

**Faculty Senate (FS) Minutes**  
**Fall Semester, Meeting #3**  
**Wednesday, September 28th, 2022**  
**Hybrid (Russell 100 & Zoom), 3:00-4:30 p.m.**

**ATTENDANCE**

Laura Atchley  
Kathleen Boothe  
Brandon Burnette  
Randy Clark  
Meg Cotter-Lynch

Steve Csaki  
Srimal Garushinghe  
Andy Kramer  
Amy Mills  
Chris Moretti

Kate Shannon  
Rob Shauger  
Matthew Sparacio  
Jeri Walker  
Mila Zhu

**ABSENCES**

Cody Bogard  
Amy Gantt

Ashley Hampton  
Doug Wood

Frank Xu

**GUESTS**

n/a

I. Call to Order – 3:04 PM CST

II. Minutes from September 14, 2022

A. **Motion to Approve** the Minutes from September 14, 2022 – Chair Shannon

1. **Second** – Senator Walker

2. **Discussion** – n/a

3. **Vote to Approve** – Yes - 13; No - 0; Abstain – 1; passes.

III. Treasurer’s Report

A. Overall available funds: \$20,000.

IV. Committee Reports

A. Budget Committee (BC)

1. Chair Csaki will send an email out to BC and PPC on October 19 at 3:30 PM for a joint meeting to discuss the salary card working group proposal as well as new Presidential requests for determining salary floors and how to figure out the market is for a specific discipline.

B. Committee on Committees (CoC)

1. **Motion to Approve** – the revisions to the 2022-2023 academic year appointments for University Committees and Councils by Faculty Senate – Past-Chair Clark
  - a) **Second** – Senator Sparacio
  - b) **Discussion** – *Friendly Amendment* (Academic Appeals committee must replace one spot for Tara Hembrough, who left the university) - *accepted*
  - c) **Vote to Approve** – Yes - 12; No - 0; Abstain – 0; passes unanimously.

C. Executive Committee (EC)

1. Meeting notes from Sept. 20 meeting on file.
2. Meeting with President Newsom and VPAA Golden (9.27.2022) notes on file.
  - a) Salary Card Working Group Status Update: President wants more support in determining base salary. Says we need to make the card more “functional.” Weighed step increases vs. COLAs. This will not be handled in FY23.
    - (1) We did not discuss budget *process*, only the salary card.
  - b) Asked how flexible the Campus Master Plan was for the charge given to the Strategic Planning Committee. President’s response was that when academic spaces get updated/renovated, the chairs and faculty will be consulted to determine how to maximize the project. There is a procedure in place for this kind of collaboration.
    - (1) A major talking point was how the online learning community did not seem to be included in the campus master plan – how do we attain equity?
  - c) We did discuss Faculty Housing and how this is a positive thing for Southeastern. There is not, however, a faculty policy, for housing. There is the potential that student policies and procedures are being applied to faculty living arrangements on campus.
    - (1) As part of the Strategic Plan there are proposals for expanded faculty housing.
  - d) We are adding a third Shared Governance Forum, as the Staff Senate will be hosting one. Because SGF are outlined in the APPM, it is not as simple as scheduling one at a whim. (3.8)
    - (1) The APPM only applies to the President and Faculty, therefore the Staff can initiate their own scheduled forum. This may need to be included or revised in

the Staff Senate Constitution – this will protect staff intentions and establish contracted expectations between staff and administration.

- (a) SUGGESTION: reach out to Staff Senate directly to ensure they codify this themselves.
- (b) CONCERN: the President usurped the contract that is clearly stated in the APPM that we have in shared governance at Southeastern.
  - i) We need to advise the President that there is a misunderstanding in how shared governance functions.

(2) The upcoming SGF for administration will likely be the Quality Initiative.

#### D. Personnel Policies Committee (PPC)

- 1. Met last week to discuss revisions to the office hours policy. Minutes are not yet posted. A draft policy will be sent to the Chairs for approval.
  - a) Revisions of note: the original policy was drafted before email, so 10 hours a week is perhaps no longer necessary for professors today. Updates include proportionate number of online and in-person office hours.
    - (1) SUGGESTION: staggering hours to accommodate class schedules.
    - (2) QUESTION: Is there a reason why the expectation of office hours held every day was removed? Not really. It did not reflect current office hour practice.
    - (3) QUESTION: what do online “office hours” look like exactly? Are we going to leave it up to the departments to establish that?
      - (a) One way: a booking system – automated booking system: youcanbook.me  
I have the free version, which syncs with outlook, but there are fancier paid versions as well (provided by Senator Cotter-Lynch).
  - b) Next meeting of the committee will be on October 5.

