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1991 August 26 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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----- FACULTY SENATE -----
NEXT MEETING: August 2, 1991
Box 22,450A
CAMPUS

Notes: TO DEPARTMENT CHAIRS: P

The final meeting of the 1990-91 Faculty Senate will begin at 3:30. Following that, the 1991-92 Faculty Senate will meet to elect its President-elect, Secretary, Treasurer, and At-large members of the Executive Committee. Senators wishing to submit names, including their own, for nomination can do so by contacting Bob Acuff or Ed Williams (Elections Committee) prior to the meeting. Before nominating someone, please be sure that he/she is willing to serve. Nominations will also be accepted from the floor.

AGENDA (Final meeting, 1990-91 Faculty Senate)

- 1) Approval of June 24 minutes (included in August 5 Senate mailout)
- 2) Treasurer's Report
- 3) Announcements
- 4) Nomination of Senate representative to Information Resources Council.
- 5) Committee Reports
 - a) Academic Matters report on part-time faculty - Dan Johnson: The full report, including recommendations, was mailed to all senators. The recommendations are enclosed here also.
 - b) Executive Committee - A statement, based on opinions expressed at the July 8 and August 5 open forums, describing what we would like to see in a new president is enclosed. If endorsed by the Senate it will be sent to all members of the Advisory Committee (roster enclosed) appointed by Chancellor Floyd to assist him in seeking out and screening candidates for the ETSU presidency.
- 5) Adjournment

AGENDA (Initial meeting, 1991-92 Faculty Senate)

- 1) Introduction of new Senators (roster enclosed)
 - 2) Elections: (a) President-elect (b) Secretary (c) Treasurer (d) 3 At-large members of Executive Committee
- NOTE: The 1991-92 Senate Executive Committee will meet briefly immediately following this meeting.
- 3) Other Business
 - 4) Adjournment

Recommendations of Academic Matters Committee on Part-Time Faculty

As a result of our deliberations during Spring 1991, and based on our analysis of responses to the Survey of Part-time Faculty at ETSU, we offer the following recommendations for endorsement and/or action by the Faculty Senate:

- 1) We recommend that the attached report "The Use (and Abuse) of Part-time Faculty at E.T.S.U." be accepted by the Faculty Senate and distributed, along with these recommendations (if approved), to appropriate university administrators (President, Vice-President for Academic Affairs, Deans, and Department Chairs) for their information.
- 2) We recommend that E.T.S.U. representatives be encouraged to seek increases in compensation rates for part-time faculty state-wide. This would address the most important concern of respondents to our survey; and it would also reduce the temptation to hire part-time faculty for inappropriate reasons -- just because they are less expensive.
- 3) We recommend that in situations where the need to hire part-time faculty is well-established and long-term, and it is not feasible to hire full-time faculty to meet that need, responsible administrators consider hiring part-time faculty as "Regular Part-Time Employees," with multi-year contracts, or "Temporary Full-Time Employees," if there is sufficient work-load, so they would be eligible for more benefits.
- 4) We recommend that the Office of Human Resources be asked to issue Employee Identification Cards to Part-time and Temporary Faculty that could be used for library privileges, bookstore discounts, check-cashing, etc.
- 5) We recommend that copies of relevant parts of the Faculty Handbook be made available to part-time faculty to acquaint them with policies and procedures at E.T.S.U.
- 6) We recommend that Department Chairs consider appointing 'mentors' from among the full-time faculty for relatively inexperienced new part-time faculty, and that they welcome part-time and temporary faculty as participants in departmental meetings.
- 7) We recommend that the Faculty Senate identify a 'contact person,' perhaps a member of the Concerns & Grievances Committee, to whom part-time faculty could report concerns.
- 8) We recommend that the Faculty Senate Academic Matters Committee for 1991-92 follow up on this report by studying two questions we have not addressed: 1) Are some departments relying on inexpensive part-time faculty to meet long-term curriculum needs for which either full-time faculty or graduate teaching assistants would be more appropriate? 2) How is the quality of part-time instruction being evaluated, and to what extent does use of part-time faculty affect the quality of student learning experiences?

8/7/91 Memo from Interim President Bach re Salary Increases

TO: President's Council Members
FROM: Bert C. Bach, Interim President *BCB*
SUBJECT: Salary Increases
DATE: August 7, 1991

There were no salary increases given July 1, 1991 or subsequently for the current fiscal year (1991-92). We were prohibited from doing so by budget guidance issued by the Tennessee Board of Regents (TBR). This guidance applied to all TBR institutions and covered all forms of salary increases except for that given to clerical employees who successfully pass the CPS examination after July 1, 1991. As you may know, the CPS bonus is mandated by state law.

