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FACULTY SENATE EXECUTIVE COMMITTEE

MINUTES

NOVEMBER 17, 2008 3:00 P.M.

Champ Hall Conference Room

Present: Mike Parent (Chair), Byron Burnham, Grady Brimley, Steve Burr's substitute Robert Schmidt, Maria Cordero, Renee Galliher, Jake Gunther, Jerry Goodspeed, Ed Heath, Kelly Kopp, John Kras, Glen McEvoy, Flora Shrode, Vincent Wickwar, President Stan Albrecht (Ex-Officio), Provost Ray Coward (Ex-Officio), Joan Kleinke (Exec.Sec.), Marilyn Bloxham (Assistant).

Guests: Marla Boyer (HR), Noelle Call (Retention & FYE), Ronda Callister (FDDE), David Cowley (Financial Services), Larry Smith (EPC), Ken White (Athletics).

Mike Parent called the meeting to order at 3:00 p.m.

Approval of Minutes

Ed Heath moved to approve the minutes of October 20, 2008. Motion was seconded by John Kras and the motion passed unanimously.

University Business

Provost Coward informed the Committee that President Albrecht was in Vernal for the Bingham Building ground breaking. He asked Provost Coward to present two things. First, the search for Dean of the USU Tooele campus is coming to a close and the hope is to have it finished and announced before the Thanksgiving break.

Secondly, progress on the Budget Reduction Committee. The Committee has finished a first run through of each of the 25 accounts and what they will be contributing. Departments, or units, fall into one of four categories, the first group is a protected category and it will have recommended cuts of 2% or less. The second category because of legislative mandates will only receive cuts of 4%. The next group will receive between 4.2% and 4.8% cuts and the final group will receive the entire 5.5% cut. Robert Schmidt asked if we should consider ourselves lucky in comparison to other institutions nationwide. Provost Coward indicated that this may only be a timing issue. It is most likely that 2nd quarter revenue projections will be lower than previously projected and more cuts will be forthcoming. Mike Parent asked the Provost to comment if the process in place now has set parameters for future cuts or if they will be dealt with subsequently. The Provost answered that all future cuts will be dealt with subsequently. A question was raised about the possibility of layoffs. There are three types of personnel actions that will be taken. Some units are giving up unfilled, open positions. Some units are making accounting changes and moving positions from E&G funds to funds available from other revenue streams, and then there will be layoffs.

Provost Coward also talked about the announcement to not renew the football coach, Brent Guy's, contract. The search for a new coach will begin immediately and will hopefully be completed by January 1, 2009.

Announcements

The next Brown Bag lunch with the President and Provost will be December 1, 2008 at 12:00 noon in Champ Hall.

There is a new Committee on Committees Chair, Chris Cocoran and they have also put in place a new succession plan. Will Popendorf will stay on for the remainder of the year as an advisor to the committee, but not a voting member. The Faculty Senate Executive Committee would like to thank Will for his efforts on the Committee on Committees.

Information Items

Athletic Council Report. Ken White submitted a more detailed, revised Athletic Council Report. The budget is a point of concern as it reflects a \$1.1 million deficit on top of the \$850,000 deficit in the original proposed

budget. It was also noted that this does not include \$855,000 in institutional support that was added to the budget during the year. Director Barnes has developed a plan to repay the debt and will present it to the Athletic Council on November 19. The deficit is due to some unexpected debts that arose during the fiscal year as well as the increased cost of travel. Revenue streams from the WAC are uncertain and depend on which teams go to the BCS Bowl. Director Barnes is focusing on three areas to increase the athletic funding; institutional, increasing student fees and increasing development efforts. John Kras requested that Ken itemize the expenses in the report, which Ken agreed to do. Vincent Wickwar asked the Provost if the repayment of the debt has any impact on the budget reduction process we have just been through. Provost Coward responded that no it does not because of the \$14 million that was spent only \$2.7 was from E&G funds. The 4% cutback affects only E&G accounts which amount to \$93,000. Another request was made by John Kras that the report include a one page summary on the Councils activities as they relate to their mission statement. Ken felt that had been accomplished throughout the report. He asked for clarification on the desired format and agreed to make the requested changes. John Kras moved to accept the report with the requested changes and place it on the Faculty Senate consent agenda, second received by Jerry Goodspeed and the motion carried.

