

Faculty Senate Minutes
October 16, 2015
Delta Center, Second Floor Board Room
3:00 p.m.

In attendance: Greg Phillips, Julie Isaacson, Claudia Benavides, Sam Pae, Richard Segall, John Beineke, Mitch Holifield, David Holman proxy for Ryan Kelly, John Hall proxy for Loretta McGregor, Marika Kyriakos proxy for Kyle Chandler, Bill Rowe, Win Bridges, Hans Hacker, Mary Donaghy, April Sheppard, Donna Caldwell, Julie Isaacson proxy for Brinda McKinney, Jody Long proxy for Larry Morton, Judy Pfriemer proxy for Debbie Shelton, Amber Wooten, Bruce Johnson, Fabricio Medina-Bolivar, Suzanne Melescue, Nikesha Nesbitt.

President Phillips called the meeting to order at 3:04 and states that according to the sign-in sheet we have quorum today.

Approval of Minutes of September 4, 2015

President Phillips: Do we have any corrections to be noted?

Motion to approve by Bill Rowe, Win Bridges seconds. No discussion

In favor: 19, opposed: 0, abstentions: 0.

Approval of Minutes of September 18, 2015

President Phillips: Any further corrections?

Judy Pfriemer was a proxy for Debbie Shelton and that was omitted.

With that correction Bill Rowe makes a motion to approve, and Fabricio Medina-Bolivar seconds the motion. In favor: 22, abstentions: 0, opposed: 0.

Because of the extra work having to be done on the previous two meetings, President Phillips suggests we defer minutes of October 2, 2015. There was no objection.

Old Business:

Travel Policy Recommendation – Provost Cooksey

Dr. Cooksey stated a few semesters ago that two Colleges adopted a policy to not reimburse meals. She mentioned that it is hard to get itemized receipts, people forget to get itemized receipts, forget to ask for a separate receipt for family members traveling with faculty, there are claims for things that do not constitute meals (like snacks and beverages while waiting for plane, etc). This creates a lot more work for clerical staff sorting through the receipts. Executive Council discussed how the travel policies could be improved to help these situations. One of the suggestions made was that each faculty member gets a set amount of money for travel and they can spend it on whatever they want. Dr. Hanrahan has been able to use the dollars saved in professional development for her faculty by disallowing meals. This can free up some funding. She heard concerns initially in her college, and has not had many since. She will welcome anyone with concerns to come visit with her. Faculty are allowed to use their grant money for food if it is specified for travel. When she came to this decision in

the College she did not encounter any opposition from the chairs when this was discussed. Dr. Cooksey states "fairness" would be \$214 per faculty member for travel. Right now, with no new money coming from the state, A-State does everything in their power to try to make those travel dollars go as far as possible. Although professional development is part of the tenure requirements, it is not A-State's obligation to pay in full for that travel. Dr. Hanrahan will welcome any of her faculty that have concerns. She is not opposed to go to a fixed amount, but she believes we get more bang for our buck doing it this way. Dr. Cooksey conferred with university counsel and this is appropriate from a legal standpoint and a State standpoint.

Mitch Holifield: Do you think it is ethical?

Dr. Cooksey: I think everyone has an obligation to contribute to their own professional development. It is a two way street. The only way to make this ethical would be to go to the \$214 per faculty. Not everyone is going to receive the same amount just like not everyone receives the same pay for the same work. Faculty can pick and choose the meetings they go to that may or may not cost the same amount of money. International travel is wonderful and I encourage it, but we see more and more predatory meetings. A lot of our faculty, especially new faculty, sometimes do not realize the meetings do not have the standing that they should. We need to look at all this and there is no obligation to pay for all professional development, it is a two-way street.

Mitch Holifield: Many of us pay out of pocket every time we travel. The issue is to say a faculty member cannot submit for reimbursement of that meal.

Dr. Cooksey: I think people will come out ahead when they are allowed to be reimbursed for the big expenses, rather than having a set amount and be able to travel one time for say \$1000. Dr. Hanrahan is the only one implementing this, and she is welcoming her faculty for a discussion on this. This does not affect anyone else in this room.

John Hall: It might though. In the past when money for travel was not used by all faculty in a department the money went back into a pool and other faculty could use it.

Dr. Cooksey: I cannot guarantee what will happen. I don't know that there will be any travel money in the future. Some colleges do not allow people to go to National meetings but every 3 years because they have a faculty rotation for professional development. At this point, each year is its own year with travel. I try to carry it forward to improve the \$90,000 in the budget for this. The year I did not have any carry over money it was insinuated I had cut the travel money and that was not the case, I just did not have any money to carry over. A good example is seed-grant money. I had far more proposals than I had money to fund them. If I split it in equal ways nobody will get enough money to get a project started. Some years there will be more money. I think it is in the hands of each individual college and department to manage the funds they are giving. So far, I think we have done a great job trying to fund travel, and we will rather keep the faculty lines than fund travel. I would really hate to go to \$214 per faculty.

