

**Faculty Senate (FS) Minutes**  
**Fall Semester, Meeting #3**  
**Wednesday, October 2, 2019**  
**Room 100, Russell Building, 3:00-4:30 p.m.**  
*As approved at the Faculty Senate Meeting of October 16, 2019*

**Attending:**

Kathy Boothe	William Fridley	Rhonda Richards
Derek Cash	Kendra Ingram	Kate Shannon
Randy Clark	Chris Moretti	Michael Scheuerman
Kay Daigle	Joshua Nannestad	Alicia Wallace
Rolando Diaz	Elisabeth Ponce-Garcia	Daniel Althoff

**Not Attending:**

Stan Alluisi	Laura Atchley	Chaehyun Lee
Karen Maple		

**Guests:**

Penny Bridwell	Carolyn Fridley	Jennifer Moore
Alisha Ridenour		

**I. Call to Order**

A. 3:04 p.m.

**II. Approval of the Minutes**

A. [Minutes from September 18, 2019](#)

- a. Motion to approve minutes – Senator Ponce-Garcia
- b. Second – Senator Althoff
- c. Discussion – In the heading “Meeting #1” should be “Meeting #2”
- d. Yes - 14; No - 0; Abstaining – 1
- e. Motion carries - Minutes approved

**III. Special Guest – Jennifer Moore, Human Resources/Payroll Specialist**

A. Care Team

1. Started with six volunteers, currently 61 members, \$11,000 donated to help families on our campus.
2. Penny Bridwell coordinates, visits hospital, meal deliveries, etc.
3. Currently called Southeastern Staff Association (SSA) Care Team, but since it is more than just staff, they would like to formalize this to include everyone on campus. Would like to create a committee and draft guidelines. The money would possibly go to the Foundation so that it goes through a formal channel.
4. Questions

- a. Is it difficult to get money out of the account? Can be reimbursed and takes one to two weeks. Several places in town would take a purchase order number to alleviate this problem. A “petty cash” fund would also work for this.
- b. Is there a model for this? Seems to be unique to Southeastern.
- c. They have not approached the Foundation yet.
- d. Student organizations can have their own checking accounts and might be a possibility for the location of this fund.
- e. Are they under pressure to formalize? Yes, if they do not formalize proactively and voluntarily, then they will be forced to formalize.

5. Daniel Althoff, Diane Dixon and Michael Scheuerman volunteered to participate and initiate faculty involvement with the group.

#### IV. Treasurer’s Report

- A. No changes, no expenditures, training scheduled for Senator Shannon for the new system.

#### V. Committee Reports

- A. Budget Committee ([report filed](#))
  - a. Met. Senator Shannon is the new chair.
  - b. Survey Monkey will allow Faculty Senate to have an account, but we do not have details yet. FS may need to archive data currently in Survey Monkey.
  - c. Waiting to have a conversation about the under-funded budget.
- B. Committee on Committees (CoC)
  - a. Met. [Report filed](#).
  - b. Motion: Senator Fridley  
 Motion: It is moved that the following appointments be approved by the Faculty Senate:
    1. Kitty Campbell to serve the 2019-2020 portion of Stephanie Metts' term (2019-2022) as the JMSB appointee on the Academic Appeals Committee.
    2. Linda Bressler to replace Shiang Liu (has left the university) as the JMSB representative on the Faculty Appellate Committee (fulfilling the 2018-2020 term).
    3. Chris Moretti to replace Erica Corbett as the A & S representative on the Institutional Assessment Committee (2019-2022).
  - c. Second: Senator Daigle
  - d. Discussion: 42 appointments made at last meeting; three replacements needed.
  - e. Vote 15; No – 0; Abstentions – 0
  - f. Motion carries
- C. Executive Committee (EC)
  - a. Met with Kyle Stafford and Blake Allen to discuss website changes ([Meeting Notes](#)). [Report distributed to senators](#).