The last annual salary increase was provided last fiscal year (1990-91) to all employees except those with unsatisfactory evaluations and was given on July 1, 1990. It is to be noted that during that fiscal year some salary adjustments were made, as in previous years, for several employees who included faculty, support staff, and administrators. These adjustments were processed between July and December, 1990 (October budget revision/separate requests) and were recommended by President Beller and approved by TBR.

The rationale for last year's salary adjustments varied: e.g., promotion, job audit, stipend, reclassification, equity adjustment, contractual agreement, etc. The effective dates for the adjustments ranged from August 15, 1990 to January 1, 1991. All adjustments conformed to TBR guidelines and ETSU Compensation Plans.

Twenty-two (22) individuals received adjustments for reasons specified above. If you need an explanation of who the individuals were and what was the basis of the adjustment, please feel free to contact Mr. Neasman, the Director of Human Resources. He will give you accurate information and will clarify the matter to your desire.

BCB/cat

CC: Dr. Richard A. Manahan
Mr. G.E. Neasman

This memorandum is written to clarify how this office will administer issues involving domestic out-of-state travel in response to Chancellor Floyd's memorandum of July 24. As you know, operating budgets at ETSU included a 75% reduction in state-funded travel; and this decision itself places obvious limitations on out-of-state travel. Beyond that, I am asking each of you to review carefully all travel requests before recommending approval to me and to assure that the travel is absolutely necessary for the institution to fulfill its mission and purpose.

Standards of Review by Office of the President

The following standards will apply in my review of out-of-town travel requests:

- (1) I presume that my immediate staff will submit no recommendations unless they consider the travel absolutely necessary.
- (2) Travel supported by non-state sources in restricted budgets (e.g., grants and contracts) will be approved if it meets the standard of being absolutely necessary.
- (3) Scholarly presentations and participation in professional meetings are central to ETSU's mission, and such travel will be approved if it results in an activity that would be seriously assessed in tenure and promotion decisions or performance assessments. In addition, professional travel that is funded by a third party (e.g., the primary example is participation in a SACS or disciplinary accreditation team) is appropriate for approval.
- (4) Student and faculty travel that is central to academic experience (e.g., field trips) of credit courses or practica will be considered appropriate for approval.
- (5) Travel to scholarly meetings for professional growth in which the individual is not participating through a paper or other relevant activity will not be supported from the operating budget. If it is necessary and part of the institution's mission, the travel will be considered for approval as an unreimbursed professional activity.
- (6) Travel for official university business (e.g. admission recruiting, athletic travel, etc.) will be considered appropriate.

Motion regarding qualities wanted in the new ETSU President

The Faculty Senate considers the following qualities to be essential in the next ETSU president. Therefore we urge the advisory committee to consider these qualities in reviewing applicants for the presidency of ETSU.

1. The President should have a demonstrated record as an academician. He or she should meet ETSU criteria, with respect to teaching, research, and service, for a tenured full professor.
2. The President should have the experience and background necessary to appreciate and foster the unique mission of ETSU. This includes experience within a comprehensive/regional university with as wide a diversity of programs as is present at ETSU, including undergraduate and graduate academic programs, the liberal arts, and applied disciplines.
3. The President should be a strong advocate for academics, committed to protecting the integrity of academic programs, and to the establishment of priorities to assure appropriate support for academic programs.
4. The President should have an open, participatory leadership style through which he or she can create and/or enhance communication in the university community, establish comraderie, and ensure participation in decisions involving institutional priorities and allocation of resources.

Advisory Committee for ETSU Presidential Selection

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Stuart Wood
President Holston Distributing Co
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Johnson City, TN 37604

FOR YOUR INFORMATION

Minutes: Presidents Council 7/24/91

1. STRATEGIC PLANNING, COMMUNICATION, AND RESOURCE ALLOCATION

President Bach reviewed the draft of the Strategic Planning, Communications, and Resource Allocation position paper. (enclosure #1 on file) Following discussion there was one request for editorial change made by Dr. Ostheimer. Dr. Bach indicated he would make the revision and asked Council to operate according to the protocols contained in the document.

2. ETSO RESEARCH ISSUES

President Bach reviewed the report of the Future of Research Committee chaired by Dr. Crofts. (enclosure #2 on file) Specific attention was given to Section III, page 5, Recommendations.

Following discussion of Item 1, Indirect Cost, Dr. Bach requested that Dr. Manahan and Dr. Alfonso identify (1) the amount of dollars generated from indirect costs and (2) how these funds were allocated, i.e., purpose for use, policies, etc. Item to return to President's Council agenda.

Following discussion of Item 2, Salary Savings, Dr. Manahan was asked to determine what portion of time of state funded lines is charged to grants and contracts and to provide a report for continued discussion of this issue.