Mitch Holifield: I do not think the issue is the \$214, I think it is the prohibition of submitting meal receipts.

Dr. Cooksey: If there is a concern by a faculty member, s/he needs to go talk to their Dean.

Mitch Holifield: We have to look at what is in writing in the policy. Why can't all faculty be allowed what is in writing?

Dr. Cooksey: There may be other units outside of academics that have restrictions in travel, but academics have the largest amount of travel. It is an expectation, but it is not an obligation of A-state to pay for all travel. The expectation may be that we will pay for the full trip, but we may not be able to pay for the full trip. At this point faculty that cannot submit meal receipts need to go talk to their Deans. I think they will find that they will still come out ahead with the current model they are using.

- Dr. Cooksey excused herself to go to another meeting.

Mitch Holifield: What is in writing says that we can submit meal receipts, and we have a group of people that do not have that possibility.

Dr. Rowe: Sometimes when administrators discuss travel, when they travel they may get \$1200 to \$1150 for a \$1200 trip. In a committee I am on that reviews travel requests we prioritize, some people would be happy to get \$214. Some senior faculty do not even apply to allow the newer faculty to have access to that money. We are not getting nearly 80%, some do not even get 50%. There is travel money spent on things other than faculty travel.

Judith Pfriemer: We are more shocked when something else pays my meals than I am when it is not paying. If you are not presenting you must be an officer going to a National or State meeting. There was a \$20 conference and I was surprised they were paying for all 26 nurses to go to this conference, because that is \$500 out of the budget. We know this from the beginning, and we have known it for 15 or 20 years.

Mitch Holifield: The issue is that it is in writing.

Judith Pfriemer: It says it may be.

President Phillips: Travel has to be authorized and approved first, otherwise there is no reimbursement.

Mitch Holifield: But what else is going to be changed on us? There is a way to change this through shared governance.

Dean John Pratte: It goes back to what Greg said. It has to be approved first.

President Phillips: the discussion may not be over, but it will be for this meeting.

ITTC Changes update – Greg Phillips

President Phillips: Quick update from the last meeting. The Faculty Senate forwarded the memo to the Provost regarding the online technical help changes. Most of our Executive Committee met with Dr. Thilla Sivakumaran to discuss this. Dr. Thilla will be at the first senate meeting in November, so the ITTC memo should be addressed at our next meeting.

Mitch Holifield: Have you heard anything about the request that all people affected meet and discuss this?

President Phillips: Dr. Cooksey said there will be a committee to look at this. I have requested to put faculty in this committee, but I have not heard specifically about how she is going to proceed at this point.

Dr. Beineke: Could you elaborate on what was said at this meeting with the Executive Committee?

President Phillips: We were shown a draft of a memo that stated how the technical support staff in ITTC would be increased from the current 2.5 FTE to 4 FTE. Dr. Thilla discussed the possibility that 25% of the A-State revenues generated by AOS may be returned to the department. We were excited to learn that there may be this new revenue stream for departments to complement IDC revenues. But we did not see anything in writing on that as I recall.

Julie Isaacson: I hear there was Dean involvement in this proposal. Have some of these changes been supported by the Deans and that is where this information was coming from?

Dean Pratte: Some of it, yes.

John Beineke: There are two documents, one stating it was from the Provost stating these services would be taken away. Then one from ITTC stating the services would not be provided starting second term. The proposal supported by this body did not ask for money, it asked for a discussion concerning technical services.

President Phillips: Stakeholders need to be involved in important policy decisions that impact them on the front end. It does not seem like this happened in this case.

Julie Isaacson: Did I hear that direct course building will not continue, but technical support will?

President Phillips: Yes, but there is nothing in writing.

Mitch Holifield: I hope what you consider good news comes to fruition. Why did this not come out in a memo, rather than just -- here are the services that you will lose?

President Phillips: My comment to Dr. Thilla was that if either of the previous memos had contained this information on increasing technical support from 2.5 to 4 FTE, we would not be having this discussion. I still believe there has been a breakdown in communication in this case, but I do not think we can resolve this today. There may be more work we can do between now and our next meeting, but I think we need to give Dr. Thilla a chance to address the whole Faculty Senate. When I asked Dr. Cooksey whether she planned to be in that meeting, she said she had to check her schedule but suggested inviting Dr. Hogue or Dr. Simons. I can see about that so we can have a comprehensive discussion about what is happening. People are still concerned because it impacts their working lives.

There was further discussion regarding when the second term starts, either the second seven weeks of the fall semester or the beginning of the spring semester. This was left unresolved.

