

Austin Peay State University
Faculty Senate
Meeting of Thursday, April 26, 2018
Morgan University Center, Rm # 307 | 3:00 pm
Minutes

Faculty Handbook Plaque Presentation: President Alisa White presented Senate President Mickey Wadia with a plaque for his numerous years of service as Faculty Handbook Committee Chair.

Call to order - Senate President Mickey Wadia

Recognition of Guests: Chad Brooks, Lori Buchanan, David Davenport, Jack Deibert, Sue Evans, Kyla House, Margaret Pace, Ashlee Spearman, and Tim Winters

Roll call of Senators - Senate Secretary Gina Garber

Absent Senators: Christopher Bailey, Lisa Barron, Kell Black, Trevor Brooks, Mercy Cannon, Kim Coggins, Mary Fran Davis, Donna Dey, William Longhurst, John Phillips, Laura Schultz, Bettina Shank, and Cameron Sutt

Approval of today's agenda – Motion made and seconded to amend the agenda by removing item one (Campus Police), and moving item seven (Policy 1:030) and item ten (SASI Report) to the beginning of the list under New Business. Motion passed.

Approval of minutes from March 22, 2018 meeting and the March 29, 2018 called meeting – Motion made, seconded, and passed to approve minutes for March 22 and 29, 2018.

1. Remarks

Senate President Mickey Wadia (5 minutes)

- Limited Time: Our time is limited today. We will stay on time with no extensions.
- Policies: Finance and Administration sent an email regarding policies on April 23, 2018. The approved policies can be found here at Recently Approved Policies. The first reading of policies can be found here at Pending Policies. Please let me know if you want something changed before the second reading.
- Next Faculty Senate Meeting: Our next meeting is scheduled for May 3, 2018. Please try to be here for the final farewell. I want to take this time to thank all of the senators who are rolling off of Faculty Senate this year. Moving the business of APSU faculty forward is very important. I appreciate all of your time attending our meetings and serving on the various committees. Thank you! Thank you all very much.
- President Alisa White and Provost Rex Gandy: Thank you to President White and Provost Gandy for meeting with me weekly this year. We all had productive and useful conversations.

University President - Dr. Alisa White (10 minutes)

- Thank You: President White thanked the Faculty Senate for our work this year.
- APSU Update: APSU is in a good spot right now. The rumors that some of you have brought to my attention do not affect us. I want to put these rumors to rest. There are three Kentucky schools (Murray, Morehead, and Eastern Kentucky University) that are in the Ohio Valley Conference. We were asked by the Commissioner about our raises because every president in Kentucky said there were no raises. In fact, there were many layoffs at Western Kentucky University and they are laying off at Murray State too. I am not saying that the crisis will not come here but, I want you to know that we do not have to worry. My heart breaks for

Kentucky. It is a sad situation. We are in good shape! We don't know what our raise will be, exactly. It will probably 3.3 million dollars in raises this year. This is because of the hard work you do! Thank you.

University Provost - Dr. Rex Gandy (10 minutes)

- **Thank You:** Thank you Mickey and the Faculty Senate Executive Committee for your service. You all play an important role by serving on the Senate. Thank you to all who served as Senators.
- **APSU Update:** Summer enrollment is looking good right now. Much of that is due to the Federal Government allowing student grants to be applied towards summer classes.
- **RTP Calendar:** We are switching to a fall schedule. The RTP Calendar will be coming in an email from my office.
- **Raise Package:** The raise package is roughly 5%. I chaired this Committee. Dr. Wadia was a member so he has been informed along the way. This is how it is broken down:
 - 2% across the board,
 - 1.5% in merit and,
 - 1.5% in market/equity.

2. New Business

Policy 1:030 – Criteria for Establishing and Evaluating Bureaus, Centers, and Institutes –
Dr. Chad Brooks (10 minutes)

This policy was drafted in 2016. The policy is to enable the University to establish or remove bureaus, centers, and institutes. The criteria include a Needs Assessment, Resource Assessment, and Evaluation Assessment. If approved, these areas will be assessed every three years. There will be two possible outcomes: either the area meets the needs and can continue or the area is no longer needed and is cancelled. Additionally, if the center was created with a director, that position is terminated. Centers like the Center of Excellence for Field Biology and the Center of Excellence for the Creative Arts are exempt from this policy.