ASUSU Report. The ASUSU Report was presented by Grady Brimley who highlighted a few of their accomplishments. ASUSU completed a voter registration campaign which resulted in 4700 new registrations on campus. There have been eleven Academic Opportunity Awards presented for undergraduate research to help support student with travel. ASUSU is working on a resolution to have academic interviews, i.e. medical school or law school interviews, be approved absences. John Kras moved to approve the report and place it on the Faculty Senate consent agenda. Robert Schmidt seconded and the motion carried.

Retention and First Year Experience Report. Noelle Call reported on the success of the Retention and FYE office in the last year. All orientation and first year program numbers are up. Connections enrollment increased significantly. The recently added Online Connections is going well and they will be adding an International Connections for Fall Semester. The Passport Program has been a huge success. Participating students have their passport stamped at various events. There are prizes awarded when students have obtained 6 and 8 stamps. President Albrecht will host a dinner in his home for those students who obtain ten stamps in their passport book. Fifty-five have been turned in to date. Grady Brimley commented that he felt the passport program had improved attendance significantly at several campus events. The program will not continue for Spring Semester giving the FYE office time to evaluate and fine tune the program. They will offer it again next Fall. A motion was made by Jerry Goodspeed to place the report on the consent agenda and second was made by Maria Cordero. Motion carried.

Care-giving Leave Policy. BrandE Faupell was not able to attend the meeting. Mike Parent clarified that Section 300 of the code is not a section that the Faculty Senate has authority to amend. When a proposed change to the section is made it goes to the Human Resource Office, and the Director of Human Resources coordinates the disposition of the proposal. Once the proposal gets to the point of being in code type language the Director of Human Resources presents the proposal to the Presidents of the Faculty Senate, Professional Employee Association and Classified Employee Association as appropriate for the subject matter of the proposal. The proposal is then reviewed by the representative groups and recommendations are made on the proposal. Response on the recommendations will be made to the Director of the Office of Human Resources who will coordinate the recommendations back to the University President. The proposal then goes to the University Executive Committee from the Director of Human Resources. The recommendation from that group then goes to the University President. The Presidents' recommendation goes to the Board of Trustees who will then take action on it.

The care-giving policy was originally very broad in scope encompassing both child care and elder care. It was revised and narrowed to only accommodate the birth or adoption of children, however as a result of comments and input from the Faculty Forum it was once again revised and broadened to include elder care. Ronda Callister and Marla Boyer presented the financial information for both versions of the policy. The child care only, or parental plan, carries estimated costs between \$34,000-\$40,000 per year, and an estimated annual usage of eight. The variance in cost is based on the amount of sick leave used. Sick leave would be used for time to recover from the physical aspects of having a child. This policy would then come into effect as a modified duties policy in that their teaching time is reduced but they would still continue with research or other duties. Usage and cost data were obtained from Blue Cross Blue Shield and the University of Utah which has an almost identical policy in place. The data for the usage and cost estimates of the family plan, or elder care, policy are not as reliable since very few institutions have similar policies and no tracking data is

available. MetLife Insurance provided data for usage estimates. It is estimated that 2% of adults are involved in the physical daily care of family members in any two of six categories which are feeding, bathing, dressing, toileting, transferring from chair or bed and continence. The policy would allow one semester of reduced teaching as a transitional time in the care of adult family members. Estimates are for 2% of USU faculty and weighted by 70% of caregivers tend to be female and 30% male, the University would have an annual usage of six and added to the estimated eight usages of the parental plan have a cost estimate of \$59,000-\$70,000. The funding of the policy is divided among three sources. The first 10% of the cost comes from the faculty member salary with the remainder divided 70% University funds and 30% departmental funds.

It is felt that the parental policy is critical for recruitment and retention of faculty and the Committee discussed whether or not the two policies should be tied together as there is no solid data to support the cost of the elder-care plan.

A motion was made by Robert Schmidt to encourage the Office of Human Resources to divide the two policies, move forward on the child-care plan, gather more data on the elder-care plan and report back to the Executive Committee in a year with an update. Motion was seconded by John Kras and passed unanimously.