New Business:

Active Shooter Training and Campus Plan – Randy Martin, UPD

President Phillips: A couple of weeks ago, following the shooting in Oregon, many people asked me about active shooter training on our campus. I thought I had seen announcements on training sessions, but I could not put my finger on

one until Tom Moore directed me to the Daily Digest. Indeed, Active Shooter Training is available and it is offered often. Randy Martin will address this for us. Randy Martin: We were trained in how to instruct people in acts of shooting situations. In 2010 we started providing this training on campus. The training is ALIS: Alert, Lockdown, Inform, and Survive. The main thing is survival. One thing you need to survive is a mind set. This program helps to develop a mindset.

For example in this room, what would you do to get out of this room? What would you use as a defense mechanism? How would you secure the door? Do you want to have your back to the door, or do you want to be able to see the door? Do you leave the door open or locked when you teach?

Since 2010 we have provided over 100 classes throughout the campuses. We have also been asked to go to different schools, churches, etc. This training came out prior to most of the federal agencies developing this same concept. What you may have heard is Run, Hide, Fight. One thing that is very beneficial about ALIS is that it has been developed to be used for K-12 students. It is still a very young program, most schools have not been trained on it, but many are starting to get training on it.

We typically offer it the first week of September. We work it out with our Making Connections faculty. We offer that in the Student Union in the auditorium and we have filled it out in the past. So the Making Connections classes cancel class one day and sends the students to the auditorium. But we will offer it to any class you want, just give us advance knowledge. It is not about just A-State, it is about the mall, etc. Businesses are the main target, schools and universities are second on the list. Here are links to the UPD page and the Active Shooter Response page:

<http://www.astate.edu/a/police/index.dot>; the lower right side of the page has the Active Shooter Guide and video which you can access.

<http://www.astate.edu/a/police/active-shooter/index.dot>

If someone comes in and starts shooting people, it is not a hostage situation. You do not have to be passive. The reason active shooters are so effective is because people freeze and do nothing. That is what the video is about.

Richard Segall: In this building in 113 the doors do not lock from the inside and the chairs are fixed. What is the university waiting for? Some thing to happen?

Randy Martin: That is a Dean discussion. They are able to provide the locks.

Richard Segall: This is a fairly new building.

Randy Martin: There are guidelines for new buildings now.

Bill Rowe: The doors do not lock, they were changed. We had to call the police because there were people who did not belong in our building. Our students were a little panicky. I realized I had not saved the UPD number in my phone and I suggest all faculty do that.

President Phillips: Would there be an advantage of calling you over 911?

Randy Martin: 911 will relay the call to us. Also upd@astate.edu is our Email and if you are in a situation where you cannot speak that will help, although it is not read very often. The app Quik Tip is free and goes straight to our dispatch, you

can take photos and send them, and it is a quick easy way and we can check back with you through the app.

Hans Hacker: I am an FYE instructor and the class is pretty helpful. You also hand out these keychain cards with important information.

Randy Martin: When someone calls 9+911 from your office we get a ghost call that says the person in your office is in an emergency.

Judy Pfriemer: The number to text 911 is 870-882-0911.

Could there be a suggestion from you to have all buildings locked after 5?

Randy Martin: In offices people can lock their office doors. We can always be called to make sure you make it out of a building safely when you are ready to leave.

Motion by John Hall: "The faculty senate requests that A-State Jonesboro administration implement a plan ASAP to ensure that all classroom and office doors in all colleges can be freely locked from the inside." Seconded by Bill Rowe.

Dean Pratte: I would suggest that to be amended to "whenever allowable by fire code" because there are fire restrictions, we have a door in our building that cannot be locked.

John Hall: I would accept the friendly amendment. Bill Rowe seconds.

In favor: 22, opposed: 0, abstentions: 0.

April Shepperd: What can we do about the new segways? We have told students not to use them in the library

Randy Martin: That is a question for facilities management.

Julie Isaacson: Did the law change for concealed carry in parking lots?

Randy Martin: It is confusing because some laws were not modified when the new law was put in place. At this point a concealed weapon carry holder is allowed to leave their weapon in a locked and unattended vehicle.

SGOC Proposals

- o 15FA 05, Changes in Section I, Faculty Handbook

You may recall Dr. McDaniel visited us and introduced this concept a couple of meetings ago. It has to do with clarity and consistency. The first section has come out and there will be more. This has a full review period and we do not have to vote today. I recommend getting your constituents input.

Dr. McDaniel: The major change had to do with goals. When you read the goals they were not goals at all. They were practice changes and there will be more as we go along.

John Hall: A few years back we developed a survey through the senate with these goals and surveyed the faculty to see if they believed the University was meeting the goals. I am glad you are fine-tuning this, and this body may want to do this again at some point in time.

