

10-6-2016

## Faculty Senate Minutes - October 7, 2016

USM Faculty Senate

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## Faculty Senate Meeting

Friday, October 7, 2016

2 PM – Union Room B, FEC 303 (IVN), Caylor 103 (IVN)

Present: Marcus Coleman, Kimberley Davis, Kate Greene, Kevin Greene, Max Grivno, Cheryl Jenkins, Nicolle Jordan, William Odom, Louis Rackoff, Stacy Reischman-Fletcher (proxy), Amber Cole, (Melinda McLelland (proxy), Chad Miller (proxy), Catharine Bomhold, Bradley Green, Lilian Hill, David Lee, Sharon Rouse, Anne Sylvest, Cynthia Handley, Susan Hrostowski, Laurie Neelis, Bonnie Harbaugh, Beth Tinnon, Mac Alford, Deborah Booth, Franklin Heitmuller, Sherry Herron, Charles McCormick, Scott Milroy, Christopher Sirola, Eric Saillant, McPhaul, David Holt, Heidi Lyn

Absent: Daniel Capper, Ann Marie Kinnell, Tim Rehner, William Hornor, Tulio Sulbaran, Maxim Van Norden, Westley Follett, Tom Rishel

### 1.0 Organizational Items

1.1 Call to Order 2:07

1.2 Roll Call

1.3 Recognition of Quorum

1.4 Recognition of 2/3 membership for voting on Bylaws and Resolution

2.0 Adoption of Agenda

3.0 Program

3.1 Vice President, Finance and Administration, Chief Financial Officer, Doug Vinzant

3.1.1 Director of Affirmative Action Equal Employment, Latonya Guillory

3.1.2 Search down to 3 candidates

3.1.3 FLSA – spent several months working on understanding the changes in fair labor standards acts most recent things you will see a dedicated link on this act. Forums for people affected by the changes in this act. Loan repayment – to help people with the 2-week lag for individuals going from 1 month to weeks of pay. Includes a salary calculator to show what bi weekly pay will be. I have engaged someone to go over our compliance with the new laws.

3.1.4 Update on budget reduction – IHL sent out their version of what the reduction will be. It will be \$100,000 more reduction than initially expected. We are preparing for 3, 4, or 5% reductions. This would be only for state appropriations. Question - (On top of the 1.63). Yes it would end up as a total of 3.64? Our reductions will depend upon other variables.

3.2 Vice President of Research, Gordon Cannon

We do not have hard numbers on how much we brought in. It is down from last year. July 12M, August 9M. We had many big news items. Pres and I were in France last week. At Interpol to help develop security for sporting event. NSF EBSCOR grant over several colleges. Our renewal package. We see academics and research as being two sides of the same coin.

Question – max Grivno – concerned about library budget dropping. Book allocations have gone down. Will library budget be restored for fields of study that are not grant driven?

Cannon – trying to restore some \$ to library

Moser – bottom line is there has been across the board cut; everybody has taken cuts. We turn it around when we turn revenue around. There is great concern about these library

resources and conversations about high cost resources. There are hard decisions to be made. Right now, we are looking at highest cost usage to redirect cuts. Fund from external grants are partially redirected to the library. Part of our 48% in house –some to e&g, and some are directed. If more were going to E & G then maybe more go to the library.

Nursing question – As a research universit; we should be able to do our own statistics in-house. We need to get a statistician to support our research (faculty research)

Cannon – the center was never cut. A person retired and then three faculty members.

Lillian Hill - We have a research support center for graduate students not for faculty. We have three faculty members for this but two have full time teaching loads. The scope was changed and the people assigned are maxed out.

Hill – we do not have the resources to support faculty and graduate students

Bomholt – we have a misfit between what is expected from stats courses for students

Heitmuller question – is there a strategic plan for priority instruments available for research and teaching across campus.

Holt - Services beyond start up funds for new faculty?

Cannon – travel to send to program managers. We can also find a mentor and go to NSF. We also have a proposal development project. To help them put together a proposal. We have a suite of workshops presented in the year to develop proposals. We have had a lot on intellectual properties recently. We have also worked on a module on faculty development on picking a mentor to help with proposals and publishing.