Q: Where does GIS sit? I was wondering if they were exempt like Center of Excellence for Field Biology and Creative Arts.

A: GIS is not exempt.

Comment: I don't know enough about centers, bureaus, or institutes to vote on this.

Q: Are these centers on campus?

A: Yes, we have them. TBR was trying to see how the resources and money are being put to use in these areas.

Q: Why are we singling these areas out?

C: This is not a new policy. It was sitting out there waiting to be looked at.

Q: Why would we cover these under a different evaluation process?

A: GIS will be evaluated differently because they do not have a bureau, institute, or center in their name.

Q: Why do we need a separate policy?

A: This would be a significant way for us to evaluate the resources in a center like the Center for Teaching and Learning (CTL).

Motion made to accept Policy 1:030 - Criteria for Establishing and Evaluating Bureaus, Centers, and Institutes. Motion passed.

Human Resources - Kyla House, Interim Director of Human Resources (10 minutes)

- Introduction: I want thank Mickey for meeting with me and being so gracious. My family and I moved here 10 months ago. We are new to the community and to Austin Peay State University. I'm an Oklahoman by birth. We moved from the Carolinas. My background is in Human Resources. Everyone has been very helpful since I have been in the interim role as the Human Resources Director. Thank you for taking the time to let me talk to you.
- Human Resources: Kyla House attended the Faculty Senate Meeting to provide a demo and gather recommendations. Here are a few goals that we are trying to accomplish:
 - Increase our partnerships and visibility on campus.
 - Get feedback from our stakeholders.
 - Review our processes and look at best practices. What are other industries doing? Get that feedback. As a Human Resources Department, we can look at what is working and what isn't. I'm a huge pilot person. I like to try things out to see if they work.
 - Become more transparent. For example, the Faculty Senate has asked about the employee salary database that lists everyone's salary. Since we are no longer with TBR, that information has not been published.
 - Salary Database: Human Resources has partnered with IT to create a salary database. The database will not be active until May 21, 2018 (approximate go live date). Once the database is active, it will be housed in One-Stop behind the Employee Self-Service tab. The information includes the last date that the database was updated and provides options to search.

Q: Is the database organized like the paper product, which is organized by FOAP?

A: Employees are listed by name based on a normal nine-month salary. This doesn't include Study Abroad or extra teaching loads.

Comment: This is a huge improvement!

Comment: You need to make sure that you are searching for your name that you were hired under. The database will not recognize nicknames.

Comment: Again, the salary is a base salary.

Diversity - David Davenport, Director University Recreation/Chief Diversity Officer (10 minutes)

- Charlottesville: The protests in Charlottesville created a lot of fear on campus. About a year ago, I was able to get in front of many students to assist in easing the tension they were feeling. Although Charlottesville created fear, it also created opportunities for us to have a conversation. I ask the faculty to listen to your students and be aware of what is going on.
 - Q: Can you let us know about diversity training sessions?
 - Q: I have a suggestion to set up Diversity and Inclusion Zones. Has this happened?
 - A: I haven't created training sessions or zones but others have like GreenZone. We are making sure that APSU is in compliance.

Keep yourselves informed by seeing what is happening on social media and in the news. Remember, you can email me any time.

SASI Report - Dr. Vikkie McCarthy (5 minutes)

- Report: There were 50 applications this year totaling \$194,144.40. We funded until we ran out of money. However, I'm still tracking what we spent this year and, hopefully, by fall we can come up with a policy that will allow us to award as much money as possible. We awarded 28 proposals totaling \$66,791.40. Everyone who submitted a proposal was contacted regarding their status from the SASI Committee.

Rules Committee - Senate Vice President Jane Semler (10 minutes) Action Item

- Thank you to the Rules Committee that included Jane Semler (Chair), Marcus Hayes, John Nicholson, Mary Eve Rice, and Tim Winters.
- Bylaw Changes:
 - We worked to mirror the Bylaws after the Faculty Senate Constitution
 - Faculty Senate President should be a tenured faculty member

- Should we experience a vacancy on the Executive Committee in the future, the remaining members of the Executive Committee will appoint a current Senator to fill the position.
- Faculty Senate proportion will be included by college. The Library faculty and the faculty in administrative positions who are not assigned to academic departments will be part of the College of Education.