Results of Senate Apportionment – Greg Phillips and Julie Isaacson via Robin Hicks.

President Phillips: Please note the new sign in sheet - we have a complete roster for the beginning of our term. In your packet you will find the procedure for determining senator allocations, and there is also a spread sheet included in the

package to summarize the way Robin Hicks in Academic Affairs was trying to count the full-time faculty, and then Julie Isaacson generously worked with Robin to make that count as accurate as possible -- that is why there are two columns on the spreadsheet.

Looking at the numbers, it looks like we will have two more senators because Humanities and Social Sciences and Sciences and Mathematics are eligible to add another member. Julie, do we now elect these new senators this year or is this for next year's elections?

Julie Isaacson: For this year.

President Phillips: I will be in touch with those colleges to try to hold elections for those two new positions.

Dr. Pratte: Those numbers will change because of the reallocation of the early retirement faculty line, so I suggest holding off on that by about a month.

Julie Isaacson: The bylaws speak to doing this at the beginning of the Fall semester, we are already behind.

Dr. Pratte: The positions are ready for reallocation, but they are now being fought over to see who gets the positions.

John Hall: This is overdue.

Julie Isaacson: This is late for a variety of valid reasons. My suggestion is to function by these numbers this year and reflect any subsequent changes next year.

President Phillips: Unless I hear more objections I plan to reach out to these two colleges for elections so we can follow our bylaws.

Academic Excellence Fee – Greg Phillips via Vice Chancellor Frey

President Phillips: We did not have any time for discussion of this in our last meeting. There is a memo outlining the Academic Excellence Fee which was phased in over three years at \$2 per student credit hour, last year was the 3rd year maxing out the \$6 per student credit hour fee; this fee was established as a means to bring faculty salaries closer to SREB averages. The resources were put into a pool supplemented with E&G funds to create the raises that faculty received over the past three years. The question is why aren't there any raises this year? We have to be careful with this, because once those raises are allocated we cannot use the fee again for another raise. In the first year, all the fee was used for raises, and those raises are permanent so the fee has to be maintained in subsequent years to sustain that salary level. The fee in the second year was used for more raises, but again are permanently tied to those raises, etc. Now there are no more increases in the fee, so there are no funds for faculty raises this year. This is not, in my opinion, a sustainable way to generate faculty raises, unless we can convince the students to raise those fees on an annual basis. I have not looked at the numbers to see if faculty are any closer to our counterparts in SREB or not. The other part of this insert in the packet is information from Dr. Fry detailing where/how the funds were allocated. There is not going to be any federal or state revenues available to do this. That is the conclusion for faculty salaries, at least for this year. There has been some discussion on campus about providing faculty raises in January, but this may be

simply rumors. I think we are going to have to move to a new fiscal year with new revenue coming in before we can look at faculty raises.

John Hall: Is this Academic Excellence Fee still in place?

Julie Isaacson and President Phillips: Yes.

John Hall: A couple of people ask questions about this, like when you look at this chart why is the chair included? It looks like if you get promoted, the money for your promotion also comes from this fee, and before the money for promotions came from other source. And this line about using it for summer salaries?

President Phillips: My understanding is that promotions came from E&G funds. As for summer, Dr. Cooksey has explained that summer courses are off-budget or not budgeted, in contrast to the fall and spring semesters. The revenues coming in does not get processed through the appropriate channels fast enough to know what funds are available to support summer courses. When some of the Academic Excellence money is allocated to Summer, I suspect it is a borrow forward situation that is then repaid after the summer revenues are processed.

John Hall: Where does equity money come from, does it come from this fee?

President Phillips: I do not think so, I think equity is also from E&G.

There was also discussion on early retirement incentives freeing up some of the money.

Faculty Senate Reception, October 21 – Chancellor's Office

Dr. Hudson is hosting a Faculty Senate reception at his residence. It can be informal. Drop in between 5:30 and 7:00. He wants to get to know us a little better. This is a good opportunity to visit with him and his executive team.

Other:

Committee Reports:

Benefits report by Judy Pfriemer: I am optimistic that the executive committee brought forward all our opinions to Dr. Welch and at least he is aware that we are concerned about our benefits. I encourage you to go to the Benefits Fair in Centennial Hall on October 29th, 10 am to 3 pm. You can get your flu vaccines if you bring your insurance card.

Tuesday of that week at the Red Wolf Center there will be a flu shot clinic.

Long term care insurance will be going away because not enough people use it. For some of us it may be really valuable, and we can insure our parents. If you hurry, you can sign up under the current system before it disappears.

Motion to adjourn at 4:56 pm: Julie Isaacson moves. Second by Amber Wooten.

Submitted by:

Claudia Benavides, Secretary of the Faculty Senate