Holt – shortage of lab space

Cannon – methods for sharing space more efficiently than we do now.

Holt – how do we move forward?

Cannon – with the chairs. Maybe we should do a lab survey. Some are not safe. However, we have limited funds to renovate labs. We are hoping to do more lab renovations.

Holt – issues for software licenses – could we also do a software survey

Cannon – iTech I think oversees that. Put me together a proposal.

Holt – decrease in travel support –

Cannon – at departmental or through my office? I pay for travel for a grant or an investment possibility, or to present research.

Holt – Many people are under the impression that ORA is more about checking your budget and not about helping with proposals.

Cannon (ORA) they will help you as much as you allow them. They have a lot of insight about problems about which individuals may not see. They make sure we hit all of the compliances necessary. We have limited resources also. ORA has a hard time on last minute submission. You need to work with them more ahead of time. It is all electronic submission now. The quality of service depends upon how much time you gave them

Brad Green – extra support with proposals (old program – Creates)

Cannon – took this money and gave each college a grants resource person – but this did not work out. This kind of support is expensive.

1. How can we expect research with continuing library cuts (this year, project to be \$300,000 or more, including cutting Nature, Springer, Wiley, Web of Science or SCOPUS, etc.)? Can we begin new programs (e.g. engineering) if we cannot support library resources for the ones that we already have?

2. Some people, feel like the VPR is "picking winners." For example, for GoMRI those >25 miles from the coast were not included.

Holt – question to Moser how do we balance research and teaching?

Moser – recruiting is a key in turning around resources. There is no magic answer for all of our problems. We cannot move away from state resources will continue to decline for the next several years. The expanded core of instruction should free up more time for research faculty.

3. More time teaching means less time for research, which becomes a vicious circle because those with current (big) grants get time from teaching when they can do research and write grant proposals while others pick up the teaching slack. Everyone keeps talking about IHL's teaching expectations, but shouldn't we be thinking about our competitors? If someone can move to MS State and teach one class per semester with other time for research, wouldn't such a move be attractive?

4.0 Approval of Minutes motion from Hill  
Second Herron

4.1 September 2016

5.0 Officer Reports

5.1 President

5.1.1 David Holt – Attached at the end

5.1.2 Highlights –

Kate Greene – tired of them telling us all about how terrible things are

Sirola – I tend to agree.

Brad Green – depressing to hear it all over and over.

Holt we need to send questions ahead of time

Sirola – our unduplicated enrollment went up by 1 student. How much money is coming from students?

Alford – Anyone who wants to work on a plan for summer pay work with me

Holt – anyone who want to work with me on a plan for iTech and the software.

5.2 President-Elect - no report

5.3 Secretary - no report

5.4 Secretary-Elect no report

6.0 Decision/ Action Items

6.1 None

7.0 Standing Committee Reports

7.1 Academics September 7, 2016

Dan Capper, Marcus Coleman, Cindy Handley, Frank Heitmuller, Chris Sirola, Beth Tinnon

\* Committee members soliciting feedback from constituents regarding Academic Master Plan (AMP)

o Most faculty (at CoST) were unaware of the review period for the AMP until the week before the Dean wanted final input à uncertain if other colleges experienced similar delays of the draft AMP

o General consensus → Ideas presented are “good”, but some components of the plan are very vague (e.g., programs with growth potential, institutional strengths)

o Substantial concern regarding disparity of research support among programs (i.e., existing strengths clause)

7.1

Administrative Evaluations **Committee Chair:** Melinda McLelland

**Committee Members:** Amber Cole, Cheryl Jenkins

**Report:**

1. Still working on focus areas established in retreat
2. We have received the faculty database from HR
3. The plan is to distribute the survey in October/November
4. We need detailed information on the evaluation process. The only information we have thus far is verbal conversations about what “has” been done and a couple of samples of letters to the administrators. Does anyone know where the “rules” might be? We have checked the faculty handbook and senate by-laws.

