

# NORTHEASTERN STATE UNIVERSITY

Minutes of Faculty Council Meeting

Friday, September 6, 2013

## 1. Call to Order

The meeting was called to order by President Van Den Handel in SH 204 at 3:00 pm. There was ITV access at Muskogee, Broken Arrow and Tahlequah.

Council Members in attendance in Tahlequah: Jeb Briley (Business), Mike Brown (Liberal Arts), Ron Cambiano (Education), Shari Clevenger (Liberal Arts), Samantha Clifford (Library), Kendra Haggard (Liberal Arts), Christine Hallman (Liberal Arts), Jim Hicks (Science & Health Professions), Spencer Johnson (Optometry), Sandra Martin (Library), Rick Matzen (Science & Health Professions for Diamantopoulos),

Council Members in attendance in Broken Arrow : Andrew Aken (Business), Tia Bennett (Education), Kurt Choate (Education), Mai Anh Vu Tran (Business & Technology), Lee Woods (Education), Victor Zhu (Science & Health Professions)

Council Members in attendance in Muskogee : Heather Fenton

Council Officers in attendance: Cheryl Van Den Handel (President), Pamela Louderback (Vice President), Linda West (Secretary/Treasurer).

Guests: Renee Cambiano, Denise Deason-Toyne, Pam Fly, Sophia Sweeney, President Turner, Rob Wallace, John Yeutter in Tahlequah; Tom Rink in Broken Arrow; Joyce Van Nostrand in Muskogee

President Van Den Handel announced that there is a place for Faculty Council on BlackBoard.

Guest: President Turner addressed the Council.

He wanted to address the opening meeting, D23 and the Provost search. D23 stands for Destination 2023 and is critical for NSU's success. It is basically performance-based funding and depends on a grid and weights for certain elements. These will change over time. The main factor is the IPEDS first-time full-time freshman completion/retention rate. Our retention rate for the first year brought us an additional \$326,700 but we could have had about \$75,000 more if we had met our target. D23 will be combined with data from HLC, the Master Plan, and eleven other documents we have compiled since 2007 to construct our new Strategic Plan in 2015. President Turner answered a question about tracking freshmen versus transfer students saying that we are looking at what the state is requiring to track. "It is

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cheaper to retain than recruit." Matzen commented that attendance in his Gen Ed classes seems to be better this year. Kudos to the new First Year Experience group.

In regards to the Provost search, President Turner said that we are using an outside group to finetune the national announcement. He will be looking to President Van Den Handel for names of faculty to serve. They are trying to attract a diverse group of applicants. We will be kept informed and involved.

A question was asked about threat assessment. He described the makeup of the team and what steps they follow to assess a situation. The goal should be to restore the individual when possible. Safety is always a first concern.

There was a question about the salary increases. The goal is to get closer to the market salary level. The staff are using the Condrey study and being raised to 90% over a three year period. This is 90% of a regional peer institution comparison. For faculty, the CUPA HR study was used. Some faculty are at or above market level and will not receive increases. CUPA was also compared to the same cohort group of 33 institutions. CUPA also takes into account disciplines and tenure factors. The plan is to go to 87% of market value this year and 90% next year. This applies to any one working before September 1, 2012 and employed full time. This will be effective with the October payroll. Details should be shared next week.

President Turner plans to have another brown bag lunch this semester to address any other questions. He thanked VP Fly for her willingness to step up and serve as Provost and VP for Academic Affairs.

## 2. Call to Order

New Faculty Council delegates were introduced.

**A. Review/Approval of minutes of the May 3, 2013 meeting**  
([http://arapaho.nsuok.edu/~faculty\\_council/minutesmay2013.html](http://arapaho.nsuok.edu/~faculty_council/minutesmay2013.html))

Minutes were approved as presented. Minutes are posted on our website which is on Arapaho. We will migrate to a new server this year.

**B. Budget Report**

We had a 5% decrease this year. Our starting budget is \$3,895 with \$900 set aside for travel.

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## 3. Committees/Standing Reports

### **Standing Committees.**

Additional names were taken for the Student Conduct Committee. All committees have enough volunteers and will be forwarded to Academic Affairs.

