty Senate

### Minutes\*

Wednesday, October 22, 2014

3:00 p.m.

Classroom Building 118

*Hyperlinks to supporting documents are included in the Minutes.*

*\*Corrected at Faculty Senate Meeting, November 5, 2014*

#### I. Call to order and welcome

**Faculty Senate Chair Moretti** called the meeting to order at 3:02 p.m.

##### Attending:

Daniel Althoff	Jeremy Blackwood
Dennis Brewster	Han-Sheng Chen
Kay Daigle	Diane Dixon
Blythe Duell	Steven Emge
William Fridley	Layne Heitz
George Jacox	John Mischo
Christopher Moretti	Hal Poovey
Krista Ramírez	

##### Not attending:

Riley Coker  
Alistair Maeer

#### II. Approval of the minutes from October 8<sup>th</sup> 2014.

The following corrections were made:

(a) Page 3, regarding the Proposal to amend Article III, Sections B and C, of the Faculty Senate. The “rationale” for the change regarding term and election of the Archivist is corrected to:  
*The rationale is that no choice need be made between running for Chair-Elect and Archivist, and that a Senator need not wait for reelection before running for Archivist.*

(b) Page 4, Item IV.E Budget Committee report is corrected to: *Sen. Daigle reported that the committee is waiting on CUPA data before responding to VP Walkup’s proposal regarding faculty pay increases.*

(c) Page 4, the Roman numeral VI is corrected to VII at Adjournment entry.

**Sen. Daigle** moved that the Minutes, as corrected, be approved.

**Sen. Jacox** seconded the Motion.

**The motion was approved: 13 in favor – none opposed – no abstentions**

#### III. Deferred Discussions

##### A. Discussion of Senate finances

**Sen. Brewster**, Faculty Senate Treasurer, indicated that a Treasurer’s Report can be ready at any time. Among the points discussed:

- The Faculty Senate’s budget is appropriated from “A” category university budget funds

- Faculty Senate Awards are the largest item in the budget (\$8500), with framing and associated awards expenses being the second largest (\$1090)
- There is one award outstanding/not yet paid (\$432)
- No appropriation has been made for the Lifetime Senate award
- The fiscal year is July 1—June 30
- There is little left over at the end of the academic year
- Awards may be in cash or travel or purchases. Purchases made with Faculty Senate Awards funds remain the property of the University, not of the award recipient; bids must be submitted for purchase
- It was agreed that the Faculty Senate should request more money for any additional awards, including the Lifetime award
- **Sen. Poovey** suggested submitting a Treasurer’s report at the beginning of the semester, and another at the end of the semester
- **Sen. Fridley** suggested that the Treasurer submit a “retroactive” report in writing to be shared with the Senate and posted to the Senate webpage
- **Sen. Brewster** indicates that all appropriated Faculty Senate funds must be spent
- When asked about the deadline for budget requests/allocations, **Sen. Brewster** indicated he would investigate
- **Sen. Dixon** suggested investigating the purchase of access to Survey Monkey as a Senate expense
- **Sen. Duell** suggested looking at funds at mid-semester as well

#### **B. Discussion item: Possibility of adjunct representation on the Senate**

Discussion of adding a seat for adjuncts on the Faculty Senate brought up the following points:

- Appointments for adjuncts are made semester by semester
- Consistency is an issue
- Adjuncts are already welcome to attend
- How would an adjunct Senator be elected?
- There is already a contact point (University Affairs Committee) which is shown in the notes from the Shared Governance Forum

### **IV. Committee Reports**

#### **A. University Affairs**

##### **Brown bag lunch**

**Sen. Duell** reported there were five to six people at each of the two most recent Brown Bag lunches. Another is planned for November. It is hoped there will be a panel discussion.

#### **B. Committee on Committees**

**Sen. Dixon** reported that the Committee on Committees was not able to meet in person but had email communications. The Committee on Committees submitted a [Report](#) containing a motion to nominate Kay Daigle to replace Jamie Knapp on the Honors Committee.

**Sen. Dixon** made the motion on the floor.

**Sen. Brewster** seconded the Motion.

**The Motion was approved: 14 in favor – none opposed – no abstentions.**

### C. Personnel Policies Committee

**Sen. Poovey** submitted a [Report](#) from the Personnel Policies Committee. He mentioned specifically the ongoing work on applying the Family Medical Leave Act (FMLA) across campus and the travel encumbrance issue.

**Sen. Dixon** noted that the Academic Council is also working on recommendations regarding a “travel card” and on shortening the process for funding approvals, so that the account manager of the encumbered funds will be the last step necessary in the approval process.

**Sen. Fridley** indicated that he is working on a reimbursement process and keeping notes on it. He also acknowledged the helpfulness and knowledge of Kay Lynn Roberts as he goes through the process; he sent her a complimentary letter of thanks. Specifically, **Sen. Fridley** was told of guiding state statutes known as “The 300” that must be followed that he was unaware of. He has another meeting scheduled with her at 3:00 tomorrow (Thursday, October 23).

**FS Chair Moretti** indicates he will attend the next Academic Council meeting to familiarize himself with their activities in these areas.

**Sen. Jacox** notes that Dr. Glenn Melancon, chair of the Academic Council, will become more active, particularly in areas of academic oversight such as for the “Choctaw” degrees.

### D. Planning Committee

**Sen. Daigle** reported there had been no meeting of the Planning Committee.

### E. Executive Committee

#### Forum on Shared Governance feedback

**FS Chair Moretti** reported that a meeting with President Burrage is scheduled for next Monday at 4:00. The agenda with the President is on the Forum and feedback from the Forum; also on the agenda is the topic of travel and encumbrances. [Notes](#), a slide show [document](#), and [tables](#) presented at the Forum are online.

Comments from the Senate touched on the time of day the Forum is held and problems with the President’s availability. The Senate appeared to agree that the Shared Governance Forum went well.

**FS Chair Moretti** announced the expected resignation from the Senate of Alistair Maer.

### F. Budget Committee

**Sen. Daigle** announced the committee had nothing to report at this meeting.

## V. New Business

**Sen. Althoff**, Faculty Senate Recorder, proposed that the Faculty Senate consider preparing and sending a brief summary of Faculty Senate activity as an email “blast” to all faculty soon after Senate meetings. He noted that Faculty Senate minutes are approved two weeks after meetings are held and that Minutes are never included in announcements from Faculty Senate to the faculty, although they are posted at the Faculty Senate webpage. Positive responses were noted from **Sens. Dixon, Jacox, Duell, Fridley** and **Emge**.

**Sen. Althoff** made a **Motion that the Executive Committee draft a bullet-point report to send out to the general faculty by the Monday following the previous Faculty Senate meeting.**

**Sen. Dixon** seconded the Motion.

**The Motion was approved: 13 in favor –none opposed—1 abstention.**

**VI. Adjournment**

**Sen. Jacox moved that the Faculty Senate adjourn.**

**Sen. Daigle seconded the Motion.**

**The Faculty Senate adjourned at 4:25 p.m.**

Respectfully submitted,

***Daniel Althoff***

Recorder