

University Affairs Committee  
Minutes of Meeting held on February 26, 2024, at 3:00 p.m.

Attending: Jennifer Anderson, Laura Lamb Atchley, Jeni Maple, Sarah Morrison, and Mila Zhu.

Absent: Kyle Lincoln and Frank Xu

Updates on action items were provided as follows:

**Dead Time During the Academic Week**

Laura Lamb Atchley reported having followed up with Jennifer Swearingen on February 14, 2024 to clarify that the information Jennifer had provided previously regarding the finals week schedule was not what the University Affairs needed. She clarified that the committee wants to determine whether establishing a Dead Time during the academic week would be feasible. Senator Atchley asked Jennifer to evaluate the Master Schedule to identify any open times that could be designated as Dead Time. She reported that Jennifer responded on February 15, 2024 and said she would evaluate the schedule and see when the least amount of regularly scheduled classes were offered.

**Communication between our Faculty, Faculty of Other Universities, and the Public**

Jennifer Anderson, Sarah Morrison, and Mila Zhu requested information from Human Resources regarding the salary card and the number of failed faculty searches in recent years. Human Resources reported that they did not have that information. Senators Anderson, Morrison, and Zhu reported that they would try and obtain that information from Department Chairs. Discussion was held regarding the value of obtaining data regarding why prospective faculty decide against coming to Southeastern. It was acknowledged that there are challenges with obtaining that type of data from individuals who decline positions. Discussion was also held regarding the need to provide prospective and new faculty with information regarding the Durant area, housing, schools, etc.

Senators Anderson, Morrison, and Zhu were also going to explore how best to establish and maintain communications between our faculty, the faculties of other universities and colleges, and the public at large. This aspect of the charge was discussed by all senators present and it was determined that additional information was needed to clarify what exactly needs to be addressed to fulfill this aspect of the charge.

**Physical Plant**

Jeni Maple provided the following updates regarding issues related to the physical plant.

**Completed Projects**

- The roof of the arena is now finished

**Science & Biological Sciences Renovations**

- A meeting is being held today (Feb. 26) with department chairs to go over plans and make adjustments to ensure that the plans are within the budget.
- Working on a relocation plan for classes/offices in those buildings.

#### **Fine Arts and Science HVAC Units**

- Working on relocating classes/offices.
- Science Building HVAC will be in conjunction with other renovations.

#### **McCurtain County Campus**

Senator Maple reported that the Director of the McCurtain County Campus, Kendra Gross, said that the focus now is on the total eclipse on April 8, 2024. She reported that they need barricades to block entrances to certain areas and will need additional campus police, which will be provided by the Durant campus.

Again, faculty and staff are urged to report any repairs, maintenance, and projects needed through the work order system [School Dude](#).

#### **Establish Communication with Adjuncts to Encourage Them to Bring Concerns to the Senate**

Frank Xu was not in attendance at the meeting so there was no report on the progress on establishing a way to improve lines of communication between the adjunct faculty and the Faculty Senate.

#### **Communication between the Faculty Senate and Student Senate**

Kyle Lincoln was not in attendance at the meeting, so there was no report on establishing and maintaining effective lines of communication between the faculty and the student body.

Possible dates for the next meeting were discussed (April 4 or 5). A Doodle poll will be sent to committee members to identify which day and time will work best for the majority of committee members.

Respectfully submitted,

Laura J. Lamb Atchley