Motion made and seconded to approve the Bylaws. Motion passed.

Staff Service Award Voting - Dr. Jeff Thompson (10 minutes)

- The Faculty Senate Staff Award had eight nominees. Our Committee (Jeff Thompson, Chair, Bettina Shank, and Robin Latchem) created a rubric based on the letters that we received in the emails. The rubric included years, of service, academic unit, achievement goals and the like to narrow the pool down to the three candidates you see on the screen. Those candidates are Denise Hemingway, Daina Hunter, and Betty Leimer. Dr. Nell Rayburn corrected the number of years that Betty Leimer has worked at APSU. The Senators voted on paper and the Committee counted the vote. The winner be revealed on May 3, 2018 at the next Faculty Senate meeting.

Campus Community Scholarship Fund and Report from TUFS - Dr. Tim Winters (10 minutes)

- Campus Community Scholarship: Dr. Michael Schnell and I began a scholarship fund from within the university. We currently have \$11,636 in the account but, we need \$25,000 to get the thing endowed. The scholarship targets underprivileged students from Montgomery County. These students might have a low GPA, but be very smart. I encourage you to donate to this scholarship.
- TUFS Meeting April 2018: TUFS is the Tennessee University Faculty Senates. I co-founded this group with faculty from ETSU. Together we made the formal organization which now meets twice a year. It is always interesting to see what is happening in our state. We know there are significant differences from university to university. Here are some issues that we discussed:
 - MTSU is facing numerous issues with their Board from scheduling meetings 35 miles away in Nashville, excluding the faculty from the Board, and the Board telling faculty how to do their job. We were also informed that the MTSU President only meets once a month with the Faculty Senate President.
 - UoM passed a Parental Leave Policy for their employees.
 - Mechanisms that we have in place to replace a representative on senate, who can be on faculty senate, and more.
 - TTU's no confidence vote of President Philip Oldham and the Board's action for a vote of no confidence.
 - UTC have reorganized their Faculty Handbook for the first time since the 1990s. APSU has it good!
 - UT is having problems with their Board.
 - The Humanities Bill that was causing stress throughout the state was pulled.
 - APSU is one of two schools that do not require an external review of e-dossiers.
 - Presidents' evaluation processes and their salaries.
 - Online course fees.

You can read the minutes on the [TUFS website](#).

Q: External review, what is that?

A: A faculty member outside of the university reviews your e-dossier.

Keys Medal of Distinction - Dr. Ashlee Spearman (8 minutes)

- This is an award for undergraduate students who in a service-learning and/or study abroad program. Students with a Cumulative GPA of 3.25 and at least 6 credit hours in one of the two programs are eligible. They will receive a medal to wear at commencement. They will also have designation on their transcripts.

Q: It is not a 0 credit hour class?

A: This has nothing to do with a 0 credit hour class.

Comment: The medal is paid for from the program's funds.

Q: Can we put SL on the transcript?

A: We only have a certain amount of characters to use. We want it to say Service Learning.

University Curriculum Committee - Dr. Tony Morris (5 minutes)

- Our last meeting of the UCC is Monday after graduation. It looks like everything in Curriculog will be pushed through at that meeting.

Announcement of Faculty Senate Slate of Officers for 2018-2019 Academic Year –

Dr. Tucker Brown (5 minutes)

- Slate of Officers for 2018-19: The slate of officers is:

President	Mickey Wadia	Humanities
Vice President	Jane Semler	Natural Sciences
Member at Large	Phyllis Camilleri	Natural Sciences
Rep to TBR Sub-Council	Sergei Markov	Natural Sciences
Rep to University Curriculum Committee	Kristen Hershey	Applied Arts and Sciences
Secretary	Gina Garber	Education
Rep to Dean's Council	Christopher Bailey	Humanities
Immediate Past President	Tucker Brown	Social Science
Parliamentarian	Elaine Berg	Education

There can be nominations from the floor.

Looking Ahead (May 3, 2018)

1. Welcome to incoming Senators/Thank you to outgoing Senators
2. Awards
3. Retirees
4. Election of Slate of Officers

Old Business

Adjourn 4:25