

**Faculty Senate (FS) Minutes  
Spring Semester, Meeting #7  
Wednesday, April 24, 2019  
Russell 100, 3:00 p.m.**

*As approved at the Faculty Senate Meeting of September 4, 2019*

**Attending:**

**Stan Alluisi  
Daniel Althoff  
Kathy Boothe  
Brandon Burnette  
Han-Shang Chen  
Randy Clark  
Kay Daigle**

**Diane Dixon  
Steven Emge  
William Fridley  
Karl Frinkle  
Charles Matthews  
Stewart Mayers**

**Chris Moretti  
Joshua Nannestad  
Patrick Reardon  
Rhonda Richards  
Kate Shannon  
Michael Scheureman  
Doug Wood**

**Not Attending:**

**Elisabeth Ponce-Garcia**

**Guests:**

**Carolyn Fridley  
Tim Smith**

**I. Call to Order and Welcome**

Call to order by Chair Althoff at 3:02 p.m.

**II. Approval of the [Minutes from April 10, 2019](#)**

Motion to approve – Senator Burnette

Second – Senator Moretti

Add “Submitted by: “ at the end of the minutes.

Yes – 19; No – 0; Abstentions – 1

Motion carries. Minutes approved as submitted with addition of “Submitted by:”

**III. Information from the floor:**

Faculty Senate winners/recipients of awards of excellence:

Kay Daigle, Josh Nannestad, Rhonda Richards, Stewart Mayers, and Carolyn Fridley (2 awards, attends all FS meetings as president of the SE AAUP Chapter)

**IV. Committee Reports**

**A. Personnel Policies Committee**

[Year-end report](#) submitted and posted.

[Five motions concerning Faculty Grievance Policy, APPM 4.4.6](#)

\*Text of the motions included in the Postscript at the end of the Minutes

**Rationale:** to align grievances and appeals to their proper hearing body, and to achieve consistency with the Civil Rights & Title IX Policy for Faculty, Students and Staff (Civil Rights)

**Motion 1**

Motion: Senator Fridley  
Second: Senator Frinkle  
Discussion: None  
Yes – 20; No – 0; Abstention – 0  
Motion carries.

**Motion 2**

Motion Senator Fridley  
Second Senator Frinkle  
Discussion: Question from the floor - is the link included as part of the body of the text? Motion 5 is to put the policy as an appendix in the policy manual which will link to the new appendix M.  
Yes - 20; No - 0; Abstention – 0  
Motion carries.

**Motion 3**

Motion Senator Fridley  
Second Senator Frinkle  
Discussion: None.  
Yes - 20; No - 0; Abstention – 0  
Motion carries.

**Motion 4**

Motion Senator Fridley  
Second Senator Frinkle

Discussion: History – on January 19, 2011, the Faculty Senate unanimously recommended that *sexual orientation*, and *transgender identification* be included in the Nondiscrimination, Equal Opportunity and Affirmative Action Policy. It was not until 2014 that Southeastern expanded the policy to include *sexual orientation* and *gender identity*.

The wording for the *policy introduction* in the APPM is not included in this motion. The administration will be asked to provide that language when the recommendations are forwarded.

Yes - 20; No - 0; Abstention – 0  
Motion carries.

**Motion 5**

Motion Senator Fridley

Second Senator Wood

Discussion: None.

Yes - 20; No - 0; Abstention – 0

Motion carries.

**B. Planning Committee**

[Year-end report](#) submitted and posted. Summary of Awards process. There is some money left over in the Faculty Senate budget, and they would recommend we get a plaque with each year (perpetual plaque) for Professor of the Year and Lifetime Achievement. Cost for 12 is approximately \$65; 24 is approximately \$120. Also need to decide where this would be displayed. These awards have been given since 2011. If the total cost is under \$400, we should have enough funding. Possibly displayed in the library, faculty lounge or the administration building. Already have frames purchased for next year.

**Motion:** Purchase two separate perpetual plaques with 24 slots, have them engraved.

Motion Senator Dixon

Second Senator Alluisi

Yes - 19; No - 0; Abstentions – 1

Motion carries.