- b. Shared Governance Forum – approximately 40 in attendance
  - i. Assistant Vice President of Academic Affairs (AVPAA) Teresa Golden – Quality Initiative Program discussion
  - ii. Report distributed to senators.
  - iii. Vice President for Academic Affairs (VPAA) Clark announced his potential retirement May 1, 2020; recommended to Regional University System of Oklahoma (RUSO) AVPAA Golden replace him as VPAA
  - iv. Center for Instructional Design and Technology (CIDT) asked if Faculty Senate wanted to Zoom Forums, but since it was late notice, we did not. Moving forward, should Shared Governance Forums be Zoomed?
    - 1. No – the broadcast and recording of forums might have a chilling effect and discourage the voicing of opinions.
    - 2. Could be broadcast live, but not recorded.
    - 3. Online faculty living at a distance could virtually attend.
    - 4. Might be an opportunity for faculty who cannot attend in person due to scheduling conflicts.
    - 5. Executive Committee will work on a proposal to present to Faculty Senate at the next meeting.
- c. Motion: Recognition to President Sean Burrage from the Faculty Senate for his time at Southeastern. Wording for plaque is in the email sent out by Senator Clark.
  - i. Motion – Chair Clark  
 Motion: Move for Faculty Senate to purchase and present President Sean Burrage a plaque to honor his leadership and commitment to Southeastern Oklahoma State University. The inscription shall read:  
*The Faculty Senate of Southeastern Oklahoma State University Presents  
 this plaque to  
 PRESIDENT SEAN BURRAGE  
 In deep appreciation of his many invaluable contributions to the  
 betterment of this University  
 and to higher education in the State of Oklahoma.*
  - ii. Second – Senator Fridley
  - iii. Discussion – asked Steven Emge, Senator Moretti, and Senator Althoff to be present as a past FS chairs. Discussion of wording preceding *appreciation: deep, sincere, profound, heartfelt? Heartfelt* it is. “Presents” should be lower case. Include the date of presentation – hoping for October 9<sup>th</sup>– add this to the bottom of the plaque. Will be taking donations for this from Senators.
  - iv. Vote – Yes - 16; No - 0; Abstentions – 0
  - v. Motion carries

- D. Personnel Policies Committee (PPC)
  - a. Met. Senator Fridley is the committee chair.
  - b. Faculty Senate Bylaws have previously been available on the website. The PPC reviewed the Bylaws and will be drafting a list for the FS’s approval for inclusion in the Academic Policies and Procedures Manual (APPM).

- E. Planning Committee
  - a. Met. Senator Dixon is the committee chair.
  - b. Discussed syllabi and minimum requirements and will meet again to discuss further.
- F. University Affairs Committee
  - a. Met. Senator Ponce-Garcia is the committee chair.

**VII. Old Business**

- A. Grade appeals outside the academic process.
- B. Senator Moretti drafted [a letter in response to the change of grade](#). The letter was sent to the faculty member involved, and to the Faculty Senate for review.
  - a. Motion – Senator Moretti  
Motion: The letter written in response to the change of grade be emailed to Registrar Rachel Toews by FS Chair, Randy Clark.
  - b. Second – Senator Althoff
  - c. Discussion – appeals should be done through a formalized process that is available to all students. Questioned why the Academic Appeals Committee was not used, and why the faculty member was not notified.
  - d. Vote – Yes – 16; No – 0; Abstentions – 0
  - e. Motion carries – Chair Clark will send letter to the Registrar.

**VIII. New Business**

- A. Faculty Pay and Earnings Statements
  - a. The Colleague system will now be used to *pay advice*. Colleague uses a staggered process
  - a. It was noted that letters of appointment or reappointment have not been issued in several years
  - b. Chair Clark will ask the President about the university process for letters of appointment
- B Finance Office delays - Senator Nannestad
  - a. Faculty Senate – is there a way to find out if the Business Office can expedite distribution of vendor checks; For example, a grant check deposited on August 7<sup>th</sup> for a festival to be held on October 7<sup>th</sup> and checks will not be issued on time.
  - b. Issue as well with absent staff members’ duties not covered while they are gone.
  - c. Vice President (VP) Westman will be at the next Faculty Senate meeting and we can address this issue then.
  - d. We might possibly reach out to SSA as they reached out to us today at the meeting.
- C. Faculty member questioned putting all gradebooks on Blackboard. Not all grading systems are gradebook compatible. AAPM does not address this other than retention of five years and submission upon retirement.

**IX. Announcements**

A. RUSO will be meeting at Southeastern on October 10<sup>th</sup> and 11<sup>th</sup>. Will be held in the Ballroom. The AAUP chapter has been given a ten-minute spot on the agenda for October 11 (time TBD), with the topic “The importance of shared governance at SE.” We want to make it known that Southeastern Oklahoma State University’s success under the leadership of President Sean Burrage is due, in no small part, to our vibrant and cooperative work between faculty and administration in shared governance. Let’s keep it going!

**X. Adjournment**

- A. Motion to adjourn at 4:30 – Senator Moretti
- B. No second – motion fails
- C. Motion to adjourn at 4:45 – Senator Fridley
- D. Second – Senator Moretti
- E. Motion carries by acclamation

Minutes submitted by Senator Rhonda Richards, Recorder

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