Due to the time that would be required for in depth discussion of the remaining 16 items of the committee report, President Bach requested Dr. Alfonso to chair a small working group of Council to review and update the document and to report back to Council at its meeting in two weeks.

3. STATUS REPORT ON NEW FACULTY POSITIONS IN HEALTH AFFAIRS AND ACADEMIC AFFAIRS

President Bach provided a status report on released faculty positions in Health Affairs and Academic Affairs as follows:

2 in the MSN program, 3 in the BSN expansion program, 1 in Health Sciences, 1 in English, 2 in Education, 1 in Biology, 1 in Adult Nursing, and 1 in Economics and Finance.

President Bach indicated his intent to help address operational budget issues by reduction in expenses in institutional support/administrative functions. As a follow up to this concern, he will be meeting with each vice president to discuss creative ideas on the reduction of administration costs.

10. RELEASED SALARIES FROM GRANTS

Dr. Alfonso reported on 1990-91 and 91-92 salary savings achieved through external funding. (enclosure #10 on file) Discussion included the way these funds were handled in the College of Medicine compared with the rest of the university. Dr. Bach indicated the need to await the subcommittee report on this issue.

11. STATUS OF CHAIRS OF EXCELLENCE SEARCHES

It was reported that the Long and Dishner Chairs in the College of Medicine, the Allen and Ruth Harris Chair in the College of Business and the AFG Chair in the College of Business/School of Applied Science and Technology are unfilled. Dr. Bach indicated his intent to have these chairs filled by January 1992 and that he intended to utilize professional executive search services to assist in the process.

It was announced that the Catherman Chair in the College of Arts and Sciences had not been approved. Dr. Bach indicated there were two options to consider regarding the future of this Chair:

A. Initiate at the \$500,000 level. (\$250,000/
\$250,000) or

Reconsider establishing the Chair at all.

4. ISSUES INVOLVING TRAVEL

President Bach indicated he had received a number of questions regarding interpretation of the recent travel restrictions defined in the Chancellor's July 29, 1991 memorandum. He advised Council members that he had consulted the Chancellor and was preparing a memorandum which would clarify the policy at ETSU.

5. PRESENTATION OF MASTER PLAN

Dr. Gehke presented a summary of the campus master plan document and recommendations. (enclosure #4 on file) Discussion included issues related to the prioritization of capital budget requests. President Bach requested any questions remaining concerning the master plan to be addressed to him in writing within the next week.

6. INDIRECT COST ALLOCATION

- Dr. Manahan presented information concerning the policy for distribution of overhead funds and a three year summary of the distribution of these funds. (enclosure #5 on file) Dr. Bach indicated that the object of such a policy is to create incentives for seeking external funds. Two questions were raised: (1) Are existing policies adequate?, and (2) What would be the cost implications of altering these policies?

7. SUPPLIES ANALYSIS

8. EXPENDITURES FOR INSTITUTIONAL SUPPORT/ADMINISTRATIVE FUNCTIONS

9. PRIORITIZATION OF UNFUNDED BUT REQUIRED EQUIPMENT MAINTENANCE CONTRACTS FOR 91-92

President Bach indicated that agenda items 7, 8, and 9 were related to the current budget reduction impact for the year 1991-92. Three specific problem areas were identified:

A. Maintenance contracts

There is an approximate need for \$148,819 as prioritized on the maintenance contracts enclosure. (enclosure #6 on file)

B. Fees for continuing accreditation memberships amount to approximately \$50,000 as listed on enclosures #7 and #8.

C. Supply budgets appear to be unrealistic and in need of approximately \$500,000. (enclosure #9 on file)

Following discussion, Dr. Bach indicated that he would bring back to Council a plan on addressing accreditation, maintenance contract and supplies budgets.

4. UNIVERSITY SPEAKERS

Mr. Sauceman provided a review of the university's use of guest speakers for the distinguished lecture series and for commencement. (enclosure #3 on file) Mr. Sauceman requested faculty and staff input on the identification of future speakers and he reported a commitment of \$22,000 against a budget of \$60,000, and a remaining balance of approximately \$38,000 for this year. Following discussion of the need to conserve expenditures this year, Dr. Bach indicated that the \$38,000 remaining would be frozen.

President Bach requested recommendations from members of Council, and specifically the Faculty Senate, for the December commencement speaker. Recommendations should be provided to Mr. Sauceman as soon as possible.

5. STATUS OF GIFT TO THE KINGSFORT UNIVERSITY CENTER LIBRARY

Dr. Borchuck reported on the status of a significant gift from the Ellis estate to the Kingsfort University Center Library. He indicated that he was working with the Development Office to establish an endowment.