**C. University Affairs Committee**

[Year-end report](#) submitted and posted. Invited to an informal discussion and pizza with the faculty senate at ECU on May 3<sup>rd</sup> at 5:00. Seven senators have agreed to attend. Senators Fridley, Moretti, Althoff, Nannestad, Dixon, Shannon, Alluisi and Carolyn Fridley (guest) will be attending.

**D. Budget Committee**

Submitted [end of year report](#) to Chair Althoff. Inactive this year since most things had been taken care of previously. Report posted on Faculty Senate website.

**E. Committee on Committees**

[Year-end report](#) is submitted and posted.

**F. Executive Committee**

[Year-end report](#) submitted and posted. Series of six meetings with links to notes. Correction to the appropriate year on the Faculty Senate website.

## **V. Old Business**

None discussed.

## **VI. New Business**

Faculty Senate survey needs some editing and Chair Althoff has requested assistance. May 3<sup>rd</sup>-10<sup>th</sup> will make it available.

Email discussion among the Executive Committee for summer activities. One thing is to look at the structure of faculty senate committees' revision, and would open these suggestions to the Faculty Senate via a Blackboard site used by Faculty Senate.

Tradition – Faculty Senate provides refreshments during finals week. In the past there have been sign-up sheets and will rely on donations and memory to make it happen. Monday and Tuesday sounds good and proposed by Chari Althoff. Food should be there around 10:30 and stay until 1:30.

Progress on retroactive pay for faculty and staff. The university and Faculty Senate have had a good year. Thank you to Chair Althoff for a great two years!

## **VII. Adjournment**

Motion to adjourn - Senator Moretti

Second – Senator Dixon

Yes – all; No – 0; Abstentions – 0

Motion carries by acclamation

Adjourned at 3:39 p.m.

Minutes Submitted by Senator Richards

\*Postscript: Five motions concerning the Faculty Grievance Policy, APPM 4.4.6

### **Five Motions for Revision of the APPM 4.4.6, and related policies for the Faculty Senate Meeting of April 24, 2019**

#### **Motion 1**

Amend the Academic Policies and Procedures Manual (APPM) 4.4.6 Faculty Grievance Policy as indicated below. [Underlines indicate new words or phrases; highlights indicate new or additional sections; and, strikethroughs. Some explanatory comments are also provided.]

**Rationale:** to align grievances and appeals to their proper hearing body, and to achieve consistency with the Civil Rights & Title IX Policy for Faculty, Students and Staff (Civil Rights)

#### **4.4.6 Faculty Grievance and Appeals Policy**

The University recognizes the right of faculty to express their grievances and seek a resolution concerning work-related disagreements that might arise between University and its faculty. The purpose of the faculty grievance policy is to provide an avenue for the resolution of informal and formal grievances without fear of coercion, discrimination, or reprisal because of exercising rights under University policy.

a. Informal Grievances

Faculty members having complaints are encouraged to seek informal resolution. The University maintains an open-door-policy and administrators encourage faculty to communicate issues of concern to their department chair or administrative supervisor.

If the grievance cannot be resolved informally, the formal procedure is available. It provides for a prompt and impartial review of all factors involved in the grievance.

b. Formal Grievances

A formal grievance may be made when informal processes have not resolved a work-related issue and when a faculty member believes that he or she has been discriminated against on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran, or that a violation of policy has occurred concerning working conditions, employment practices, individual rights, academic freedom, or due process. ~~(in matters not related to promotions and tenure).~~ Complaints regarding promotion and tenure, post-tenure review, and appeals of dismissal of tenured faculty are addressed in the Faculty Personnel Policies section of this manual (APPM Chapter 4). Issues relating to salary increases, fringe benefits, and non-renewals of non-tenure track appointments are excluded from the formal grievance definition.

Complaints unresolved administratively ~~solely~~ involving harassment or discrimination based on race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran must be filed with the Affirmative Action Officer (AAO) and will be handled according to Civil-Rights & Title IX Policy for Faculty, Students and Staff:

<https://www.se.edu/civil-rights-title-ix/> (URL is updated to the new website, 9-5-2019)

The Faculty Appellate Committee (FAC) is elected by the Faculty Senate and is a standing body that will hear procedural due process appeals regarding promotion, tenure (according to 4.6.3 Step 6), and post-tenure review (according to 4.4.7.7) and act as the Appellate Committee on the Dismissal of Tenured Faculty Members (according to 4.6.12).