#### E. Planning Committee (PC)

- 1. Planning Committee must meet and appoint a chair.

#### F. University Affairs Committee (UAC)

- 1. Reached out to the Student Senate (if they ever respond) to open up a dialogue between the two Senates on October 6.
  - a) Chair Shannon suggested that UAC reach out to either Shannon or Sparacio to bring concerns to the Strategic Planning Committee.

V. Old Business

A. Office Hours Policy (APPM 4.9.1)

VI. New Business

A. **Motion** to Amend the Faculty Senate Constitution Article VI Section B (APPM-30)

*Such proposed amendments shall be considered as adopted when approved by an affirmative vote of two-thirds of the members of the Faculty Senate. Such voting shall be ~~by written ballot~~ anonymous, yet able to be recorded and recounted later.* – Chair Shannon

a) **Second** – Senator Sparacio

b) **Discussion** – Requires 2/3 vote. Separated out the original Google Form into two separate ones to follow procedure.

c) **Vote to Approve** – Yes - 17; No - 0; Abstain – 0; passes unanimously.

B. **Motion** to Amend the Faculty Senate Constitution Article III Section F (APPM-27) – Effective 8/1/2025 – Chair Shannon

*If the office of chair becomes vacant, ~~the chair elect shall take the office and the Faculty Senate shall call for the election of a new chair elect.~~ If a senator, through death, resignation, or removal, leaves a senatorial position vacant, the Faculty Senate shall call upon the appropriate school to elect a new senator to fill the unexpired term. A special election will occur by the end of the semester or the beginning of the following semester in which the vacancy occurs. The seat being filled by the special election will complete the term designated to that seat original senator. In the instance of a senator departing in the final semester of their term, a special election not be held.*

*Case 1: If the Chair vacates their office with less than a year remaining 1) The Chair-Elect fills the remainder of the vacated term in addition to their normally scheduled term. This results in a term of more than 2 but less than 3 years. 2) An Acting Chair-Elect is elected from the Senate to handle the responsibilities of the office (with the exception of eventually becoming Chair) for the remainder of the vacated term. This allows for the election of the next Chair-Elect that spring as normal, for a normal 2 year term.*

*Case 2: If the Chair vacates their office with a year or longer remaining 1) The Chair-Elect fills out the remainder of the vacated term, stepping down from the position at its end. This results in a term length of more than 1 but less than 2 years. 2) A new election for Chair-Elect is held immediately, with the new Chair-Elect serving out the remainder of the previous*

*Chair-Elect's term and then becoming Chair. This results in a Chair-Elect term length of more than 1 but less than 2 years.*

a) **Second** – Senator Clark

b) **Discussion** – We should only eliminate “~~the chair-elect shall take the office and the Faculty Senate shall call for the election of a new chair-elect.~~”

(1) This will require a change to Section C as well, because the language is replicated between Section C and Section 7 (see page 26).

(a) Article III, Section C will be revised to “*Should the office of chair be vacated before the two-year term is completed (e.g. because of resignation or retirement), the office of chair will be filled as described in Article III, Section F.*”

c) **Vote to Approve** – Yes - 15; No - 0; Abstain – 0; passes unanimously.

C. Officially opened the nominations for an acting Chair-Elect. This position will not automatically result in elevation to Chair. All nominations must be from within the Senate.

1. **Move to Postpone** nomination until next meeting of the Senate (October 12).

a) **Second** – Senator Walker

D. Topics of concern re: Shared Governance for next meeting's agenda:

1. How did the Calendar shift/update occur? (this is supposed to be reviewed by the Faculty Senate)

2. The 3% raise from last year was a cost-of-living adjustment – what level, if any, of faculty input factored into this decision?

3. Questions and concerns re: the hiring of an additional VP (never advertised and lacked a national search).

XII. Announcements

A. SGA next meets at October 11.

B. Mutual Mentoring meets October 11 and 12.

XIII. Adjournment - 4:30 PM CST

A. **Motion to Postpone and Adjourn** – Senator Shauger

B. **Second** – Past-Chair Clark

Minutes prepared by Matthew J. Sparacio, Recorder