Medicare Advantage Plan. Dave Cowley reported on a new Medicare Advantage Plan that will be available to all Utah State University retirees and their partner or spouse who reside in the United States. Medicare Advantage plans replace Medicare coverage and become the primary coverage for health care. USU's plan is a private fee for service plan, meaning there are no physician networks. It will provide coverage internationally for emergency only. There are significant cost savings to individuals purchasing the policy as a group plan but there is no cost to the University to offer this benefit. Educators Mutual has been awarded the contract to administer this group plan for the University, and it is expected that the contract will be signed and the policy in place any day. Byron Burnham moved to place this on the Faculty Senate agenda as an information item. Vince Wickwar seconded and the motion carried.

Old Business

Code Revision Committee Report. John Kras reported that the committee has completed the revision of the 400 section of code and will meet with the Faculty Senate Executive Secretary to complete the few pages of the 200 section of code. The revisions were reported at three levels. The level one changes are non-substantive and include corrections for grammatical errors, capitalization and things of this nature. Level two changes are less clear wording, statements in the code that needed to have discussion which may or may not result in a level three change. The level three changes were substantive changes that the committee felt needed to be seriously looked at. The revisions the committee has made are posted on the Faculty Senate website. Click on 'Faculty Code Change Status' and the click 'All Level 1 Faculty Senate Code Changes 2008-2009'. It is recommended that the Senators review the changes and make one motion to accept all of the level one changes as a group, since PRPC does not need to look at the non-substantive changes. Following that the level two and level three changes will be considered and be referred to PRPC for the appropriate changes. Changes for all levels are broken out by sections on the web page under 'Faculty Code Change Status'.

Ed Heath moved that the level one changes be placed on the Faculty Senate consent agenda and a second was received. A friendly amendment to the motion was made by John Kras that the Code Revision Committee Report be placed on the January consent agenda as to give senators time to review the document. Motion carried.

A motion was made by Byron Burnham and seconded by John Kras to place the Code Revision Committee Report on the December agenda as an information item. Motion carried.

John Kras publically thanked the members of the committee for their efforts on the Code Revision and asked that they be recognized for their work. Members of the committee were John Kras, Chair, Ed Reeve, Michelle Baker, Larry Smith, Robert Schmidt and Tom Peterson.

In a discussion on the PRPC Calendar Days item the committee was reminded that this item will come before the Senate as a first reading at the December meeting.

New Business

Larry Smith presented the EPC report and highlighted four items.

1. Approved report of curriculum subcommittee which included 72 requests for course actions.
2. Approval of the report from the Academic Standards Subcommittee which included the Excused absence policy. The excused absence policy was passed by ASUSU and passed on to the President.
3. General Education Subcommittee. A motion was made by the Gen Ed subcommittee to make the CIL a pre-requisite for English 2010, however before a vote is taken the committee would like more input from students.
4. EPC made and carried a motion to recommend to PRPC that the DEED subcommittee be eliminated. Referring to the minutes from the September 2007 meeting EPC decided to suspend the committee as it was deemed unnecessary because of RCDE restructuring. Questions were raised as to the correct procedure to eliminate a subcommittee. It was agreed that this should be referred back to PRPC and report back to the Senate Executive committee at the December meeting with the correct procedure.
5. Academic Integrity Policy. The Academic Integrity policy has moved from the student committee to the Academic Standards subcommittee. This was an enormous effort on the part of the student committee and they should take pride in the work they have done.

John Kras made a motion to refer item #4 to the PRPC committee to determine what the language would be to eliminate the committee. A second was received and motion carried.

Byron Burnham commented on item #2 and indicated that it would be beneficial to the Grad School to be made aware of these types of actions.

John Kras moved that the EPC report be included as a consent agenda item with the exclusion item number 4. Motion was seconded and carried.

Larry Smith was asked in the October Executive meeting if he would talk about the excused absence policy in the December Faculty Senate meeting, however in light of the actions that have been taken on the policy, it was determined that it would not be necessary for him to do this at this time.

Adjournment

Mike Parent asked for a motion to adjourn the meeting. The meeting adjourned at 5:00 p.m.

Minutes Submitted by: Joan Kleinke, Faculty Senate Executive Secretary, 797-1776