The Faculty Grievance Committee (FGC) is a standing body that will hear faculty grievances and make recommendations. The Faculty Grievance Committee will appoint a chair, who must be

tenured, whose responsibility it will be to receive grievances from the appropriate office and to assign at least three (3) members of the committee as a subcommittee to hear any grievance.

## PROCEDURES

### Filing of Grievance:

The grievance must be filed with the Vice President of Academic Affairs or President's designee in the event that the Vice President is the grievant or respondent, who will then notify the Faculty Grievance Committee (FGC) as soon as possible, but not more than one year from the date on which the faculty member knew or reasonably should have known of the violation giving rise to the grievance.

1. The grievant shall state fully in writing the facts upon which the complaint is based.

A written complaint must contain the following:

- a. A clear and detailed, signed statement of the grievance,
  - b. The specific remedial action or relief sought,
  - c. A summary outlining with whom the points of dissatisfaction were discussed and with what results, and
  - d. A summary of any evidence upon which the charges or complaints are based.
2. The Chair of the Faculty Grievance Committee (FGC) will immediately notify the respondent(s) of the grievance. The respondent will have 15 calendar days from receipt of the complaint to respond in writing to the FGC Chair.

\_\_\_\_\_ End of changes

### **Motion 2**

Add information to the function statement of the Faculty Grievance Committee (APPM 3.5). The proposed addition is highlighted.

### **Faculty Grievance Committee**

#### **Function**

The Faculty Grievance Committee will hear faculty grievances and make recommendations. The grievances are in matters not pertaining to promotion, tenure, post-tenure review, or dismissal of tenured faculty members. Complaints unresolved administratively involving harassment or discrimination based on race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran must be filed with the Affirmative Action Officer (AAO) and will be handled according to Civil-Rights & Title IX Policy for Faculty, Students and Staff: <https://www.se.edu/civil-rights-title-ix/> (URL is updated to the new website, 9-5-2019)

### **Motion 3**

Remove the following portions of the Academic Policies and Procedures Manual (APPM) which have been replaced by the Civil-Rights & Title IX Policy for Faculty, Students and Staff (see the chart on p. 2). And, adjust the APPM numbering accordingly.

- APPM 7.4 Sexual Harassment, Sexual Relationship, and Sexual Assault Policy
- APPM 7.5 Racial and Ethnic Policy
- APPM 7.14 Americans with Disabilities Act Policy

#### **Motion 4**

Replace APPM 1.8 Nondiscrimination, Equal Opportunity and Affirmative Action Policy with the wording of the “Introduction” and “Policy Statement” sections of the Civil-Rights & Title IX Policy. And ask that the title for APPM 1.8 be changed as the administration and legal counsel see fit.

#### Replacement language from the Civil-Rights & Title IX Policy

Southeastern Oklahoma State University affirms its commitment to an educational and working environment free from discrimination and harassment on the basis of race, color, national origin, religion, sex, sexual orientation, gender, age, disability, veteran status, and other protected characteristics. Discrimination of any kind, including harassment and retaliation, will not be tolerated. This policy specifically covers all civil rights and Title IX matters for all faculty, students, staff, student and employee applicants, contractors and visitors when the University becomes aware of discrimination, harassment or retaliation through a complaint or by other means. Southeastern is committed to promptly ending any instances of discrimination, harassment, or retaliation and taking appropriate measures to effectively prevent the repetition of such conduct.

The University will impose appropriate sanctions to reasonably ensure that such actions are not repeated, and steps will promptly be taken to remedy the effects of the misconduct. The University is committed to preventative programming and outreach to the campus community in order to improve campus attitudes and understanding about discrimination, harassment, sexual misconduct, effective consent, bystander intervention, and other important behavioral wellness topics.

#### Policy Statement

Southeastern Oklahoma State University, in compliance with applicable federal and state law and regulations, does not discriminate and prohibits discrimination on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services.

#### **Motion 5**

Add the Civil Rights & Title IX Policy for Faculty, Students and Staff to the APPM as Appendix M.