President Bach requested Dr. Alfonso to set up a meeting with the Development Office, the Library, and Academic Affairs to pursue this endowment.

6. ATTORNEY-CLIENT ISSUES/MAINTAINING THE CONFIDENTIALITY OF LEGAL OPINIONS AND THE ISSUES ON WHICH THEY ARE BASED

As an information item, Mr. Landrum reviewed his July 19 memorandum concerning attorney/client issues. (enclosure #4 on file)

7. STATUS OF DISABLED STUDENTS' ACCESS TO EDUCATIONAL FACILITIES IN ROGERS-STOUT

Dr. Stout reviewed the status of disabled students' access to educational facilities in Rogers-Stout and distributed a July 12 memorandum from Dr. Paul Kamolnick documenting the problem. (enclosure #5 on file)

Following discussion, it was concluded that the issue remains one to be addressed in capital maintenance planning.

8. BRIEFING OF CHANCELLOR ON CAPITAL PRIORITIES

President Bach reported that he has been asked to make a presentation with respect to capital priorities to the Chancellor next Thursday. In preparation for the presentation, he will use the master plan document and the facilities plan.

President Bach requested that a copy of the master plan and the capital priorities list be available for Council members' review in Dr. Gahre's office.

President Bach further requested that a presentation of the campus master plan be placed on the next President's Council agenda.

9. SIGNATURE FLOWS FOR UNIVERSITY DOCUMENTS

Ms. Burlison presented an overview of lines of signature authority. (enclosures #6, 7, and 8 on file)

In the discussion, Dr. Bishop indicated that the College of Medicine was reviewing signature requirements and considering that deans have final approval whenever possible in conformance with TBR policy.

President Bach then observed that procedure changes might affect administrative staff needed.

President Bach requested that the College of Medicine review include input from Academic Affairs and the office of Internal Audit, and that a recommendation be brought to President's Council for discussion at the first meeting in September.

10. OLD BUSINESS

A. Maintenance Contracts

Dr. Vaught reported preliminary results of a survey to determine the number of unfunded but required maintenance contracts for 91-92 resulting from budget cuts. The survey indicated need for \$196,224. Additional information is being requested to prioritize the possible funding of those contracts considered critical.

11. NEW BUSINESS

- A. Dr. Vaught reminded Council members that main frame computers will be out of service for the week of July 29 - August 2. This is necessary to accommodate the move to Lucille Clement Hall.
- B. Dr. Spritzer announced the scheduling of a series of teleconferences with topics in the area of management. Those interested in attending should contact Dr. Spritzer.
- C. Dr. Borchuck reported that the library automation RFP had received responses from four reputable vendors. The Library Automation Evaluation Committee will now identify acceptable proposals for an invitation to bid.
- D. Mr. Sauceman informed Council that Dr. D.P. Culp, President Emeritus, will celebrate his 80th birthday on Friday.

Minutes: Presidents Council 8/7/91

1. DISTRIBUTION OF DOCUMENT: UNDERSTANDING AND PROTOCOLS FOR ADDRESSING: (1) STRATEGIC PLANNING AND RESOURCE ALLOCATION AND (2) COMMUNICATION - A POSITION PAPER

President Bach reported that the document, "Understanding and Protocols for Addressing: (1) Strategic Planning and Resource Allocation and (2) Communication: A Position Paper" (enclosure #1 on file) had been revised to include previous editorial comment. He now believes the document has had full review and Council members are encouraged to distribute copies.

2. COPYRIGHT WARNING ON LIBRARY-LOANED COMPUTER SOFTWARE

President Bach reviewed a memorandum on Copyright Warning on Library-Loaned Computer Software received from the Office of the General Counsel (enclosure #2 on file) requiring that a warning be placed on certain types of computer software. Dr. Bach encouraged appropriate distribution and suggested that any questions about the memorandum should be directed to Mr. Landrum.

3. CLARIFICATION OF QUESTIONS CONCERNING SALARY ISSUES

President Bach informed Council that a number of questions have been raised about salary increases. He stated that no salary increases have been given except in the case of individuals who have passed the CPS exam and that these raises are mandated by state law. He further stated that twenty-two ETSU employees had received adjustments for various reasons prior to January 1. Information concerning these raises is on file in the Office of Human Resources and is available for review. (enclosure #3 on file)

A question was raised concerning three employees who passed the CPS exam in November 1990 and who apparently are not eligible for the raise. Dr. Bach stated that he was aware of the problem and that he would take the matter under advisement.

Another question was raised about salary increases for faculty who were promoted. Dr. Bach stated that once the freeze is removed, the matter of raises will be addressed.