**Focus Areas for Year:**

1. Determine process for administering evaluations
2. Evaluate content of evaluations
3. Determine if additional administrators should be included
4. Assess process of communicating results to University
5. Assess process of communicating results to the administrators
6. Determine who should complete the survey and when

**Resolutions or Recommendations:** None at the moment

7.2 Awards – no report

7.3 Bylaws – no report

7.5 Elections -I met with Dr. Michelle Arrington, Associate Provost for Institutional Research, and Kent Johnson today regarding the USM Governance Council election process. I was informed of the general process and some of the (complicated) history. It seems that process

continues to evolve and, due to the efforts of some individuals (including those of Mac Alford), continues to improve.

The process begins in January but could occur earlier in the academic year. HR provides a list of faculty members with data regarding rank, employment start date, etc. in columns. The election committee of each Governance board (i.e. Faculty Senate, Graduate Council, Academic Council, etc.) marks Yes or No beside each name indicating if the faculty member can serve on a particular board and if the faculty member can vote. A pre-emptive survey was sent last year with verbiage provided by Mac Alford that requested all faculty members to indicate their willingness to serve. Decisions about who can serve and who can vote vary with the bylaws of each board. Each board also determines who can serve another year and who needs to be replaced. Getting this information back from each board can be a challenge and delays the voting process.

After the information is collected from each board, it is provided to Kent Johnson. He programs Qualtrix using the Yes or No logic and the number to be replaced on each board from each college or department. The election process for all groups occurs simultaneously (thanks to Michelle Arrington) and should begin in mid to late February to allow time for multiple rounds of voting, if necessary.

## 7.4 Finance

### Faculty Senate Finance Committee Report

October 7, 2016

The committee met on October 3, 2016 with Dr. Doug Vinzant. Committee members present were Ken Zantow, Max Van Norden, and Lilian Hill

The following issues were addressed:

#### Budget

Timing and nature of potential budget cuts were discussed. At the present time, the state appropriations reduction totals \$1.58M for USM. Dr. Vinzant informed the committee that it is still not clear when the state will announce the total amount of reduction in state appropriations. He suggested that continuing to plan for a 3-5 % reduction is prudent. Enrollment and improving retention rates—Fall to Fall and Fall to Spring--may help mitigate the cuts.

#### FLSA

The recent changes to the Fair Labor Standards Act have required a thorough examination of all currently exempt staff positions. Positions that are no longer eligible for exempt status will be transitioned to bi-weekly pay status. Further information can be found on the Employment & HR website under the Fair Labor Standards Act tab.

<https://www.usm.edu/employment-hr/fair-labor-standards-act>

Somewhat relatedly, the search for the Associate Vice President for Human Resources is proceeding and eight applicants have been identified as semi-finalists. Several finalist candidates will be identified for campus visits within the next week.

- 7.5 Governance no report
- 7.6 Gulf Coast – party
- 7.7 Handbook Kimberly elected chair but no business to report
- 7.8 University Relations and Communication no report
- 7.11 Welfare and Environment THE UNIVERSITY OF SOUTHERN MISSISSIPPI

#### Faculty Senate

#### Welfare and Environment Committee

#### Minutes of 9/23/2016

The committee met with Dr. Joe Olmi to discuss issues brought to this body by Dr. Tammy Greer. Dr. Olmi described in detail the circumstances surrounding these issues and the steps he took to address them. The committee was satisfied with Dr. Olmi's responses. The committee agreed to ensure that faculty who come to this committee with specific issues have first addressed those issues with the appropriate chair and/or dean.

Dr. Kate Greene reported on her research on administrative evaluations and sent the following correspondence.

Hi Kate,

What I have found out is...not much. Ha. I have met with a previous committee chair/member to get information about the process. Thus far, I have found that there is not official documentation for this process. I have looked in by-laws and faculty handbook. I am still looking in that I have asked David to investigate.