We will ask for volunteers for Faculty Welfare Committee at the next meeting. Circle of Excellence Committee members will come from each college and are usually recent winners of the award.

## 4. Old Business/Pending Issues

### A. **Scheduling of Student Activities during "prime" class times** (e.g. Career Fair)

There was a discussion of who can excuse students from class attendance. There is a procedure, but the student should also talk with the faculty involved to be clear about expectations. Do we need a survey to find out what faculty think? After discussion, there was a motion and second to send out a survey to faculty about the issue. Is attendance at co-curricular events a problem? Should we address it with a four day week or other options such as setting aside time during the week for activities? Sweeny will help the Council by developing a survey.

### B. **Diversity Statement**

Faculty Council passed a diversity statement in the spring. It was presented to the Faculty Handbook Committee, but was not included because all general policies are to be kept in only the Employee Handbook. The statement will be included in that handbook after it goes to Policy Committee and Cabinet. It does not have to wait for a specific time of year. Policies become effective when passed.

### C. **Ride Share**

There will be no ride share board. There is a problem with liability. Inter-campus transit was used in the past, but was not cost effective at the time. There was a motion and a second to request that VP Operations Foutch look into transit options as it has been done in the past. Van Den Handel will talk with Foutch about the issue.

The travel reimbursement policy was discussed. Reimbursement is based on home campus which is not re-examined after appointment. There is a form to request change of home campus. There was some discussion about where this policy is and whether it relates to the

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travel policy in the Faculty Handbook. We will look at this further at the next meeting.

## D. **Campus Lighting**

New bulbs are being installed across campus. We are to report dark areas that still need attention.

## E. **Design & Location of a Faculty Memorial**

The placement of the Circle of Excellence bricks has been delayed due to library construction. When construction is finished, they will be placed on the south side of the library. One bench purchased by the Library is waiting to be installed with the bricks. The concept of a memorial was passed by Faculty Council last year. The Master Plan was supposed to address the location of a memorial. One location they suggested was near the Grand Ave. side of the Redmen wall.

## 5. New Business

### A. **Faculty Handbook**

Some questions had been raised about the Faculty Handbook. VP Fly was present to address any questions and hear suggestions. There were many changes to the Faculty Handbook this year. Many sections were removed that contained common personnel policies. These will now be in the Employee Handbook so that when they are changed, they are only changed in one location. The lack of the Diversity statement was discussed again. A few other corrections had been identified and were submitted. There were no major changes, the Handbook Committee did rearrange various sections. There was a motion to approve the Faculty Handbook with corrections submitted. The motion was seconded and passed.

A separate document on the RTP process was discussed. This document was distributed to Chairs and has a problem with changes to policy and procedures. The document leaves out a vote of tenured faculty on a new faculty member's request for tenure. This violates Regents policy. This is not an official document and VP Fly had distributed a different version that was correct.

There was a question about whether faculty should be evaluated every year. In some areas this is not happening. How does this effect the coming raises? VP Fly responded that this should not happen. You should talk to your Dean if you are not being evaluated annually.

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**B. Uses for Faculty Council Budget Funds.**

Not discussed.

**C. Threat Assessment Team**

See President Turner's answer above.

**D. Faculty Welfare Committee**

Volunteers will be gathered by self nomination emails for the next meeting.

**E. Circle of Excellence Nominating Committee**

We need names from each college to serve on the committee.

**F. By-Laws and Handbook Committee**

See Handbook discussion above.

**G. Shared Governance Document**

A revised version was posted on the Faculty Council BlackBoard area. We should compare the two documents to see how they differ. We don't know where this is in the approval process. Van Den Handel will meet with the President and VP Fly and this will be on the agenda for next meeting.

**H. Workmen's Comp. Advocate/liaison**

Van Den Handel will research this question for the next meeting.

**I. The Council would like to recognize the service of President Denise Deason-Toyne and thank her for her dedication in serving NSU's faculty.**

## 6. Adjournment

The meeting adjourned at 4:52 p.m.

Next meeting October 4, 2013

Submitted by Linda West, Secretary-Treasurer  
9/20/13