Kyna Shelley (previous committee person) says that the results are completely confidential. She does not even know who is who as she codes everyone so that it is a blind process. The chair only sees their results. The dean sees his or her results and the results of the chair. In addition, on up the chain it goes. The faculty handbook does say (the only mention of the survey) that the dean uses the faculty senate survey in evaluation of the department chairs. Kyna also ensured me that the results of the survey from last year were submitted to the appropriate people...for what that are worth. However, the results were sent out early March I believe. I do not know when the chairs are actually evaluated by the deans...so if the results were late getting to them they maybe were not included (at least last year).

I share your concerns and am looking for answers, but until I get the written rules/processes, it is the blind leading the blind on this committee. Seems that happens often around here. 😊

Have a good one!

Melinda

Melinda Andrews McLelland, Ph.D.

Associate Professor of Marketing

Department of Marketing & Merchandising

College of Business

The University of Southern Mississippi Administration Evaluation?

Dr. Kevin Greene reported on his communications with the Office of Sustainability. He said that they have many exciting programs going on but need more communication and coordination with Physical Plant to improve recycling. They said they need faculty and staff to report instances of recyclable materials being thrown in with garbage.

Professor Laurie Neelis reported that the grade change policies and procedures have been reviewed.

There being no further business, the meeting was adjourned.

7.9

8.0 Outside Committee Reports

8.1 None

9.0 Consent Items

9.1 None

10.0 Unfinished Business

10.1 Academic Master Plan (update in process)

10.2 June 2016

10.3 Faculty Senate Retreat 2016

11.0 New Business

11.1.1 Reading of the Resolution in Memory of Stanley "Stan" Abraham Kuczaj, II

11.1.2 Discussion at the next meeting

12.0 Good of the Order - Mac Alford. Aaup social java werks date 5-7 pm; changes to the GEC to reduce to 120 hours. Talk to academic council representative. Kate Greene – request for space utilization (this will also be placed on the physical plant page also). People may need space for a grant; no way to inform the committee that this is required.

13.0 Announcements

13.1 Next Senate Meeting: November 4, 2 PM, Union Room B and IVN

13.2 Next Senate Executive Meeting: November 22, 2:30 PM, TL Oct 18,

14.0 Next Senate Administration Meeting: November 22, 3 PM, TL, 18

15.0 Adjourn 3:54 David Holt.



## 5.1 President's Report, October 7 (Full) David Holt

a. Continue to send in written reports and be sure to send out minutes/ notes to your college to keep them informed.

Report from Executive Cabinet 9/6

Calendar Talks –

Intersession moving from 10 days to 14 (almost 3 weeks) starting AC 17/18

Winter Session split in Dec/January

May session between graduation and summer start

NO August session

Summer

June courses (4 weeks)

July courses (4 weeks)

Full – 8 weeks

Still Fall break

Question over 2019 – Mardi Gras and Spring Break back to back – move SB?

AA/EEO director in place, Latonya Guillory

SGA changing legislative structure to be able to have SG president deliver legislation directly to president and VPs to be involved before voting

Campus Pharmacy

On Campus Pharmacy delivery (Hattiesburg only) – keep HIPAA compliant

On campus physicals – annual for men/ biannual for women – covered by insurance

Student Activity fee \$10 going to health education (educators)

Report from Executive Cabinet 9/20

Frequency of Workplace Training Modules

Recommendation that we do it annually

Still issues with higher admin and sensitivity issues

FERPA and CSA and Financial Conflict are required annually

Schedule to become compliant – annual date – repopulates

Communication about annual occurrence.

Is this the best use of faculty time?

Perhaps all at once – maybe on a multi-year cycle?

No official requirement, but needed in case there is an investigation.

#### Naming of the New Business and Health Building (Gulf Park)

About 30 days behind due to weather. Inside 12 months of completing

What to do about naming the building?

There are guidelines –

Maybe the legacy name of Holloway?

How and why was Holloway Complex named?

Non-Resident Tuition – board approved for Fall 2017 – from \$16400 to \$9854 –

matches the discount we give anyway – good recruiting tool

#### Budget Information

1.63% Reduction – to deal with the accounting error made by the Governor's office. May be a bit more? Perhaps double this. This is from state appropriations not total budget.

We can deal with what the governor has asked for. Still planning for 3,4,5% to handle the next reduction

Many feel it will be more than the 1.63% with lower than projected sales tax income

Two processes in place – realigning academic goals and dealing with current reductions – need to be sure the goals do not defeat each other

A bit of good news with increased enrollment – use of those moneys can help to direct academic needs – all in discussion

#### FLSA (Fair Labor Standards Act)

Review of non-exempt to exempt status/ and vice versa

Looking at what the exemptions require – trying to see what appeals can be upheld

About a week before all exemptions will be known

To be exempt – making less than 47476, and duties meets USD Labor

Where does librarianship fall in the exemption? Under discussion

TAs and GAs? – they are exempt from FLSA if they are working toward their degree. – the issue is how we manage paying them. Recording the hours. ACA requirement – not sure what to do with post-docs.

May need to add a PeopleSoft – hourly timeclock? No idea yet.

Report from Executive Senate meeting with President, VPCFO, Provost 9/20

1. Teaching track – chair of handbook will meet Friday at 930 to go through the recommendations. Council was ok with minor changes.
2. Minisession Fees – 1,2,3 week – intersession fee – will look into it
  - a. Intersession – when does it count and where is state aide attached?
  - b. Summer growth enrollment – reformat – funding model? Still working
  - c. Summer revenue is going to general fund – so changing funding will pull from current structure of general fund.
  - d. If anyone has a plan – send it forward
3. Online coordinator – does it increase enrollment?
  - a. Counting service load for online
4. Workload policy
  - a. 4:4 workload policy – with a 1:1 release for research
  - b. Review for policy and workloads
5. Reorganization of University Admin.
  - a. Moderate cost with the reassignments for student success
  - b. Office of scholarships – leveraging talent
6. GCFC recognition
  - a. No update yet.
  - b. Plans to resolve by winter break
  - c. How to integrate
7. How much would it cost to deal with compression?
  - a. CUPA – 3.5 million to get everyone up to the averages – but NE slant to it
  - b. Merit raises – what is it tied to, etc.
  - c. Conversation needs to be comprehensive
  - d. Can add a budget line for compression issues
8. FacAll – send message all message
9. We consent to Ombudsmen
  - a. John Meyer, CoAL
  - b. Dan Tingstrom, CoEP

End Report

9.1 Resolution in Memory of Stanly “Stan” Abraham Kuczaj, II

**Resolution in Memory of Stanley “Stan” Abraham Kuczaj, II**

**October 20<sup>th</sup>, 1950-April 14<sup>th</sup>, 2016**

Authored by D. Joe Olmi, Ph.D.

Presented by Bradley A. Green, Ph.D.

We, the members of USM Faculty Senate, want to honor the memory of Stan Kuczaj who was an active and long-time member of the USM faculty who served the University well.

**WHEREAS**, Stan Kuczaj served for 20 years as an employee of The University of Southern Mississippi and respected member of the USM Department of Psychology faculty and for 12 of those 20 years as Department Chair.

**WHEREAS**, Stan Kuczaj was loved and admired by students, staff and faculty colleagues alike across the University, the country, and the globe as a result of his dedication to the fields of child development and marine mammal cognition and behavior.

**WHEREAS**, Stan Kuczaj was known for his dedication to and support of student success.

**WHEREAS**, Stan Kuczaj brought distinction to the University and to the Department of Psychology at the local, national, and international levels through his excellence in teaching, research, and service.

**WHEREAS**, Stan Kuczaj amassed over 200 publications including books, journal articles, and book chapters and was awarded millions of dollars in research grants in collaboration with present students, past students, and professional colleagues.

**THEREFORE, BE IT RESOLVED**, we honor the memory of Stanley “Stan” Abraham Kuczaj, II and insure that his memory lives on in our hearts and minds. We celebrate his life and the positive impact he has had on colleagues and students at every level at The University of Southern Mississippi. His spirit will forever walk the halls of Owings-McQuagge Hall and his presence will be forever felt in the hearts of all who knew him.